

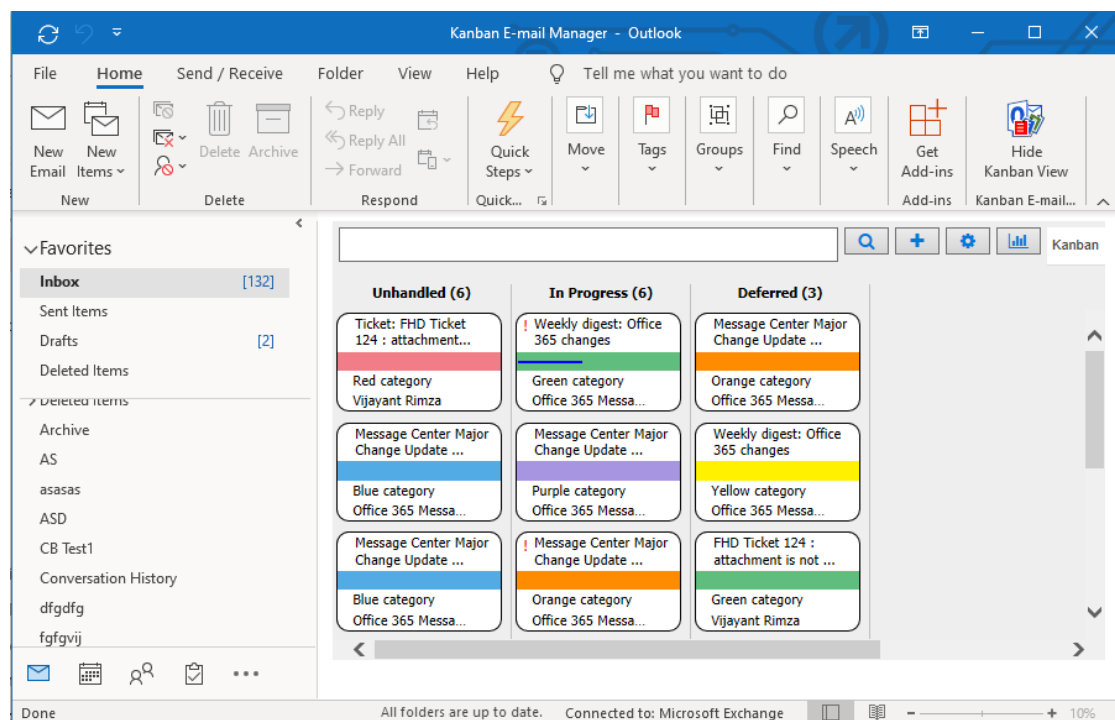
Kanban E-mail Manager

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1 INTRODUCTION

Kanban E-mail Manager helps you visualize, categorize and manage your e-mails on a kanban board in Outlook.

The traditional kanban board uses cards that tell what and how much should be produced and when it should be done. When you get such a visual picture of the work process, you can quickly reveal bottlenecks and blockers. Less time is spent on trying to sort out how e-mails are coming along, because everything is visible on the kanban board. The same principle can be applied to e-mails.



Moving the kanban board into Outlook gives you everything in the computer. On top of that the developers of bizsolutions365.com have added several useful features:

- **Drag and drop** e-mail cards between or within different phases and lanes.
- **Color code** e-mail cards by categories.
- **Filter** e-mails by one or multiple categories and/or priorities and senders.
- **Search** of e-mail subjects and body texts.
- Display of e-mails for **multiple categories** in one kanban board.
- Possibility to create **swim lanes**.
- A **details pane** for the e-mail description.
- **WIP limits** gives a warning when there are too many e-mail cards.
- **Zoom** in and out on the kanban board by using Ctrl + the plus or minus key.

- **Categories view** to visualize each category as a pie chart.
- **Excel reports** that show statistics on the e-mail management.
- **% completed bar** that shows e-mail progress.
- Create a **Checklist** for each e-mail.
- Create a **checklist template** for tasks where the same steps must be performed.
- **Time logging** to keep track of invested time per e-mail.
- Set number of **columns per phase**.
- **Day Report** to view e-mails that were created, open, closed and modified on a specific date.

1.1 LANGUAGES

The language of *Kanban E-mail Manager* is automatically set to the same as of your computer's Outlook language. If that language is not supported, English will be used. The supported languages are: Danish, Dutch, English, French, German, Italian, Norwegian, Portuguese, Spanish and Swedish.

1.2 REQUIREMENTS

To use *Kanban E-mail Manager* you need to have Outlook and Internet Explorer installed on your PC.

1.3 SYSTEMS

Kanban E-mail Manager works with:

- Microsoft Office 2010 and higher (32- and 64-bit)
- Microsoft Windows 7 and higher
- Internet Explorer 9 or higher

To use *Kanban E-mail Manager* you must also have .NET framework 4.0 installed. It may be downloaded for free from <http://go.microsoft.com/fwlink/?LinkId=131000>

The screenshots in this manual are taken from a PC with Windows 10, and Office 2016, English version.

2 INSTALL KANBAN E-MAIL MANAGER

Kanban E-mail Manager is completely integrated with Outlook. This add-in is intended for single user, and once installed it can be used with any e-mail folder in Outlook.

2.1 PROCESS

Download the file **KanbanE-mailManager** in .exe or .zip format from the bizsolutions365.com website (<https://bizsolutions365.com/our-products/kanban-e-mail-manager/ke-try/>) to any folder on your PC. Extract the file if you downloaded the zipped file.

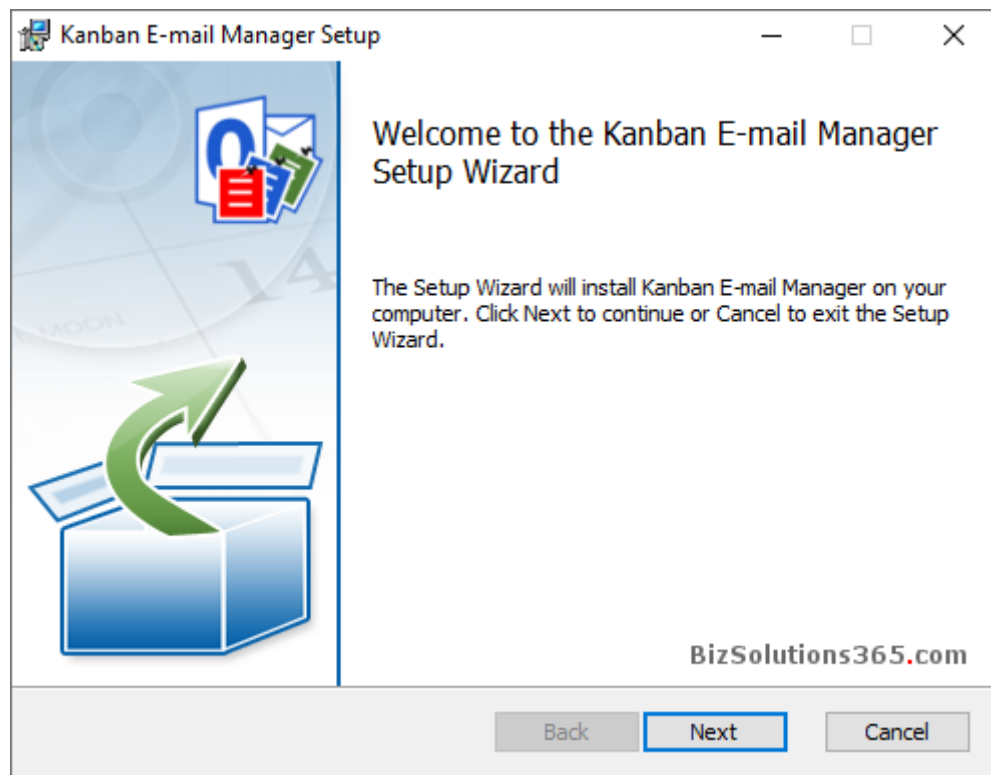
When you run the downloaded file, **KanbanE-mailManager.exe**, and are asked if you want to install, please confirm that the file is digitally signed by Biz Solutions 365. If the file is not digitally signed, you should not run it.

