

New Features & Enhancements

Xgenplus: Advanced Enterprise Email Solution Version 0.1

Mahima Jain 12/13/2019

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Revision History

Version#	Implemented By	Revision Date	Page Affected	Reason
1.0	Mahima Jain	13 December 2019	All	Baseline

XgenPlus-New Features

User Level Feature

1. Quick Reply

Xgneplus Email are now filled with more enhanced feature of quick reply, user can send reply to the sender directly without hassle.

Inspired by the wide popularity of "Instant Action" we have added the "quick reply" button, so a user can send the quick reply to the Email without open in new window. User can type reply and simultaneously he/she can see complete mail. This saves time & gives user power to respond in a jitter.

Let's see how it works?

1. Once you receive email, open that mail. You will see an option of quick reply in bottom right of email Window.



- 2. The button appears at the bottom only when you are viewing a message thread or a single message, and not in your inbox
- 3. Click on Quick Reply, a popup screen will open in bottom right. You can type your message in that.

Main Inbox Se	arch Compose 👍	Contacts Task	Calendar	View				
priyanka Vaishali Kataria	🗶 priyanka 🗶 priyanka	×						
From Inbox [1 - 50]	gFrom Inbox [1 - 50]							
Move To : Select Folder V Print Reply ReplyAll Forward Delete Block Interaction View Original								
From Add To AddressBook	From Add To AddressBook Drivanka Date 21 Sep 2018 02:48:39 PM MailId : [84982135]							
To Add To AddressBook	🚴 zabi.ullah@bharatsy	nc.com						
Cc Add To AddressBook	🚴 vaishali@soft.dil.in							
Subject	XgenPlus brochure							_
Hello Zabi,								
Please send me Xgenf Best Regards Priyanka Web. <u>www.xgenplus.c</u>	Plus brochure on urg	gent basis. t feature videos						
							Quick Reply Okay, I'll send it shortly	X
+ Tag : click to add tag(s)							Share Notes Duich	k Reply

4. Once you type the message and click on 'send' it will be sent as an email to the recipient, it's easier than using a traditional 'Reply' Email option and takes nothing more than one click to do it.

	Your mail has been sent	
privanka Vaishali Kataria 🗶 privanka 🗶 privanka 🕷		
From Sent [1 - 50]	Headers	
Move To : Select Folder Print Forward	Delete Block Resend Reply ReplyAll Interaction Recall Mail	
From Add To AddressBook	18 12:45:00 PM MailId : [85009209]	
To Add To AddressBook		
Subject Re: XgenPlus brochure		

- 5. Your sent message will reflect in the 'sent' folder. Using 'Quick Reply' it's easier to write a concise email to read through and understand, expressing shortage of time.
- 6. This quick reply will be sent to user who have sent that mail. It will not be sent to the users that are in "cc" & "bcc".

For more details check Video Tutorial.

2. Move Email to another folder with Tag

(Identify from which folder email has been moved)

Xgenplus makes it very easy to organize your emails. 'Move to folder' option enables users to move specific emails to another folder.

In way to enhance this feature, now user can identify from which folder they have moved their emails. It will ease for users, if he wants to move emails back to the original folder in future.

How it works?

- 1. When you move any email from a source folder to target folder. You select that email or multiple emails, select folder from the dropdown list of "Move To", mail will be moved.
- 2. In target folder mail will be listed with a tag which indicates its movement from original folder

Mair	n Inbox Search Compose 🖶	Contacts Ta	ask Calendar	View		
Sho	ortcut mail(s) Click on [+] icon to add the ma	ail(s) in shortcuts.				Picture Gallery
Check	Mail			Show	w Interaction	
Move T	o : Select Folder 🔻 🔫	Bloc <u>k</u>	Forward Many	<u>D</u> elete	Un Read	
	Select Folder Select folder			<u>Subje</u>	<u>ect</u>	
	Va Secure		[+] New Features	of Xgenplus		
	pr New		[+] Re : XgenPlus	Features		
	priyanka		[+] Re: Re : Xgen	Plus brochure		
	priyanka (Replied)		[+] XgenPlus brock	nure		
	🔁 priyanka		[+] Re : Re : Xgen	Plus brochure		
	priyanka (Replied)		[+] XgenPlus broch	nure		
	YES BANK		[+] Dispatch alert	for your YESBANK Credit card	Pin	
	YES BANK Alerts		[+] Your Yes Bank	Credit Card Is Approved		
	hr		[+] Welcome to Da	ata Family		
	hr		[+] Welcome to Da	ata Family		
	limanshu (Replied)		[+] Re : Images to	blur		

Let's take an example:

1. If a user moved an email from inbox to 'Spam-Promo' folder like in below figure. When he opens the 'Spam-Promo' folder, the moved email will display in the list with tag that tell us about its origin folder.

Main Inbox Search Compose 🗛 Contacts	Task Calendar View
Shortcut mail(s) Click on [+] icon to add the mail(s) in shortcut	ts. Picture Gallery
FOLDER: Spam-Promo	Show Interaction
Move To : Select Folder Not Spam	Bloc <u>k</u> Delete Un Read
0 <u>From</u>	<u>Subject</u>
Vaishali Kataria (moved from Inbox)	[+] New Features of Xgenplus
pms	[+] [SkillConnect] New file

Now again if the same Email is moved back to inbox it will show in the inbox having tag 'moved from Spam-Promo' folder.

Mair	Inbox Search Compose 🕁	Contacts Task	Calendar	√iew			
Sho	ortcut mail(s) Click on [+] icon to add the ma	il(s) in shortcuts.					Picture Gallery
Check	Mail				5	how Interaction	
Move To	select Folder 🔻	Block	Forward Man <u>y</u>		<u>D</u> elete	Un Read	
	() <u>From</u>				<u>Su</u>	<u>bject</u>	
	Vaishali Kataria (moved from Spam-Promo)		[+] New Features	of Xgenplus	s		
	priyanka		[+] Re : XgenPlu	s Features			
	priyanka		[+] Re: Re : Xger	Plus brochu	ire		

3. Tags

While sending an email user can set Organization level pre-defined TAG on that Email, which enables all the recipient of that email to search that email by using that TAG itself. This capability also automatically clubs all emails together with specific TAG irrespective of sender or subject. User can also set his personal TAGs also from Settings-Default-Email Tag-Add Tag option.

For example, there are many sales people who receive Purchase order (PO) from customers and then send it to accounts department for billing. Now with TAG feature, all sales team members with their own email address can send a PO to billing team by putting a TAG as PO. Now accounts person or sales team can pull all emails together which are tagged as PO.

At Domain Side:

Domain admin can add generic tags that can be used at the time of sending email. For adding tag domain admin can go to the

Edit domain->domain options

Here they will get <<Add Tag>> option. On click of Add Tag, domain admin can write down name of the tag and can add it. They can Edit/delete existing tag.

_		Email Tag Add Tag		
	EMAIL TAG			×
ch user ac	Add Tag :	PO	Add	
	S.No.	Tags	Action	^
	1	BANKING	1 🕯	
ll show d	2	INVOICE	/ 🗇	
	3	PAYSLIP	1 🕯	
	4	SALES REPORT	1	~

At User End:

These tags will display at user end. At the time of composing email, user can click on advanced setting and can use tag.



At the receiver end, added tag will display and receiver can also search this mail with same tag.

For E.g if sender has used tag "Banking" at the time of sending email. Then at the receiver end, receiver can see that tag in the bottom of email as well as receiver can search that same email in search section by selecting criteria "Search By Tag".

Main Inbox Search Comp	ose 🌒 Contacts Task Calendar View		
> Search	My Folder(s) OShared Folder(s) OArchive of Del-	eted Emails	অ•
Search in:	All Folders 🗸	Size is:	= 🗸 (in KB)
From:		то:	
Subject:		Message:	
Attachment Name:		Attachment Type:	
Search in Attachment:		Search in Mail:	Read Unread Encrypted
Search by Tag:	b	Search by Color Code:	No Color 👻
From Date:	BANKING	To Date:	2 🗸 7 🗸 2018 🗸
	y renoved from Tr a can recover your ails is automatical	Search Note : rash folder, when they are lying in Trash Deleted emails even after 1 Months. ly removed after email is older than 13-	for more than 30 days. 06-2018

If receiver search email by Tag "Banking", then all the mails related to that tag, will come in resultant list.

4. Give Access of your Account

Now you need not to worry about your important mails while you are on Holidays or any other business trips. You just authorize your subordinates or your agents to receive your emails and they can reply on those mails on your behalf without sharing login credentials of your account.

The Beauty of this feature is, this reply message will not be saved in their sent folder. It will be saved in your sent folder only. So whenever you access your email, you can check all the replies that your subordinates/agents have done on your behalf.

Let's see how this feature works:

- 1. Suppose the person "John" is a Business Analyst. John is going on holidays. Now how his client's emails will be taken care?
- 2. "John" gives authorization to DK (Team member) to access his emails, so he can reply on those emails on the behalf of John.
- 3. John will share his inbox with DK with access rights. For this go to Folders. There is hand icon in front of each folder to share folder.
- 4. If John wants to share only "Inbox", then he will click on hand icon in front of "Inbox" folder.

Main Inbox Search	Compose 🕂 Contacts Task	Calendar View	
FOLDERS	Folder Name	root v	Save Reset
Folder Name		Records	Space Used % of Total Space
▶ Inbox			Calculate
No Sent			Calculate
<u>Draft</u>			Calculate
No <u>Trash</u>			Calculate
Template			Calculate
Secure			Calculate
Nov Storage			Calculate
No. Spam-Promo			Calculate

Share Folder		
You can share Inbox folder Account (eg: admin@xge	with all users of this mail service, or for specific user enter Email nplus.com) of this mail service	
Share with all users \bigcirc	Share with user 🖲	
Allow "Delete" permissio	n for mails	
Allow "Reply" permission	n for mails	
Allow "Forward" permiss	ion for mails	
	Mark Shared	

5. John will enter email address of DK to share inbox with him. Now John can set access right for DK while sharing his folder. He can give rights like:

Allow Delete, Reply, and Forward. Now if John gives rights for only Allow Reply, then DK can reply on those mails only. He cannot Delete/Forward mails from John's inbox.

- 6. Once inbox will be shared, DK can see this inbox in his mail account with other folders. There is a category of Shared folder in folder section. All shared folders will display here. DK can access the entire shared folder and can work accordingly.
- 7. Multiple users can share their account with multiple people.

Now let's see how mails will be sent on the behalf of John and how it will be saved in John's sent folder.

 To get access from John for sending emails on the behalf of him, DK will click on Add Email Address from the dropdown of FROM ID while compose email.



 After click on +/- Other Email ID, dk will get screen where he can enter Name & Email Address of John.

nb		-8
- (Add another email id Edit existing email ids	At
	Add another email address you own Pending Verification	A
	Enter information about your other email address. (your name and email address will be shown on mail you send)	
•	Name : vaishali	*
2.5	Email address: vaishali@soft.dil.in	. 🖆
	Next Step	
1		

3. Once dk move to the next screen, he will get an option to enter verification code, which will be received by John to authorize dk to send emails on his behalf.

From Inbox [1 - 10]		⇔ → □Headers
Move To : Select Folder	Print Reply ReplyAll Forward Delete Block Interaction View Original	
From Add To AddressBook	XgenPlus Team Date 07 Sep 2018 09:51:51 AM MailId : [125575843]	
To Add To AddressBook	🔈 vaishali@soft.dil.in	
Subject	XgenPlus Verification - Send Mail as vaishali@soft.dil.in	
account (dk@soft.dil. Thanks for using Xgen Sincerely,	in), please enter your above verification code and verify your account. Plus	
The XgenPlus Team		
+ Tag : click to add tag(s)		Share Notes

		Y Y
Add another email id	Edit existing email ids	,
Add another emai	il address you own	1
Confirm verifica	tion and add your email address	
An email with a conf To add your email a	irmation code was sent to vaishali@soft.dil.in [<u>Resend email]</u> Idress, do the following:	4
Enter and confirmal	verify the 325552	
	Verify Cancel	

- 4. Once code has been entered by dk, a dialog box will open to set Signature & some settings. These settings will be:
- Add Signature to All Messages (This signature will be sent, whenever dk will send emails by using outgoing ID of John or will send emails on her behalf.)
- Set as default (DK can set default outgoing email ID of John by this setting)
- Use My sent folder to save outgoing emails. (If this setting has been enabled then all the emails which dk is sending on the behalf of John, will be saved in John's sent box)

Add another email id Edi	t existing email ids	
You have successful	lly added your vaishali@soft.dil.in email address	^
You can use custor	n signature with your newly configure vaishali@soft.dil.in email address Use below editor to update signature	
	Best Regards,	
Signaturo	Vaishali	
Signature.		
	Add Signature to all messages	
	Set as Default	
	Use my Sent folder to save outgoing emails	
	Update	
		~

How Emails will be sent?

