



Inbox and Contact Events

INBOX SETTINGS

From the Desk Top the most recent emails of the computer's inbox are displayed in the Inbox view. The amount of emails showing and refresh rate is set per User, as a large amount of emails takes a long time to load.

In the User form, scroll down in the top right settings to see the Inbox settings.

Roles	Name	Demo Accord - Viola Scott	Default Department	Construction
Layout Settings	Keyname	SCOTT VIOLA	Default Tempdesk	Demo - Events Shift Co 2
Questionnaire	Login Name	VHS	Analysis Code	C2
Division Access	Job Title	Consultant	Nominal Segment (m...	12
Department Maintenance	E-Mail Address	vhs@accorddemo.uk	Report View Level	999
Popup Escalations	Short ID	VS	Report Print Level	999
	Template for New Users	☐	Report Export Level	999
	Not In Use	☐	Combo Box Filter	
	Override Form ID		Inbox Limit	60
	Startup Form		Inbox Refresh Rate	15

The Inbox refresh rate will auto update the Desk Top if this is set, so it does not have to be done manually.

LINKING INCOMING EMAILS TO IQX RECORDS

If an email address is matched in IQX then the email can be saved directly to the main record. By using Drag and Drop an email can be saved linked to any record.

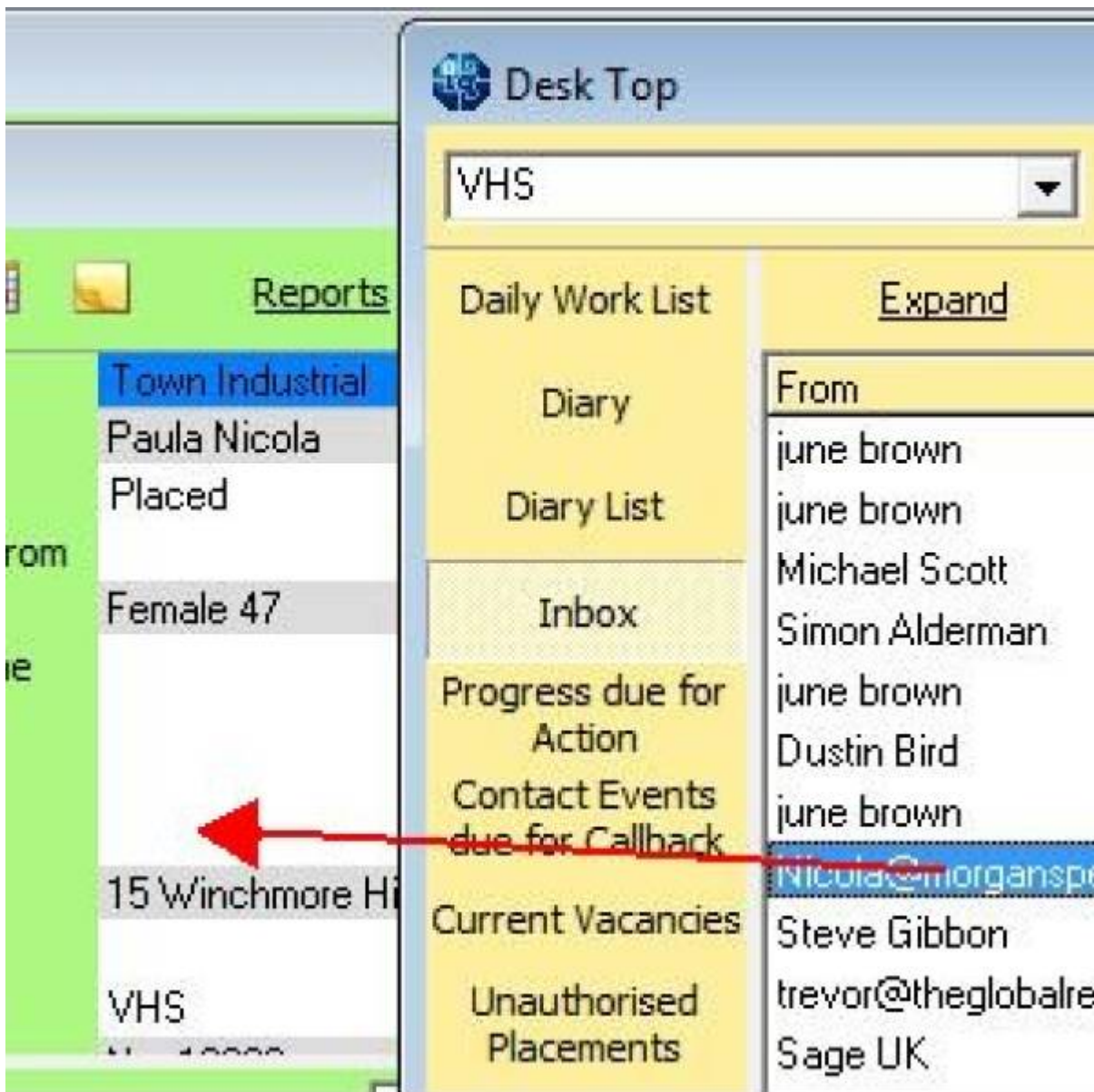
To attach an email as a Contact Event to a Vacancy: If the Vacancy will be found in Current Vacancies then go there, Expand, move the Desk top to the right and drag from Inbox onto the Vacancy Position. The cursor will show as an arrow with a box. Drop and a contact event will be created.