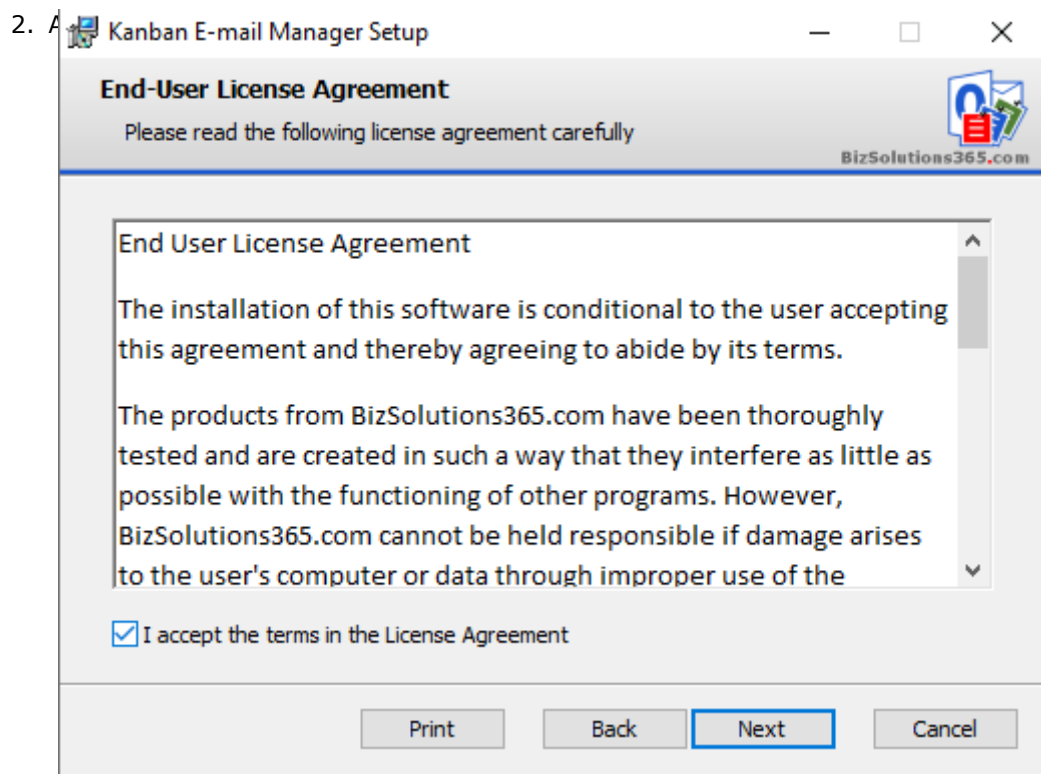
When you have clicked on the **KanbanE-mailManager.exe** file and accepted the license agreements, the file handles the installation by itself. By default the *Kanban E-mail Manager* files are installed under **Program files (x86)/bizsolutions365.com/Kanban E-mail Manager**, and if you accept this location there are no choices to make.

Outlook should be closed during the installation.

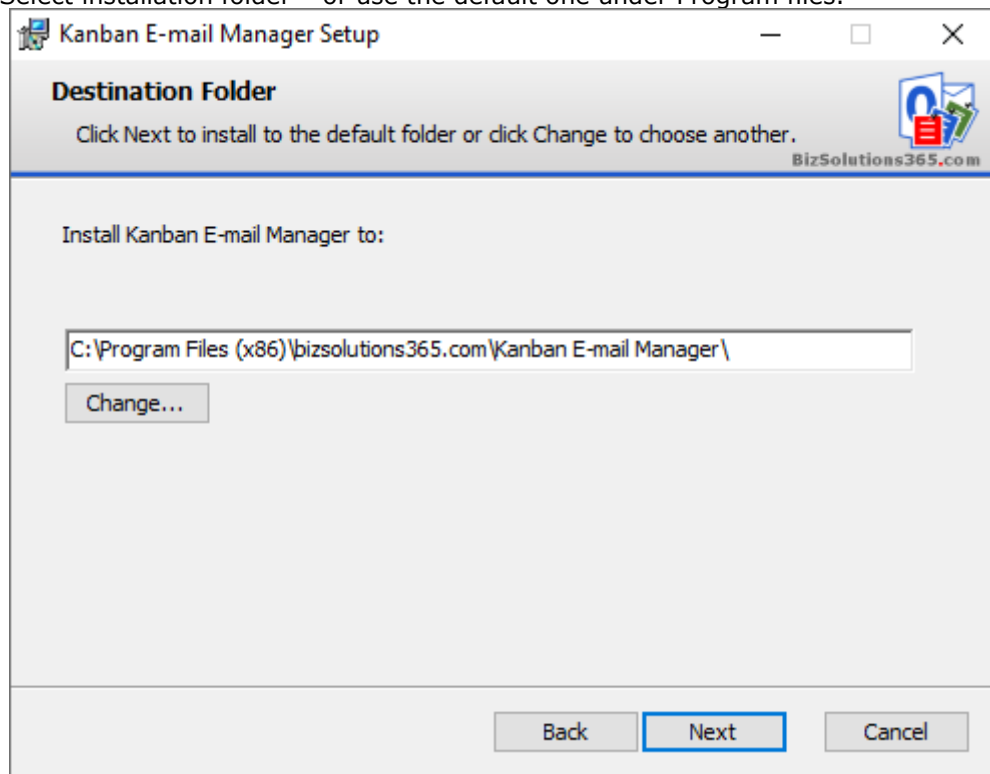
These are the steps:

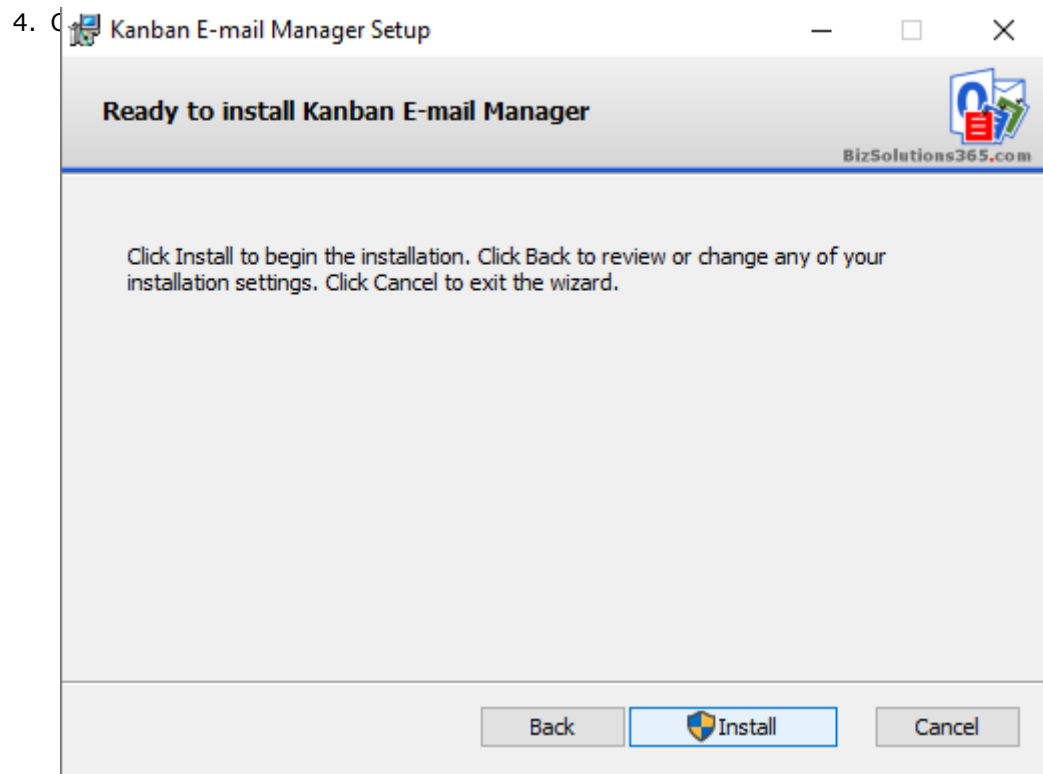
1. Welcome





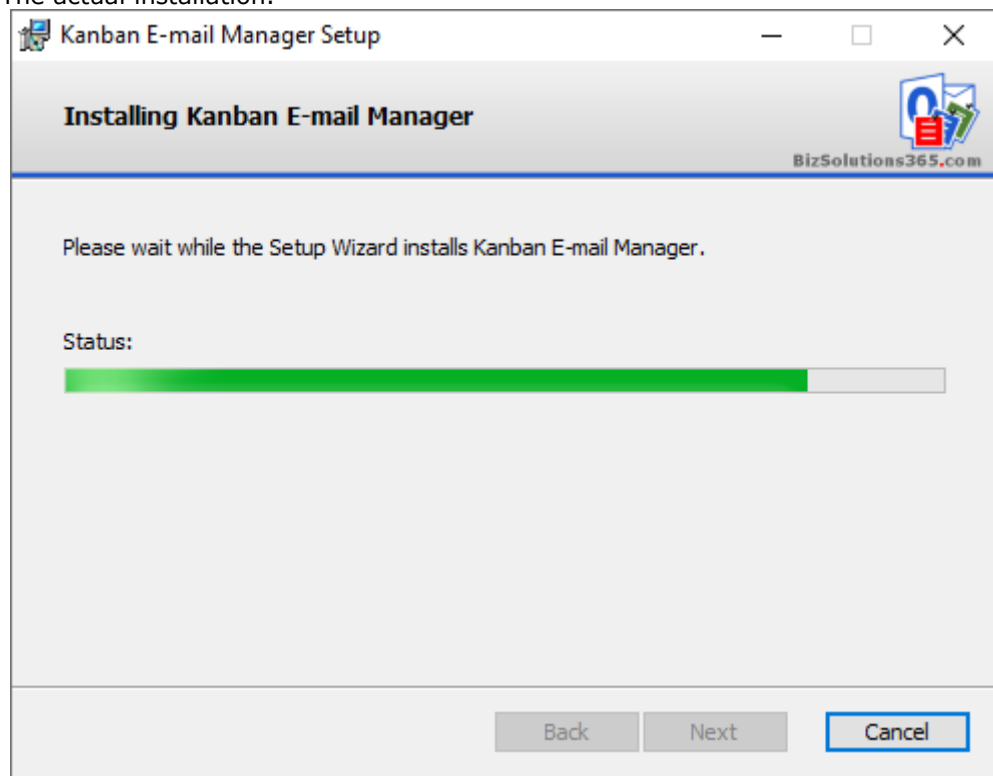
3. Select installation folder – or use the default one under Program files.