- 1. To reply on emails which has been received in John's inbox, DK first open shared inbox of John and click on the mails on which he wants to reply.
- 2. After click, dk select from ID of John (from which mails will be sent)

Main Inbox Search Compose 👍 Contacts Task	Calendar View
Sub:None Important features need to be developed 🗙	
From: dk@soft.dil.in (default) v Send Recent Conta dk@soft.dil.in (default) v Cc +/- Other Email Ids Subject: डीके@अशोका.भारत English (F9 vaishal@soft.dil.n Family v Font Size v B v Alas Email Ids dipaper 1 @coft di in	Attach : File Link Show Bcc Attach : File Link Image: Show Bcc Attach : File Link Image: Show Bcc Attach : File Link Image: Show Bcc Image: Attach : File Link Image: Image: Image: Attach : File Link Image:
Priority Normal User Rights Encryption Image: Construction of the recipient (s) Do not Reply Do not Delete Hide Image: Construction of the recipient (s) Do not Print Do not Forward	Settings Mail delivery settings Delivery Report Reply Awaited Read Receipt Reminders: 00 Save to Sent Sent Sent Attach My Vcard Attach Event - Add Tags- Save to

- 3. Once email has been sent, it will be received by receiver, with this display name: dk (Display name set by DK) on behalf of John. So, receiver will get to know that this mail has been sent by dk.
- 4. Also, this sent mail will not be saved in DK's sent folder. It will be saved in John's sent folder only. In future he can rectify which email has been sent to his client.

This feature will remove all the hurdles to manage important emails without sharing login details of your account.

5. Update Contact List

Contacts:

As Business connections grow day by day, it's important to maintain up-to-date information about your contacts. Contact Update feature help you to keep your contact list maintained & updated. Each contact's information can be updated automatically at any time with **Contact Update Option** in **XgenPlus Email.**

Steps:

1.Login XgenPlus Email Account.

			Login Via APP/SMS 🃡	English •
	Most Advanced		Forgot Email?	GET OTP
	As sharing emails reduces the need of storage, you can reduce some heat on the earth Visit : www.xg	bandwidth, computing and server processin by sharing emails instead of forwards. enplus.com	Remember me	Forgot your password?
				Login
Privacy Policy	Go Green Initiative (Say No to Paper Send Email)	Licensed to: Data Ingenious Glo Tonk Road, Jaipur	bal Litmited	Terms and Conditions

2.Select Contact Option from the Tab.

			A A A A A A A A A A A A A A A A A A A		-	
VCAN	N				Ф н	lome Logout
	Cuick Search		ert vour text here	Last Login IP : 202.157.82.1 Date	e - Time: 29-Aug-2019	9 15:36 GMT + 5:30
Most Advanced Enterprise E-	moil				Folders Filt	ers Settings
FOLDERS CATEGORY	Main Inbox Sear	h Compose 🖕 Contacts	Task Calendar C	hat		
A	Shortcut mail(s) Click on	icon to add the mail(s) in shortcu	ts.	Picture Gallery		[CLEAR ALL]
Inbox	Check Mail		<u>S</u> how	Interaction	Qu	uick View 🗌
Sent Sent	Move To : Select Folder 🔻	Bloc <u>k</u> Forwa	rd Man <u>y</u> <u>D</u> elete	<u>U</u> n Read		1-100 🃦
Draft		0 From	Subje	<u>ct</u>	Date	<u>Size</u>
Trash[Empty]	oil (Forward)	[+] F	w : Re: Ashoka Kachi Ghani Must	ard Oil	02:45 PM	14k
🗁 Template	Himanshu	[+] _R	e : XgenPlus Post		12:25 PM	462k
Snoozed	Himanshu	[+] _R	e : XgenPlus Post		12:06 PM	994k
🔒 Secure	Himanshu	[+] _R	e : XgenPlus Post		12:06 PM	588k
👌 Storage	Himanshu	[+] _R	e : Xgen Say		28 Aug	1m
Spam-Promo	Himanshu	[+] _R	e : Xgen Say Content		27 Aug	563k
	pms	[+] Y	our Data PMS password		26 Aug	2k
Billing P	D pms	[+] Y	our Data PMS password		26 Aug	2k
Total New Mails	🔲 🔍 manish	[+] F	w : Happy Janamashtami-Datama	il	24 Aug	903k
	🔲 🛛 🖉 manish	[+] F	W : TEAM SPRIT		24 Aug	903k
	Human Resource	[+] M	editation Session on Krishna Janı	nashtami	23 Aug	2m 👻

3.Click the Full View Option.

Most Advanced Enterprise E-	Moli Quick Search All VQ 3V Con	vert your text here	I Last Login IP : 202.157.82.1 Date	• Home Logout - Time: 29-Aug-2019 15:36 GMT + 5:30 Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Search Compose 🖕 Contacts	Task Calendar Chat]	
🙆 Inbox	CONTACTS Import / Export Share Addressbook	obile Contact	Addressbook	Add Contact Full View
📑 Sent 🗎 Draft	Group Name Add	Search 🔎		Go Show All
📅 Trash[Empty]	List Of Groups :	List of Users of group :All		1-8 🔻
🗁 Template	GENERAL (5)	Name	E-mail id Groups(*)	Mobile Number
Snoozed (Shared Groups :			- × ⊠
🔒 Secure				• × 🖂
🔁 Storage				× 🖂
Spam-Promo				
🔁 Billing P				• • •
Total New Mails		Action Select Action V GENERAL	. v	Send VCF

4.Select the group whose contacts you want to get updated.

VCON	S	MANN																				Ф н	ome L	ogout			
XGEN	E	Oui	ick Sea	rch					v Q	आ	Conv	ert vo	ur text	here		Last Login IP : 202.157.82.1 Date - Time: 29-Aug-2019 15:36 GMT + 5:								IT + 5:30			
Most Advanced Enterprise E-	mail	Qui																		Fo	Iders	Filt	ers Se	ttings			
OLDERS CATEGORY	M	ain	Inbo	x	Sea	arch] C(ompose	e 🕁] (Cont	tacts	T	ask	Ca	lendar		Chat	1									
A	CON	TACTS	s <u>Imp</u>	oort /	<u>Expo</u>	ort				Addre	ssbook	PER	SONAL		•											Group	View
🔀 Inbox	Show Admin Address Book							ſ	Show Global Address Book								ſ	Show Incomplete Addresses									
🔁 Sent	All	А	в	С	D	Е	F	G	Н	I	2	ĸ	L	м	N	0	P	Q	B	s	т	U	V	W	х	Υ	z
Draft	Add	Selec	t to Ad	d ▼			Action	Sele	ct Act	ion 🔻			Move	e to Gr	oup 🔻	Сор	y to Gr	roup 🔻									ρ
聞 Trash[Empty]		Gen	ieral 🗄] (5)																			[<u>Sen</u>	<u>d requ</u>	est fo	r Updat	ion]
🗁 Template																											
Snoozed																											

5.Click on 'Send Request for Updation' option.

VCAN	S																								Ho	me L	ogout	
	2	Quic	k Soar	ch			All		. 0	37 -	Con	ert vo	ur toyt	hara					Last L	ogin IP :	202.157	.82.1 Da	ite - Time	e: 29-Aug	-2019 1	5:36 GM	T + 5:30	
Most Advanced Enterprise E-	noil	Quic	K Dear	cn			-				Jeon	ert yo	ui text	nere									Fo	Iders	Filter	rs Se	ttings	
FOLDERS CATEGORY	Ma	ain	Inbo		Sear	ch]	Co	mpose	•	Cont	acts		ask	Ca	alendar		Chat]										
A	CON	TACTS	Imp	<u>ort</u> / J	Expor	<u>rt</u>				Addres	ssboo	k PER	SONAL		٣										G	Group \	/iew	
		Show Admin Address B								Show Global Address						ss Boo	k		Show Incomplete Addr						dresse	resses		
🔁 Sent	All	А	в	С	D	Е	F	G	н	I	2	К	L	м	N	0	P	Q	B	S	т	U	V	W	х	Υ	z	
Draft	Add	Select	to Add	T T		Д	Action	Sele	ct Acti	ion 🔻			Move	e to Gi	roup 🛚	Cop	y to G	roup 🖲	'								ρ	
聞 Trash[Empty]		Gene	eral 보	(5)																		- F	[<u>Sen</u>	<u>d requ</u>	est for	Updat	ion]	
🗁 Template																						_ L					_	

6.A Message Box Will Appear Where You Can See the Message Which Other Person will receive.



Now the contacts can view the already filled details. If any information mis-matches then they can update the information.

7.Click On ' Click Here To Send Option'



8.After Sending Request To All The Members You Will Receive A Confirmation Message About The Same. Here You Can See The List Of Contacts To Whom You Send Updation Request.



Once the contacts will update their information, the updated information will be automatically saved in the contact book.

6.How to snooze E-mails

Snooze emails enable you to temporarily remove selected emails from inbox until you need them. You can always see your snoozed emails under Snoozed folder.

You can snooze any email that you want to follow up later whether hourly, daily, weekly or monthly. You can set your desired time on selected email to remind your important email on the set time.

Snooze emails or set reminders

1. Open or select your email and click on the 'Snooze' option

	x
← → C ③ Not secure	🔍 10.11.13.138/TyHtmMain.jsp 🔍 🛠 😧 🖉 🖓 🍰 🖓 🚱 🖉
🔢 Apps 💰 http://mailchimp.co	m 📙 Imported From Firel: 📮 Spam Free World - A (21 Actionable SEO Tr 📓 75 Powerful Ways to 🕫 50+ Social Bookmark 🚦 Bookmark. et - Book: 🍭 9 Visual Tools to Cree 🔹 🕷
FOLDERS CATEGORY	Quick Search All Quick Search Compose Contacts Task Calendar View Carent View Carent View Carent View Calendar Vi
Inbox (219)	From Inbox [1 - 100]
Draft	Move To : Select Folder Print Reply ReplyAll Forward Delete Block Interaction View Original
Trash[Empty]	From Add To AddressBook 2 Date 29 Dec 2018 12:06:03 PM Mailtd : [125600
🗁 Template	To Add To AddressBook
Snoozed	Subject New business opportunity
G Secure	Hey DK,
👌 Storage	What are your thoughts on this?
2 Bhakar	
2 Spam	
L2 ⊟- क्वरी	
Karti	
प्रि धर्मद्र मि	+ Tag : click to add tag(s)
- @Karti	

2. Now you can set Date and time in which you want to see the snoozed email.

Xgen User : dk@soft.dil.in	x			
← → C ① Not secure	10.11.13.138/TyHtmMain.jsp		Q 🛧 🙆 🖉 🖬 🚸	🖪 (S) @ 🖂 @ 🧭 🖗 😋 🖓 😐
Apps 🚯 http://mailchimp.com	📲 📕 Imported From Firef: 📮 Spam Free World - A 🛛 🔾	1 Actionable SEO Te 🛛 🚮 75	5 Powerful Ways to 😐 50+ Social Book	mari: 📴 Bookmax.net - Bookri 🔍 9 Visual Tools to Crea 🔉 »
		1993339		A . •
				Home Logout
	Quick Search All • Q	अ • Convert your tes	xt here	Current Version: 27V Up Since: 29-Dec-2018 12:48
		Contacts Task	Colorador I Marcol	Report Admin Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Search Compose o	Contacts Task	Calendar View	
A Inbox (219)	Dk primin 💥 🔛 🗙			
Sent	From Inbox [1 - 100]			
Draft	Move To : Select Folder	ReplyAll Forward	Delete Block O Interactio	n View Original
쿱 Trash[Empty]	From Add To AddressBook	Select Snooze	e Date and Time	×
🗁 Template	To Add To AddressBook		1	Þ
Snoozed	Subject New business oppo	< Decem	ber 2018 >	29/12/2018 12:56
🔒 Secure	Hey DK,	Sun Mon Tue V	Ved Thu Fri Sat	
🔁 Storage	What are your thoughts on this?		1	^ _b ^
Spam-Promo (2)		2 3 4	5 6 7 8	12.56
🔁 Bhakar		9 10 11	12 13 14 15	12.00
🚨 Spam		16 17 18	19 20 21 22	\sim \sim
🔁 🗁 क्वटी		22 24 25	26 27 29 20	
BKarti		20 24 20 .	20 21 20 20	S00078
🔁 धर्मेद्र		30 31		
🚨 🖻 राख्य	+ Tag : click to add tag(s)			
Karti	Se	lect the dat	e & time till you	want to snooze that email
D				-

3. Click on 'Snooze' option, now your reminder is set.

You can see your Snoozed emails in the Snoozed folder on the left side of Xgenplus folders.