Company	A & M Stephens
Contact	A Stephens
Job Title	Legal Secretary
No. of Posts	1
PO Number	
From	30/07/2012
Pay / Charge	/
Status / Codes	Current
Dept./Desk/Co...	/ VHS
Client Department	
Vacancy Q...	

From	IQX Contact	Subject
june brown		RE: BCL Leg
june brown		RE: BCL Leg
Michael Scott	Michael Scott	RE: BCL Leg
Simon Alderman	Simon Alderman	RE: Tempde
june brown		RE: BCL Leg
Dustin Bird	Sian Monique Binks	Concept Car
june brown		BCL Legal
Nicola@morgansperc		Meeting

ATTACHING AN EMAIL TO A RECORD WITHOUT AN EMAIL ADDRESS

Expand the record, move the Desk top to the right and drag from the inbox onto the record. For Person and Contact records you will be asked if you want to add the email address to the record.



A contact event is created and you are given the option to save the email address against the record or not.
Yes will add the email address.
No will NOT add the email address.



SAVING AN ATTACHMENT FROM AN EMAIL IN THE INBOX TO THE DOCUMENTS VIEW OF A RECORD

If an email has attachments they do NOT get saved with the contact event, but they CAN be saved in a Document view – such as Vacancy Documents, Client Documents – providing that Document TYPES have been set up.

The inbox shows how many attachments there are to an email - but the count does include images

