



Quick Start Guide

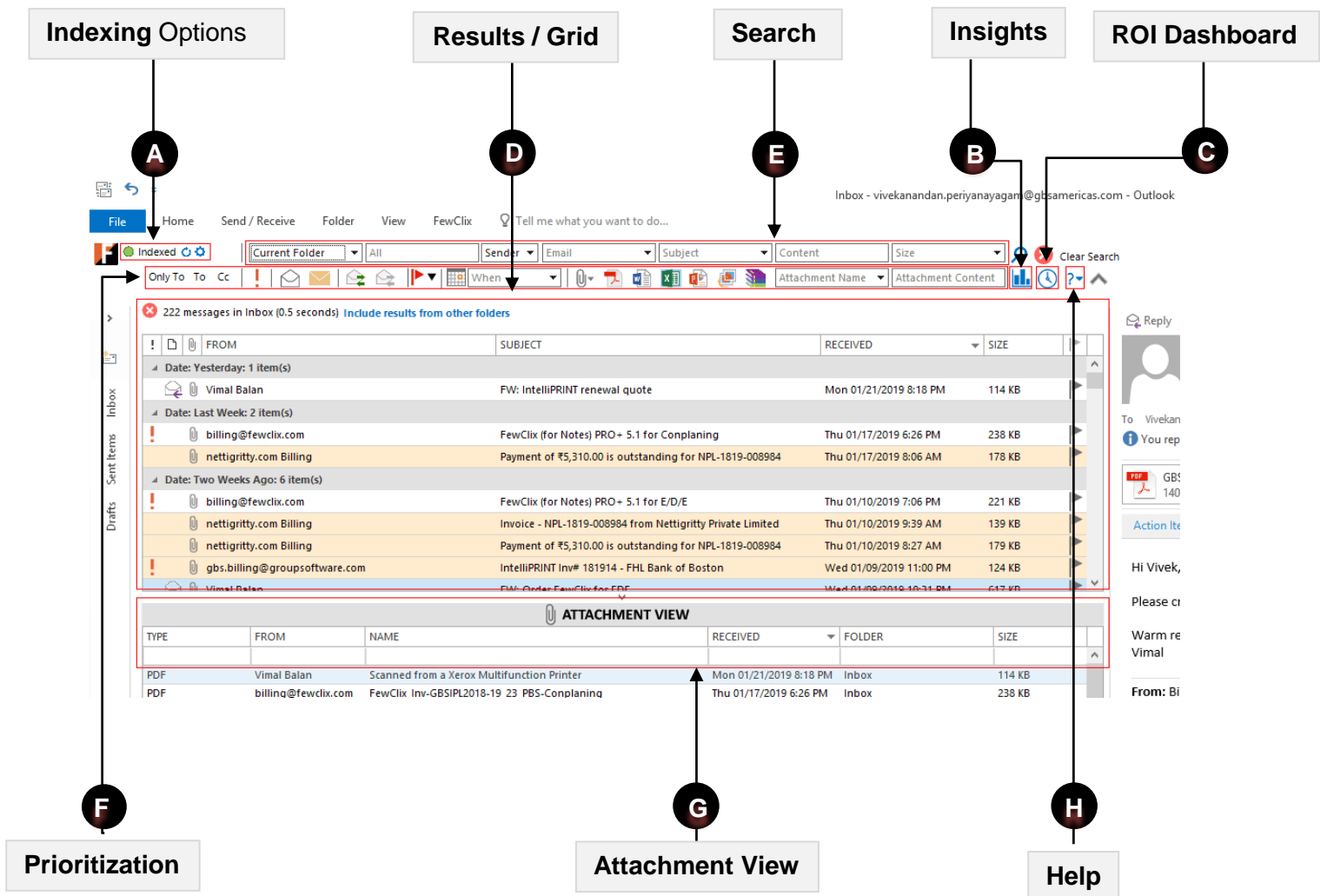
www.fewclix.com

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FewClix (for Outlook)

FewClix (for Outlook) is a revolutionary Add-in for Microsoft Outlook that transforms your email experience by delivering **instant answers**, **actionable insights** and **intelligent assistance**.











FewClix is seamlessly integrated into your email environment to ensure that your familiar Outlook experience is in no way altered.