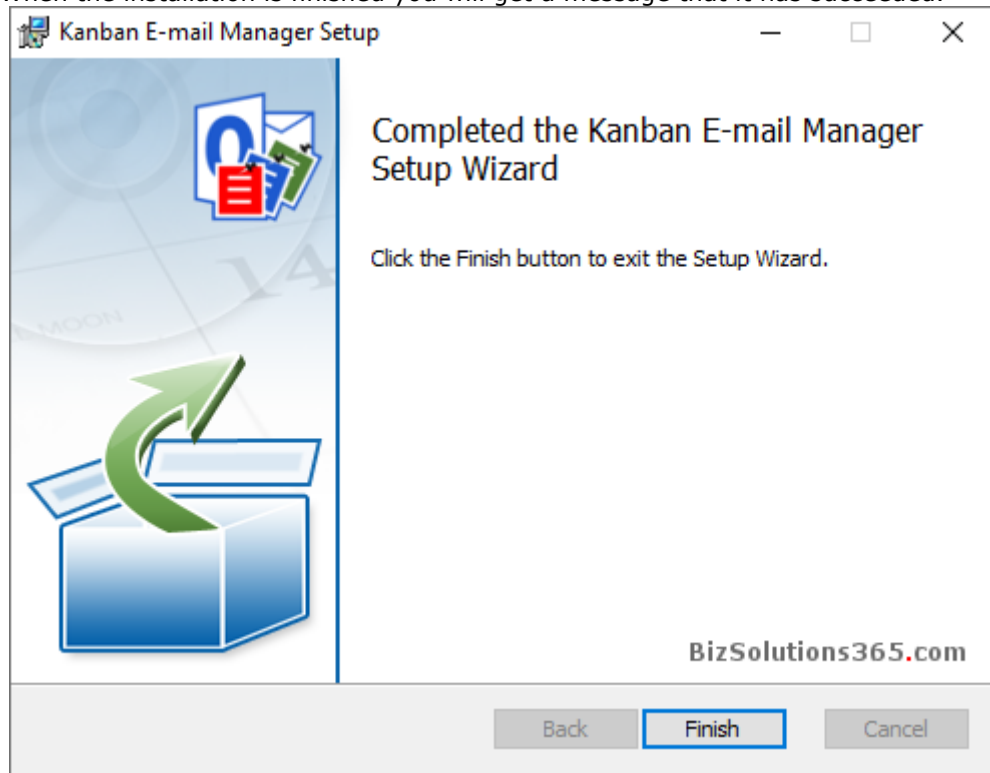


5. Allow the installation if the file is digitally signed by Biz Solutions 365.

6. The actual installation.
























7. When the installation is finished you will get a message that it has succeeded.




2.2 FILES



When the installation is finished, you will have the following files in the folder where *Kanban E-mail Manager* is installed: (by default Program files x86)/bizsolutions365.com/Kanban E-mail Manager).

 > This PC > Local Disk (C:) > Program Files (x86) > bizsolutions365.com > Kanban E-mail Manager

Name	Date modified	Type	Size
 KEHTML	8/6/2019 3:58 PM	File folder	
 AddinExpress.MSO.2005.dll	6/22/2018 9:29 PM	Application exten...	4,222 KB
 AddinExpress.OL.2005.dll	6/22/2018 9:29 PM	Application exten...	2,036 KB
 adxloader.dll	7/24/2019 10:36 PM	Application exten...	606 KB
 adxloader.dll.manifest	7/21/2019 9:49 AM	MANIFEST File	1 KB
 adxloader64.dll	7/24/2019 10:36 PM	Application exten...	714 KB
 bsOLShared.dll	7/27/2019 2:35 PM	Application exten...	490 KB
 bsOLShared.pdb	7/27/2019 2:35 PM	Program Debug D...	192 KB
 bsShared.dll	7/27/2019 2:35 PM	Application exten...	707 KB
 bsShared.pdb	7/27/2019 2:35 PM	Program Debug D...	432 KB
 Interop.Outlook.dll	12/7/2017 1:00 PM	Application exten...	280 KB
 KanbanEmail.dll	7/27/2019 2:35 PM	Application exten...	605 KB
 KanbanEmail.pdb	7/27/2019 2:35 PM	Program Debug D...	132 KB
 KanbanShared.dll	7/27/2019 2:35 PM	Application exten...	34 KB
 KanbanShared.pdb	7/27/2019 2:35 PM	Program Debug D...	82 KB
 SafeBizSolutions.dll	7/20/2019 9:05 PM	Application exten...	8,874 KB
 SafeBizSolutions64.dll	7/20/2019 9:05 PM	Application exten...	13,494 KB
 SecurityManager.2005.dll	11/16/2017 10:07 AM	Application exten...	47 KB
 SetupActions.CA.dll	7/20/2019 8:50 PM	Application exten...	255 KB
 System.Web.Extensions.dll	11/16/2017 10:07 AM	Application exten...	1,248 KB

After the configuration is finished, there will also be two settings files called **KEFolderSettings** and **KESettings** under C:\Users\[UserName]\AppData\Roaming\bizsolutions365.com\KE\.

 > vijayant > AppData > Roaming > bizsolutions365.com > KE

Name	Date modified	Type	Size
 KEFolderSettings.txt	8/6/2019 4:01 PM	Text Document	1 KB
 KESettings.txt	8/6/2019 4:01 PM	Text Document	3 KB

2.3 KANBAN VIEW BUTTON

When you open Outlook again after the installation, you will see a "Show Kanban View" button in the Outlook ribbon, under the Home tab.

Select any Outlook e-mail folder and press the button to view your e-mails on the kanban board. If you don't select a



folder before you click on the button, the e-mails in the inbox will be displayed on the kanban board.

3 CONFIGURATION

The Configuration page may be opened anytime via the Configure button in the Outlook Kanban View. Here you can customize categories, phases and lanes and decide if you want to use checklists and time logging. You can also set the date from where you want to show e-mails on the kanban board.



All settings except the date setting are set for all e-mail folders, so the kanban board will look the same in every selected e-mail folder. Only the displayed e-mails are different.

Kanban E-mail Manager Configuration V 1.0.0.18

☐ Checklist ☐ Time Logging

Categories	Phases	Lanes
Categories	Hide	Color
Documentation	<input type="checkbox"/>	
Green category	<input type="checkbox"/>	
Orange category	<input type="checkbox"/>	
Purple category	<input type="checkbox"/>	
Recruitment	<input type="checkbox"/>	
Red category	<input type="checkbox"/>	
Yellow category	<input type="checkbox"/>	
	<input type="checkbox"/>	

+ -

Show e-mails after date 1/2/2018

Kanban E-mail Manager for Outlook®

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License OK Cancel

The Configuration page also has a License button for the Registration dialog, where you can register *Kanban E-mail Manager*. Refer to Registration and trial info.

3.1 CHECKLIST

To make it easier to work with large or complicated e-mails, you can add checklists to them. You can manage the checklist for each e-mail from the Details Pane. Enable this feature by checking the box.

☐ Checklist

3.1.1 CHECKLIST TEMPLATES

If you have enabled the 'Checklist' feature, there will be another tab called 'Checklist templates'. When many e-mails have the same steps to be performed, you can create a template for the checklist steps under the 'Checklist templates' tab.

Kanban E-mail Manager Configuration V 1.0.0.18

☒ Checklist ☐ Time Logging

Categories	Phases	Lanes	Checklist templates
Name Comma and space separated items, Ex=Check1, Check2			
Bug in product	Reproduce bug, Find bug in code, Fix bug, Test, Deploy fix, Inform customer about fix		
Quotation	Describe the product, Describe subscription levels, Mention the pricing, Check for discount		

+ -

Show e-mails after the date 10-01-2019

3.2 TIME LOGGING

Keep track of how long you have worked on an e-mail with the help of time logging. You can manage the time logging for each e-mail from the Details Pane.

☐ Time Logging

Enter how many minutes you have worked with an e-mail, and the time is automatically added and converted into hours. Enable this feature by checking the box.

3.3 CATEGORIES

The Outlook categories will be added automatically under the Categories tab, and they will show up in the dropdown for category so that you can select the category that each e-mail belongs to.

You may also change the category names, remove categories or add more.

Kanban E-mail Manager Configuration V 1.0.0.18

☐ Checklist ☐ Time Logging

Categories	Phases	Lanes
Categories		Hide Color
Documentation	<input type="checkbox"/>	
Green category	<input type="checkbox"/>	
Orange category	<input type="checkbox"/>	
Purple category	<input type="checkbox"/>	
Recruitment	<input type="checkbox"/>	
Red category	<input type="checkbox"/>	
Yellow category	<input type="checkbox"/>	
	<input type="checkbox"/>	

+ -

Show e-mails after date 1/2/2018

3.3.1 COLORS

The categories are color coded, and you can change the default colors to other colors.