How To Resnooze or Unsnooze Email In Xgenplus

Resnooze- Allows user to create recurring email reminder. Resnooze is the self maintaining tool, when a reminder bothering too much it can be reset or resnooze for the next time.

Resnooze is a well designed reminder feature in xgenplus that makes users easy for remind tasks daily, weekly, monthly and so on.

Steps-

- 1. Go to the Snoozed folder to reset reminder
- 2. Select snoozed email
- 3. Set your desired time or month for a reminder

Xgen User : dk@softsdikin	×																00	3
← → C ① Not secure	10.11.13.138/TyHtmMain.jsp						0, 1	<u>م</u>	•	2 🖬		{S}		• 1	÷ (à 🚖 🤉	0	0
👖 Apps 💰 http://mailchimp.com	🔜 Imported From Firefo 📮 Spam Free World	- A O 21	Actionable	e SEO Te	6	75 Pow	erful Wa	ys to	SE)	50+ Soc	ial Bookma	rk 🖪 Bo	ookmax.ne	et - Bookn	0, 9 V	isual Tools to	Cre:	33
	Quick Search All Main Inbox Search Co	▼ Q	अ • ca Conta	onvert	your t	ext he	cale	endar		View	-	Re	urrent Ver eport	rsion: 27V L Admin	Up Since: 2 Folders	Hom 29-Dec-20 5 Filters	e Logo 018 12: Settin	ut 48 .gs
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Minbox (219)	From Encoved 51 - 1003	_											da.	-h Due	andara			
🔁 Sent	Sprom Shoozed [1 - 100]		Sele	ect S	0007	e Da	ate a	nd T	ime					W H	eaders		-	
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Trash[Empty]	From Add To AddressBook		<	D	acon	hor	201	8		>		29/12	/2018	13.5	6			
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Snoozed	Subject New busines	ss oppo	Sun	Mon	Tue	Wed	Thu	Fri	Sa	t		~		~				
🔒 Secure	Hey DK,								1									
🔁 Storage	What are your thoughts on this?		2	3	4	5	6	7	8			14	4:5	56				
Spam-Promo (2)			9	10	11	12	13	14	15									
Bhakar			16	17	18	19	20	21	22			\sim		\sim				
🔁 Spam			23	24	25	26	27	28	29				_			1		
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🔁 🖃 रारूप	+ Tag : click to add tag(s)		You	cal	n ex	kte	nd	you	ur	sno	oze	time	e wit	th Re	esno	oze		
Karti	4																	
D																		-

4. Click on 'Resnooze' option, now your email is resnoozed.

Unsnooze- Allows users to remove reminders on snoozed emails.

Steps-

- 1. Go to the Snoozed folder
- 2. Select snoozed email to remove the reminder
- 3. Choose unsnooze option to clear reminder

Xgen User : di Manda da La	x						
← → C ① Not secure	10.11.13.138/TyHtmMain.jsp			Q	☆	e o 2	🚸 🖪 (S) 🔗 🖂 🕘 🍼 🌞 🚱 🚖 📿 🚳 🥹
🔛 Apps 💰 http://mailchimp.com	📕 Imported From Firefo 📮 Spam Free World - A (2	1 Actionable S	EO Te 🛛 🚮	75 Powerfu	Ways to	SE 50+ Soc	tial Bookmark 🖪 Bookmax.net - Bookr 🔍 9 Visual Tools to Cree 🛛 »
			1999223				
	Quick Search All • Q	अ • Con	vert your	ext here			Current Version: 27/ Up Since: 29-Dec-2018 12:48 Report Admin Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Search Compose 🧄	Contacts	s Ta	sk (alendar	View	
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Draft	Move To : Select Folder T Print Re	Selec	t Snooz	e Date	and T	īme	×
Trash[Empty]	From Add To AddressBook						
Template	To Add To AddressBook 2 d	<	Decen	nber 2	018	>	29/12/2018 13:56
(i) Snoozed	Subject New business oppo	Sun M	lon Tue	Wed TI	nu Fri	Sat	14 ³
A Secure	Hey DK.					1	~ ~
Storage		2	3 4	5 6	5 7	8	13.56
Spam-Promo (2)	What are your thoughts on this?	9	10 11	12 1	3 14	15	10.00
Cababas		16	17 18	19 2	0 21	22	~ ~
Bhakar Spam		23 2	24 25	26 2	7 28	29	
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🔁 🖃 राख्य	+ Tag : click to add tag(s) Uns	nooze	make	es vo	ur en	nail re	appear in an inbox immediately
Karti	4			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
D							

4. Click on 'Unsnooze' Option and the mail be unsnoozed.

7.How to Enable Out Of Office/ Set Vacation Email/ Auto Reply Email

An auto reply response is pre-designed reply to an email. Out of office enables user to send an automated reply when user is not available in office or at workplace. When a user go on vacation and take a week off from work, user can set an auto reply or default email for everyone.

User can manually turn it on, using time, dates, and week days as per their criteria.

Out of Office Xgenplus:

User can set an auto reply or out of office email reply in two ways. In out of office user will get two options-

- 1. My Organization
- 2. Other Organization
- **1. My organization-** when user wants to give an auto reply to an email within the organization when he/she is not available in the office, then user can select 'my organization's option. And can set auto response for sender.
- **2. Other Organization-** when user wants to give reply to clients, friends or other members out of the organization then user can select 'other organization' option. And can set auto response for other organization's members.

Set up out of office in Xgenplus:

1. Click on the 'Settings' option.

XG®N			Last Login IP : 2	2.157.76.122 Date - Time: 30-Apr-2019	Home Logo 09:40 GMT + 5
Aost Advanced Enterprise	E-moil Quick Search Al	Convert your text here		Folders	Filters Settin
DERS CATEGORY	Main Inbox Search C	compose 🛖 Contacts Task Cale	ndar Chat		
and childoni	Shortcut mail(s), - Click on [+] icon to add the r	nail(s) in shortcuts.		Picture Gallery	[CLEAR AL
Inbox	Check Mail		Show Interaction	c	Quick View
sent	Move To : Select Folder 🔻	Block Forward Many	Delete Un Read		1-50
Fraft	🗍 🗍 Ērom		Subject	Date	Size
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	El antina		- Testi and Test		-

2. Select 'out of office' from the list that appears in left handed column.

Activation Advanced Enterprise E-	Quick Search All Q Image: Convert your text here	1> ↓ Home Logout Last Login IP : 2 Date - Time: 30-Apr-2019 09:40 GMT + 5:30 Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Search Compose 🖕 Contacts Task Cale	endar Chat
Dinhox	SETTINGS Configure IMAP / POP Preview VCard	Click here to login to Antispam Dashboard Update All Reset Expand All
	Personal Details	
Sent	Change Password	
Draft Draft	Default Settings	
Trash[Empty]	Security	
🗁 Template	Addresses	
(C) constant	Antispam	
Shoozed	Encryption	
Gecure Secure	Enable POP/IMAP	
🔁 Storage	b Out of Office	
Spam-Promo	Import Mails	
Billing P.,	Timezone	
	▶ Connector	
Total New Mails	Update All	Reset

3. Select criteria- My organization or Other Organization

l	N	Main Inbox Search Compose 💠 Contacts Task Calendar Chat							
Т	► c	Out of Office							
	Г	My Organization Other Organization							
		Enable Out of Office Mail From Date: DD/MM/YYYY							
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		6							

4. Type preferred message in Mail Body.

FOLDERS CATEGORY	Main Inbox Search Compose 🖕 Contacts Task Calendar Chat
Inbox	My Organization Other Organization Updates
E Sent	
Draft	Carl Enable Out of Office Mail From Date: 01/05/2019
Trash[Empty]	English (F9) • 🦂 🖧 Format • Font Family • Font Size • B I U AFC E = =
🗁 Template	🛍 🋍 船 🅼 汪 汪 津 律 ሩ 🤊 🔍 ∞ 🚿 🕁 🗷 🛷 💷 🗟 🗛 • 💇 • 🂝
Snoozed	Dear Team,
🔒 Secure	I will be out of the Office from 1-5-2019 to 3-5-2019. If you need immediate assistance during my absence, please contact me on my personal contact number. Otherwise I will respond to your emails as soon as possible upon my return.
🚰 Storage	Thank you,
Spam-Promo	
🔁 Billing P	
Total New Mails	Path: span

5. Select Time Period and Start and End date.

	83334
XGON	⇒ p> 1. Home Legeut
Most Advanced Enterprise E-	Quick Search All V Q ST Convert your text here Last Logn IP : 21 2 Date - Time: 30 Apr-2013 09:30 Apr-2013 09:3
	Main Inbox Search Compose 🎍 Contacts Task Calendar Chat
CATEGORY	• Out of Office
Indox	
Sent	My Organization Update
I Draft	Fachle Out of Office Mail From Date: 0105/2019 To Date: 0305/2019
Trash[Empty]	
Template	English (F9) · · · · · · · · · · · · · · · · · · ·
Snoozed	
Contraction Secure	Dear Team,
🔁 Storage	1 Will be du'd rithe Umbe from 13-5-2019 to 3-5-2019, in you need immediate assistance during my absence, piease contact me on my personal contact number. Unterwise I will respond to your emails as soons a possible upon my return.
Spam-Promo	Thank you,
🔁 Billing P	
Total New Mails	
	Path: span
	Note : For each sender only one Auto Reply will be sent in a day.
	Import Mais Timport
	Connector

6. Click on 'Enable out of office mail'

javascript:onclick=setActiveStyleSheet(this, 'win2k-1')

FOLDERS CATEGORY	Main Inbox Search Compose 🖕 Contacts Task Calendar Chat
🔂 Inbox	My Organization Other Organization
🔁 Sent	
Draft	Enable Out of Office Mail From Date: 01/05/2019 To Date: 03/05/2019
Trash[Empty]	English (F9) • A A A Format • Font Family • Font Size • B I U ARE E = =
🗁 Template	🛍 🛍 品 编 汪 汪 淳 章 44 🤊 🕐 👓 👾 🕹 🛎 🛷 🚥 國 💿 🗟 🚣 • 💇 • 🂝
Snoozed	Dear Team,
🔒 Secure	I will be out of the Office from 1-5-2019 to 3-5-2019. If you need immediate assistance during my absence, please contact me on my personal contact number. Otherwise I will respond to your emails as soon as possible upon my return.
🔁 Storage	Thank you
Spam-Promo	
🔁 Billing P	
Total New Mails	Path: span
	Note : For each sender only one Auto Reply will be sent in a day.

7.Click on the 'Update' option

FOLDERS CATEGORY	Main Inbox Search Compose 🖕 Contacts Task Calendar Chat
🔁 Inbox	My Organization Update
🔁 Sent	
Draft	Enable Out of Office Mail From Date: 01/05/2019 To Date: 03/05/2019
Trash[Empty]	English (F9) • 🦂 🚑 Format • Font Family • Font Size • B I U ABG = = =
🗁 Template	🋍 🛍 品 🅼 田 田 澤 谭 🕊 🤊 💌 👓 🚿 🖉 💆 🦉 💷 國 🎱 🖻 🗛 • 💇 • 🎔
Snoozed	Dear Team,
🔒 Secure	I will be out of the Office from 1-5-2019 to 3-5-2019. If you need immediate assistance during my absence, please contact me on my personal contact number. Otherwise I will respond to your emails as soon as possible upon my return.
🔁 Storage	Thank you,
Spam-Promo	
🔁 Billing P	
Total New Mails	Path: span
	Note : For each sender only one Auto Reply will be sent in a day.

When an email is received within organization or the other organization, within the Set Time range then they will get the pre formatted auto response on that email.

8.Login

Once you installed and configure XgenPlus you can sign in through email address and password, created by administrator. With XgenPlus Sign in can be done through various methods.

