

Email folders Tracker Field

Emails stored as part of the Tiki database, like any other content (files, wiki pages, events, blog posts, etc.)

Email Folder is a new addition to the [Tracker Field Types](#), 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

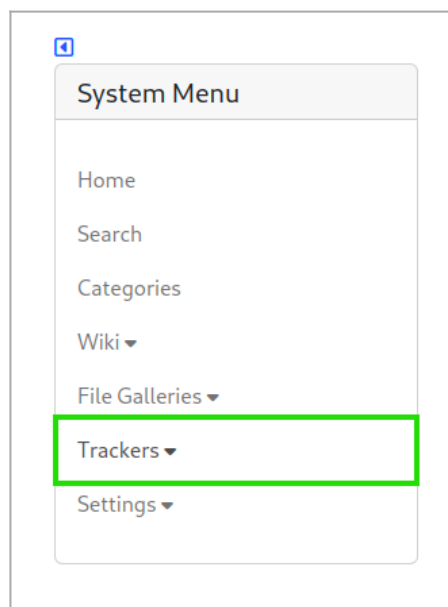
To configure the email folders tracker field, do the following:

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

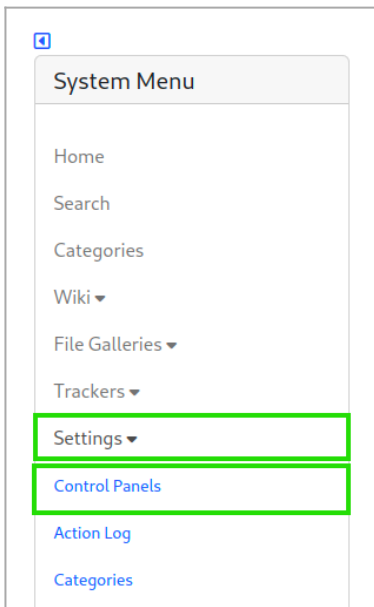
If the Tracker tab exists in the system menu go to the next point.



Click to expand

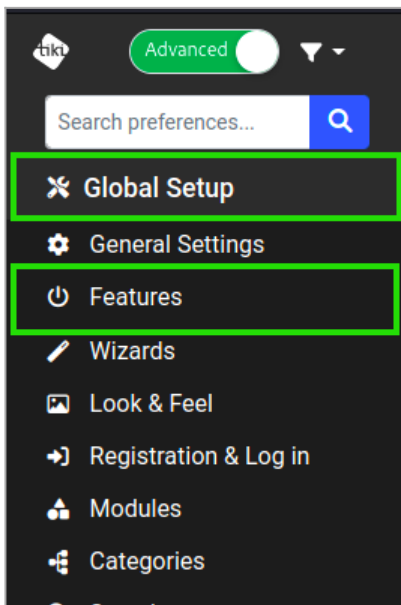
Otherwise if the Tracker tab does not exist, so the feature is not yet activated, you can activate it by following the following steps :