Kanban E-mail Manager Configuration V 1.0.0.18

☐ Checklist ☐ Time Logging

Categories	Phases	Lanes
Categories		Hide Color
Documentation	<input type="checkbox"/>	
Green category	<input type="checkbox"/>	
Orange category	<input type="checkbox"/>	
Purple category	<input type="checkbox"/>	
Recruitment	<input type="checkbox"/>	
Red category	<input type="checkbox"/>	
Yellow category	<input type="checkbox"/>	
	<input type="checkbox"/>	

+ -

Show e-mails after date 1/2/2018

Click on the color you want to change and hover over the colors until you see the color you want to use. Then click again to select the color.

3.4 PHASES

The different phases in the work process can be defined with the Phase names.

Kanban E-mail Manager gives the Phase options Unhandled, In Progress, Handled, and Deferred. These phase names can be edited.

You may add a new Phase in the blank row under the 'Phases' tab. If there is no blank row, click on the 'plus sign' at the bottom and a new row will be added where you can enter a new phase name. To edit a phase name, just click on the phase name and change it.

The phases or blank rows can be removed by the 'minus sign' at the bottom.

To change the order of the phases, change a sequence number. The other numbers will adapt accordingly.

Kanban E-mail Manager Configuration V 1.0.0.18

☐ Checklist ☐ Time Logging

Categories	Phases	Lanes			
Phase	Hide	Work in progress	Sequence	Columns per phase	Move handled e-mails to this phase
Unhandled	<input type="checkbox"/>	40	1	1	<input type="radio"/>
In Progress	<input type="checkbox"/>	20	2	1	<input type="radio"/>
Deferred	<input type="checkbox"/>	35	3	1	<input type="radio"/>
Handled	<input checked="" type="checkbox"/>	45	4	1	<input checked="" type="radio"/>
	<input type="checkbox"/>	0	5	1	<input type="radio"/>

+ -

Show e-mails after date 1/2/2018

3.4.1 MOVE HANDLED E-MAILS

When you have handled an e-mail, the card will be moved to a specified phase. To decide which phase the handled e-mails should be moved to, select the option "Move handled e-mails to this phase" for the phase to where the e-mails should be moved when they are handled.

Mark the e-mail as Handled by right clicking on the e-mail card and checking the box in the details pane.

✕ 20 Work better with Dropbox

☒ 100%

3.4.2 COLUMNS PER PHASE

If the installation has few phases and you use a big screen, you can set one or more phases to have more than one column of e-mails. This can be done for all phases, and you can have 1 to 9 columns in a phase. In the image below the "In Progress" phase has three columns.

Categories	Phases	Lanes			
Phase	Hide	Work in progress	Sequence	Columns per phase	Move handled e-mails to this phase
Unhandled	<input type="checkbox"/>	40	1	1	<input type="radio"/>
In Progress	<input type="checkbox"/>	20	2	3	<input type="radio"/>

The screenshot shows a Kanban board with three columns: Unhandled (25), In Progress (28), and Deferred (27). The 'In Progress' column contains several task cards, including 'Arrange meeting with team members', 'Profile & Tracker for Asp.net devel...', 'Rituka and 1 other made team members', 'Resume For QA', 'Update recruitments list', 'Orange category Dipti Francis', 'Documentation Navendu Sahu', 'Purple category Dipti Francis', 'Recruitment Navendu Sahu', 'KE documentation and some more', 'Rituka and 1 other made changes in ...', 'Team Office Timing', 'Green category Javant Rimza', 'Purple category Dropbox', 'Yellow category Javant Rimza', 'KE', 'Documentation Dipti Francis', and 'Recruitment Dipti Francis'.

3.5 HIDE A PHASE OR CATEGORY

By checking the Hide option for a phase or category you may hide that phase/category from the kanban board. By default, the Handled phase is hidden. Note that the e-mails in the hidden phase are still present in the mailbox, and they are also used in the *Kanban E-mail Manager* statistics.

Kanban E-mail Manager Configuration V 1.0.0.18

☐ Checklist ☐ Time Logging

Categories	Phases	Lanes			
Phase	Hide	Work in progress	Sequence	Columns per phase	Move handled e-mails to this phase
Unhandled	<input type="checkbox"/>	40	1	1	<input type="radio"/>
In Progress	<input type="checkbox"/>	20	2	3	<input type="radio"/>
Deferred	<input type="checkbox"/>	35	3	1	<input type="radio"/>
Handled	<input checked="" type="checkbox"/>	45	4	1	<input checked="" type="radio"/>
	<input type="checkbox"/>	0	5	1	<input type="radio"/>

+ -

Show e-mails after date 1/2/2018

3.6 LANES


Lanes does not have to be used, but if you want to group the e-mails on the kanban board in swim lanes, create new items under this tab. Add a sequence number to get them in the desired order.

Kanban E-mail Manager Configuration V 1.0.0.18

☐ Checklist ☐ Time Logging

Categories	Phases	Lanes
Lane	Work in progress	Sequence
Customer	20	1
Sales	1	2
Support	0	3
Contracts	0	4
Legal	0	5
	0	6

+ -

Show e-mails after date 1/2/2018 

3.7 WIP LIMITS

You can set WIP limits for the phases and lanes, so that you will have red warning text on the phase and lane names when the number of e-mails in a phase or lane exceeds the number you defined in the settings.

Unhandled (26)		In Progress (26)		Deferred (28)	
Categories	Phases	Lanes			
Phase	Hide	Work in progress	Sequence	Columns per phase	Move handled e-mails to this phase
Unhandled	<input type="checkbox"/>	40	1	1	<input type="radio"/>
In Progress	<input type="checkbox"/>	20	2	3	<input type="radio"/>
Deferred	<input type="checkbox"/>	35	3	1	<input type="radio"/>
Handled	<input checked="" type="checkbox"/>	45	4	1	<input checked="" type="radio"/>
	<input type="checkbox"/>	0	5	1	<input type="radio"/>

3.8 VIEW E-MAILS AFTER SPECIFIC DATE

In *Kanban E-mail Manager* settings, there is a "Show e-mails after date:" option. Here you can select the date from where you want to view the e-mails on the kanban board. The kanban board will display the e-mails that were modified from the selected date till the current date.

This setting is made for each e-mail folder and can be different for each folder. By default, the date will be set to 14 days before installation date.

Kanban E-mail Manager Configuration V 1.0.0.18

☐ Checklist ☐ Time Logging

Categories	Phases	Lanes
Phase		Hide
Unhandled	<input type="checkbox"/>	
In Progress	<input type="checkbox"/>	
Deferred	<input type="checkbox"/>	
Handled	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	

Kanban E-mail Manager


Show e-mails after date

Tuesday, January 2, 2018

www.bizsolutions365.com

OK Cancel

+ -

Show e-mails after date 1/2/2018 

3.8.1 LAST MODIFIED 300 E-MAILS

The kanban board will display only the last modified 300 e-mails, even if you have more e-mails after the set date in the Outlook folder you are showing on the kanban board.

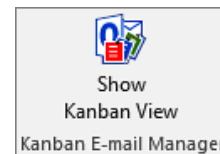
4 USE KANBAN E-MAIL MANAGER

Kanban E-mail Manager works with any Outlook e-mail folder. You can select the folder and visualize the e-mails of that folder on a kanban board.

When you open the kanban view of the selected folder, you can see your different e-mails visualized on a kanban board, and you can answer, forward and categorize the e-mails there. You should also use phases and move the e-mail cards between them as your work with the e-mail proceeds.

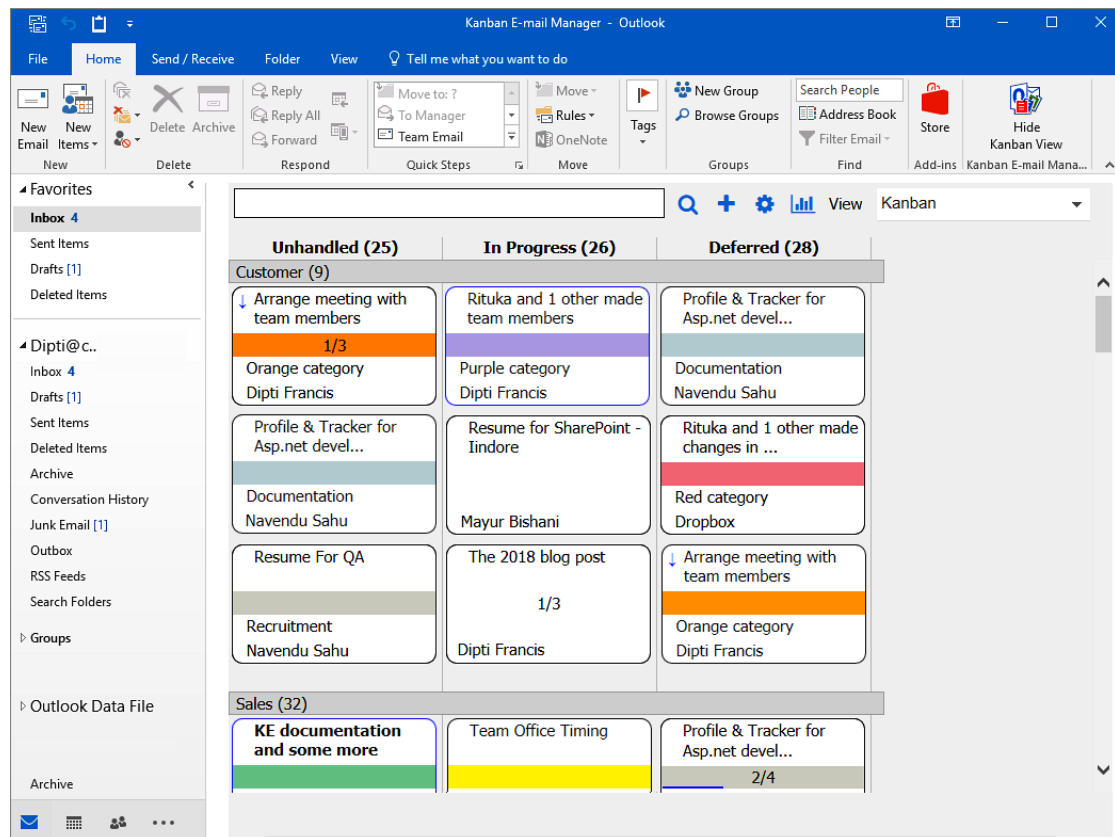
4.1 KANBAN VIEW BUTTON

When you open Outlook after the installation, you will see a "Show Kanban View" button in the Outlook ribbon. Select any Outlook e-mail folder and click on the button to view your e-mails on the kanban board.



