

What's New - UVC Version 7.9 and 7.95

Enhancements version 7.9 and 7.95

1. Ability to send an email later at specific time.

When creating a new email you now have the ability to Send the email at a later time. You can do so by clicking on **File** and **Send Later** option.



You will see the following pop-up window where you can select when to send your email. The preferred method is using the **Send at this date and time**.

🥩 Send Later	×
Please specify when you would like this email to be sent	
Send during next e-mail sync	
Send at this date and time 26-Oct-2015	~
OK Cance	

The email will be kept you in your Outbox until the time indicated is reached.

🥏 Inbox 🚺 Contacts 🕂 Tasks 🖄 Calendar	rr 🔔 Notes 🗌 Projects 🌆 File Store				
My Inbox 🔻			▼ Quick Search	C Exclude Junk	Show All Unread Flagged 🔻 Other 🔨 🔪
Message Folders 4	🖞 📂 😢 🕕 To	Subject	Date V	•	Size
Sa Inbox	AlexTest1	test1	Today 2:30:00 PM		375 bytes ^
(Outbox					
€ [®] Sent Items					
N Drafts					~
🔀 Templates	test1				
🗑 Deleted Items	From: Alex				
🔀 Search Folders	To: Alex				HTML Plain All Headers
UVC Shared Folder	Send at this date and time: 26-Oct-2015 2-30-00 PM				
Shared Folder 22	Send at this date and time to oct to is the domin	/			

Please take note that the option **Send Later** will work even if you are logged out from UVC. The server will keep note of this selected option (date and time) and will send it accordingly.

2. Cancelled appointments now show up with a red watermark and the text has strike through.



Completed appointments will now display with crossed bars to indicate a completed status.



3. You have the option now to filter the **Categories/Tags** from a drop down multi-choice menu (with check boxes) in advanced search.



4. Option to filter your clients using the Categories/Tags drop-down in the Recipients window.



5. Added the **Tag All** and **Untag All** buttons to the **Recipients** window.



6. Added the Mark Complete + Next Action and also the Mark Complete + Next Action (copy notes) to the tasks window.

📂 Install winter	tires - Task		_	×
File Edit Forma	t Attachment Tools Window Help			
Save and C	ose 🔚 Save 🐗 🕺 💅 🗊 🗊 🖗 🍉 👘 👻 🥀 Contacts			
General Details	Alert C Repeat Mark Complete + Next Task Mark Complete + Next Task			
Subject:	Install winter tires Mark Complete + Next Task (Copy Notes) Mark Complete + Next Task (Copy Notes)	Status:	In Progress	~
Start Date:	26-Oct-2015 🛞 3:00 PM 🗸			
Due Date:	26-Oct-2015 🛞 4:00 PM 🗸 🗌 No due date			
Folder Group:	Alex Blanchet 🗸 Task Folder 🗸	Priority:	Normal	~
18thCentury	✓ 8 ✓ 6 B I U			
				^

Enhancements version 7.95

1. Ability to apply a **Quick Action** after a new email message is successfully sent. It can be used to move a message to client folder when clicking send.

Go to **File** and **Options and Preferences**. Click on **Messenger** and then **Quick Actions**. On this window screen you can click on **New Action** to create your new quick action.

Options and Preferences			
Seneral	Quick Actions		
Messenger			
A Public Profile	Action Name	Shortcut	New Action
Privacy			Delete
🛋 Account Setup			17 JU
Messenger Options			Edit
Message Options			
Message Folders			
Chat Window			
Signatures			
Kules and Filters			
Vacation Responder			
Safe Senderr			
Suick Actions			
duick richons			
Media			
Contact			
Task			
Calendar			
Note			
Repriect			
and thoject			
🎭 File Store			
			OK Cancel

You will be brought up to a screen where you will need to enter an **Action Name**. You can even add a **Shortcut** (not mandatory) for your quick action.

You can select any of the available actions from the drop down menu under **Perform these actions**. On the right side you will need to select the folder for which this quick action will be applied.

O Quick Actions	×	O Quick Actions	×
Action Name: Move email to UVC Shared Folder	Shortcut: Ctrl+1 Example: Ctrl+Q 1	Action Name: Move email to UVC Shared Folder	Shortcut: Example: Ctrl+Q 1
Perform these actions:	🔀 Delete New Action	Perform these actions:	🔀 Delete New Action
Move Message To Folder 🛛 🗸 🗸	IVC Shared Folder	Move Message To Folder	VC Shared Folder 🗸 🗸 🗸 🗸 🗸 🗸
Nove Message To Folder Copy Message To Folder Forward Message Reply with Template Mark as Unread Delete Message Flag for Follow up Apply Category Mark as Junk Mark as Not Junk	Select your quick action	Select folder to apply this quick action	box A C Shared Folder mus Business haring folder with Joe v
	OK Cancel		OK Cancel

You can add as many actions as you want to a single Quick Action.

