

Email folders Tracker Field

Email Folder is a new Tracker field type, introduced in [Tiki23](#), being able to hold a list of emails in flat format or IMAP folder-like structured support for Inbox/Sent/Trash folders.

Emails are currently moved to tracker items via the Webmail interface in Tiki (Cypht web interface). Cypht is used to display Tiki-stored messages and handle all relevant actions - read, reply, forward, copy, move, delete. Message can be moved to another tracker item or to an IMAP folder.

[Recording of demo at October 2021 round table](#)

1. Configuration

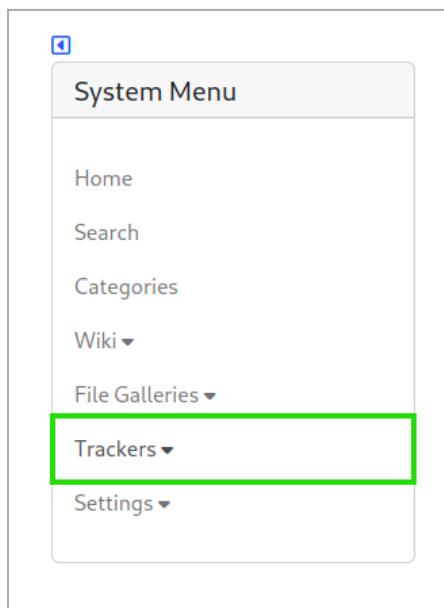
To configure the email folders tracker field, do the following:

First of all you have to create a tracker. To create a tracker, proceed as follows:

1.1. Creation and configuration of the Tracker

1.1.1. Check the activation of the Trackers feature

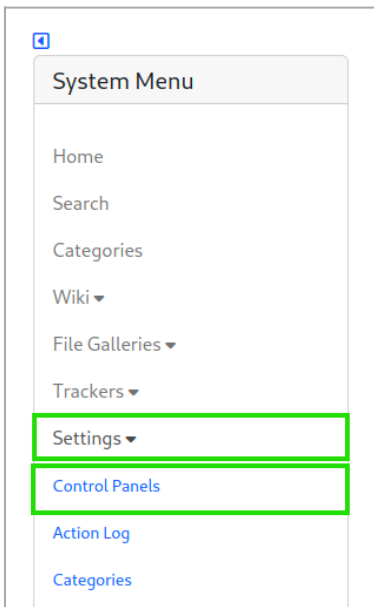
If the Tracker tab exists in the system menu go to the next point.



Click to expand

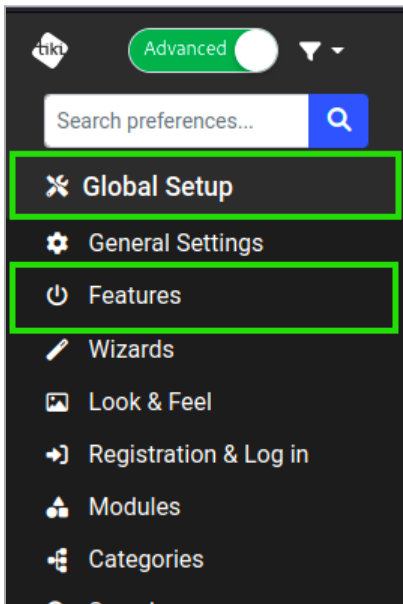
Otherwise if the Tracker tab does not exist, so the feature is not yet activated, you can activate it by following the following steps :