- Settings -> Control Panels



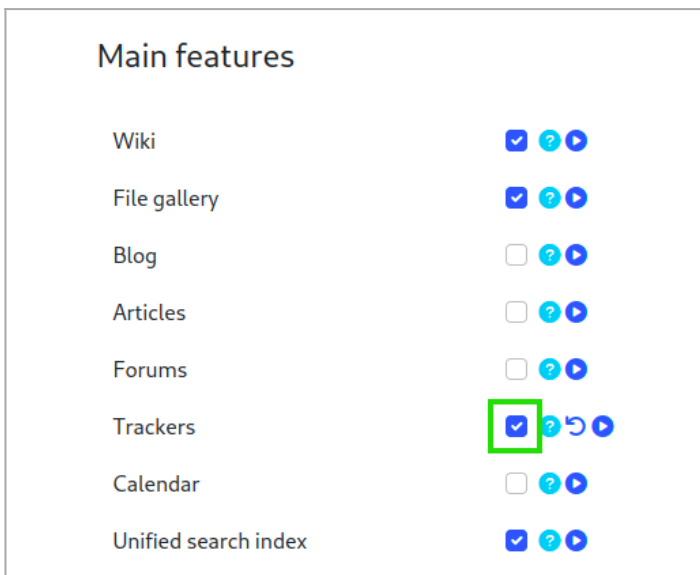
Click to expand

- Global Setup -> Features



Click to expand

- In the Main features section, check the Trackers box

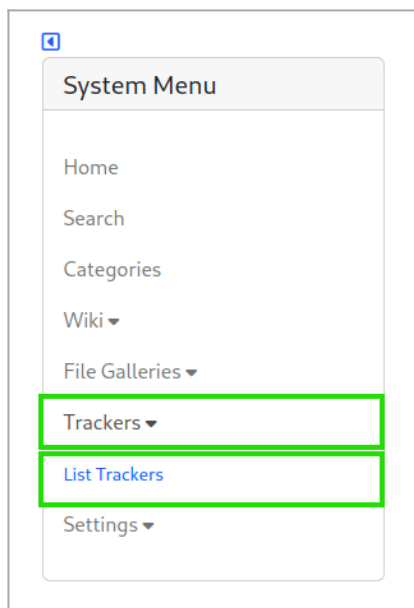


Click to expand

1.1.2. Create a Tracker

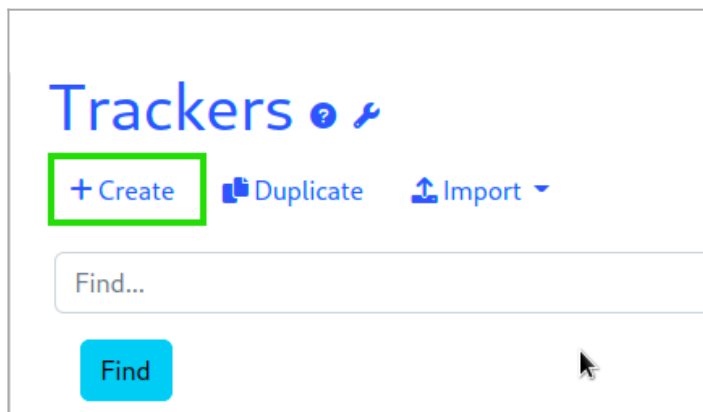
To create a Tracker click on:

- Trackers -> List Trackers



Click to expand

- Create



Click to expand

- Enter the name of the Tracker

Create Tracker ✕

General

Name
Email Tracker

Description
|

Description is wiki-parsed

Field Prefix
nametracker

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

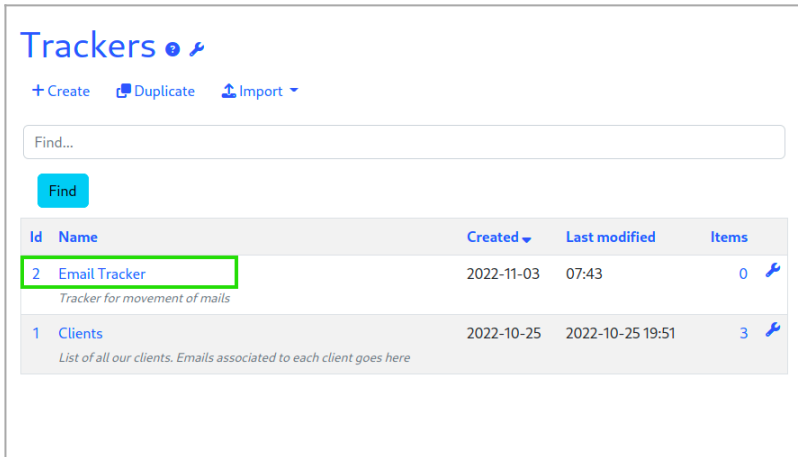
Close **Save**

Click to expand

1.1.3. Add fields

Once the tracker is created. Click on :

- the Tracker you just created

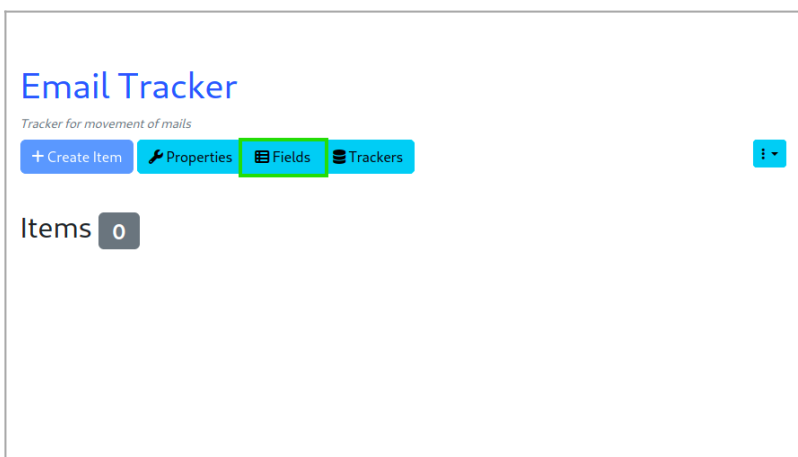


The screenshot shows the 'Trackers' interface. At the top, there are buttons for '+ Create', 'Duplicate', and 'Import'. Below these is a search bar with the text 'Find...' and a 'Find' button. A table lists two trackers:

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

Click to expand

- then on the Field button



The screenshot shows the configuration page for the 'Email Tracker'. The title is 'Email Tracker' with the subtitle 'Tracker for movement of mails'. There are four buttons: '+ Create Item', 'Properties', 'Fields', and 'Trackers'. The 'Fields' button is highlighted with a green box. Below the buttons, it says '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

ID Name Type List Title Search Public Mandatory Actions

Save All X Go

Click to expand

- Enter the field name

Add Field X

Name
Name

Type
Text Field X

More types available X
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

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

Add Field X

Name
Name

Type
Text Field X

More types available X
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

- Then validate by clicking on the Add a field button

Add Field

Name

Name

Type

Text Field

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

1.1.3.2. The Folder field

For the folder type field, click on:

- Add a field

Tracker Fields: Email Tracker

+ Add Field Import Fields Properties Fields Trackers Items

| ID | Name | Type | List | Title | Search | Public | Mandatory | Actions |
|----|------|------|------|-------|--------|--------|-----------|---------|
| | | | | | | | | |

Save All Go

Click to expand

- Enter the field name

Add Field ×

Name
Emails

Type
Email Folder × ▾

i 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

- Choose the field type, you must choose Email Folder

Add Field ×

Name
Emails

Type
Email Folder × ▾

i 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 × ▾

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

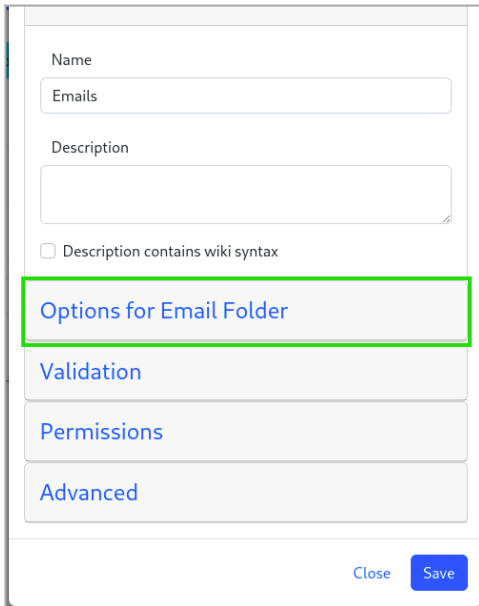
Description

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

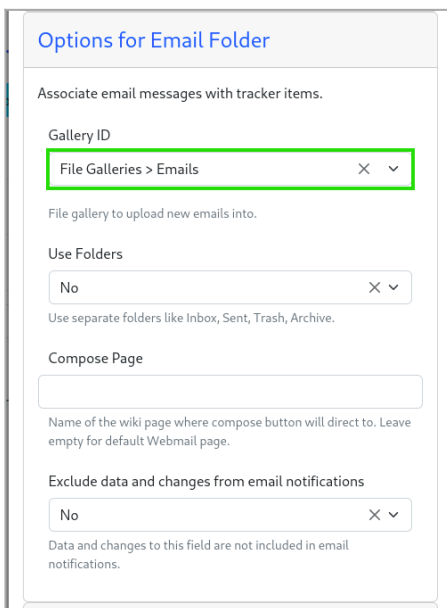
Permissions

Advanced

Close Save

Click to expand

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



Options for Email Folder

Associate email messages with tracker items.

Gallery ID

File Galleries > Emails

File gallery to upload new emails into.

Use Folders

No

Use separate folders like Inbox, Sent, Trash, Archive.

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.

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

Options for Email Folder

Associate email messages with tracker items.

Gallery ID
File Galleries > Emails X v

File gallery to upload new emails into.

Use Folders
No X v

Use separate folders like Inbox, Sent, Trash, Archive.