4.2 KANBAN BOARD

On the *Kanban E-mail Manager* kanban board, the e-mails are grouped in phases (and lanes), and they can be dragged and dropped between or within different phases (or lanes). Each e-mail card shows the title, category and sender of the e-mail. Unread e-mails have a blue border and a bold title.

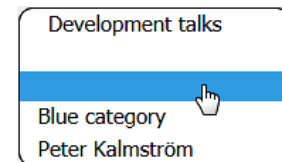


You can use the Ctrl key + the plus or minus key to zoom in and out on the kanban board, just like you do with web pages.

When you double-click on an e-mail card it will open, so you can categorize, reply to or forward the e-mail directly from the kanban board.

4.2.1 MOVE E-MAILS

To move an e-mail card, move the cursor over it. The cursor will then transform into a hand, and you can drag the e-mail card and drop it in a new place. This method can be used within and between phases and lanes.

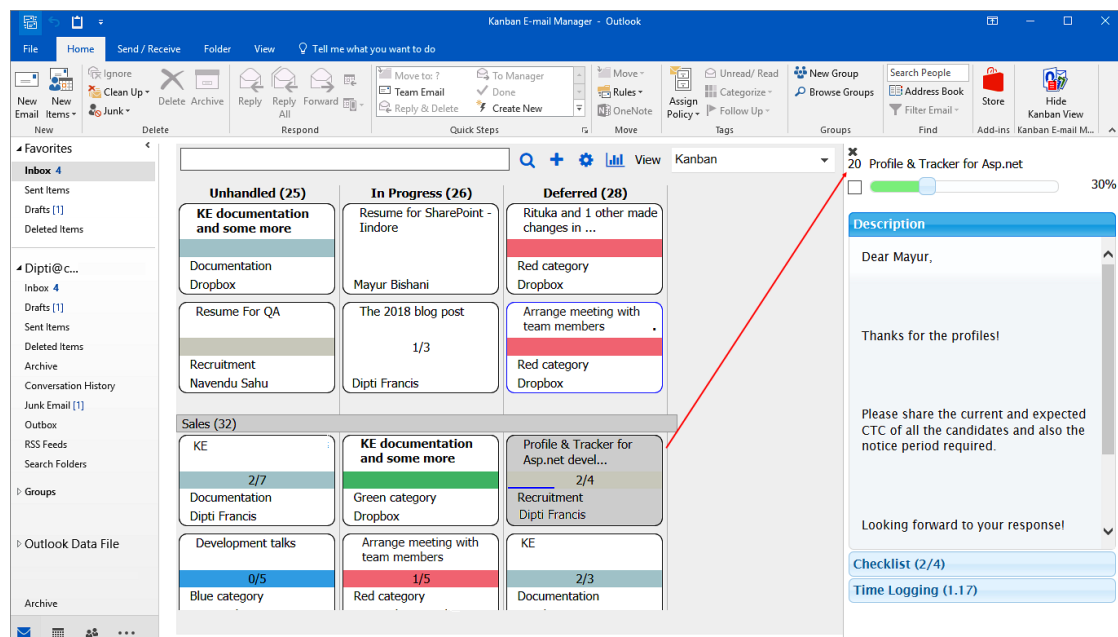


If you have a touch screen, you can move e-mail cards within and between phases and lanes with a finger.

When you move an e-mail card to another phase or lane, the phase/lane info in the e-mail form will be changed automatically.

4.2.2 DETAILS PANE

When you **right-click** on an e-mail card, a details pane will open on the right side of the screen. In the details pane you can see 255 characters of the e-mail body and the progress bar. Check the box to the left of the progress bar when you want to close the e-mail. You can also manage the checklist and time logging, if you have enabled those features in the configuration page.



When you have already opened the details pane by right clicking on an e-mail card, you can select another card by either left or right click to see its details in the pane. You can also use the arrow keys to move between e-mail cards.

Click "x" on the top left corner of the details pane to close it.

4.2.2.1 CHECKLIST

To make it easier to work with complex e-mails, you can add a checklist to it. You can manage the checklist from the details pane. This feature must be enabled in the configuration page before it can work.

6 SP Online from Scratch

20%

Description

Checklist (2/4)

New Activity +

- ☒ Forward to Dipti
- ☒ Read Dipti's answer
- ☐ Search info
- ☐ Reply

Time Logging (0.83)

4.2.2.1.1 CHECKLIST TEMPLATES

If Checklist templates are added in the Configuration page, the checklist option in the details pane will transform into a dropdown. Click on it and you can select a suitable template from the dropdown. You may also add a new checklist by clicking the '+' icon to the right.

47 Error in Kanban E-mail

40%

Description

Checklist (0/0)

Bug in product
Quotation +

Time Logging (0)

4.2.2.2 TIME LOGGING

Keep track of how long have you worked on an e-mail with the help of time logging. You can manage the time logging from the Details Pane. This feature must be enabled in the configuration page before it can work.

✕
2 Profile & Tracker for Asp.net

☐
30%

Description

Checklist (2/4)

Time Logging (1.17)

Add minutes

+

Dipti Francis : 30
Dipti Francis : 40

4.2.3 FILTER AND SEARCH E-MAILS

Click on the Search icon to open the Filters pane.

🔍

✕

Filters

Search
✕

Categories

Documentation ✕

Senders

All

Priority

☒ !High

☒ Normal

☒ ↓Low

3 of 79 displayed.

Here you may filter e-mails by category, sender and/or priority/priorities.

Click on the x to the right of the selected value to remove it again.

To search, write a word or phrase in the search field on the kanban board or in the Filter pane. Then press Enter or click on the Search icon.

Kanban E-mail Manager will search and show only e-mails that contain the word or phrase on the kanban board. The rest of the e-mails will be hidden.

When you click on the x in the search field, the search filter will be removed and all your e-mail cards become visible again.

4.2.4 CREATE E-MAILS FROM THE KANBAN BOARD

Kanban E-mail Manager gives a possibility to create and send e-mails from the kanban board.

To create a new e-mail, click on the 'plus' sign and a new Outlook e-mail window will open. Enter the required details and send the e-mail.

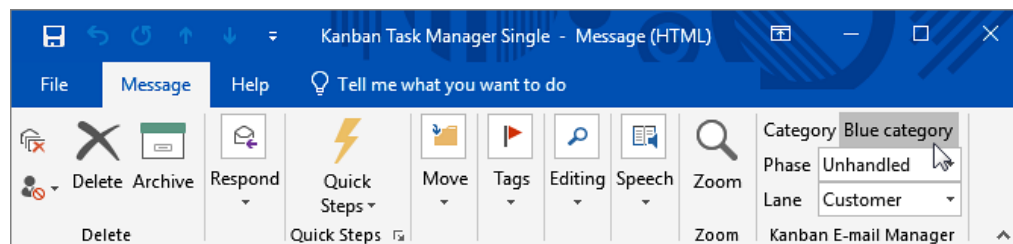
4.2.5 KANBAN E-MAIL MANAGER DROPDOWNS

Double click on an e-mail card to open the e-mail in edit mode. The e-mail will have two dropdowns: Category and Phase. There might also be a third dropdown for Lane, if you have added any Lanes. Select the Category and Save it before you close the e-mail window. You can also select Phase and/or Lane here.