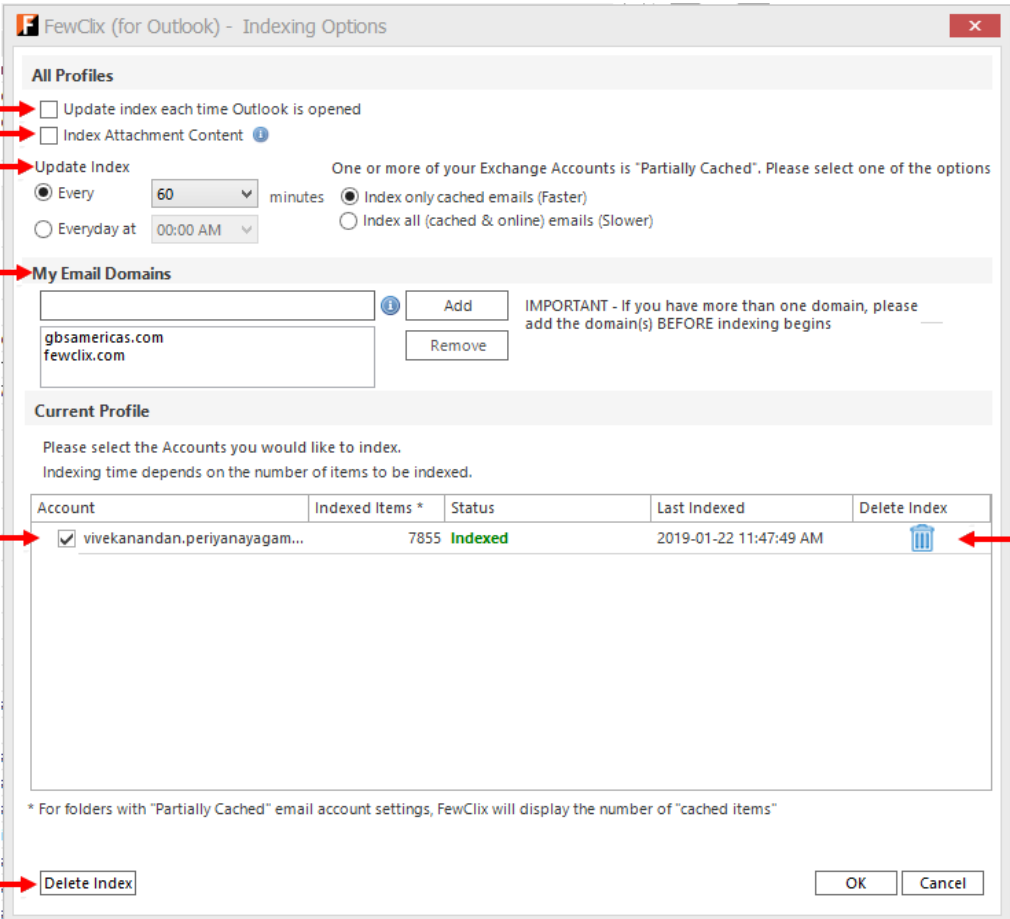
A Indexing Options

When you install FewClix, for the first time, FewClix will index emails, calendar items and contacts of the Email Accounts you choose (please see the section on Indexing Options below).

Index Status Indicator

 Not Indexed 	Indicates that indexing is not yet started.
 Indexing 	Indicates that indexing is in progress. To stop indexing at any time, click the “stop”  icon.
 Indexed 	Indicates that indexing is complete. To update your index, click the  refresh icon
 Incomplete 	Indicates that indexing is incomplete

Indexing Options – Click the  “settings” icon to change indexing options via the window below



1 → Update index each time Outlook is opened

2 → Index Attachment Content ⓘ

3 → Update Index

One or more of your Exchange Accounts is "Partially Cached". Please select one of the options

Every 60 minutes Index only cached emails (Faster)

Everyday at 00:00 AM Index all (cached & online) emails (Slower)

4 → My Email Domains


gbsamericas.com
fewclix.com

Add Remove

IMPORTANT - If you have more than one domain, please add the domain(s) BEFORE indexing begins

5 →

Please select the Accounts you would like to index.
Indexing time depends on the number of items to be indexed.

Account	Indexed Items *	Status	Last Indexed	Delete Index
<input checked="" type="checkbox"/> vivekanandan.periyanyagam...	7855	Indexed	2019-01-22 11:47:49 AM	

6 →


* For folders with "Partially Cached" email account settings, FewClix will display the number of "cached items"