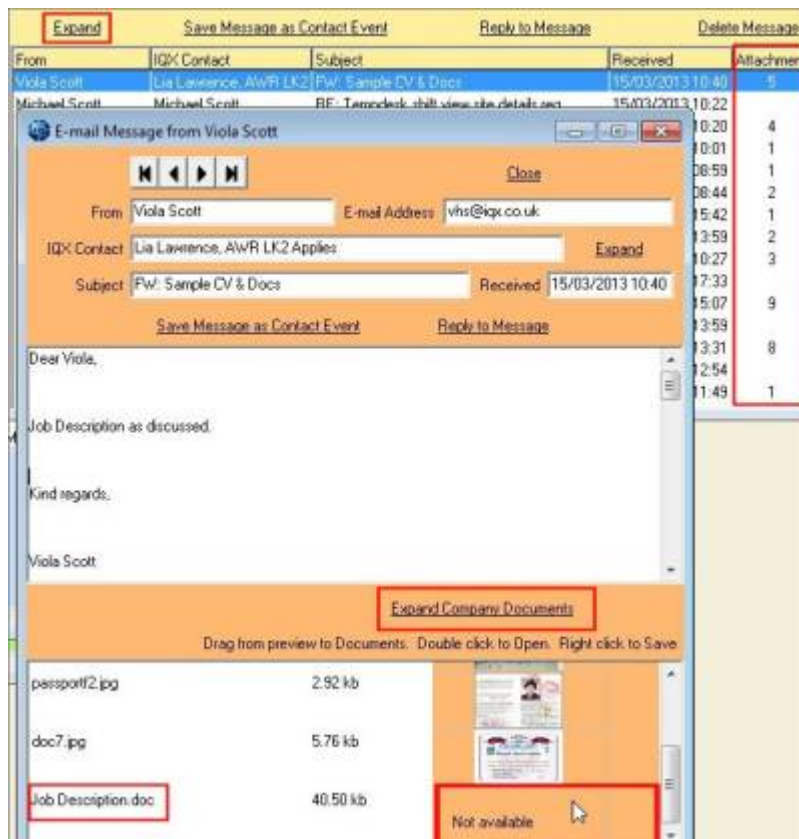


that are part of the signature as well as deliberately attached items.

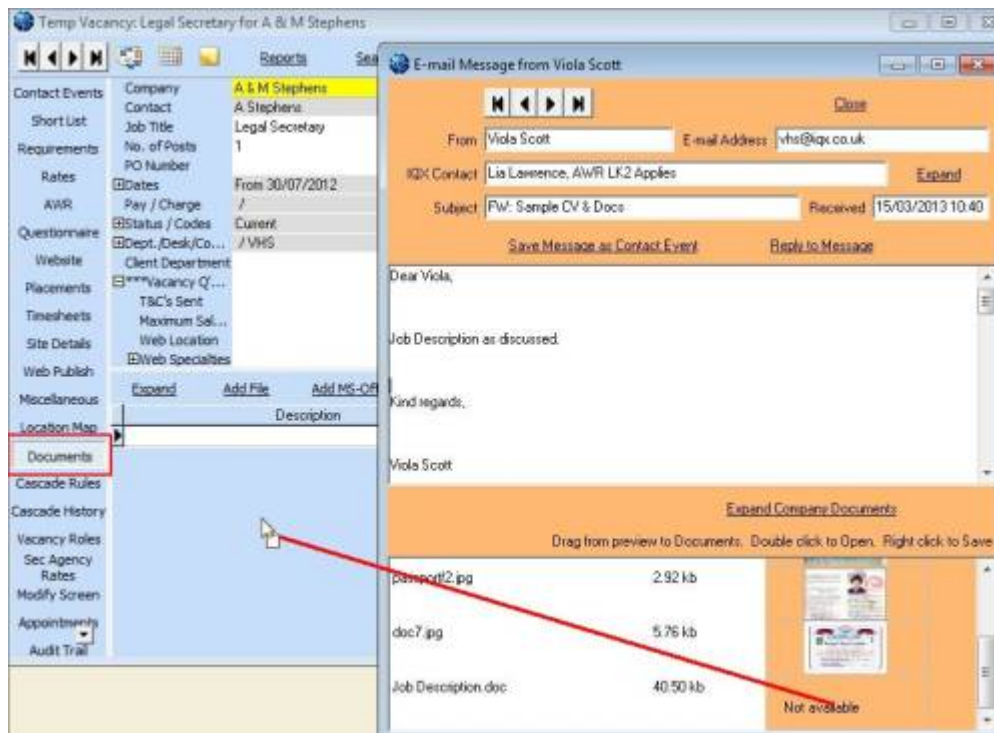
When you **expand** the email the attachments are visible at the bottom.

There is a button to expand the Person or Contact Documents view but it is possible to drag to other record Documents view.

You can also Double click **on the coloured preview section** to open. Right Click to save in a folder.



To drag - open the record to receive the documents and go to the Document view



You will be asked to select a type, then the document is added as a File to the documents. It will not be directly editable.

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From:
<https://iqxusers.co.uk/iqxhelp/> - iqx

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