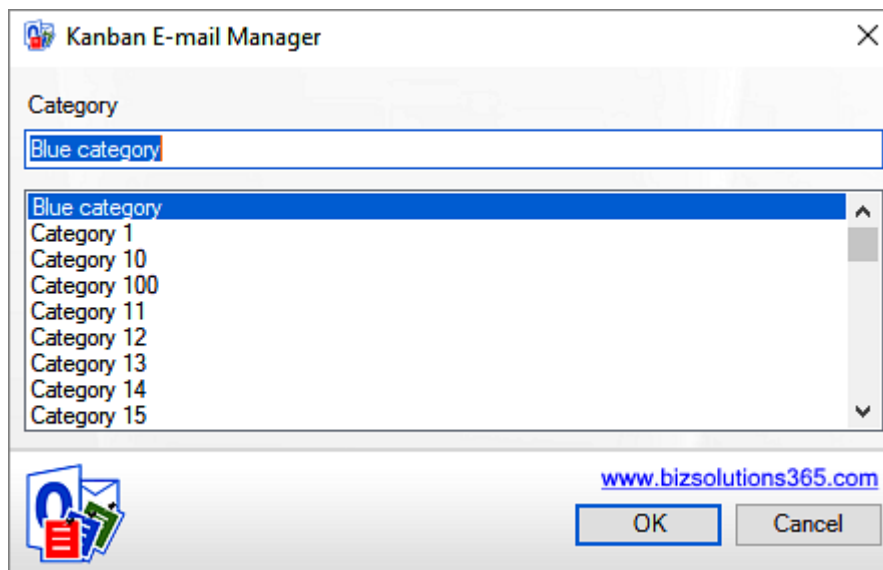
4.2.5.1 MORE THAN 100 VALUES

Using dropdowns is a good way of minimizing errors and making selection quick and easy, but if you have too many alternatives the dropdown will be difficult to handle. Therefore the dropdowns are converted into buttons to show category and phases when the number of alternatives is more than 100.

In the image below the Category dropdown has been transformed into a button.

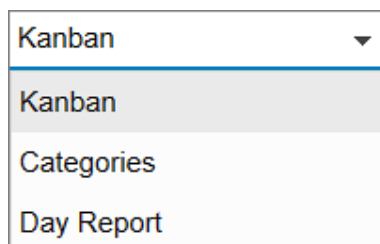


When you click on one of these buttons a new dialog will open. It has a list box with all the values and a text box of the auto-complete type. Write the first letters of the category name, and it will be completed automatically. Then click OK to select that category.



4.3 OTHER VIEWS

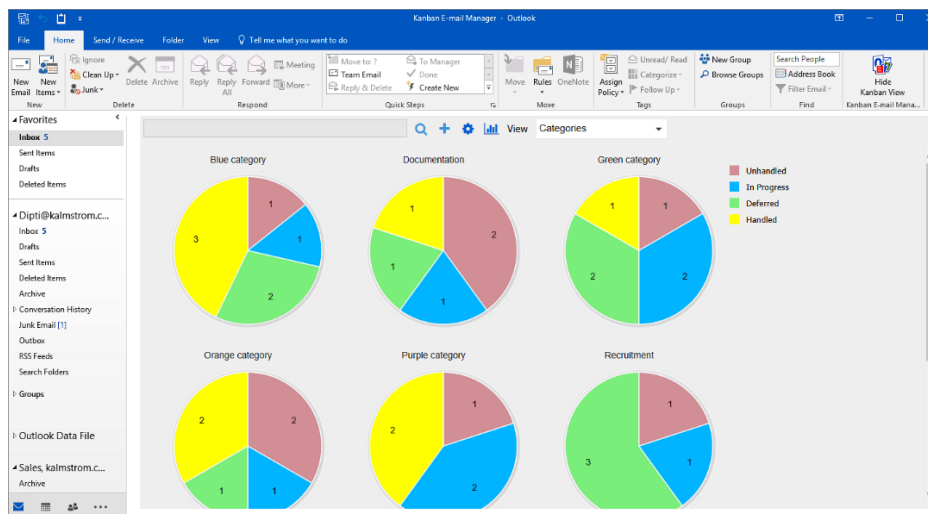
From the views dropdown above the kanban board, you can see e-mails in more views.



4.3.1 CATEGORIES

The View dropdown above the kanban board, gives a possibility to see the e-mails in a 'Categories' view also.

In the Categories section, each category is visualized as a pie chart. The phases that contain one or more e-mails belonging to the category are displayed as slices of the pie. The size of the slice is relative to the total number of e-mails in the category.



The number of e-mails in the phase is indicated with a number. By hovering with the mouse over a pie slice you can see the name of the phase.

4.3.2 DAY REPORT

The Day Report shows task activities on a specified day, among them the number of tasks that were created, open, closed and modified on a specified date. Select the date from the date icon at the top.

By default, the tasks are displayed from the current date minus one.

The screenshot displays the 'Day Report' interface for 02/01/2019. The interface is organized into four main sections: Created, Open, Closed, and Modified. Each section shows a count of tasks and a grid of task cards.

- Created: 3**
 - Kanban E-mail Manager manual approval!
 - Blog post about new release!
 - Please prepare the updates report!
- Open: 12**
 - OCP Catalog - You've been invited
 - shared folders
 - Dipti, You have 0 Live jobs on your NaukriRecruiter
 - Kanban Task Manager Single
 - OCP Contents
 - Leave tracker - Item ID77 has been assigned to you
 - Microsoft Go-To-Market Services: Kalmstrom
 - Leave tracker - Item ID772 has been assigned to you
 - Microsoft Go-To-Market Services: Kalmstrom
 - Kanban E-mail Manager manual approval!
 - Blog post about new release!
 - Please prepare the updates report!
- Closed: 3**
 - Verify your email address
 - Rituka and 1 other made changes in your shared
 - Share your feedback about Evernote for Teams
- Modified: 12**
 - OCP Catalog - You've been invited
 - Verify your email address
 - shared folders
 - Dipti, You have 0 Live jobs on your NaukriRecruiter
 - Kanban Task Manager Single
 - OCP Contents
 - Leave tracker - Item ID772 has been assigned to you
 - Rituka and 1 other made changes in your shared
 - Share your feedback about Evernote for Teams
 - Kanban E-mail Manager manual approval!
 - Blog post about new release!
 - Please prepare the updates report!

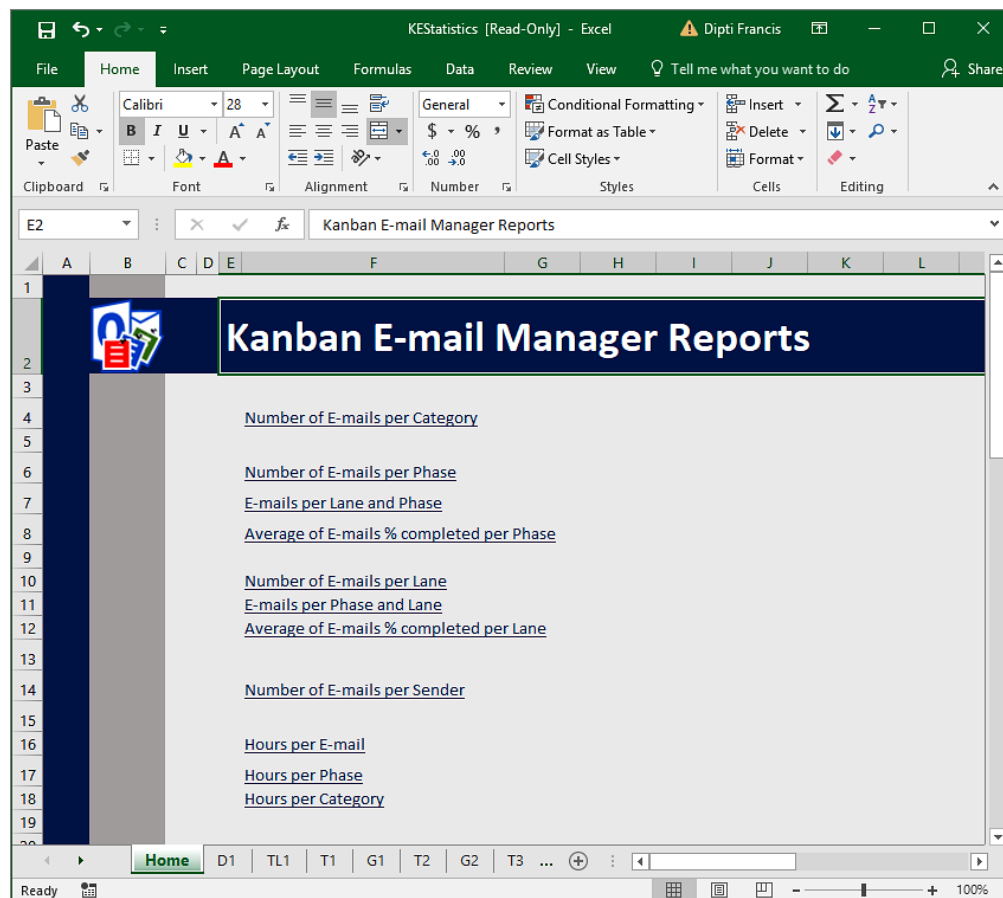
5 STATISTICS

Kanban E-mail Manager data can be studied in different Excel reports. You can reach the statistics by clicking on the Excel button on the kanban board.



Each time you run the *Kanban E-mail Manager* statistics application, a new report will be generated with the updated data.

The statistics reports are generated at a bizsolutions365.com service on Microsoft Azure, and when the reports file has been created you will be asked to download it.