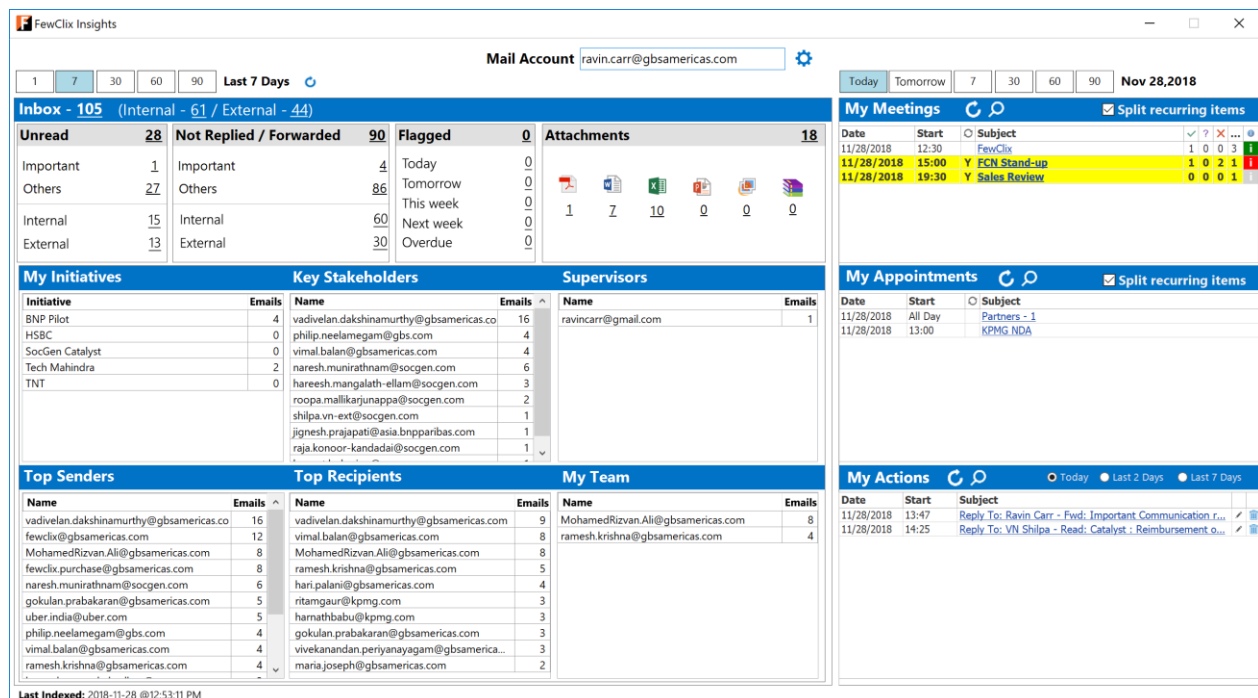
7 → Delete Index

OK Cancel

1)	Option to update the FewClix index each time Outlook is launched
2)	Option to include "Attachment Content" during indexing. Checking this option could increase indexing time significantly. BEST PRACTICE TIP: Check this only if content inside attachments is important to you
3)	Options to update the FewClix index at intervals starting from every 5 mins up to every 360 minutes OR, option to update the FewClix index once a day at a specified time. BEST PRACTICE TIP: Shorter intervals are better!
4)	If you have more than one email domain, please enter it here. BEST PRACTICE TIP: This should be done BEFORE indexing begins
5)	Your primary email account will be selected automatically. Please select other emails accounts (if any) that you want FewClix to index
6)	Enables you to delete the index for selected accounts
7)	Enables you to delete the entire index, after which FewClix will automatically create a new index


B Actionable Insights

Click on the  “Insights” icon to view your **FewClix Dashboard**, which provides you with Actionable Insights and helps you manage all your critical emails, meetings and appointments in one place.

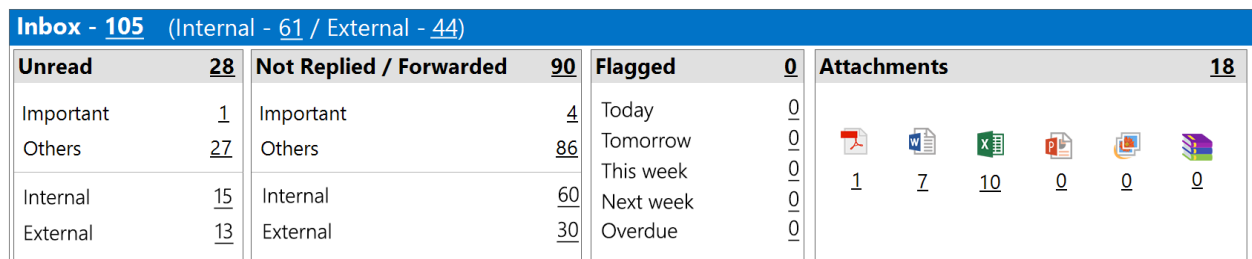


The screenshot displays the FewClix Insights dashboard for the email account `ravin.carr@gbsamericas.com`. The dashboard is organized into several sections:


- Inbox - 105** (Internal - 61 / External - 44):

Unread	28	Not Replied / Forwarded	90	Flagged	0	Attachments	18
Important	1	Important	4	Today	0		
Others	27	Others	86	Tomorrow	0	1	7
Internal	15	Internal	60	This week	0	10	0
External	13	External	30	Next week	0	0	0
		Overdue		Overdue	0		
- My Meetings**: Shows a calendar view for Nov 28, 2018, with entries for 'FCN Stand-up' and 'Sales Review'.
- My Appointments**: Shows an appointment for 'Partners - 1' at 13:00 on 11/28/2018.
- My Initiatives**: Lists initiatives like BNP Pilot, HSBC, and SocGen Catalyst with associated email counts.
- Key Stakeholders**: Lists key contacts like vadivelan.dakshinamurthy@gbsamericas.com and philip.neelamegam@gbs.com.
- Supervisors**: Lists supervisors like ravincarr@gmail.com.
- Top Senders**: Lists top email senders such as vadivelan.dakshinamurthy@gbsamericas.com and fewclix@gbsamericas.com.
- Top Recipients**: Lists top email recipients like vadivelan.dakshinamurthy@gbsamericas.com and vimal.balan@gbsamericas.com.
- My Team**: Lists team members like MohamedRizvan.Ali@gbsamericas.com and ramesh.krishna@gbsamericas.com.
- My Actions**: Lists recent actions like 'Reply To: Ravin Carr - Fwd: Important Communication'.

Inbox



The detailed view of the inbox summary section shows the following data:

Inbox - 105		(Internal - 61 / External - 44)	
Unread	28	Not Replied / Forwarded	90
Important	1	Important	4
Others	27	Others	86
Internal	15	Internal	60
External	13	External	30
Flagged	0	Attachments	18
Today	0		
Tomorrow	0	1	7
This week	0	10	0
Next week	0	0	0
Overdue	0		


All your key “inbox parameters” are displayed here, and you can click on any of the numbers to see those emails:

- “Unread” emails (split into Important / Others and Internal / External)
- Emails that you have “Not Replied or Forwarded” (split into Important / Others and Internal / External)
- Flagged emails
- Emails with Attachment (split into the most common attachment types)

My Initiatives

My Initiatives	
Initiative	Emails
BNP Pilot	4
HSBC	0
SocGen Catalyst	0
Tech Mahindra	2
TNT	0


Insights lists your “key initiatives” and displays the number of emails in your Inbox against each key initiative! Click on the email counts to see these emails.