Through Email ID & Password

Email ID and password will be provided by administrator to the user after creation of email account. After submission system, will ask if user want to change password. They can do that accordingly as per the requirement.



Login through Email ID & Password

Through OTP

If user do not want to login through password, they can just use OTP for sign in their account. For this user need to select "Get OTP" option. After selection user will receive an OTP (One Time Password) on their registered Phone number.

•	Choose
One Time Password	×
on Your Registered Mobile(XXXXXX791)	vaisha
Get OTP ① Close ① * One time password has pre set validity of 30 minutes	orgot E Passw
	Ren

Via App

With this option, you need not to submit any password to login into your account. You can just login via a code that will be generated in your XgenPlus app.

How It Works?

1. Click on Login via App, you will get a window in which you have to submit code that will be generated in your app.

	0 0 0 0 0 0 0		
	Open Your App And		
	Use Web Login Option To Get Code	Login Via APP/SMS	English 🗸
		vaishali.k@bharatsyn	c.com
E	nter your Verification code	Forgot Email?	GET OTP
	Log Me In	Password	
		Remember me	Forgot your password?
		_	Login

2. Now open your XgenPlus app, and go to the Menu. Select option **Web** Login.



3. Once you select web login, you will get a screen where you need to select option "**Generate Code**" to generate code for login via App.



4. After click on this, you will get a code and you can submit this on web for login process.



Via SMS

When you select option Login via SMS, then you will get a window with some random code. You must send this code from your mobile number to the given number on screen.

Once you send SMS, it will verify and will allow you to login into your account.

How it Works?

1. Click on login Via SMS, you will get a popup window with a code, that you need to SMS on provided number.



2. Once you send SMS from your mobile number, you must click on "I have sent SMS" now it verifies this.

We	are verifying your SMS pl wait for	ease
	54 Seconds	Login Via APP/SMS S English vaishali.k@bharatsync.com Forgot Email? GET OTP
ee I	e are verifying your SMS please wait f	OF Password Remember me Forgot your password? Login

3. If it will verify your number, then it will show list of accounts that you have with the mobile number from which you have sent SMS. So you can select email ID from the list and can login in to the account.

× You already have an Email Account	
Your mobile number 9636620791 is active and being used for XgenPlus account.	Login Via APP/SMS 婱 English 🗸
You can not signup twice with same mobile number.	vaishali.k@bharatsync.com
C Login to your vaishali.k@bharatsync.con < account.	Password
LOGIN TO MY ACCOUNT DOWNLOAD XGENPLUS APP	Remember me Forgot your password?
	Login

So your account will be logged in securely in a Jiffy without any password.

9. Three layer folder creation

User can create folder, sub-folder, sub-sub-folder for convenience. This feature has been revised to enable user segregate the mails under various headings so that it's easy for user to search for similar types of mails.

Create New Folder:

Go to the folder section, select Parent folder.

Under this folder select the folder under which you want to create sub folder.

Let's say, I want to create a folder Technical. Under technical I have various folders say, Software, Mobile, QA, Under Mobile I have various folders say iOS, Android etc.

In this case,

Select "Parent Folder" and enter the name "Technical" and hit save. Technical Folder is created.

Main Inbox Search	Compose 🖶 Contacts Task Cale	endar Chat		
System Folder User Folder	Shared Folder Add Folder			
Folder Name		Records	Space Used of Total S	pace
🍋 📝 🗶 🗉			Calculate	
Contacts	Add Folder			×
TOTAL	FOLDERSParent Folder	Technical	Save Reset	

Now in parent folder select "technical" and correspondingly write "Mobile" and hit save.

Mobile folder is created under Technical folder.

Main Inbox Search	Compose 🖕 Contacts	Task Calendar Chat		
System Folder User Folder	Shared Folder	Add Folder		
Folder Name		Records	Space Used	of Total Space
🌬 📝 🗶 🗉			Calculat	e
🍢 🃝 🔀 Technical 🗷	Add Folder			×
Contacts	FOLDERS Technica	al 🔻 Mobile	Save	Reset
TOTAL				

Now in parent folder select "Technical/Mobile" and correspondingly write "iOS" and hit save.

iOS folder is created under Technical/Mobile folder.

Main Inbox Search Compose 🌪 Contacts Task Calendar Chat					
System Folder User Folder	Shared Folder Add Folder				
Folder Name	Records Space Used of Total Space				
🌬 📝 🗶 🗉	Calculate				
🍋 📝 X Technical 🖃	Add Folder				
Nobile	FOLDERS Technical/Mobil IOS Save Reset				
Contacts					
TOTAL	CalCulate				

Now the user will be able to see the System generated folder under "System Folder" Tab.

Main Inbox Search Compose 🖶 🤇	Contacts Task Calendar Chat
System Folder User Folder Shared Fold	ler Add Folder
Folder Name	Records Space Used of Total Space
► Inbox	Calculate
Sent Sent	Calculate
<u>Draft</u>	Calculate
Trash	Calculate
Template	Calculate
Snoozed	Calculate
Secure	Calculate
Storage	Calculate
Spam-Promo	Calculate
TOTAL	Calculate

Now the user will be able to see this folder under "User Folder" Tab. iOS folder under Mobile folder under Technical folder.

Main Inbox Search Co	ompose 🖕 Contacts	Task Calendar	Chat
System Folder User Folder	Shared Folder	Add Folder	
Folder Name		Records	Space Used of Total Space
陀 📝 🔀 <u>Technical</u> 🖃			Calculate
🌬 📝 🗙 Mobile 🖃			Calculate
No. 105			Calculate
Contacts		Z	3.5(KB) 0.01
TOTAL			Calculate

Shared folders are the folders shared by other people.

1	Main Inbox	Search Co	mpose 🛖 Contacts	s Task (Calendar Chat
In	System Folder	User Folder	Shared Folder	Add Folder	
	Shared Folder				
Ľ	<u>Test/Test@hem</u>	<u>antgajraj@datamail.i</u>	n		

10.Schedule Meeting

Xgen Calendar is a Business Calendar, designed to ease creating & scheduling business meetings. XgenPlus Calendar helps User to create execute and record of Meetings. User can invite people to attendee the meeting.

XgenPlus servers as one stop solution for all meeting needs.

Steps to schedule meetings in XgenPlus-

- 1. Login XgenPlus Email Portal.
- 2. Select Calendar Option from the Top icons.

						🍄 Home Logout
	Ouick Search	All VQ 3T Convert	your text here		Last Login IP : 202.157.76.122 Date - Time:	14-Dec-2019 10:06 GMT + 5:30
Most Advanced Enterprise E-mai	Quick Scarch	All Convert	your text here	-	Fold	ers Filters Settings
FOLDERS CATEGORY 4	Main Inbox Search	Compose 🖕 Contacts	Task Calendar	Chat View		
A Inbox (348)	Shortcut mail(s), - Click on [+] ic	on to add the mail(s) in shortcu	ts.		Picture Gallery	[CLEAR ALL]
Sont .	Check Mail			Show Interaction	-	Quick View
D - C	Move To : Select Folder	Block	Forward Many	Delete Un Rea	ad	1-100 🔿
🖿 Draft		0 <u>From</u>		Subject	Date	Size
📅 Trash[Empty] (23)						
🗁 Template						
Snoozed						
🔒 Secure						
👌 Storage						
Spam-Promo						
- Span Promo						
🛂 Aastha Co						
🔁 Ajay Sir						
🔁 Archive						
🔁 Books Orders						
23 More						
Total New Mails (897)	r					

- Select the date for which the meeting needs to schedule.
- Double click on the Date; a screen will open where user can select the Calendar.
- Click on Go option.

XGÔNS			-			Lest Looin IP : 15	7 37 163 242 Data - Time: 11	Home Logout
Most Advanced Enterprise E-mail	Quick Search		Convert your text her	e			Fold	ers Filters Settings
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A Inbox (348)	Enter Search Text Here	4 4	<u>Today</u> Dece	mber 2019		Day	Week Mont	Agenda
Sent		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Draft	My Calendar	25						01
Trash[Empty] (25)	🗹 pooja.sharma@dil							
🗁 Template	new year	02	03	04	05	06	07	08
Snoozed	No. 🖨 🔜 🏧							
🔒 Secure			S	elect Calendar				
🔁 Storage	Other Calendar	09	c	alendar pooja.shar	ma@dil.in ▼		14	15
Spam-Promo	OFFICE HOLIDAY							
🕰 Aastha Co		16					21	22
🚨 Ajay Sir	Shared Calendar					Go Cancel		
🕰 Archive	No calendar shared with you							
🔁 Books Orders		23	24	25	26	27	28	29
🕰 Bsnl Leeds								
Cctns(1)								
21 More		30	31					05
Total New Mails (897)								

3. User will be able see screen where he can create meeting, user can schedule meeting & add attendees for the meeting.

Most Advanced Enterprise E-mail	Quick Search All V	Home Log Home Log Last Login IP : 202 157 76 122 Data - Time: 14-Dec-2019 1008 GMT Folders Filters Sett Folders Filters Sett	gout + 6:30 tings
FOLDERS CATEGORY	Main Inbox Search Compose	Contacts Task Calendar Chat View 019 Day Week Month Ananda	
Mathematical Sent	Create Meeting	(GMT +05:30) Asia/Calcutta ▼	
🗎 Draft	Attendees Meeting Resources	Description	
쿱 Trash[Empty] (23) -	Q Search Attendees	Subject	
🗁 Template			
Snoozed	-		
🔒 Secure			
🔁 Storage		E track for Taraht	
Spam-Promo		Agence non rempiete	
🚨 Aastha Co		Repeat event +	
🔁 Ajay Sir		Meeting Time	
Archive	g Venue	15:00 ¥ 14 ¥ December ¥ 2019 ¥ - 15:30 ¥ 14 ¥ December ¥ 2019 ¥	
Books Orders	Venue		
23 More		Bandadan .	
Total New Mails (897)			*

- 4. Select the attendees, from the contacts or with the Mail id of the attendee in search attendee option.
- 5. Relevant Email ID's will be displayed as searched and can be added.

			> 🗳 Home Logout
Most Advanced Enterprise E-mail	Quick Search All 🔻	Convert your text here	ast Login IP : 202.157.76.122 Date - Time: 14-Dec-2019 10:08 GMT + 5:30 Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Search Compose	Contacts Task Calendar Chat View	
🔂 Inbox (348)	Today December 2	019	Day Week Month Agenda
C Sent	Create Meeting		(GMT +05:30) Asia/Calcutta 🔹
🖹 Draft	Attendees Meeting Resources	Descripti	
Trash[Empty] (23)	Q @dil.in	Subject First Name:	
😂 Template	Lalita Rathore		
Snoozed	Manima jain	Last Name:	
🔒 Secure		Mobile Number:	
🔁 Storage			
Spam-Promo		Add Reset Cancel	
🔁 Aastha Co		Repeat e	+
Ajay Sir		Meeting Time	
🔁 Archive	🙎 Venue	15:00 ¥ 14 ¥ December ¥ 2019 ¥ - 15:30 ¥ 14 ¥ December ¥	2019 •
Books Orders	Venue		
23 More			
Total New Mails (897)			*

Note: If the person is not in user's contact list, then he has to add the member details first, after that he will be able to add the person for attending meeting.

6. If user wants to delete a person from the list of attendees, he can do it by selecting the delete option.

		> 👶 Home Logo
XGGIN	Quick Search All • Q 31 Convert	ur fext here.
Most Advanced Enterprise E-mail		Folders Filters Setting
FOLDERS CATEGORY	Main Inbox Search Compose 🖕 Contacts	Task Calendar Chat View
A taboy (249)	Today December 2019	Llay Week Month Agenda
Sent	Create Meeting	(CANT +05:30) Asia/Calcutta ▼
🖹 Draft	Attendees Meeting Resources Description	
🖥 Trash[Empty] (23)	Q Search Attendees Subject	
🗁 Template	Lalita Rathore Delete	
Snoozed	Rajkumar 💼 🚨	
🔒 Secure		
🖰 Storage		Turkh
Spam Promo	er Agenda fro	Template
🙉 Aastha Co	Repeat event	+
💫 Ajay Sir	Meeting Time	
🙉 Archive	2 Venue	
7. User can select Chairman, Secretary, Member for the meeting by clicking on profile icon, here the **profile image** will be change as per the designation selected.

The selected person will be seen in the list.