- Settings -> Control Panels



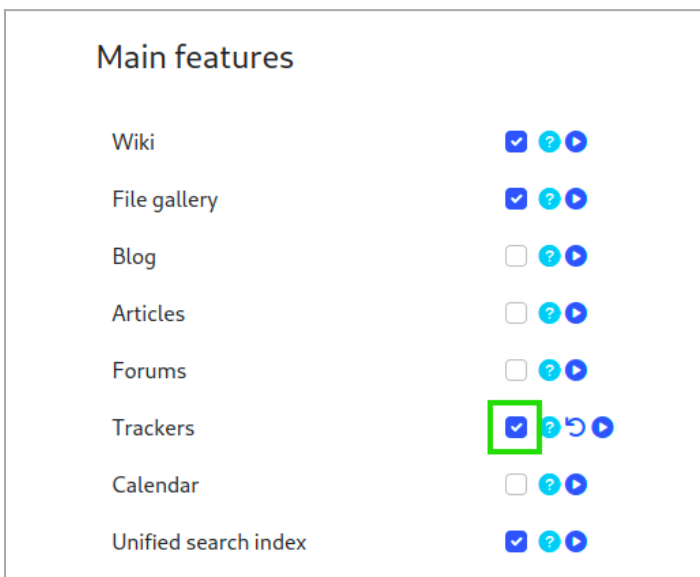
Click to expand

- Global Setup -> Features



Click to expand

- In the Main features section, check the Trackers box

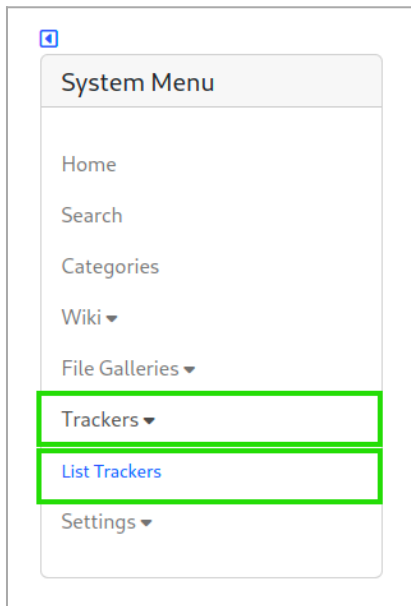


Click to expand

1.1.2. Create a Tracker

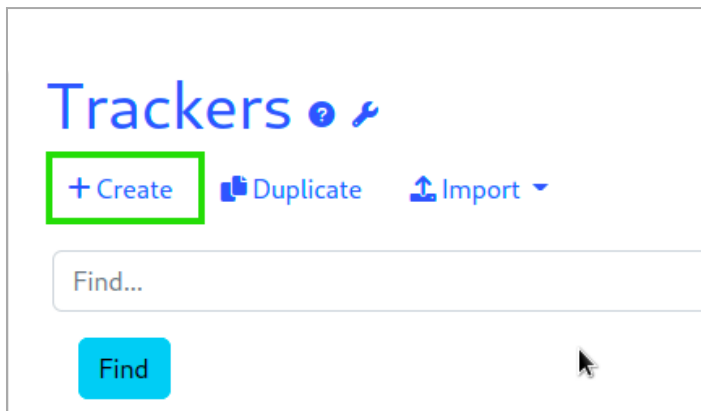
To create a Tracker click on:

- Trackers -> List Trackers



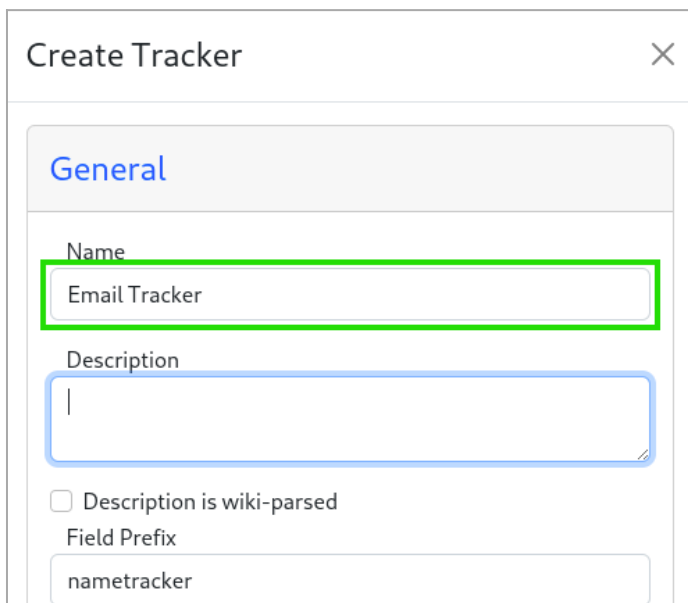
Click to expand

- Create



Click to expand

- Enter the name of the Tracker



Click to expand

- Add a description if possible

Create Tracker ✕

General

Name
Email Tracker

Description
Tracker for the movement of mails

Description is wiki-parsed

Field Prefix
emailtracker

Click to expand

- Finally save

Section Format

Status

Notifications

Permissions

Categories


Close **Save**



Click to expand

1.1.3. Add fields

Once the tracker is created. Click on :

- the Tracker you just created

Trackers 

+ Create  Duplicate  Import

Find...

Find





Id	Name	Created	Last modified	Items
2	Email Tracker	2022-11-03	07:43	0
<i>Tracker for movement of mails</i>				
1	Clients	2022-10-25	2022-10-25 19:51	3
<i>List of all our clients. Emails associated to each client goes here</i>				

Click to expand

- then on the Field button

Email Tracker

Tracker for movement of mails

+ Create Item  Properties  Fields  Trackers 

Items 0

Click to expand


The minimal configuration needs two fields:






- the Text type field, which will serve as the description
- the Folder type field, which will be used to store emails




1.1.3.1. The Text field

Do it by clicking on:

- Add a field

Tracker Fields: Email Tracker 

+ Add Field  Import Fields  Properties  Fields  Trackers  Items

<input type="checkbox"/>	ID	Name	Type	List	Title	Search	Public	Mandatory	Actions
		Save All							   Go

Click to expand

- Enter the field name

The screenshot shows the 'Add Field' dialog box. The 'Name' input field is highlighted with a green border. Below it, the 'Type' dropdown menu is set to 'Text Field'. A light blue informational message box is visible, stating 'More types available' and 'More field types may be enabled from the administration panel.' At the bottom, there are three buttons: 'Close', 'Add Field & Edit Advanced Options', and 'Add Field'.

Click to expand

- Choose the type of field, by default it is already Text Field

The screenshot shows the 'Add Field' dialog box. The 'Type' dropdown menu is highlighted with a green border. The 'Name' input field contains the text 'Name'. The 'Add Field' button at the bottom right is highlighted with a green border.

Click to expand

- Then validate by clicking on the Add a field button

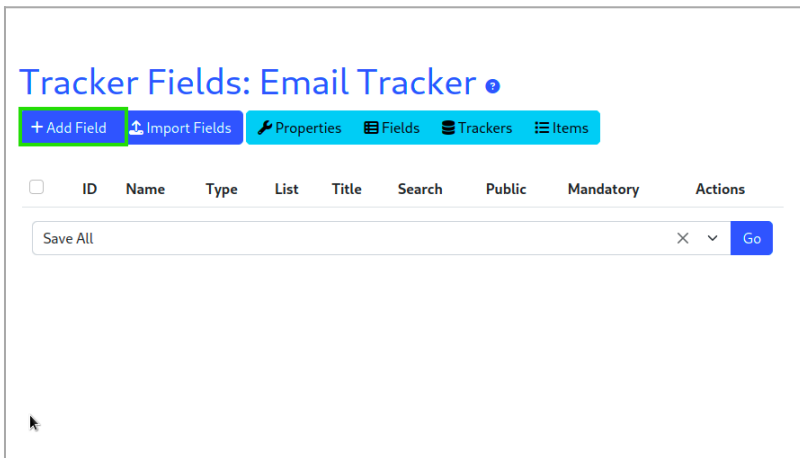
The screenshot shows the 'Add Field' dialog box. The 'Add Field' button at the bottom right is highlighted with a green border. The 'Name' input field contains the text 'Name'. The 'Type' dropdown menu is set to 'Text Field'.