BEST PRACTICE TIP: Click on the  settings icon and add words you will find in emails that best describe your key initiatives

Key Stakeholders

Key Stakeholders	
Name	Emails
vadivelan.dakshinamurthy@gbsamericas.co	16
philip.neelamegam@gbs.com	4
vimal.balan@gbsamericas.com	4
naresh.munirathnam@socgen.com	6
hareesh.mangalath-ellam@socgen.com	3
roopa.mallikarjunappa@socgen.com	2
shilpa.vn-ext@socgen.com	1
jignesh.prajapati@asia.brypperbes.com	1
raja.konoor-kandadai@socgen.com	1

Insights lists your “key stakeholders” and displays the number of emails in your Inbox against each key stakeholder! Click on the email counts to see these emails.

BEST PRACTICE TIP: Click on the  settings icon and add email addresses of your key stakeholders.

Supervisors

Supervisors	
Name	Emails
ravincarr@gmail.com	1

Insights lists your “supervisors” and displays the number of emails in your Inbox against each supervisor! Click on the email counts to see these emails.

BEST PRACTICE TIP: Click on the  settings icon and add email addresses of your supervisors.

Top Senders

Top Senders	
Name	Emails
vadivelan.dakshinamurthy@gbsamericas.co	16
fewclix@gbsamericas.com	12
MohamedRizvan.Ali@gbsamericas.com	8
fewclix.purchase@gbsamericas.com	8
naresh.munirathnam@voogen.com	6
gokulan.prabakaran@gbsamericas.com	5
uber.india@uber.com	5
philip.neelamegam@gbs.com	4
vimal.balan@gbsamericas.com	4
ramesh.krishna@gbsamericas.com	4

Insights lists your “top senders” and displays the number of emails in your Inbox against each sender. Click on the email counts to see these emails.

Top Recipients


Top Recipients	
Name	Emails
vadivelan.dakshinamurthy@gbsamericas.com	9
vimal.balan@gbsamericas.com	8
MohamedRizvan.Ali@gbsamericas.com	8
ramesh.krishna@gbsamericas.com	5
hari.palani@gbsamericas.com	4
ritangar@tspmg.com	3
harnathbabu@tspmg.com	3
gokulan.prabakaran@gbsamericas.com	3
vivekanandan.periyamayagam@gbsamerica...	3
maria.joseph@gbsamericas.com	2

Insights lists your “top recipients” and displays the number of emails in your sent items against each recipient. Click on the email counts to see these emails.

My Team

My Team	
Name	Emails
MohamedRizvan.Ali@gbsamericas.com	8
ramesh.krishna@gbsamericas.com	4

Insights lists “your team” members and displays the number of emails in your Inbox against each team member! Click on the email counts to see these emails.

BEST PRACTICE TIP: Click on the  settings icon and add email addresses of your team members.

My Meetings

My Meetings						Split recurring items			
Date	Start		Subject	✓	?	✗	...	i	
11/28/2018	12:30		FewClix	1	0	0	3	i	
11/28/2018	15:00	Y	FCN Stand-up	1	0	2	1	i	
11/28/2018	19:30	Y	Sales Review	0	0	0	1	i	

FewClix shows you all your meetings in one place and HIGHLIGHTS meetings YOU'VE organized. FewClix also shows you a summary of all participant responses and shows you a snapshot of individual RESPONSES, for each meeting.

BEST PRACTICE TIPS:

- Click on the Subject link to open the meeting
- Click on the color-coded "i" Information icon to see who is coming and who is not and also modify meetings or your responses to them (please see below for color codes and what they mean)




If you are the ORGANIZER:

- i** Indicates that no Key Participants have Declined the meeting invitation
- i** Indicates that one or more Key Participants have Declined the meeting invitation
- i** Indicates that one or more Key Participants have Not Responded to the meeting invitation



If you are a PARTICIPANT:

- i** Indicates that you have Accepted the meeting
- i** Indicates that you have Declined the meeting
- i** Indicates that you have Tentatively Accepted to the meeting
- i** Indicates that you have Not Responded to the meeting



My Appointments

My Appointments   <input checked="" type="checkbox"/> Split recurring items			
Date	Start		Subject
11/28/2018	All Day		Partners - 1
11/28/2018	13:00		KPMG NDA

FewClix shows you all your appointments in one place, with date, start time and subject.



BEST PRACTICE TIP: Click on the  refresh icon to refresh the appointments list and click on the  search icon to search the list.

My Actions

My Actions   <input type="radio"/> Today <input type="radio"/> Last 2 Days <input type="radio"/> Last 7 Days				
Date	Start	Subject		
11/28/2018	13:47	Reply To: Ravin Carr - Fwd: Important Communication r...		
11/28/2018	14:25	Reply To: VN Shilpa - Read: Catalyst : Reimbursement o...		

When you receive emails from Supervisors and Key Stakeholders FewClix automatically creates a Calendar alert and adds these to “My Actions” based on when you want to be alerted to respond to these. In order to set-up alerts, please see the “Insights Options” section below.