			Partie stand of the stand of th
Most Advanced Enterprise E-mail	Quick Search	Convert your text here	Last Login IP : 202.157.76.122 Date - Time: 14-Dec-2019 10:06 GMT + 5 Folders Filters Settin
FOLDERS CATEGORY	Main Inbox Search Compose Impose	Contacts Task Calendar Chat View	Day Week Month Agenda
Marka (348)	📋 Create Meeting		③ (GMT +05:30) Asia/Calcutta ▼
🗎 Draft	Attendees Meeting Resources	Description	<u>^</u>
Trash[Empty] (23)	_ Q Search Attendees	Subject	
늘 Template	Lalita Rathore		
3 Snoozed	Rajkumar a		
🔒 Secure			
👌 Storage			
Spam-Promo		Agenda from Template	
🔁 Aastha Co		Repeat event	+
😫 Ajay Sir		Meeting Time	

8. User can see the available resources for the meeting in meeting resource option. These options are allowed by the Domain Administrator.

Most Advanced Enterprise E-mail	Quick Search	Convert your text here	> 1 Home Logout Last Login IP : 202.157.78.122 Date - Time: 18-Dec-2019 15:11 GMT + 5:30 Admin Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Search Compose	Contacts Task Calendar 2019	Day Week Month Agenda
Inbox (3)	Create Meeting		GMT +05:30) Asia/Calcutta ▼
Draft	Attendees Meeting Resources	Description	
읍 Trash[Empty]	CONFERENCE ROOM	Subject	
😂 Template	FOOD		8
Snoozed	PROJECTORS		
T 🔓 Secure	ROOM		5
Storage		Agenda from Template	
Spam-Promo		Reneat event	
Total New Mails (0)		Repear even	+ 2
		Meeting Time	
		15:40 ¥ 18 ¥ December ¥ 2019 ¥ - 16:10 ¥ 18 ¥ December ¥ 2019 ¥	9
		Reminder	+
	& Venue		
	Venue	Save Cancel Busy T The Check Schedule	°.
		— л	Cancel Capture

- Select the Resource you want in the meeting.
 Add all the relevant details and rite additional remarks if needed.

Most Advanced Enterprise E-most	Quick Search All • Q 3 Main Inbox Search Compose I Iodaz December 2019 Create Meeting	Convert your text here	Amme Logor Last Login IP : 202.157.78.122 Date Time: 18-Dec-2019 16:11 GMT + 6: Admin Folders Filters Setting Ray Watek Month Appendix (GMT + 65:00) Asia/Calcutz •
Draft	Attendees Meeting Resources	CONFERENCE ROOM	8
뿝 Trash[Empty] 중 Template	CONFERENCE ROOM FOOD PROJECTORS	Resources sub-type : Select Sub-Type Capacity: 0	Admin Name : Rajiv Gaur
o Shoozed T Secure	ROOM	Additional Remarks for Please write here if you need any other facility. Rajiv Gaur:	Reset 5
Total New Mails (0)		S.N. Sub-Type Capacity Admin Name Additional Remarks fo	or Rajiv Gaur Action 2
	& Venue		

- 11. Save the Resources selected.
- 12. Select the Venue of the Meeting.



- 13. Create agenda of the meeting. User can either use the Global Template provided by the domain Administrator or he can create his own personal Template.
- 14. Select the Tags to fill the information and Save.

Note- User can create his own agenda and save it for later use also. User can add select Tag like- Designation, List of attendees, Meeting Date, Name of creator, Subject and more.

15. The meeting invite will be shared with each participant, they receives emails as per the scheduled meeting.

16. The Resource Admin will also receive a mail to arrange the resources. (The domain Admin selects the resource admin)

	Main Inbox Search Compose	Contacts	Task Calendar View		
ERS CATEGORT	A December 2	019		Day Week Month Agenda	
box (1)	Treate Meeting			(GMT +05:30) Asia/Calcutta	
raft	Attendees Meeting Resources	Description			
rash[Empty]	Q Search Attendees	Meeting with	h CEO		
emplate	- Pooja	<u>2</u>	handle and the second	recupie certi fan an dauda e tha ann anna	
noozed	Lalita Rathore	Sector of the co	You are hereby requested to make it comfortable to attend the [[SUBJECT]] for reviewing the progress of the company.		
ecure			Confirm V		
		Agenda	Commin		
torage					
torage pam-Promo		Repeat ev	Would you like to send invitations to guests?	+	
Storage Spam-Promo I New Mails	-	Repeat ev Meeting Ti	Would you like to send invitations to guests?	+	
itorage ipam-Promo I New Mails	-	Repeat ev Meeting T 16:50 ¥	Would you like to send invitations to guests? Save & Send Mail Save Meeting Only 2019	+	
orage oam-Promo New Mails		Repeat ev Meeting Ti 16:50 V	Would you like to send invitations to guests? Save & Send Mail Save Meeting Only	•	
Rorage ipam-Promo Il New Mails	2 Venue	Repeat ev Meeting T 16:50 • Reminder	Would you like to send invitations to guests? Save & Send Mail Save Meeting Only	•	

Resource Admin will receive the mail.

•		
		> 🍄 Home Logout
	Quick Search All • Q 31 • Convert your text here	Last Login IP : 157.37.163.242 Date - Time: 19-Dec-2019 11:48 GMT + 5:30
Most Advanced Enterprise E-mai		Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Search Compose Contacts Task Calendar Chat View]
A Inbox (347)	Om Prakash Pooja 💥 Facebook 💥 Pooja 💥 mahima 💥	
Sent	To: Rajiv Gaur< @dil.in> Subject: Meeting in Conference room @ Tue Dec 17 2019 18:00:00	*
🖹 Draft	Date: 17 Dec 2019 03:59:00 PM	
Trash[Empty] (25)		
😂 Template	Hello Rajiv Gaur	
Snoozed	A meeting is scheduled to be held at DIGL Jainur in CONFERENCE ROOM - BOARD ROO	M. on Tue Dec 17 2019 18:00:00 at 18:00:00 (Asia/Calc
🔒 Secure		
🔁 Storage	Additional Note:	
Spam-Promo	Please make it available for smooth meeting.	
😫 Aastha Co	Thank you.	
🖓 Ajay Sir		
Archive	1	
Books Orders	+ Tag : click to add tag(s)	Share Notes

17. User can check the schedule meeting by clicking on Check Schedule icon.



Here user can see the scheduled meeting.

	e Cherprise E-mail Quick Search All Q Search All Compose A Contacts Task Calendar			> 11 Hom Last Login IP : 202.157.76.122 Date - Time: 18-Dee-2010 16:3 Admin Folders Filters			
Inbox (2)	↓ <u>Today</u>	December 2019		Day Week Month	Agenda		
Sent	Meeting Schedule Status	: December 2019			Print 1		
🖶 Trash[Empty]	Event Start Date	Event Status	Subject				
➡ Template ③ Snoozed	18-12-2019 16:30:00 Asia/Calcutta	BUSY	Meeting with CEO		18		
🔒 Secure							
🔁 Storage					5		
Spam-Promo Total New Mails (2)					2		

Attendees receive the mail and they can reply about their status if they are attending the meeting **Yes**, **May be or Not**.

Most Advanced Enterprise E-moli	Quick Search All v Q M convert your text here	Last Login IP: 187:37:183242 Date - Time: In-Dee-2019 14:58 OMT + 530 Admin Folders Filters Settings
FOLDERS CATEGORY	Main indox Search Compose Contacts lask Calendar View	
🔀 Inbox	-From Cast [1, 10]	· · · · · · · · · · · · · · · · · · ·
Sent Sent		neaders
🖹 Draft	Move To : Select Folder Print Forward Delete Block Resend Reply ReplyAll Interaction View Origin:	al Recall Mail
읍 Trash[Empty]	From Add To AddressBook Doja Date 18 Dec 2019 04:47:06 PM MailId : [98610202]	
🗁 Template	To Add To AddressBook	
3 Snoozed	Subject Invitation: Meeting with CEO @ Wed Dec 18 2019 17:30:00 Attachment Associate Detail: 1576567808237 pdf cMiaux invite icc Copyright and all Files Copyright Copyri	torage
🔒 Secure		toraye >
🔁 Storage	Meeting with CEO	more details »
Spam-Promo	Meeting with CEO	
Total New Mails	When Wed Dec 18 2019 17:30:00 - 17:30:00 Where DIGL	
	Calendar lalita.rathore@dil.in	
	Who Pooja - organizer • @dil.in • @dil.in	
	Going? Yes - Maybe - No more options »	
	Invitation from XGenPlus Calendar	
	+ Tag : click to add tag(s)	Share Notes Quick Reply 🗸

Whatever status selected by the attendees, the confirmation will be automatically sent to the organizer of the meeting.

The attendees receive a PDF which can be use for further reference and an ICS file which can be added to the calendar.

Agenda_Detail_1568808922247.pdf	1/1	¢	Ŧ	ē	1
	Weing with CEO You are hereby requested to make it comfortable to attend the Meeting with CEO for reviewing the progress of the company. Immediate will be chained by: Your: DIGL, Jaipa Mets September 2019 The Iss On 19:00 (GMT +05:30) Asia/Calcuta Immediate Meeting with CEO for reviewing the progress of the company. Immediate Meeting With +05:30) Asia/Calcuta Immediate Meeting Metamalin (CHAIRMAN) Mediation (MEMBER) Mediation (MEMBER) Mediation (MEMBER) Meeting with relevant data Immediate to please attend the meeting. Please come prepared with presentation on the subject meeting with relevant data. Thank you			≎ + -	
Opening Agendapdf ^			Sh	iow all	×

	Most Advanced Enterpri
	@dil.in
Your i	esponse has been saved Yes,I will join the meeting !
Meeting You are he ing the pro	with CEO ereby requested to make it comfortable to attend the [[Meeting With CEO]] for review ogress of the company.
The meeti	ng will be chaired by: [[Lalita]]
Venue:[[D Date: [[ME Time: [[16	GL]] ETING DATE18/12/2019]] 30]]
Invitees: [[F	@dil.in, r 1@dil.in]]
You are re he subject	quested to please attend the meeting. Please come prepared with presentation on t matter with relevant data.
Thank you [[Mahima	l. Jain]]
When	Fri Dec 18 05:30 PM - 05:30 PM
Where	DIGL
Calendar	@dil.in
Who	Yes: 2 No: 0 Maybe: 0 Waiting: 1 • Pooja - organizer

MOM (Minutes of the meeting)

After Completion of the meeting an option will be visible for MOM (Minutes of the meeting), where user can update details about the discussions in the meeting.

This feature is important as it helps to keep a track of the meeting agenda and its outcome at the same place.



Note- MOM option is only available after completion of the meeting.

User can create minutes of meeting or he can choose from the template for the same.

Select the Minutes of Meeting option, and create the outcome.



User can View and send the MOM to the attendees. User can also send the MOM to special attendees of the meeting.



11.EML File Extension

EML is a file extension for an email message saved to a file in the Internet Message Format protocol for electronic mail messages. This feature allows sharing the entire mail as an attachment to which the receiver can reply in proper format.

How to Save & Send EML file extension

Login XgenPlus inbox and select the mail which user wants to send as an eml file extension. User can convert the attachment in .EML file format by using the following steps:

•Go to inbox

•Select the desired email which you want to convert



- Here you can see the subject as Spamjadoo Brochure, to convert this email in .Eml extension.
- Select View Original Option from the right corner of the Headers.

		8338	F xgenplus.com> 👖 Home Logout
Most Advanced Enterprise E-mail	Quick Search	All V Convert your text here	Last Login IP : 157.37.183.242 Date - Time: 19-Dec-2019 11:49 GMT + 5:30 Admin Folders Filters Settings
FOLDERS CATEGORY	Main Inbox Sea	arch Compose 🏚 Contacts Task Calendar View	
🖄 Inbox	Pooja Y		
Sent .	From Inbox [1 - 10]	↓ → □Headers	*
Draft	Move To : Select Folder	Print Reply ReplyAll Forward Delete Block Interaction View Original	
Trash[Empty]	From Add To AddressBook	Pooja Date 19 Dec 2019 11:38:28 AM MailId : [98640378]	
🗁 Template	To Add To AddressBook	pooja@mail.xgenplus.com	
Snoozed	Subject	Fw : Spam Jadoo Brochure	
Gecure	Attachment	Spam Jadoo Brochure.pdf <view> < Copy To Virtual Storage></view>	

• Click on Download option.