Click to expand

1.1.3.2. The Folder field

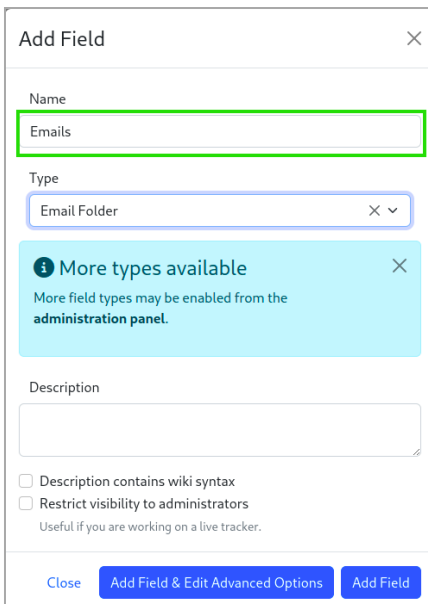
For the folder type field, click on:

- Add a field



Click to expand

- Enter the field name



The 'Add Field' dialog box is shown. It has a title bar with 'Add Field' and a close button. The 'Name' field contains 'Emails' and is highlighted with a green box. The 'Type' dropdown is set to 'Email Folder'. Below the dropdown is a light blue informational message: 'More types available. More field types may be enabled from the administration panel.' There is a 'Description' field below that. At the bottom, there are three buttons: 'Close', 'Add Field & Edit Advanced Options', and 'Add Field'.

Click to expand

- Choose the field type, you must choose Email Folder

Add Field

Name
Emails

Type
Email Folder

More types available
More field types may be enabled from the **administration panel**.

Description

Description contains wiki syntax
 Restrict visibility to administrators
Useful if you are working on a live tracker.

Close Add Field & Edit Advanced Options Add Field

Click to expand

- Click the Add Field & Edit Advanced Options button

Add Field

Name
Emails

Type
Email Folder

More types available
More field types may be enabled from the **administration panel**.

Description

Description contains wiki syntax
 Restrict visibility to administrators
Useful if you are working on a live tracker.

Close Add Field & Edit Advanced Options Add Field

Click to expand

- Click the Options for Email Folder button

Name
Emails

Description

Description contains wiki syntax

Options for Email Folder

Validation

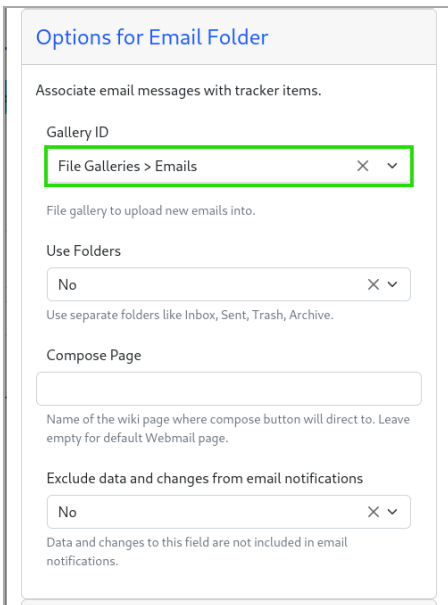
Permissions

Advanced

Close Save

Click to expand

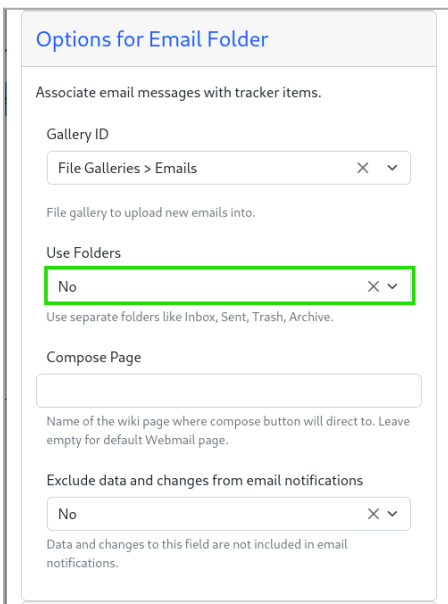
- In the Gallery ID field, select the option File Galleries > Emails