BEST PRACTICE TIPS:


- Click on the Subject link to open the email (unless the email has been moved to a different folder OR deleted)
- Click on the  Edit icon to change the date / time of the alert
- Click on the  Delete icon to delete the alert from your Calendar

Insights Options

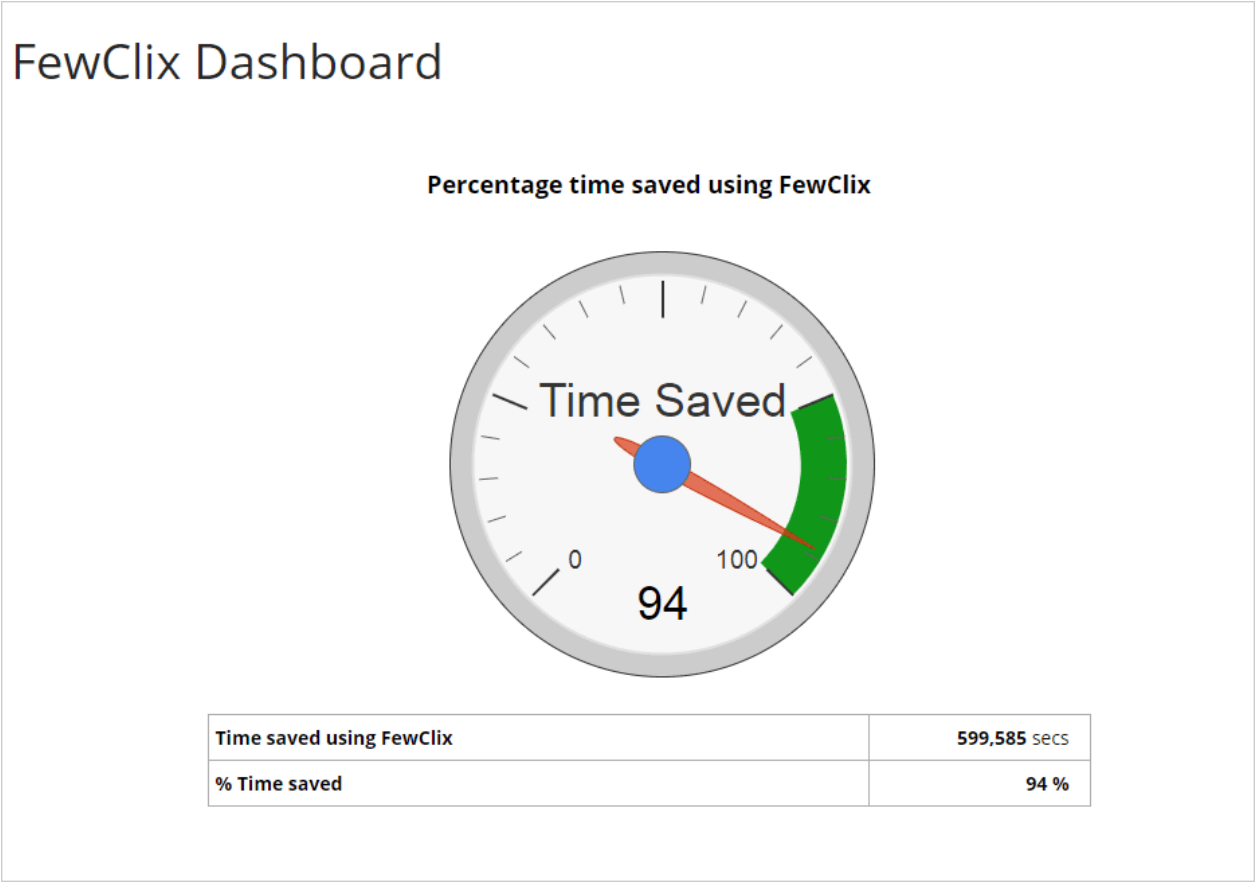
Click the  icon in the Insights Dashboard window to modify Insights settings.

1	Supervisors – Add email addresses of your supervisors and select from one of the time intervals (60 / 120 / 240 mins) to be reminded to reply to them. Once done, all NEW emails from your Supervisor(s) will be added to “My Actions” and you will receive alerts from your calendar based on the time interval selected by you.
2	Key Stakeholders – Add email addresses or email domains of your Key Stakeholders (these can be internal or external, including Customers, Partners, Vendor, etc.) and select from one of the time intervals (60 / 120 / 240 mins) to be reminded to reply. Once done, all NEW emails from your Key Stakeholders will be added to “My Actions” and you will receive alerts from your calendar based on the time interval selected by you.
3	Team Members – Add email addresses of your team members (these can be internal or external)
4	My Initiatives – Add words you will find in emails that best describe your key initiatives. Old initiatives can be removed, and new ones added at any time.
5	Pre-defined Responses – You can personalize the Pre-defined (Single Click) Responses” in this list by removing existing ones and adding new ones. You can reply to any email using these responses by simply “right-clicking” on the email from the FewClix grid.

C ROI Dashboard


Click on the  dashboard icon to view your real-time **ROI Dashboard**. Your “real time” ROI Dashboard is accessed via your browser window, and if you are accessing this for the first time, you will need to create a password.