Kanban E-mail Manager offers several Excel reports:

- Number of E-mails per Category
- Number of E-mails per Phase
- E-mails per Lane and Phase
- Average of E-mails % completed per Phase
- Number of E-mails per Lane
- E-mails per Phase and Lane

- Average of E-mails % completed per Lane
- Number of E-mails per Sender

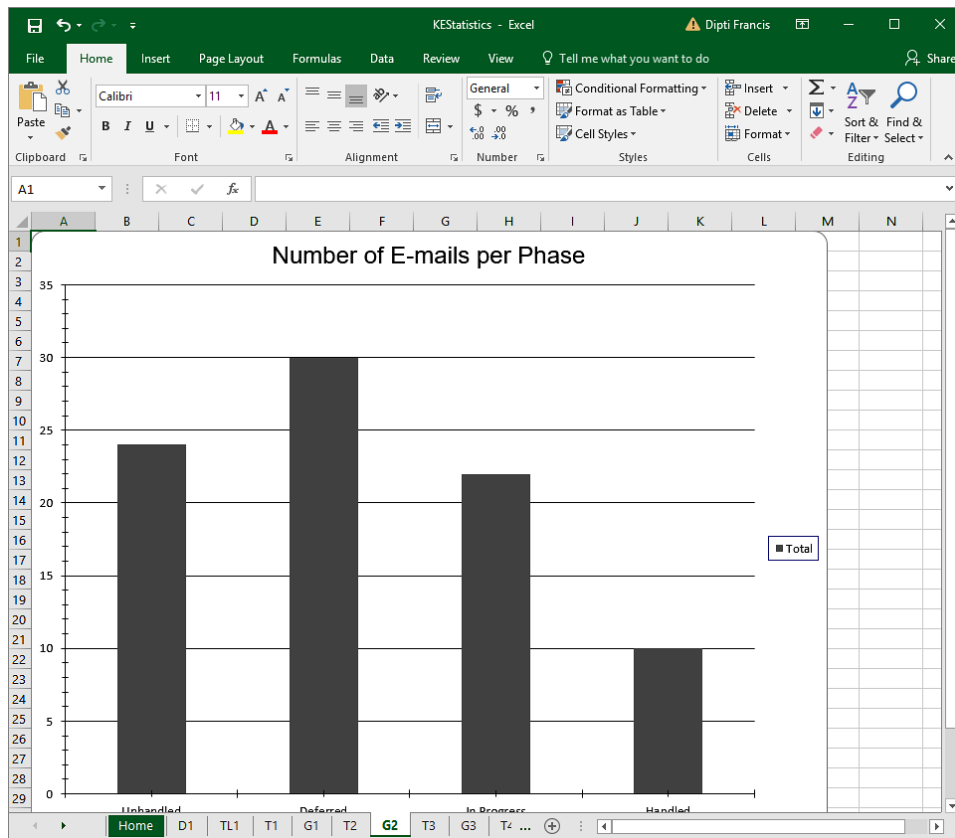
When Time Logging is enabled, there are three more default reports:

- Hours per E-mail
- Hours per Phase
- Hours per Category

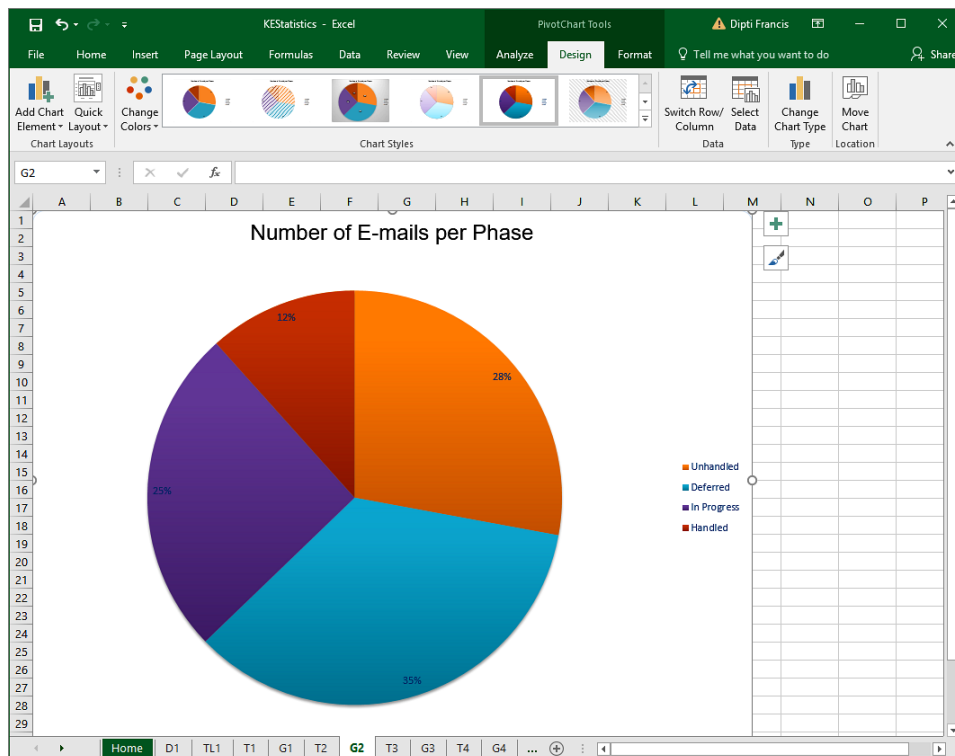
The different reports can be reached via the links on the Excel homepage or via the tabs at the bottom of the sheet.

Each report is shown as a pivot table and as a chart. All standard Excel features can be used with these reports.

Phase	Total
Unhandled	24
Deferred	30
In Progress	22
Handled	10
Grand Total	86



Change the charts as you like with the Excel tools.

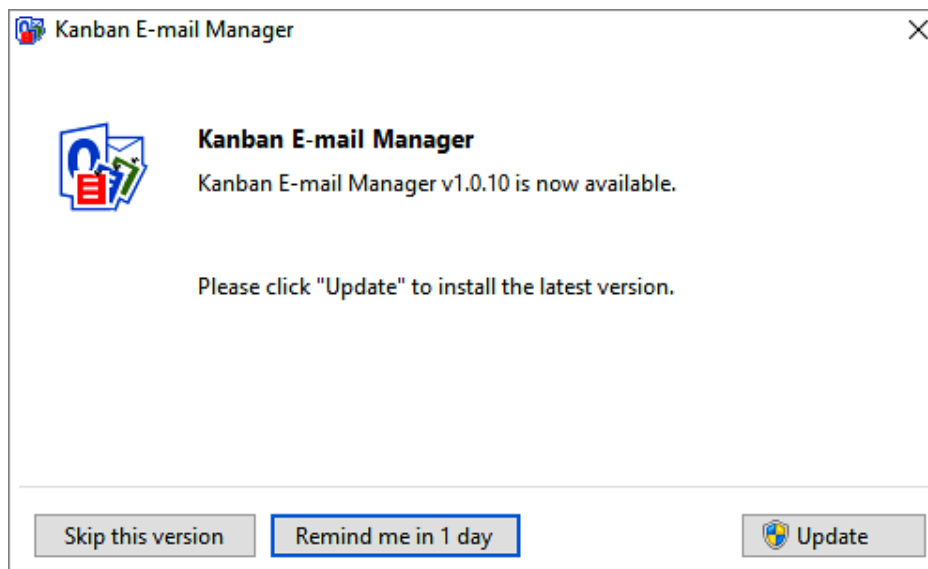


Under the first tab, D1, you can find all info about the e-mails.