The screenshot shows the 'Options for Email Folder' configuration page. The 'Gallery ID' dropdown menu is highlighted with a green border and contains the text 'File Galleries > Emails'. Other fields include 'Use Folders' set to 'No', 'Compose Page' (empty), and 'Exclude data and changes from email notifications' set to 'No'.

Click to expand

- In the field Use Folders select Yes, other fields are added below for the configuration of the names of the folders. You can leave it like this



The screenshot shows the 'Options for Email Folder' configuration page. The 'Use Folders' dropdown menu is highlighted with a green border and contains the text 'No'. The 'Gallery ID' field is set to 'File Galleries > Emails'. Other fields include 'Compose Page' (empty) and 'Exclude data and changes from email notifications' set to 'No'.

Click to expand

- And finally Validate by pressing Save

Compose Page

Name of the wiki page where compose button will direct to. Leave empty for default Webmail page.

Exclude data and changes from email notifications

No ▾

Data and changes to this field are not included in email notifications.

Validation

Permissions

Advanced

Close

Click to expand

1.1.4. Item creation

Once the configuration is complete, you must create an item. For this on the item page :

- click on the Create Item button

Email Tracker

Tracker for movement of mails

Items 0

Click to expand

- A modal window is launched, enter the Name in the Name field and validate

Create Item

Name *

Emails

Emails can be copied or moved here via the Webmail interface.