XG⊜NĨ	mail.xgenplus.com/ViewOriginal.jsp - Google Chrome	I I P 10 Home Logo Last Login IP : 157.37.163.242 Date - Time: 19-Dec-2019 11:49 GMT + 6:
Most Advanced Enterprise E-mail	③ Not secure mail.xgenplus.com/ViewOriginal.jsp	Admin Folders Filters Setting
FOLDERS CATEGORY	Download	
Dinbox P		
🔁 Sent 🛛	Received: From[9c365f6ade93d2ec480c9a39a918d5eb] [202.157.87.16] with SMTP id 9361 334041420077(1576735707091): Thu 19 Dec 2019 06:08:27 +0000	↓ → □Headers
Draft 1	X_SpamJadoo_SPF: [NotCheck#NotCheck]	w Original
Trash[Empty] F	X_SpamJadoo_DKIM: [FAIL]	
Template T	[202.157.81.51] [mx3.datainfosys.net] [antispan1.7] with SMTP id	
(i) Snoozed S	74011.5509915903(1576735704239)F For < @mail.xgenplus.com>; Thu, 19 Dec	
A Secure	2019 06:08:24 +0000 X SpamJadoo StartTLS: NO	
Channes	X_SpamJadoo_Country: IN	
Storage	X_SpamJadoo_Status: Ip is friend in whitelist	
Spam-Promo	X_spamJadoo_Jmail: No	
Total New Mails	X_SpamJadoo_From: r @dil.in	
	X_SpamJadoo_10; pmga@mail.xgenplus.com DKIM-Signature: v=1; a=rsa-sha1; o=dns/txt; c=simple/relaxed; t=1576735729;	
F	s=xgen; d=dil.in; h=Date:From:Reply-To:Message-ID:MIME-Version;	
S	z=Date:Thu,=2019=20Dec=202019=2011:38:12=20+0530=20(IST) From:==20 <poo< td=""><td></td></poo<>	
L	To:Pooja<	
A	1=2805680; bh=9UAQNqzk4OQLiIRR91ShrKvTRYg=;	
	b=WEbk2SfbvL/pc6LzYmx9yh5HExHdscWdIFs8hexcmNNHrRbQ2hoeOb0jprWAm1c	
view original.png	AueC9GZKT3ziOmmZ3oYfvTvcL7qvsj6wnQNDfUL9LuFhQJnb8oR4bwAnyxoYlM8I 5qBterBswv2+kLbdQDgYpAG/ByQ6M0H0E76sXxQ=	Show all

- The file will be automatically downloaded as an . EML file.
- Now you can save it on your desktop or any other folder in which you want to save.
- Select the file you want to send as an .EML format and compose a email.
- Attach the eml file and send the mail.



It will be seen like this-

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Most A	82624.924701237251	576735707945.eml	Download Reply Reply All Forward
FOLDER	Subject	Fw : Spam Jadoo Brochure	
Sen	From	@dil.in>	
Drai	То	@mail.xgenplus.com	
🖶 Tras	Attachment(s)	Spam Jadoo Brochure.pdf	
🗁 Terr			
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Spa	From:	Mailld - [98094895]	
🔁 Aa:	То:		
🔁 Aja	Subject: Spam Jadoo Broc Date: 02 Dec 2019 12:50:1	chure 7 PM	
🔁 Arc	Date. 02 Dec 2019 12.30.1		
Bo	Attachments: Spam Jadoo	b Brochure.pdf	
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- You can see the original message here, as well as you can Download, Reply, & Forward email or attachment directly from here. The mail will be sent as an normal composed mail. •
- •

12.Lead Management Effective Solution for Sales Activities

Nowadays, it's important for every organization to generate leads and offer best services to its customers. Xgen Lead Management is specially designed for the Sales Team that helps team in Adding, tracking and nurturing sales leads. In this activity the team lead also gets the opportunity to see the lead status of his team member so that he can intervene as and when required.

Lead Management is a complete solution for any sales activities.

Note: To use lead management in Xgen mail app it must be enabled by the Domain Administrator, then only the user will be able to take this facility.

Steps to access Lead Management

Login Xgen Mail Mobile AppGo to Menu Option



• Click on the Lead Management option to land on Lead Management Dashboard.



11:16 AM		۲ D4 الله 11 ⊙	VoLTE 🗩 60%
← Leads	Mana	gement	¢ iji
This Month			•
Total leads : 0			₹0
Orders			
t i i i i i i i i i i i i i i i i i i i		t::	
Current Month	n	Last Mont	h
order : 0	₹0	order : 0	₹ 0
Show Lead	s	Add	Lead

This is the dashboard for Lead Management from where a user can keep track of the leads generated. This page will further help him to view his progress on a single page.

The options available are:

- Data Synchronization- Data Sync option allows user to synchronize data or file for any update.
- Team Lead- Team lead option will allow the leader to view his team's data if enabled by admin.
- Show Leads- Here user can see all leads generated in detail.
- Add Lead- After choosing this option user can add a fresh lead.

Add Lead



Orders



- •
- •
- •
- •

50

• Fill in the fields for adding the lead. Fill all the mandatory details about the lead. (all fields are mandatory mark as *)



✓ Select Service Name from the dropdown. This includes all the services offered within an organization.

2:14 PM	⊙ ↓ .₁11 4G VoLTE 🗩 55%
← Add Leads	
Select service nam	ne *
BROADBAND	
GOVERNMENT TE	* NDER
HOSTED EMAIL	9
INTERNET BANDW	/IDTH *
MOBILE APP DEVE	ELOPMENT *
OTHERS	*
SOFTWARE DEVEL	
SPAMJADOO SOF	TWARE
TBMS SOFTWARE	*
	NT

For Eg. Software Company could offer services for Mobile App Development, Software Development, Web Development etc. so the sales people will pitch for these services and generate lead for them, so the organization will provide these services in the dropdown for the user to select. These Services are added by the Server Admin.

- \checkmark Company name will be the Company to which the user is pitching.
- Contact person Write the Contact person name or select from the phone directory if details are added. (In case id contact is selected form phonebook, mobile number will be automatically added in the mobile no field)
- ✓ Email should be added of the prospect.
- ✓ Mobile No of the prospect.
- \checkmark City of the prospect.
- ✓ Attach any document, files if available for future reference.
- ✓ Select Service Type from the drop. This will include the type of lead whether hot cold etc.

These Services are added by the Server Admin.

:23 PM	ⓒ ᆉ ᆀ 4G VoLTE 🗩 54%
← Add Leads	
contact person	-
Email	*
Mobile	*
City	*
Attach	Ĵ
Select service type	*
COLD (With in 3 to 6	5 month)
HOT (With in 1 mon	th)
WARM (With in 1 to	3 month)
Add	Lead

- ✓ Monetary amount of the lead.
- Add notes if any After filling all these leads hit add button to add lead.
- User can view all the added leads from Show Leads option or by clicking on the lead details.
- Leads details will appear. Now User can call, Email, whatsapp the concern person directly from here.

м 🛎 🙆		21% آنا. 🕄 오	11:32
← Leads Manag	ement	¢	tÿİ
This Month			•
Total leads : 4		₹3,0	6,000
WARM Leads : 3		₹3,00,	,000
COLD Leads : 1		₹6,	,000
Orders			
	t i i i i i i i i i i i i i i i i i i i		Ē
Current Month	Last Month		Qu
order : 0 ₹ 0	order : 0	₹ 0	ord
Show Leads		Add Lead	+



XGEN IM

L.

Click on the lead to view lead in detail. Lead details are non editable.

1:07 PM	[©] ∦ ⊿ııll 4G VoLTE 🗩 49%
← Leads Detai	il
Action Taken	Select status 🔹
• BROADBAND testing	
Current status : OPEN	
Lead Type : HOT	
City : Jaipur	
Contact person : test	
Contact number :	L
Email : test@dil.in	
Amount : 3,00,000	
Lead generated on : 2	1-12-2019 12:31 PM

User can perform two actions:

•Action Taken •Status.

÷	Leads Detai	I	
	Action Taken	Select status	•

•Action Taken- This option allows user to view the lead actions taken and required to be taken in future.

1:17 PM	😇 🕂 📶 4G VoLTE 🔵 48%
← Leads Deta	
Action Taken	Select status 🔹
BROADBANE testing)
Please select	▼*
Next Meeting Date	
Action Date	*
Remarks/Feedback	*
Cancel	Save

This includes-

- •Visited
- •Telephonic
- •Email/Chat



Action Date- user can select the date & Time of visit and can plan for the next visit as well.

1:20 PM	ତ ↓ Lanii 4G Volte 🗩 47%								1:20 PM 💮 네 4G Volte 🗩 47%			
÷		eads	; Det						÷	Leads Det	tail	
C	²⁰¹⁰	, at,	De	ec	21			D	ſ	Action Taken	Select sta	itus 👻
			Dece	ember	2019		>				:20	PM
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Ľ	1	2	3	4	5	б	7			10	2	2
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L	15	16	17	18	19	20	21	*	ŀ	8		*
R	22	23	24	25	26	27	28		R	7	5	
	29	30	31								6	
								*			CANCEL	ок *
				C	ANCEI	_	ОК					
	Ca	ancel		J		٤	Save			Cancel		Save

Remarks/ Feedback- User can enter the remarks/ feedback for the lead if required.

2:28 PM 🗇 🗄 طائد 4G Volte 🗩 42%
← Leads Detail
Action Taken Select status 👻
HOSTED EMAIL testing
Visited *
21/12/2019 17:27
21/12/2019 16:20 *
Remarks/Feedback meeting successful *
Cancel Save

Click on save icon. Now the Action on the lead will be saved.

•Select status-

User can select the status of the Lead if the Lead is-

- •Open
- •Closed
- •Lost
- •Postponed
- •Won.

1:50 PM	ⓒ ㅔ .nll 4G VoLTE 🗩 45%
← Leads Detail	
Action Taken	Select status
O BROADBAND	OPEN
testing	CLOSED
Current status : OPEN	LOST
Lead Type : HOT	
City : Jaipur	POSTPONED
Contact person : test	WON
Contact number : 8076	621190
Email : test@dil.in	
Amount : 3,00,000	
Lead generated on : 21	-12-2019 12:31 PM

User can update the status by selecting the desired option.

For Each Status user will receive a status box where he/she can update the remarks along with the status. This will further enable to review the lead with status and description of each stage of lead.

2:39 PM	⑦ ↓↑
← Leads Detail	
Action Taken	WON -
• HOSTED EMAI	L
Reason successful	*
Remarks successfully comple	eted *
21/12/2019	*
Cancel	Save
0.00.014	
2:39 PM ← Leads Detail	ତି 🥂 ୷୲ 4G Volte 🗩 41%
2:39 PM ← Leads Detail Action Taken	S 1 and 4G Volte 41%
2:39 PM ← Leads Detail Action Taken • HOSTED EMAIl testing	♥ ↓↑ _ntl 4G Volte ● 41% WON ▼
2:39 PM	 ♥ ↓ ٫٫٫٫↓ 4G Volte ● ↓1% ₩ON ↓
2:39 PM	الله الله WON الله لــــــــــــــــــــــــــــــــــــ
2:39 PM	 ♥ → all 4G Volte ● 41% ♥ WON → ▲ ★ ★

Click on Save to view the Status of all leads together.



View Leads

User can see his/ her Lead Status Monthly, Quarterly, & Total.

On the Dashboard click the dropdown.

12	:45 PM	() 11 Juli 4G		D 51%
	← Leads Mana	gement	¢	tÿt
	This Month			-
	This Month		,02	,000
	Last Month			
	Quarter		12,0	00
	Total		,,	00

Orders

t i i i i i i i i i i i i i i i i i i i			
Current Month		Last Month	
order : 0	₹0	order : 0	₹0
Show Leads		Add Lead	-+

Filter the leads based on: This month leads Last Month Leads Quarter Total Leads

Filter Lead

Lead Filter allows user to Search Leads. From this option user can Search For the specific lead, as sales persons have many leads so it becomes difficult to find previous leads & their status quickly. So this filter allows user to Search for the lead by sorting easily. User can search for a specific lead and the lead opens.

Filter lead can be done as -

- ✓ Select Status- user can select status whether the lead is Open, Closed, Lost, Postponed or Won.
- ✓ Select Service Name- Which kind of service offered for the lead.
- ✓ Select Lead Type- To search for a lead user have to enter lead type Cold, Hot, or Warm
- ✓ Select Sort Type- User can sort leads by last updated date, Amount or Company Name.



Fill all or relevant fields and hit Apply.



As per above screenshot, user can see all the details through Lead Filter.

