Email Logger Description

This Workbook is used with the Email Logger Microsoft Outlook Functions for Managing Emails

Worksheets (Tabs) in this Excel workbook

Settings

This worksheet (tab) contains the configurable settings for the Email Logger

Keyword

Enter keywords in this column, which are to be searched for in email Subjects and Email Body text (detail) Enter one word (or phrase) per colum

FolderTo

The Outlook folder where emails which match the keyword in the same row, will be moved to when the Email Logger is run in Outlook (not enable

Count

The total number of times the keyword (in the same row) has been found in all emails (Subject lines and Body text) of the selected folder

Subject

The total number of times the keyword (in the same row) has been found in all email Subject lines of the selected folder

BodyText

The total number of times the keyword (in the same row) has been found in all email Body Text of the selected folder

Up to 100 Keywords can be entered in column A. Keywords must start from row 2 and there should be no empty rows between keywords.

Emails

This is the detail of all emails which have been searched in the selected folder. when the Email Logger in Outlook is run.

EmailSummary

This is the summary detail of all emails which have been searched in the selected folder. when the Email Logger in Outlook is run.

How to use Email Logger

1. Install the **Outlook Modules** (Developer tab-->VBA - Technical assistance may be required) on the PC where this is to be run (this should have access to the email a 2. Add the keywords to search for in column A of the "Settings" worksheet in this workbook.

3. Make sure this workbook is available from the PC where this is to be run. Do not change any worksheet (tab) names. Then **CLOSE THIS WORKBOOK.**

4. Run the Macro "ExportToExcel()" or click the "Email Logger" button set-up in the Outlook ribbon (custon installed) image 1. This will open the parameters dialogue

5. Selecte the Date Range - Date From AND Date To (in the dialogue open in step 4. above - image 2.) to check emails during (no prompt if invalid dates are entered)

6. Select the Number of Emails to stop at (select a small number to test or ALL to check all emails in the date range selected in Step 5. above) - image 2.

7. Click the "Start Check" button (image 2.) to start checking emails. This will run without displaying any progress or detail until complete.

8. Select this workbook (or any saved copy of this workbook) when prompted (image 3.)

9. Select the mailbox Folder to run this export on (image 4.) - all sub folders will be checked within the dates and Number of Emails selections

10. Once the export has completed (Message box will pop up to confirm), open this workbook up to view the results in each worksheet (tab)

Notes:

This workbook can be saved with a different name for each time the macro is run, otherwise (if selected in Step 5. above) previous results will be overwritten. Any number of these workbooks can exist, they will not be impacted by the macor, unless selected in Step 5. above. When the Outlook folder is selected, all subfolders will be searched until the date or number limit is reached.

The Outlook modules (Step 1. above) are not included in this workbook. They are separate VBA Modules:

frmEmailLogger.frm frmEmailLogger.frx

mdlEmailLogger.bas

These modules above must be installed for any operator who would like ot use this Email Logger. There are separate intsructions for this process. Please contact Mic



image 1.

d in this version)

Email Logger			×
			🚫 Close
Date From Date To	01/06/2021	•	
Number of Emails	100	•	
			Start Check

image 2.

Select The Email Lo	gger file						×
$\leftarrow \rightarrow \checkmark \uparrow$ \blacksquare > This PC > Documents > Reports > \checkmark \circlearrowright					Search Reports 🔎		P
Organize 🔻 New	folder						1 7
🔼 Objective	* ^	Name	Date modified	Туре	Size		
Documents	*	CAPSActivities	24/09/2019 12:25	File folder			
Pictures	1	CFOTaskList	11/07/2018 2:57 PM	File folder			
SQL	*	Activities Start time.xlsx	04/07/2019 4:46 PM	Microsoft Excel W	35 KB		
CAPS	*	ConcurCardsInCAPS.xlsx	12/04/2019 3:21 PM	Microsoft Excel W	20 KB		
WWWRoot (\\)	/BMRSN 🖈	DinersStarRankNoMC.xlsx	29/04/2019 3:42 PM	Microsoft Excel W	130 KB		
2020		DinersStarRanksWithoutMastercard.xlsx	04/04/2019 6:02 PM	Microsoft Excel W	65 KB		
2020		EmailLogger.xlsx	16/09/2020 3:09 PM	Microsoft Excel W	295 KB		
20200902		PowerPivotSample.xlsx	07/12/2018 9:11 AM	Microsoft Excel W	24,188 KB		
ASPNew		Report Register - Standardised Reports v0	11/10/2018 1:07 PM	Microsoft Excel W	20 KB		
CAPS		SurveyToolOptions.xlsx	08/04/2019 4:22 PM	Microsoft Excel W	12 KB		
Microsoft Excel							
Dbjective							
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F	File <u>n</u> ame: Er	mailLogger.xlsx	Excel files (*.xlsx) \lor				
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image 3.



image 4.