
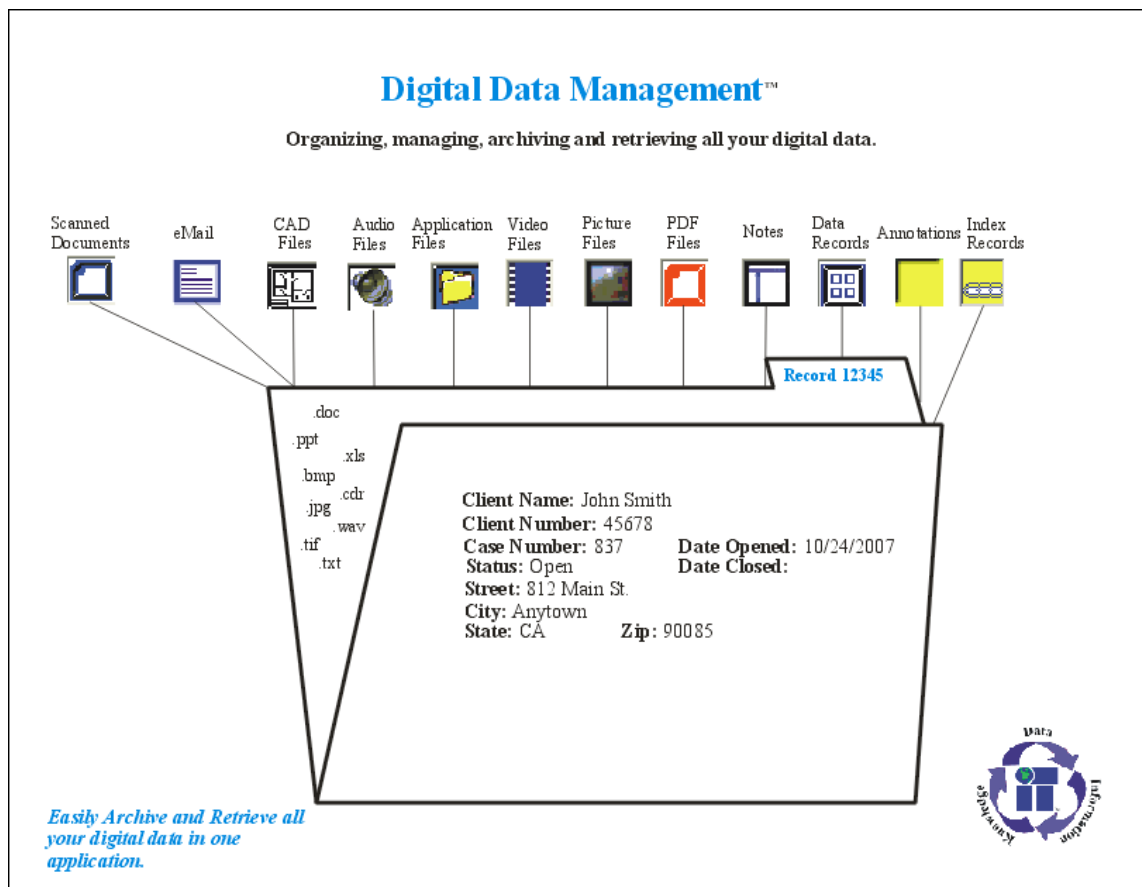


eMail

Archive email automatically

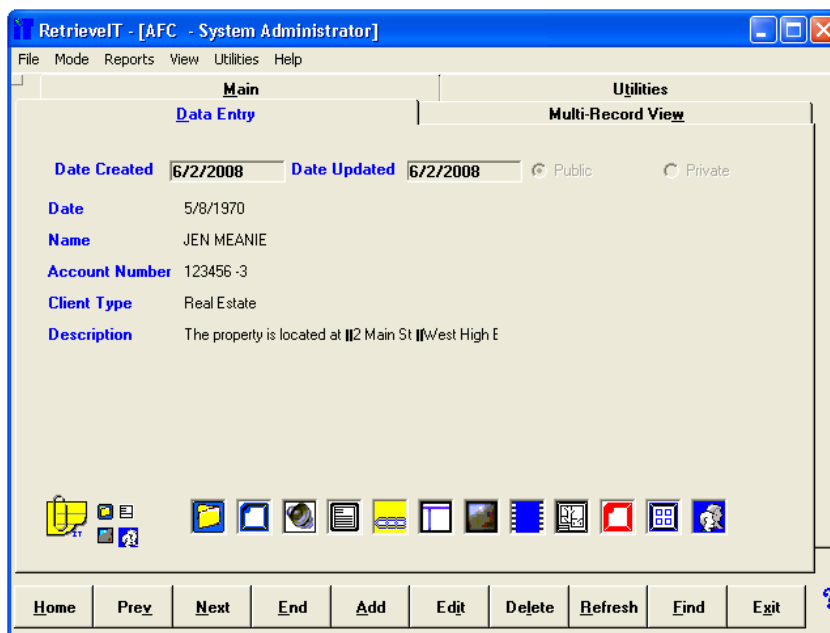
The **Intuitive Technologies Digital Data Management Suite™ (ITDDMS)** is a **Data-Centric** system. This means that you setup records then attach files to the record, these attachments can have an unlimited number of pages or files. The attachments can be any type of file **Application files, Picture files, Video files, Audio files, Scanned Documents, CAD files, PDF Files, Data Records, email files and Notes.** eMail  will automatically save attachments of any of these file types if they are attached to an email.



