# UtRight Systems

## SuiteCRM BCC Archive

## Installation/Configuration Guide

BCC Archive 1

Outright

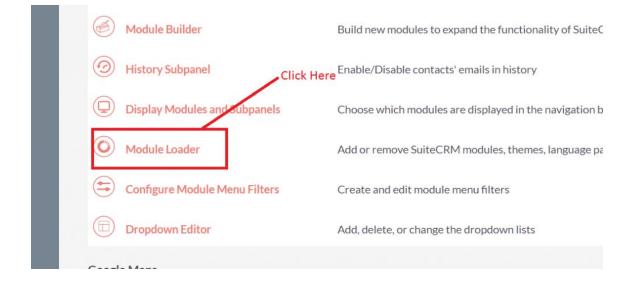
### **Pre-requisites**

Please follow the below steps before installing the BCC Archive.

- **1.** Log in as an Administrator.
- **2.** Verify the CRM version should be compatible with BCC Archive.
- **3.** CRM should have the Outright utils, if not then install the OutrightUtils package first then install the BCC Archive.
- **4.** You must have an Inbound account to configure the BCC Archive.
- **5.** Cron Job must be set up in CRM.

#### **Installation Guide:-**

- **1.** Go to the Administration page.
- 2. Click on "Module Loader" to install the package.



#### 3. Click on "Choose File" button and select the BCC Archive.zip

Name	Action	Enable/Disable	Туре	Version	Date Installed	Description
Outright Utils Core Package	UNINSTALL	DISABLE	module	5.2	12/31/2018 07:02	Installs Outright utils
				C	lick on upload after selec	t
					ne BCC Archive.zip file	
Selec	t the BCC Archive.Zip					

**4.** Click on "**Upload**" to upload the file in CRM and then click on the Install button.

The following extensions are ins						
Name	Action	Enable/Disable	Туре	Version	Date Installed	Description
Outright Utils Core Package	UNINSTALL	DISABLE	module	5.2	12/31/2018 07:02	Installs Outright utils
		Click	here to insta	II the		
			here to insta Archive Func			
						)
odule		BCC				
						)
Choose File No file chosen		BCC	Archive Func	tionality	Det Deticled	
الع Choose File No file chosen	nstall Delet	BCC			Date Published	Uninstallable Description

5. Again go to the Administration page and click on repair.

<b>ADMINISTRATION</b>	SALES	MARKETING SU	PPORT ACTIVITIES	COLLABORATION	ALL
	Q	Backups	B	ackup SuiteCRM files	
		D Languages	Click Here	ich languages are av	vailable for users
		🕗 Repair	C	heck and repair SuiteCRM	
		Blobal Search	C	onfigure the global search op	tions for the system
		Diagnostic Tool	C	apture system configuration f	or diagnostics and analysis
		Connectors	Μ	lanage connector settings	

6. Click on "Quick Repair and Rebuild" and click on execute button.

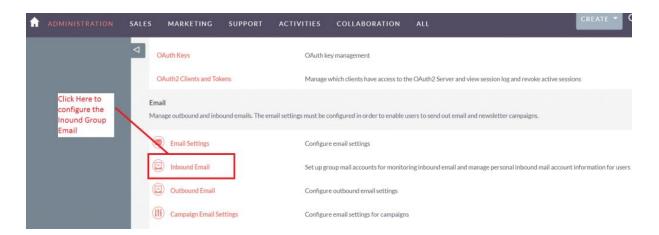
NOTE: After Installing each plugin, It is mandatory to repair and execute.

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Outright

#### **Configuration Guide:-**

- **1.** Go to the Administration page.
- 2. Click on the Inbound Email to configure the inbound email address.



**3.** Click on New Group Email Account, insert the all required information and checked Import emails Automatically.

	AIL SALES	MARKETING	SUPPORT	ACTIVITIES	COLLABORATIC	ON ALL		
New Group Mai	I Account							
New Bounce Ha	ndling	Note: To send record	assignment notification	s, an SMTP server mu	t be configured in Email Se	ttings.		
All Mail Account	ts	IOME save	Clic	k here				
Schedulers			[CASE:%1]		t the macro which will be this to any value, but prese		o link imported ema	iil to a Case.
	In	bound Email						
		Name	1				Туре	Mail Account Usage
		Deleti	Selected: 0					10
		D- DELETI	Selected: 0					

#### **BCC Archive**

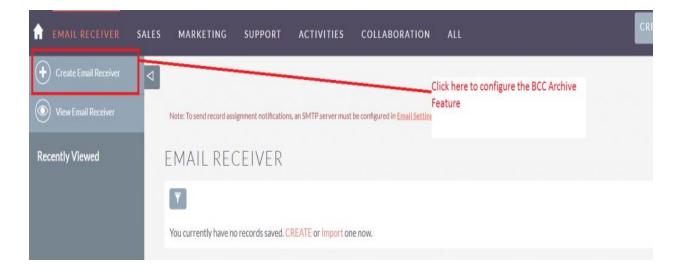
**4.** Click on "Test Settings", observe that "Connection completed successfully" should appear on Popup.

1 Test Settings		Close	SUPPORT	ACTIVITIES		
Connection completed successfu	ully.					
New Bounce Handling Account	Note: To send record	l assign	iment notificat	tions, an SMTP server must be		
All Mail Accounts	SAVE	CAN	CEL	TEST SETTINGS		
Schedulers Click here, if you have	Mail Account Information	-				
inserted the correct				Prefill Gmail <sup>™</sup> Defaults		
will appear	Name: *		Outright	BCC Archive		
	Mail Server Address	:*	imap.gma	iil.com		

5. Again go to the Administration page and click on Email Receiver.

Advanced OpenAdmin	
AOS Settings	Change settings for Advanced OpenSales
AOD Settings	Change settings for Advanced OpenDiscovery
AOP AOP Settings	Change settings for Advanced OpenPortal
Business hours	Restrict 'Only In The Scheduler' Workflows to launch only in certain days and times
Bugs Maintain a list of releases for your product. Active re	leases are displayed in the Releases drop-down menus in bug records created within the Bugs module.
Releases	Manage releases and versions
BCC Archive Configuration This section contains Email Reciever	lick here
Email Receiver	Configure Bcc Archive

**6.** Enter the name of the settings and select the configure Inbound group email.



**7.** Checked the Subject and Body checkbox, if you want to fetch the subject and body email address also.

🔒 EMAIL RECEIVER	SALES MARKETING S	UPPORT ACTIVITIES	COLLABORATION	ALL	
+ Create Email Receiver	⊲				
View Email Receiver	CREATE				Type and select and Configured Inbound Group
Recently Viewed	SAVE CANCEL				Email
	BASIC				-
	Name:*	Outright Email Receiver		Inbound Email:	Outright BCC Archive
	Subject Address Check	c 🗵		Body Address Check:	×
	SAVE CANCEL		you want to email addr		