O Quick Actions	×
Action Name: Move email to UVC Shared Folder	Shortcut: Example: Ctrl+Q 1
Perform these actions:	X Delete New Action
Move Message To Folder	UVC Shared Folder
Flag for Follow up	

Click on the **OK** button to save your **Quick Action**.

Now when you create your new email and select a **Quick Action after Send** the quick action will be applied.

🧐 Untitled	- Message															-		×
File Edit Fo	ormat Attachmen	t Tools	Window	Help														
🧭 Send	Save as Dra	ft 🌍	8	1		0	1 - {	۵	- 1	/ -	🥂 Cont	tacts						
To:														From	support@u	niversalvi	illage.net	~
	Show Cc and Bco	<u>.</u>										0	uick Actio	n after Send	No Action			~
Subject:															No Action			_
Tahoma		v 10	~	3	в	<u>u</u>	=:	= =	=	l≡ I	≡ •≡	•=					Shared Fo	der
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Note: Selecting the option **Send Later** in conjunction with **Quick Action after Send** will not work. The email will be sent with the Send later option but any selection made under **Quick Action after Send** will not be archived by the email waiting in the Outbox. Both options cannot work in conjunction with each other.

2. You now have the ability to have multiple columns for custom forms when you create any type of **Custom Field**. This will enable endless custom possibilities when creating these custom forms.

General	Custom Fields		
Messenger	Name	Field ID	New Tab
Contact	 Test Tab Text Field - test 	72853-1	New Field
Contact Options	O New Custom Field	×	Edit
Task	Description: Text Field - test		Preview
Selendar Note	Field Width:		
Project	Layout Field	in Next Column	
		ie neu on printous	
	Field ID 72853-1	OK Cancel	

🔚 Save and Close 🔚 Save 🗳 🏅	🖌 🛷 🗊 🗊 🕅 🕅 🔻 🊧 Follow Up		
Linked Categories: 🥚 Personal			
General Home Business Personal/Mobile	Other Journal Activities Test Tab		
Test Tab			
Text Field - test:	Number Field - test:	Email Field - test:	
URL Field - test:		X	
Phone Field - test:			
Date Field - test:	(ž.	N	
Date Time Field - test:	2		

3. Now you can to link emails directly from the **Create Message** window when sending a new email message.

To link the email to an existing contact you simply have to click on the button shown below.

🥩 Untitled - Message	– 🗆 X
File Edit Format Attachment Tools Window Help	
🛇 Send 🔚 Save as Draft 🐳 🛷 🗊 🔲 🕕 💱 🕶 🚧 🕇	X Contacts
To:	From: support@universalvillage.net v
Show Cc and Bcc	Quick Action after Send: No Action
Subject:	
Arial 🗸 12 🗸 🍪 B I U 📑 🕿 🗮 🗄	i= •≡ •≡
	^

4. When adding a Quick Note under a contact it will now add the username, after the timestamp, of the user that added the note

Name T	Work Email	Work Phone	Cell Phone	Company	•	Birthday Date	Sensice Profile	Contact Detail	ile Attachments Journal Activities
4 Contacts	TOR LINE		centrione	company		binning butc	Service Frome		
At Business Clients								600	
Clients									
Miss Janie Doe	janie.doe@workemail.com				Personal	22-Oct-1985			Ms Jane Mary Doe
🕂 Mr John Doe	john.doe@workemail.com	(613)222-4141 Ext 1002			Personal	28-Oct-1971	B Profile		
🛧 Mr Tony Stark	tony.stark@workemail.net			Stark Industries	Personal			Display Name:	Ms Jane Mary Doe
🕂 Ms Jane Mary Doe	jane.doe@workemail.ca	(613)898-7774 Ext 0011			Personal	11-Jun-1975	AAA Profile	Birthday:	11-Jun-1975
								Home Address: Mailing Address 1234 Test Drive Ottawa, CANADA H Show on Map	сткама
								Contact Notes	

5. Option to mark a contact as Inactive on their contact profile.

📕 Jan	e Doe - Contact					– 🗆 X				
File Edit Format Attachment Tools Window Help										
📄 Sa	ve and Close	🔜 Save 🥌 🔏 🥵 🗊 🗋 🕅 🖿 🕶 🚧 Follow Up								
Linked O	ategories: 🥚	Personal								
General	Home Busine	ess Personal/Mobile Other Journal Activities Test Tab								
×	Title:	Miss v	File under:	Business 🗸 🗸						
	Name:	Janie	Middle:	Personal Business		- 70				
	Last Name:	Doe	Nickname:	Prospect		in the second				
	Display as:	Miss Janie Doe 🗸 🗸	Service Profile	Inactive	\sim					
		Contact is a Link/Group	Review Date:		2					
S	E-mail:	janie.doe@email.com	Primary							
	Home E-mail:	janie.doe@home.com	Primary							
	Work E-mail:	janie.doe@workemail.com	Primary							
	Owner:	Alex Blanchet 🗸	Birthday:	22-Oct-1985	<u>6</u>					
		Private		Reset Birthday Link						