ITDDMS Records are like a file folder you create records then attach files to the record.

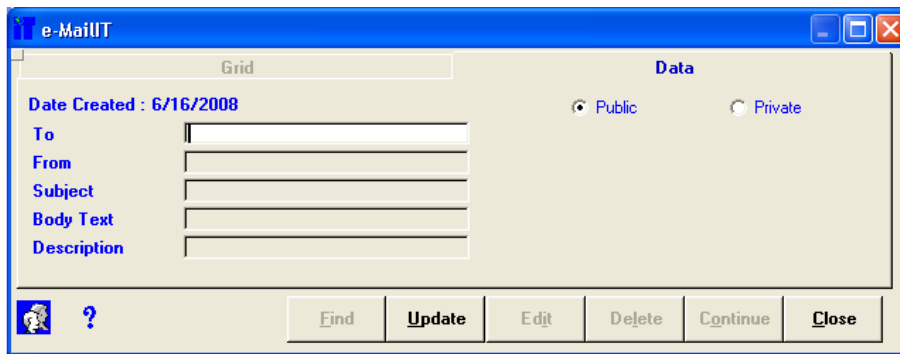


eMail  has the following functions:



- **Records** - The ITDDMS is a **Data-Centric** system you create records, these can be Clients, Properties, Cases or any data that you use to organize your data. There can be an unlimited number of Records. The default screen is shown. You can have a screen customized with as many fields that you need.








- **Email Rules** – Rules are instructions you create for processing your email. You create rules at the record level and there can be an unlimited number of rules per-record. Rules are a match to the email **To** field, **From** field, **Subject** field or the **Body Text**. The **Description** is displayed when an email is attached to the record. The match can be an exact match or a wildcard match. The email rule tells the eMailIT email processor if a match is found then attach the email to the record.
- **Email accounts** – You input email account(s) that eMailIT will read and process.
- **Hold-Words**, there can be an unlimited number of Hold-Words. When the email is processed the subject and body text is searched for the Hold-Words, email(s) that match a Hold-Word(s) will not be processed and will be put in storage until the administrator deletes or processes them.
- **Key-Words**, there can be an unlimited number of Key-Words. When the email is processed the subject and body text is searched for the Key-Words, email(s) that match a Key-Word(s) will be processed and an entry is stored for the Administrator to review and delete.
- **Schedule email Download and Automatically Process the email**, the administrator can schedule eMailIT as many times as necessary. The administrator can select to delete the messages that are downloaded. eMailIT will only download and process one copy of an email.
- **Setup eMailIT to process .eml attachments**. The administrator can have the email processor automatically process .eml files, forwarded email messages, as an email. eMailIT will process and archive email and it's attachments as if it is an email.




Intuitive Technologies

There are several methods to setup automatic archive email. **eMail**  allows you to create the archiving system that meets your needs.

The recommended ways to setup **eMail**  are as follows:

- 1- **Create a mailbox to archive email.** This will allow you have one location to read and process your systems email. This will also allow you to control the process by not allowing a user to delete email before it is processed. If you have existing saved email you can forward a copy to this mailbox to archive email.
 - a. Setup you email server to forward a copy of all email to the mailbox created to archive email
 - b. Setup each users email client to automatically bcc, blind carbon copy, or forward the email to the mailbox
 - c. Setup **eMail**  to automatically download and archive email from the mailbox

- 2 – **Setup eMail**  **to read each users mailbox.** This will allow you to read each mailbox in your system. The disadvantage of the method is that a user can delete an email before it is archived. Also the process will take longer having to read all the mailboxes.

- 3 – **Any combination of 1 and 2**