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 X v

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

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 X v

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

[Validation](#)

[Permissions](#)

[Advanced](#)

[Close](#) [Save](#)

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

+ Create Item

Properties

Fields

Trackers

⋮

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 Preview Create

Click to expand

2. Move emails to trackers

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

- Click on the Tracker button

IMAP • test@notre.website • INBOX • Page 1

Re: Thank you

Date 2022-10-25T15:07:53-04:00 -14400 (1 week, 1 day)

From Marc Laporte <marc@marclaporte.com>

To <test@notre.website>

Tags Seen

Re: A message from Marc

ALL HEADERS | REPLY | REPLY-ALL | FORWARD | RAW | FLAG | UNREAD | DELETE | COPY | MOVE | ARCHIVE | TRACKERS | BLOCK SENDER

You are most welcome

On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said

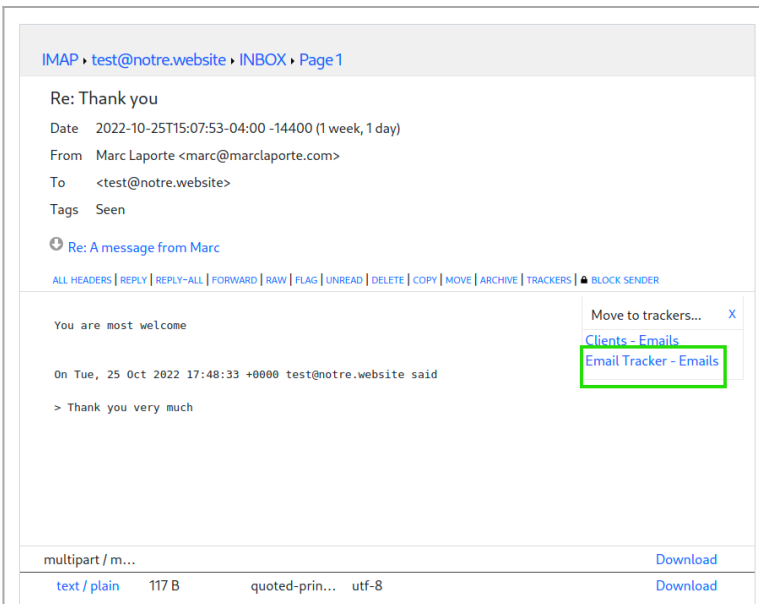
> Thank you very much

multipart / m... [Download](#)

text / plain 117 B quoted-prin... utf-8 [Download](#)

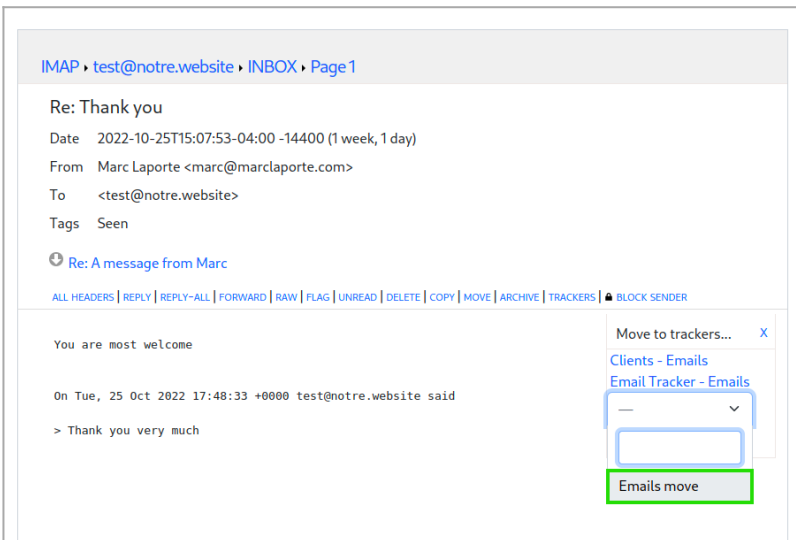
Click to expand

- In the small window select the Tracker you created



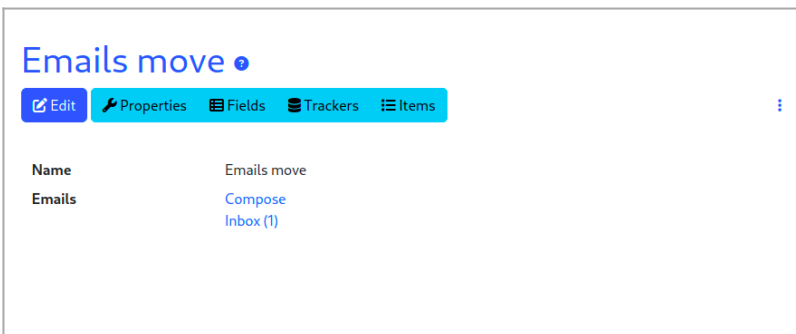
Click to expand

- 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](#)