This dashboard helps you see how much time FewClix has helped you save. To see a real time sample, please click here - <https://www.fewclix.com/sample-roi-dashboard.html>

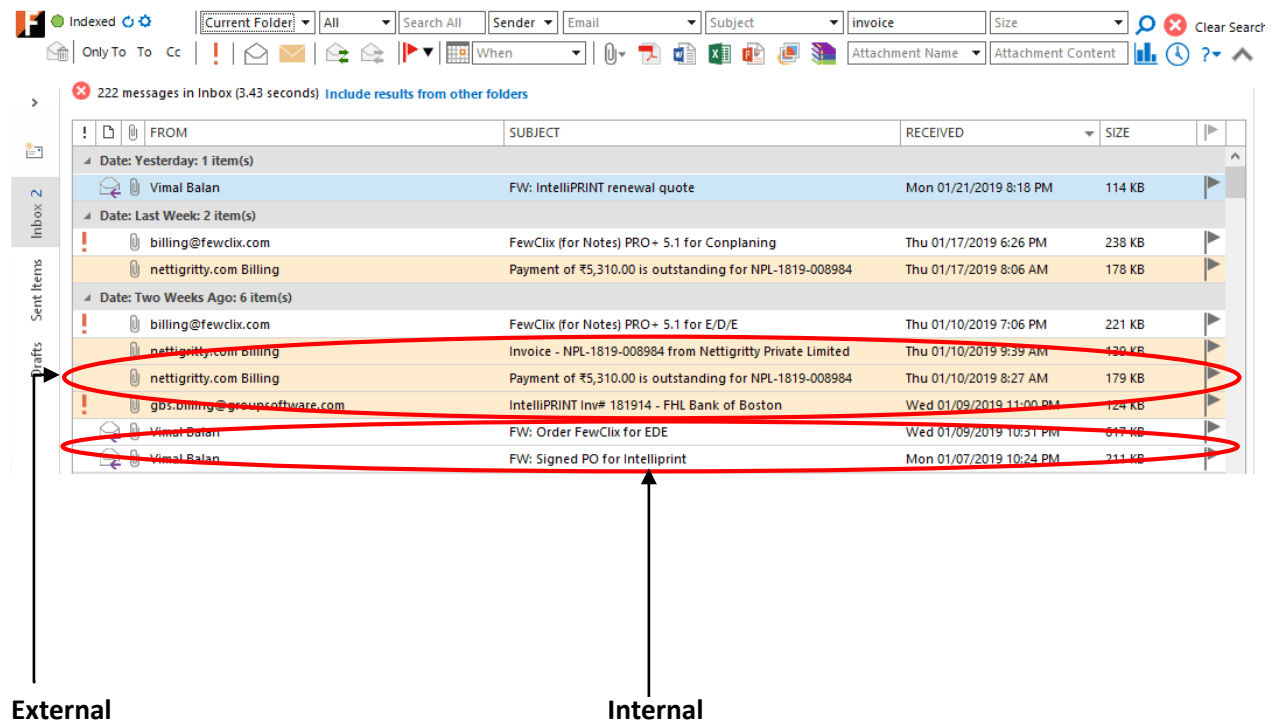


D FewClix Results / Grid

To find emails, simply type in anything in the **Email, Subject, Content or Attachment** fields and hit “Enter”.

To clear search results, simply click the  button that appears at the bottom left OR the top right of the FewClix pane.

When you search for or filter emails based any of the options in FewClix, results will be displayed in the FewClix grid. The FewClix grid helps you visually differentiate between “**internal**” emails from within your organization and “**external**” emails (highlighted in orange) from outside your organization.



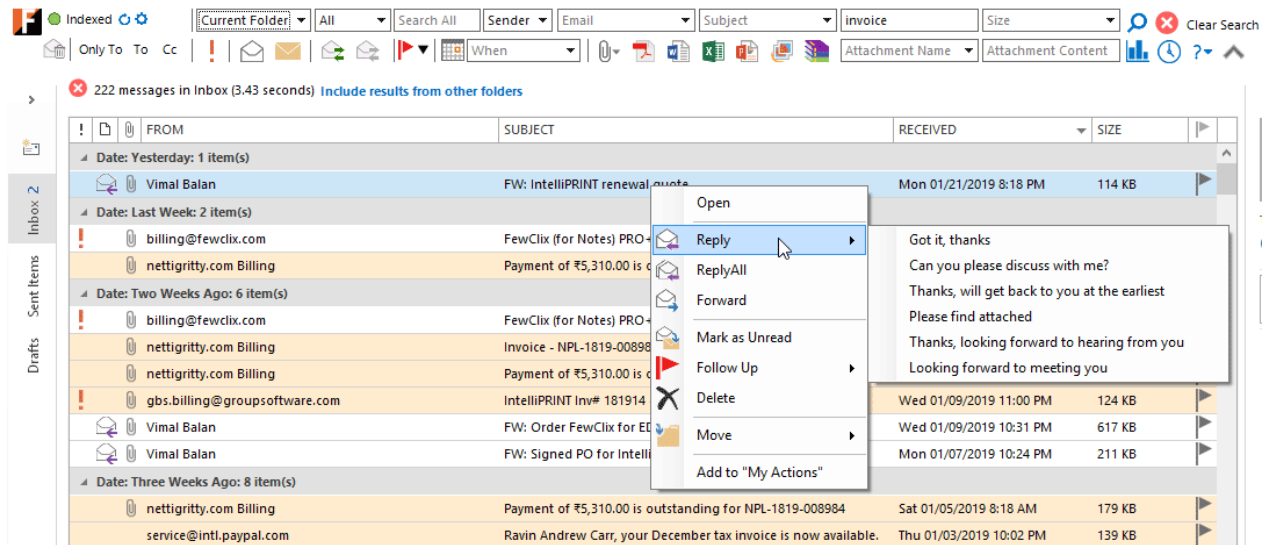
222 messages in Inbox (3.43 seconds) Include results from other folders