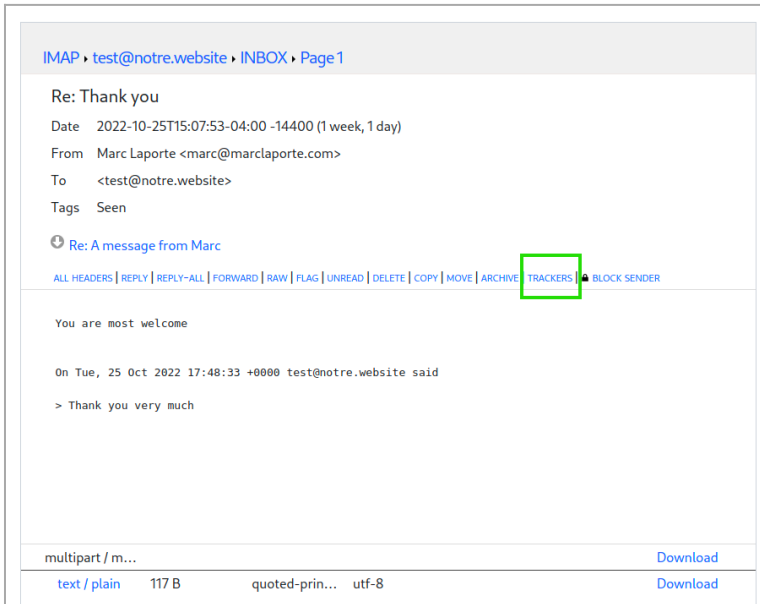
Close

Click to expand

2. Move emails to trackers

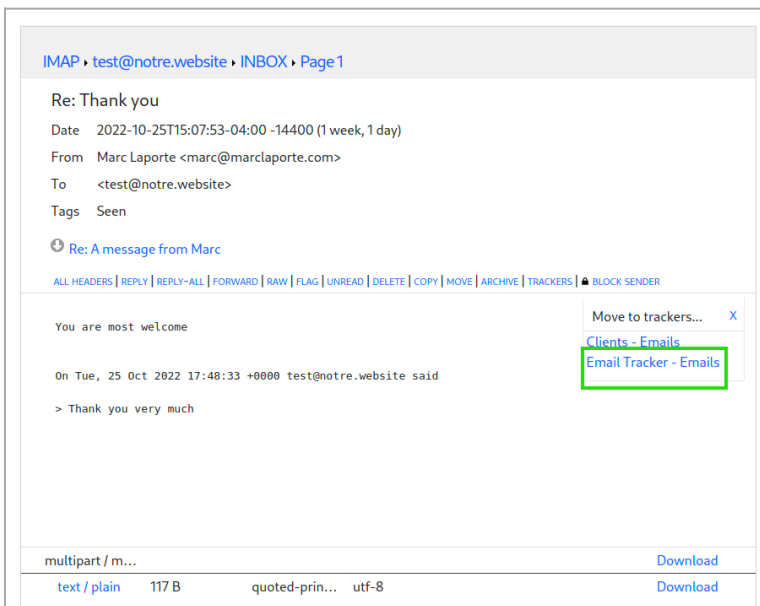
To move an email, open the email you want to move :

- Click on the Tracker button



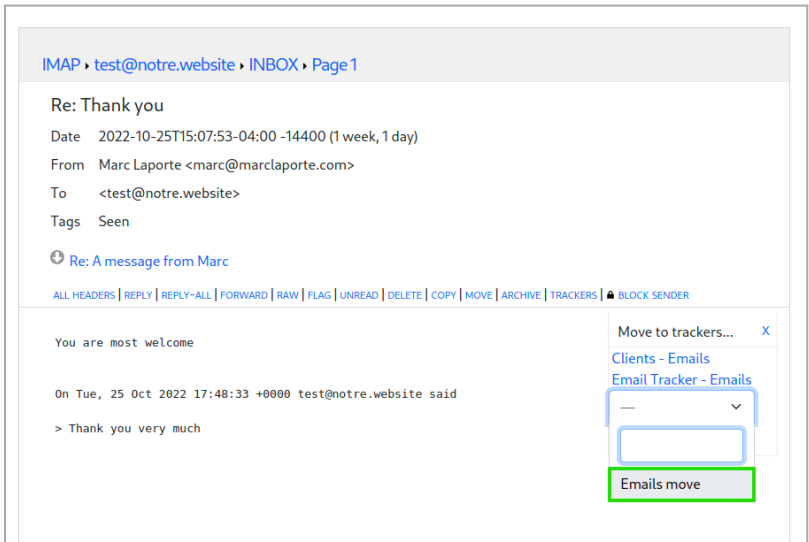
Click to expand

- In the small window select the Tracker you created



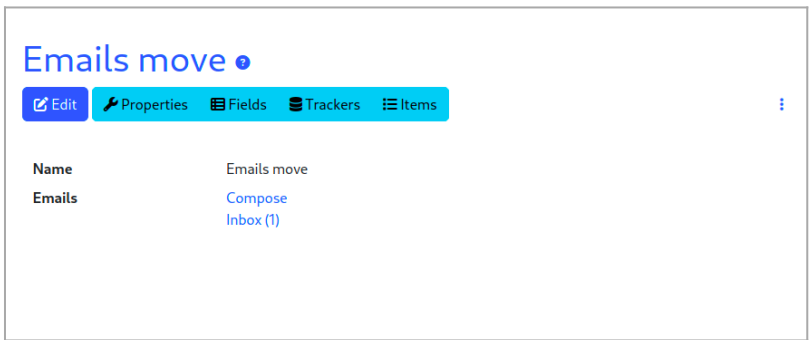
Click to expand

- Finally select the folder.



Click to expand

- Once done, here is the end result



Click to expand

Related:

- [Selector Tracker Fields](#)
- [Adding fields to a tracker](#)
- https://gitlab.com/tikiwiki/tiki/-/merge_requests/818
- [Email as a first-class citizen](#)

Alias

- [Email folder Tracker Field](#)