ID	Subject	Category	Phase	Lane	Priority	Received	% completed	Senders	Total Time
86	Jitu and 1 other made changes in your shared folders		Unhandled	Legal	(2) Normal	10/29/2017 7:44	0.00	Dropbox	0
85	Leave tracker - Item ID591 has been changed		Deferred	Legal	(2) Normal	10/26/2017 11:52	0.00	Vipul Dindulkar	0
84	The KTMSF manual		In Progress	Legal	(2) Normal	10/27/2017 1:26	0.00	Ritika Rimza	0
83	Leave tracker - Item ID591 has been assigned to you		Unhandled	Legal	(2) Normal	10/25/2017 14:08	0.00	Vipul Dindulkar	0
82	Jitu and 1 other made changes in your shared folders		Deferred	Legal	(2) Normal	10/23/2017 3:54	0.00	Dropbox	0
81	Issue in Kanban Task Manager		Deferred	Legal	(2) Normal	10/23/2017 11:11	0.00	Support	0
80	KTMSF documentation		In Progress	Legal	(2) Normal	10/22/2017 18:53	0.00	Ritika Rimza	0
79	Vipu and 1 other made changes in your shared folders	Purple category	Deferred	Legal	(2) Normal	10/16/2017 19:28	0.00	Dropbox	0
78	KTMSF		Unhandled	Legal	(2) Normal	10/13/2017 17:48	0.00	Dipti Francis	0
77	Leave tracker - Item ID591 has been changed		In Progress	Contracts	(2) Normal	10/27/2017 10:19	90.00	Vipul Dindulkar	0
76	Access your files on your mobile device!		In Progress	Contracts	(2) Normal	10/10/2017 13:33	0.00	Dropbox	0
75	Leave tracker - Item ID585 has been changed		Deferred	Legal	(2) Normal	10/10/2017 11:05	0.00	Vipul Dindulkar	0
74	Ritika made changes in your shared folders		Deferred	Contracts	(2) Normal	10/10/2017 1:42	0.00	Dropbox	0
73	Leave tracker - Item ID585 has been assigned to you		In Progress	Contracts	(2) Normal	10/9/2017 11:10	0.00	Vipul Dindulkar	0
72	Jitu and 1 other made changes in your shared folders		Unhandled	Contracts	(2) Normal	10/3/2017 23:04	0.00	Dropbox	0
71	Ritika made changes in your shared folders		In Progress	Support	(2) Normal	9/27/2017 14:31	0.00	Dropbox	0
70	Dipti Francis wants to share dtdemo2 Team Site		Unhandled	Support	(2) Normal	9/22/2017 12:41	0.00	no-reply@sharepointonline.com	0
69	Vipu and 1 other made changes in your shared folders	Purple category	Unhandled	Support	(2) Normal	9/21/2017 2:33	0.00	Dropbox	0
68	Goodbye team		Unhandled	Contracts	(2) Normal	9/15/2017 14:25	0.00	Jitu Patidar	0
67	Regarding Salary Slips - July & August 2017		In Progress	Sales	(2) Normal	8/31/2017 18:12	0.00	Vipul Dindulkar	0
66	Ritika made changes in your shared folders		Unhandled	Sales	(2) Normal	8/19/2017 1:34	0.00	Dropbox	0
65	Development talk!	Purple category	Unhandled	Sales	(2) Normal	8/14/2017 15:16	0.00	Ritika Rimza	0
64	Jitu and 1 other made changes in your shared folders		Deferred	Sales	(2) Normal	7/30/2017 1:26	0.00	Dropbox	0
63	Vipu and 1 other made changes in your shared folders	Purple category	Deferred	Support	(2) Normal	8/12/2017 12:18	0.00	Dropbox	0
62	SharePoint Online from Scratch		Deferred	Sales	(2) Normal	1/2/2018 12:06	0.00	Ritika Rimza	0
61	Your Dropbox is lonely. Add some files!		In Progress	Support	(2) Normal	7/28/2017 16:44	0.00	Dropbox	0
60	Jitu and 1 other made changes in your shared folders		Deferred	Sales	(2) Normal	12/19/2017 16:40	0.00	Dropbox	0
59	Ritika made changes in your shared folders		Unhandled	Sales	(2) Normal	11/23/2017 10:52	0.00	Dropbox	0

6 UPGRADE

When bizsolutions365.com releases a new version of *Kanban E-mail Manager*, you will get an update notification in your PC.

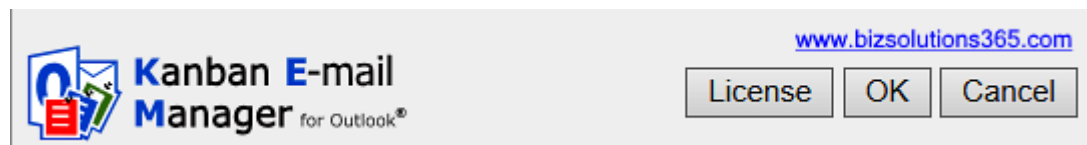


When you click on the 'Update' button, your installation will be updated. All your data and settings will be kept. **Outlook must be closed during the update.** You will get a notification once the new version is installed.

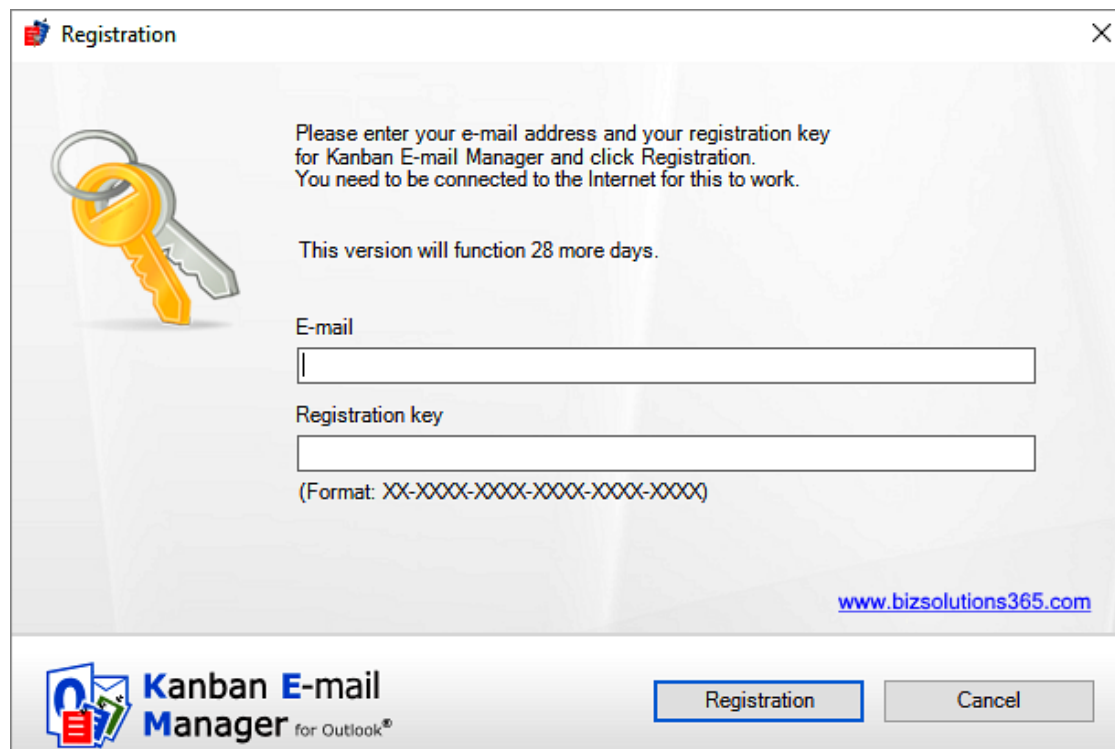
7 REGISTRATION AND TRIAL INFO

You may evaluate *Kanban E-mail Manager* for 30 days. If you want to continue using the program after the trial period, you must register it.

The registration is performed by clicking the 'License' button in the Configuration page. When the registration is finished this button will be hidden.



Enter your e-mail address and the registration key you have received from the bizsolutions365.com Support and click Registration. You must be connected to the internet for this to work.



8 SUBSCRIPTION

Kanban E-mail Manager is subscribed to, and support and free upgrades are included in the subscription fee. Refer to the *Kanban E-mail Manager* Subscription page: <https://bizsolutions365.com/subscription/>

9 CONTACT

E-mail support@bizsolutions365.com – Technical issues
sales@bizsolutions365.com – General issues

Telephone +91 780 600 6234

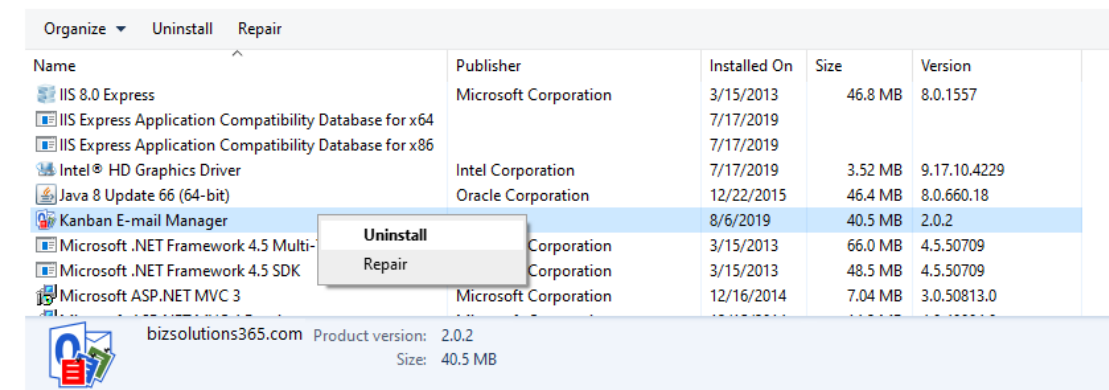
Online chat www.bizsolutions365.com

10 UNINSTALLATION


Kanban E-mail Manager is uninstalled via the Control Panel, Programs and Features. Hide the kanban view by clicking "Hide Kanban View" button before you uninstall *Kanban E-mail Manager*.

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.



Name	Publisher	Installed On	Size	Version
IIS 8.0 Express	Microsoft Corporation	3/15/2013	46.8 MB	8.0.1557
IIS Express Application Compatibility Database for x64		7/17/2019		
IIS Express Application Compatibility Database for x86		7/17/2019		
Intel® HD Graphics Driver	Intel Corporation	7/17/2019	3.52 MB	9.17.10.4229
Java 8 Update 66 (64-bit)	Oracle Corporation	12/22/2015	46.4 MB	8.0.660.18
Kanban E-mail Manager		8/6/2019	40.5 MB	2.0.2
Microsoft .NET Framework 4.5 Multi-Platform	Microsoft Corporation	3/15/2013	66.0 MB	4.5.50709
Microsoft .NET Framework 4.5 SDK	Microsoft Corporation	3/15/2013	48.5 MB	4.5.50709
Microsoft ASP.NET MVC 3	Microsoft Corporation	12/16/2014	7.04 MB	3.0.50813.0


 bizsolutions365.com Product version: 2.0.2
 Size: 40.5 MB