FROM	SUBJECT	RECEIVED	SIZE
Date: Yesterday: 1 item(s)			
Vimal Balan	FW: IntelliPRINT renewal quote	Mon 01/21/2019 8:18 PM	114 KB
Date: Last Week: 2 item(s)			
billing@fewclix.com	FewClix (for Notes) PRO+ 5.1 for Conplaning	Thu 01/17/2019 6:26 PM	238 KB
nettigritty.com Billing	Payment of ₹5,310.00 is outstanding for NPL-1819-008984	Thu 01/17/2019 8:06 AM	178 KB
Date: Two Weeks Ago: 6 item(s)			
billing@fewclix.com	FewClix (for Notes) PRO+ 5.1 for E/D/E	Thu 01/10/2019 7:06 PM	221 KB
nettigritty.com billing	Invoice - NPL-1819-008984 from Nettigritty Private Limited	Thu 01/10/2019 9:39 AM	130 KB
nettigritty.com Billing	Payment of ₹5,310.00 is outstanding for NPL-1819-008984	Thu 01/10/2019 8:27 AM	179 KB
gbs.dnimg@goupsoftware.com	IntelliPRINT Inv# 181914 - FHL Bank of Boston	Wed 01/09/2019 11:00 PM	124 KB
Vimal Balan	FW: Order FewClix for EDE	Wed 01/09/2019 10:31 PM	617 KB
Vimal Balan	FW: Signed PO for IntelliPrint	Mon 01/07/2019 10:24 PM	211 KB

External

Internal

You can “right-click” on any email and pick any of the options below:



Open – Opens the email in a new window (this can also be done by “double-clicking” on the email)

Reply – Opens the email in a new “Reply” window. If one of the “Single Click” reply text options is selected, this text will be automatically inserted into the email body

Reply All – Opens the email in a new “Reply All” window. If one of the “Single Click” reply text options is selected, this text will be automatically inserted into the email body

Forward - Opens the email in a new “Forward” window

Mark as Unread – Marks the email as “Unread”

Follow Up – Flags the email for “Follow-up”

Delete – Deletes the email from Outlook / Exchange. FewClix keeps a copy in the index that you can access by enabling the “Show Deleted emails” checkbox in FewClix Options (see section “G – Help”)

Move – Moves the email to a different folder

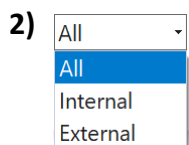
Add to “My Actions” – Adds the email to “My Actions” even if the email is not from a Supervisor or Key Stakeholder

E Email Search



1)

Use this option to find emails in a location other than the “Current Folder”, click on the drop-down menu under “**Where**” and select the desired location. The “All Mailboxes” will be listed only when multiple Stores are available.






Use this option to filter emails based on whether they are “internal” or “external” to your organization

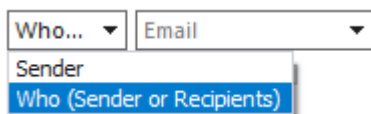
3)

Use this option to search for emails with any word or phrase in all “fields”, including Email Address, Subject, Content or Attachments.


4)

Use this option to locate email messages from a specific sender, type the name in the “**Sender**” text box and press Enter or select the name by clicking the  icon for the drop-down menu. To locate email messages from multiple senders, enter multiple names separated by commas.

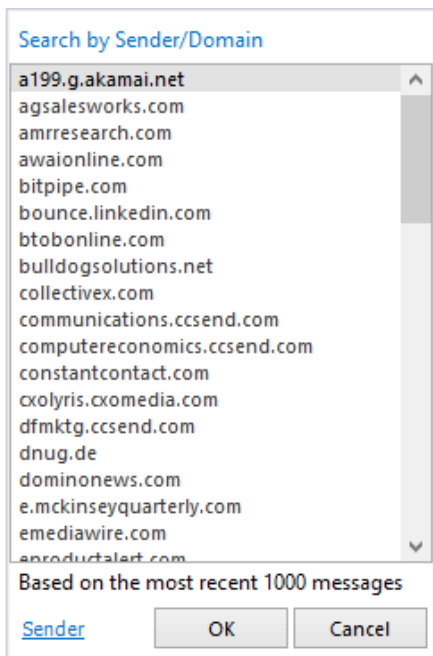
(i) To locate a message irrespective of whether the person is a Sender (“From”) or a Recipient (“To” or “Cc”), click the  icon next to “Sender” and select the “Who (Sender OR Recipient)” option from the drop-down list. Then either type the name of the person in the “Sender” text box and press Enter or select the name by clicking the  icon for a drop-down list of names and email addresses.




The search result will show you all email messages that have the concerned person in the “From”, “To” and “Cc” lists.

(ii) When using the  icon filter option, you can also search by email domains using the 'Domain' option highlighted at the bottom left corner of the dialog box.

For example: you can either type 'pinnacleelectronics.com' and press Enter or select 'pinnacleelectronics.com' from the Domain drop-down list to locate all email you have received from people whose email address has the 'pinnacleelectronics.com' domain



5)

Use this option to locate email messages using a word or phrase that you may remember from the email subject, type it into the “**Subject**” text box on the search bar and press Enter or select the subject by clicking the  icon filter option.

6)

Use this option to locate email messages using a word or phrase that you may remember from the body of the email message, type it into the “**Content**” text box on the search bar and press Enter.