The Sales Manager can view the lead status of his team. Simply click on the people icon to view your team progress. To view specific progress, filter the criteria.

For Eg:,

Mahima is the Team Leader and has John, Vikram under her team who reports to Mahima. So Mahima has the authority to see their progress.

Mahima's dashboard looks like:

x⊭ G		ड़ि . nl 34%	6 🛢 16:18
← Leads Manag	jement	¢	týt
This Month			•
Total leads : 11		₹2,32,40,3	39,846
COLD Leads : 5		₹2,32,26,27	7,726
HOT Leads : 3		₹11,12	2,120
WARM Leads : 3		₹3,00	0,000
Orders			
	÷		Ē
Current Month	Last Month	ı	Qui
order:0 ₹0	order : 0	₹0	ord
Show Leads		Add Lead	-+

Click on the people button on tope left corner to view team leads. On click teams lead will look like:

⁴ μ 🏧 λ÷			al 33% 📕 16:21	
← Leads I	- Leads Management		¢ 🙀	
This Month			.	
Total leads : 1			₹25,000	
HOT Leads : 1			₹25,000	
Orders				
i ∰		(III)		
Current Month		Last Month		
order : 1	₹25,000	order : 0	₹0	
Show Leads				

Click on the lead to view details.

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Under added by heading user can view which team member has added the lead or to figure out who has created this lead use the filter feature.



13.Xgen IM

XgenPlus is an Encrypted Instant Messaging App for organizations available on play store and app store. Xgen IM allows a user to exchange messages (including images, videos, voice messages, files, live location) within the private groups, public groups or an individual chat. It also allows the user to send instant video recording and image capture within the chat. The app is designed in such a way that it provides the ease of chatting with utmost reliability and security.

Why A Business Needs Xgenplus Instant Messaging Chat

In today's collaborative world where everything is shifting towards making interaction fast, secure and reliable. Instant messaging platform has found a new space in the business. Though a secure email can be a choice to convey the message for instance but for deep, longer and continuous interaction a business needs an end to end encrypted instant real-time messenger that allows a user to send/receive a message in no time and enables interaction within the business or with customers flawlessly. Xgen IM provides end to end 256-bit encryption that protects your business conversation with all kinds of attacks and hacks.

Most of the free instant messaging platforms provide end to end encrypted chat facility but encryption keys are stored in their own servers. So, anyone having access to the server can easily peep into your account and would be able to access information. Whereas, Xgen IM messenger gives flexibility to the business to have control of their database on their servers that eliminates the risk of data privacy hack.

Steps

To download the app go to the Google playstore /Appstore and search for Xgen IM.Click on the open, you will be directed to the login page where you need to enter your organization email ID and password. Once login into your account you will see the Message dashboard.



Message Dashboard

User will have three action icons on the top of the screen as-

- Scan QR code User can add a contact with just scanning the barcode. A user can check its own QR code at Menu>>Manage Accounts >> Tap On Account >> Share >> Show 2D Barcode
- 2. Menu Menu will have three options in list
 - Search Message
 - Manage Accounts
 - Settings



• Search Message: - Find out a specific message from the huge log of a message by just typing a single keyword.

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• Manage Accounts - A user can manage all his accounts from here.



A user can

• Add Account * Add/configure a new chat account by entering the email id and password.



- Menu
 - ✓ Restore Backup- User can back up content, data from the chat account. He can restore all his chat data on his local phone memory.
 - ✓ Add account certificate -Choosing a certificate will let the app use this identity with servers now and in the future.

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		priyanka.g@dil.in Online			
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	You can install certificates from a PKCS#12 file with a .pfx or a .p12 extension located in external storage.		1		
			INSTA	LL	
			CANC	EL	

Disable all accounts - User can disable all account at once temporarily with just a single tap.



On long pressing of account, a user will get


Publish Avatar - From here a user can change the profile picture of the chat.



Publish public key – Xgen IM utilizes open key chain to encrypt and decrypt messages and manage public keys.



Temporarily disable - A user can temporary disable the chat account. User profile, photos will be hidden until he deactivated his account

Delete account - Permanently delete the account



Settings - From here a user can manage all his chat account settings.

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← Settings	
Privacy	
Confirm Messages Let your contacts know when y received and read their message	you have 🔽 ges
Typing notifications Let your contacts know when y messages to them	you are writing 🔽
Broadcast Last User Intera Let all your contacts know whe XgenPlus Chat	ction en you use 🗹
Notification	
Notifications from stranger Notify for messages received t strangers.	rs from
Heads-up Notifications Show Heads-up Notifications	
Vibrate Vibrate when a new message a	arrives

- Confirm Messages Enable or Disable contacts to keep watch on the received and read messages.
- Typing Notifications Let your contacts know when you are writing a message to them.
- Broadcast Last User interaction Let all your contacts know when you use Xgen IM.

Notifications



Quiet Hours

Notifications will be silenced during quiet hours

Grace Period

The length of time Conversations keeps quiet after seeing activity on another device

- Notifications from strangers Notify for messages received from strangers (one who is not available in your contact)
- Heads up Notifications Show Heads-up on the device when the device is locked.
- Vibrate Vibrate when any new message arrives
- LED Notification Blink notification light when a new message arrives
- Ringtone Play sound when a new message arrives
- Quiet Hours Stop receiving notification for a few hours.
- Grace Period Allows conversations to be quite after seeing activity on another device. User can either disable or change the grace period too short, medium & long

Attachments



- Accept Files User can set the size of a file he can receive
- Image Compression Allow to compress image automatically, never or always.
- Video Quality Allow to compress video to medium (360p), High (720p) or original (Uncompressed) quality

UI

- Font Size Change the font size within the app
- Send button indicates status Enable or Disable color change on the send button to indicate the status of the contact
- Quick Action User can replace send button with any of the quick actions lists including none, most recently used, take a picture, record video, choose picture, record voice & send location
- Dynamic tags Display read-only tags underneath contacts

Advanced

• Never Send crash reports - Allow/disallow the notification asked to send report to incase Xgen IM app get crashed

3. Messaging Chat

• Search - User can search for the contacts by start typing their ID in the search bar.



Menu

• Hide Offline - User can hide/unhide contacts which are offline or inactive on chat.



• Contacts - On long pressing, any contact user perform the following mentioned task



• View Contact Details - User can check and the details such as email id associated with the chat, send and receive presence updates of the contact.



• Show 2D Barcode



Block contact



Delete Contact



Bookmarks - Bookmark allows user to save chat for the future reference.





€

Join public channel

Add Contact - User can add the contacts by adding username

xgen xgen



Create Private Group Chat - User can create a private group that can be accessed only by the participant of the group admin.



Do more within the chat

• Start your conversation within a group or individually. Send/ receive text, audio, video, file location. Record audio & video and more can be done.



• See when your message has been read, who is typing in the chat and more.

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• Actions that can be performed on the individual/group chat menu



Contact/Channel Details: User can view details of all participants within the group or individually. Here, the user can also invite new members from the contact list.

Invite Contact: When you click on the menu, you will get invite contact option, on clicking this option you can add new members from your contact list.

Clear history: After clicking on clear history option from the menu bar, your all conversation and messages will be deleted from the chat.

Note- This will not delete copies of those (deleted) messages that are stored on other devices or services.

Close this conversation: Xgen IM gives you an option to hide your chat without deleting it.

Note- Archived chats will reappear when you receive a new message from that (hide) conversation.

Disable notifications: When you turn notification setting off, your notification will not vibrate on the device. You can turn off notification as per your desired timings.

Manage accounts: By selecting managed accounts option you can set your online and offline status. Once you clicked on the toggle button you can temporarily disabled from the chat. You can connect or temporarily disconnect through this button.

14.Attendance& Team Management System

XgenPlus Email App has emerged to relieve the hard work of HR / Managers to manage the company's employees and Team member's attendance. Managing the location and attendance of field / remote workers have become easy as this can now be done through the XgenPlus Attendance Management System.

This feature allows HR to manage employee's attendance and keep track of the field team. Now employees can mark their attendance remotely from the app itself and share their live location as well. XgenPlus attendance management system is built within the email app that eliminates the need to install any third-party application(s). Admin gets access to decide the tracking of an individual or a group of individual. Admin can enable the tracking fully or partially as per the business requirement.

Need For Attendance Management System

Tracking and managing Attendance is a crucial part of any organization's employee management protocol. It is a complex task for the management to track and mark the presence/absence of each and every employee working on field/remotely.

Attendance marking is a tedious job for the employees who need to visit the office to mark the attendance and then go on the field for the work. Still, the employer is not sure about the current work location of his team. This calls for an urgent need for the workforce system to integrate attendance management with the app and with the payroll system.

With the Geo Tracking System built within the XgenPlus mobile app, the manager can now have access to know the location of his team. XgenPlus attendance marking system can bring the ease of tracking and managing the attendance. Employees can check in and out & share live location from the mobile app anytime; anywhere.HR can have the record and validate the marked attendance for off campus employees. XgenPlus mail app is integrated with the payroll system so the moment employee marks the attendance; it directly gets updated in the payroll system making the process seamless and error free.

Steps:

Install the XgenPlus Email app and open.

Accept the permissions and Tap "Next".



Storage

App is permitted to quickly show you pictures / document to attach while sending emails and save when you download them.

NEXT

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Welcome to XGenPlus

XGenPlus is a powerful free email client for Android.

Its improved features include:

- * Push mail using IMAP IDLE
- * One-to-one chat
- * Call log backup
- * Call Recording (optional backup)
- * Push mail using IMAP IDLE
- * SMS log backup
- * Chat Conferencing
- * Better performance
- * Message refiling
- * Email signatures
- * Bcc-to-self
- * Folder subscriptions
- * All folder synchronization
- * Return-address configuration
- * Keyboard shortcuts
- * Better IMAP support
- * Saving attachments to SD
- * Empty Trash
- * Message sorting
- * IDN (Internationalized domain name) Compliant
- * EAI (Email Address Internationalization) Compliant
- * Delivery and Read Notifications
- * OTP Code without SMS
- * ...and more

NEXT

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IMPORT SETTINGS	NEXT

Enter your Email_ID and Password (Provided by your admin).

Now, enter your display name and Tap "Next".



Tap on allow permissions of contacts & calendars.

Go to the menu option and tap on "Attendance".



The application will ask you "Are you joining work today?"

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Good Afternoon	Ť
03:45 PM	Friday, 05 Jul
Are you joining work	today?
NO YES	
	Remind me later
◀)	

Case 1) If you tap on the option **No**.

The app will bring you to the next step where it will ask you to apply leave on employee portal.

Tap on "**Apply Now**" it will get redirected to the employee portal where you can apply for the leave.



Case 2) If You tap on the option **Yes**.

The app will mark the attendance time from the server and your official work will start from that time. Now Tap on "**Mark my attendance**" to mark attendance.



Now, when you tap on the "Attendance" option again then your actual working hours will be counted from start time till this time.



When you tap on "Record my Timing", time will be updated in the payroll system.



Case 3) If You tap on the option "Remind Me Later"

You can set reminders to mark attendance at your set time. Tap on **"Set Reminder**"





At the set time, a push notification will appear on your mobile screen. Tap on the notification and mark your attendance.



Save My Location

Employee can save his live location and share it with anyone. To share the live locations go to menu and tap on "**Save My Location**".

Once the location is enabled, your reporting (concerned person) can view the locations as per his requirement.

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Enter the place name and tap OK.





Now tap on "Share" to share the location



Sense

Sense feature option is for the managers handling the team. The manager can check all the locations saved by his team at different locations.

Let's say, the admin has enabled your location tracking with a condition that after hour the location should be captured, so after every hour the app will automatically send the updated location of the field employee to the admin / HOD which will be visible in the sense feature.

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Date : 05 Jul 2019 15:59:37 Latitude : 26.8508399 Longitude : 75.788526300000001	<
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15.Xgen Say

It is designed to communicate with team members without any contact number. User can login to Xgen Say by using their email ids. User can make an audio, video, conference calls as required.

In today's digital communication world making interaction fast, secure & reliable and stay connected with your colleagues, peers, teammates anytime anywhere as well as attending a meeting when you are not available in the organization every business needs a secure and reliable Audio/Video calling App. Xgen Say is SIP phone for voice/video calls available on your mobile and SIP phone at your desk. Xgen Say allows secure calls through secure user authentication with TLS to make audio/ video calls secure and encrypted.

Digital communications including audio and video are sensitive user data that need to be protected against unauthorized access. Xgen Say make your email address as your stand alone identity for everyone, no need to share your mobile or any other number to communicate with team members. User can talk unlimited on Wi-Fi or 3G/4G internet connection.

Steps:



Select the contact with whom user want to connect



•Allow Permission





Make an Outgoing Call



How To Add Contact In Xgen Say

Click on the Add Contact IconEnter the contact detailsClick on Save icon



Click on The View Call History Icon where user can see all the call details.





How To See Call Recording List In Xgen Say

•Click on the Menu icon

•Select Recording option

•Now user can see all the saved recordings.



Domain Level Feature

1. Domain Cleaner with subject

We have enhanced this feature to make it more convenient for admin to clear emails from the domain. Now if admin defined any keyword in subject and it matches with any word in subject of an email (it should be first word), then that email will be cleaned.

For e.g. In subject admin has defined Sales then it will search all emails with subject test whether it is **Salesdata**, **Sales1**, **salesperson**. But if it is **departmentsales**, **groupsales**, then it will not be removed.

Previously there were restriction to match with exact word in subject, then only that mail would be removed. But due to its enhanced feature, there is no need to define exact subject. You just put any keyword in the subject field and wherever it will be found this keyword in subject, then mail will be cleaned.

ft.dil.in						You are here: 📮	 Domain Cleaner 	Q Domain / Email / Mot
Domain Cleaner								
Domain :	soft.dil.in	٩		From Date :	15-08-2018			
Email Address :	vaishali@soft.dil.in	٩	11	To Date :	31-08-2018			
Subject :	test			Mark as :	● All ○ Read	⊖ Unread		
Folder :	Inbox +							
Apply Retention	Policy: 4 Months			Delete Mail				

Process:

- 1. For this go to server setting or Domain (if you do not have rights of server admin). In domain dropdown, you will get an option domain cleaner.
- 2. On click of domain cleaner, fill entries in the field like:
- Domain Name
- Email Address
- To-From Dates
- Subject
- Select Apply Retention policy if you want to apply it. (Later on, if you want to retrieve it, then you can do that through "Search in Archive" for the defined time period.)
- 3. Once you will click on submit, it will search email subjects with defined keyword and will delete it.

2. Add/ Delete Alias while creating User

We have enhanced this feature for the Domain Administrator to create the Alias of user's email ID, while creating them itself so that from starting itself, user has alias ID's. Rest User can also create Alias ID's on its own.

Steps:

- Domain Admin needs to Login Xgen Admin Account.
- Click on the Manage Users and enter the user whose alias needs to be created.
- Select the Email Alias and Enter Alias Details.

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n Manage Groups		Secu	ure Passwor	rd*	•••••		Email Alias	3:	Add / Delete Ali	as	
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L Domain Cleaner		Disa	ble Settings		C	Settings Tab in Users account	s will be disabled]				

• Enter the Alias name and hit Add.

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💄 Domain Cleaner			[Settings Tab in Users accounts will be				

The alias domain name needs to be prior approved in the domain section. Only those domains which have been assigned / approved for this domain can be used.

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User Panel	🗙 🛛 🔏 dil.in User : mahima.jain@dil.in 🗙 🔀 Zimbra: Inbox 🛛 🗙 💑 mail.xgenpli	us.com User : mahima × +
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	Allow Sharing of contacts/folders	
	with*	
	Add Other Domain Admin Add Domain Admin	
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	Note :In Domain Name First character must be alphabet, Dot(.) must be there, Valid character	ers are 0-9,dot(.),hyphen(-),Underscore(_) and language characters.
	Details	
	Access	

I want to create alias of a user named John on domain mail.xgenplus.com. So select "edit domain".

Under Domain Alias watch which all domains are allowed for you to create an alias email ID.

In this case, डीआईएल.भारत is the only domain allowed for which I can create alias of a user.

The Email ID added as alias will be added at user's front for sending the email. User can select this ID to send mails. Similarly, all emails sent to these address will be visible on the main account only.

How To Delete Alias-

User can delete created alias by clicking on delete icon and the alias will be deleted.

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Navigation				×		
🛱 Reports 👻	User Option Setting	ADD / DELETE	ALIAS		Restore	
😰 Manage Domain(s) 👻		Email Alias:	Add			
mail.xgenplus.com 🥒 👻	Info	Note :All emails : as FROM autom	sent to these address will be visible in this account or atically, which can be used for sending email.	nly.This id also we added		
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3. Dynamic Groups

If you are a Domain Administrator, you can add users and groups, and assign users to groups, in order to determine their permissions. Groups are, shared by a set of users for a common purpose. When an email is sent to the group account, a copy of email gets delivered to all the individual members of the Group. This email delivery can be controlled by Moderation Settings, Permissions and rules.

Dynamic group has an advantage over regular groups, Unlike regular groups that contain a defined set of members, dynamic groups has distributed list of members added into the groups based on the filters and rules that you define. When an email message is sent to a dynamic group, it's delivered to all recipients in the organization that match the criteria/rules defined for that group. Every time you add a new user having same value to the attributes (as assigned to other users) will authentically add to that dynamic group and the user will also start receiving the email messages, sent in his group which means there is no need to manually add users in the group every time a new user is added.

A dynamic group includes any recipient in Active Directory with attribute values that match its filter.

As your organization's administrator, you can make all users in your organization members of the same group, to easily email everyone without having to enter each person's address. After you create the group, any new users you add to your organization's account are automatically added to the group.

Dynamic Group: Dynamic group is created to auto add users in this group there are pre- defined rules and option that can be configured. Follow below steps to add dynamic group.

Step 1: In the Admin panel, Navigate to Manage Groups > Dynamic Groups

	soft.dil.in			You are here: 📮 🕨 Dynamic Groups	Q Domain / Email / Mobile No
Navigation					
Manage Server •	Internal Group	s Public Groups Dynam	nic Groups		
🗘 Reports 🝷					
Manage Domain(s)	Group N	ame Add		Rule(s) List of Group :	
oft.dil.in 🥒 👻	List Of G	roups		Rule(s)	
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Manage Users					
Delete Users	#	Group Name	Action		
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Alert/Notice	7	ZABIGROUP	1 🕆 🗠 🔺		
Policy	Showing 1	to 7 of 7 entries			
Ponty Denet	← Prev	ous 1 Next→			
Service Report					

Step: 2 To Add a new group you need to write a desirable name of choice which you want to be added in the dynamic group list, once you add the group it will show in the list.

EIVIOGE	ROUP Add		Pule(c) List of Croup -
et of c	roups		
st Of G	Toups		Rule(s)
arch	Search Group		
	Group Name	Action	
	माईन	1 🖞 🖞 🔧 🖂 🌲	
	हिन्दजी	✓ 丗 Ҷ ◻ ♣	
	ACCOUNTS	1 🖞 🔧 🖂 🌲	
	ANIL1234	✓ 丗 丶 □ ▲	
	AW	✓ 丗 < □ ▲	
	DEMOGROUP	∥ ฃ ⊠ ♣	
	TEST	∥ 丗 ⊠ ♣	
	VIJAY2233	1 🖞 🔧 🖂 🌲	
-	7401000010		

Step 3: Click on the group in which you want to add users accomplishing the set of rules on the right side.

The following are the supported operators and their syntax for a single expression

- i. Equals
- ii. Not Equals
- iii. And
- iv. Or

The values that you enter for the selected attribute must exactly match those that appear in the recipient's properties. For example, if you enter Madhya Pradesh for **State**, but the value for the recipient's property is MP, the condition will not be met. Also, text-based values that you specify aren't case-sensitive.

In the sample figure we have added the users based on set of rules i.e 'equals' & 'And' with attributes 'area' and 'department' respectively. This will add the users that appear in the mentioned attributes.

Group N	ame Add		and Select Key equals Attribute Value
list Of G	roups		Rule(s) List of Group :DEMOGROUP
Search	Search Group		area is mansarovar and department is qa
#	Group Name	Action	
1	माईन	1 🕆 🗠 🌲	Iotal User(s) in Group: 1
2	हिन्दजी	1 🕆 🗠 🌲	
3	ACCOUNTS	1 🕆 🗠 🌲	
4	ANIL1234	1 🕆 🗠 🔺	
5	AW	1 🕆 🗠 🔺	
6	DEMOGROUP	1 🖞 🔧 🖂 🌲	
7	TEST	1 🕆 🗠 🔺	
8	VIJAY2233	1 🕆 🗠 🔺	
9			

Send Email through Dynamic Group:

Now, you have created the dynamic group and have added the users into it, let's see how we can send the email messages through dynamic group?

Click 'mail' icon beside the group name and it will redirect to the 'Compose Group Mail' window.

List Of G	iroups	
earch	Search Group	
#	Group Name	Action
1	माईन	1 🕆 🖂 🔺
2	हिन्दजी	1 🕆 🗠 🌲
3	ACCOUNTS	1 🕆 🖂 🌲
4	ANIL1234	1 🕆 🖂 🌲
5	AW	1 🕆 🖂 🌲
6	DEMOGROUP	∥ ₩ ⊀⊠♠
7	TEST	1 🕆 🖂 🔺
8	VIJAY2233	1 🖞 🔧 🖂 🌲
9	ZABIGROUP	1 🖞 🔧 🖂 🌲

The group name appears in the shared address book, on the To: line when email is sent to this group



Once you send the mail, you will receive the confirmation about the successful mail delivery

Compose Group Mail - Goog	e Chrome	×
(i) Not secure 10.11.13.	138/XgenGroupMail.jsp	
	10.11.13.138 says Your mail has been sent	

4. Permit Lead Management

To allow user to use lead management feature the domain admin has to allow with the feature.

Domain Admin search the User. Under Option settings allow the User to "Enable Lead".

Mobile Service			
YES	Enable Contact Sync	YES	Enable Calendar Sync
No	Enable Call Recording	YES	Enable Lead

Also, if the Sales Manager has to view the progress of his team members, domain admin has to give the permission for the same. Let's say Mahima wants to keep record for John, vikram then mahima should have ability to view their leads.

Domain Admin search the User.

Under User settings select Default Settings.

Select Enable Tracking.

Select Share data location with. Here give the name of the person who wants to track.(Here mahima's mail ID).

res Enable Hacking					
Capture Location Data from mobile app in e	very 30 • minutes From	09:00 AM	То	06:00 PM	
✓ Enable Mark Attendance Module in Mobile A	\PP				
Yes Share Location Data With	mahim@mail.xgenplus.com				
	View / Update Cha	anges			

Server Level Feature

Lead management Server Admin can set the options available for user to create Leads.

Server Admin will fill in:

		अ∙	E 😹 dk.pandey@	©xgenplus.com ▼ 🕒 Logout
₽ ₽ + €	Server		You are here: 📮 🕨 Service Type	Q Domain / Email / Mobile I
Navigation				
Manage Server •	Add Service Service Type	Service Status		
+ Add Domains	Lead Services Type			
4 Manage Groups	Loud Services Type			
Q Search	Service Type*	Lead Services Type Save		
Shout Box				
Add Resource Type				
Add Resource	ID	Service Type	Date	Actions
Alerts/Notices	1	HOT	02-11-2019	/ 11
æ	2	COLD	02-11-2019	/ 1
SpamJadoo Settings	3	WARM	02-11-2019	/ 11
.Aμ. Services	Showing 1 to 3 of 3 entries			
Add Themes	Previous 1	Next >		
Server Settings		HORE -		
< Manage Gateway				
SMS Gateway				

	Lead Services					
Manage Groups						
Search	Service Name*	Service Name Save				
Shout Box						
Add Resource Type						
Add Resource	ID	Service Name	Date	Actions		
Alerts/Notices	1	XGEN IM	09-11-2019	/ 11		
	2	XGEN SAY	09-11-2019	/ 11		
SpamJadoo Settings	3	INTERNET BANDWIDTH	10-12-2019	/ 10		
- Services	4	BROADBAND	10-12-2019	/ 10		
Add Themes	5	SOFTWARE DEVELOPMENT	10-12-2019	/ 11		
Server Settings	6	MOBILE APP DEVELOPMENT	10-12-2019	/ 11		
Manage Gateway	7	WEB DEVELOPMENT	10-12-2019	/ 11		
SMS Gateway	8	HOSTED EMAIL	10-12-2019	/ 11		
Merge Account	9	XGEN SOFTWARE	10-12-2019	/ 11		
Bulk Update	10	SPAMJADOO SOFTWARE	10-12-2019	/ 11		

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