7)






Use this option to view messages belonging to a specific size range

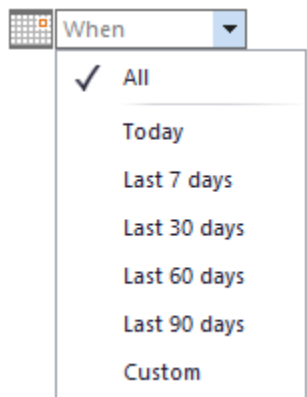
F Prioritization








To instantly isolate email messages that require immediate attention, select any combination of these options.



1)		Select this option to view deleted messages
2)	Only To	Select this option to view messages that were sent “ Only To ” you
	To	Select this option to view messages “ To ” you and with others in either “ To ” or “ Cc ”
	Cc	Select this option to view email messages in which you were marked “ Cc ”
3)		Select this option to view messages marked Important
4)		Select this option to view messages that have been Read
		Select this option to view messages that are Unread (new)
5)		Select this option to view messages that you have Replied to or Forwarded
		Select this option to view messages that you have Not yet Replied to or Forwarded
6)		Select this option to view messages flagged for Follow-up
	Status (of flagged messages)	
		Select this option to view messages that are Overdue
		Select this option to view messages that are Due Today

		Select this option to view messages that are Due Tomorrow
		Select this option to view messages that are Due This Week
		Select this option to view messages that are Due Next Week
		Select this option to view messages that have a “Completed” status
		Select this option to view all Unflagged email messages

	Messages in the last “N” days	
7)		Select this option to view messages that you have received in the last “N” number of days. Example: Selecting “30” will display email messages received in the last 30 days.


	Type	
		Select this option to view email messages with or without attachments
		Select this option to view messages with PDF attachments
8)		Select this option to view messages with Document attachments
		Select this option to view messages with Spreadsheet attachments
		Select this option to view messages with Presentation attachments
		Select this option to view messages with Image (bmp, jpeg etc.) attachments
		Select this option to view messages with Compressed file (ZIP, RAR, etc.) attachments

9)	<input type="text" value="Attachment Name"/>	To locate an attachment by its name or a separate word in the name, type the name or word in the “ Attachment Name ” text box on the search bar and press Enter or select the attachment name by clicking on the <input type="checkbox"/> icon filter option.
10)	<input type="text" value="Attachment Content"/>	To locate email messages by a word or phrase that you may remember from the body of the attachment, enter the word / phrase in the “ Attachment Content ” text box on the search bar and press Enter.

G Attachment Search















The “Attachment View” is designed to help you quickly isolate attachments.

ATTACHMENT VIEW					
TYPE	FROM	NAME	RECEIVED	FOLDER	SIZE
↑	↑	↑	↑	↑	↑
1	2	3	4	5	6

1)	Search by Type	To locate an attachment using the file type, enter the file type in the search field or else choose from the list of file types by clicking on <input type="text" value="TYPE"/> 
2)	Search by Sender (From)	To locate an attachment sent by a particular sender, enter the sender’s name in the “FROM” field.
3)	Search by Attachment Name	To locate an attachment using its name, enter the attachment name in the “NAME” field.
4)	Search by Received Date	To locate an attachment based on when it was received, enter the date in the “RECEIVED” field.
5)	Search by Mail Folder	To locate an attachment based on which mail folder it resides in, enter the mail folder name in the “MAIL FOLDER” field.
6)	Search by Attachment Size	To locate an attachment based on the file size, enter the attachment size in the “SIZE”.


H Help

For Help, click on the  icon on the FewClix toolbar and avail the following options:

 Quick Start Guide	Launches the FewClix (for Outlook) Quick Start Guide
 Share your experience with us	Enables you to share your FewClix experience
 Send Activity Log	Enables you to send FewClix usage information
 Get Activation Key	Enables you to Upgrade / Renew your FewClix subscription
 Activate Subscription	Enables you to Activate your FewClix subscription
 Check for Updates	Enables you to Upgrade to the most recent version
 Report Issue	Enables you to report issues by emailing an error log to the FewClix support desk
 Options	Modify / update FewClix settings (please see the “Options” section below)
 About FewClix (for Outlook)	Displays License and Version information
 Quick Start Guide	Launches the FewClix (for Outlook) Quick Start Guide
 Share your experience with us	Enables you to share your FewClix experience
 Report Issue	Enables you to report issues by emailing an error log to the FewClix support desk
 Options	Modify / update FewClix settings (please see the “Options” section below)
 About FewClix (for Outlook)	Displays License and Version information

Options

Click the  **Options** icon in the help menu to modify FewClix settings.

1)	Enables you to accurately identify messages addressed “Only To” you, “To” you or “Cc” to you using one or more Display Names or email addresses that are associated with you. (Example: Jack Burns, "jack.burns@pinnacleelectronics.com", "jack.b@pinnacleelectronics.com", j.burns@pinnacleelectronics.com”, etc.)
2)	Enables you to customize the maximum number of results that FewClix will display in the grid (the value cannot exceed 5,000)
3)	Marks an item as read when it is viewed in the reading pane.
4)	Enables you to choose which Folder(s) / Mailboxes that FewClix will display results from
5)	Enables you to see "deleted emails" in FewClix results
6)	Requests confirmation when you close FewClix using the  collapse icon
7)	Alerts you when you send emails to external recipients / domains