

Left Menu Panel : Manage Settings > View Settings

Sync Appearance Email Setup : Please provide all the details which are required to set up the Appearance Email. The details are:

Email Subject is that by which the filter system search for the specific emails from inbox.
Server will be the Email server Imap name.
Username will be your email address
Password will be your email account's password
Port will be the email server port.

Examples : (Assuming email account belonging from gmail)

Email Subject : [TVG BOOK APPEARENCES]
Server : imap.gmail.com
Username : booking.tv@gmail.com
Password : *****
Port : 993

Sync Inquiry Email Setup : Please provide all the details which are required to set up the Appearance Email. The details are:

Email Subject is that by which the filter system search for the specific emails from inbox.
Server will be the Email server Imap name.
Username will be your email address
Password will be your email account's password
Port will be the email server port.

If appearances and inquiry booking coming to same email account then both will have the same settings except the Email subject which will be different for appearances and inquiry.

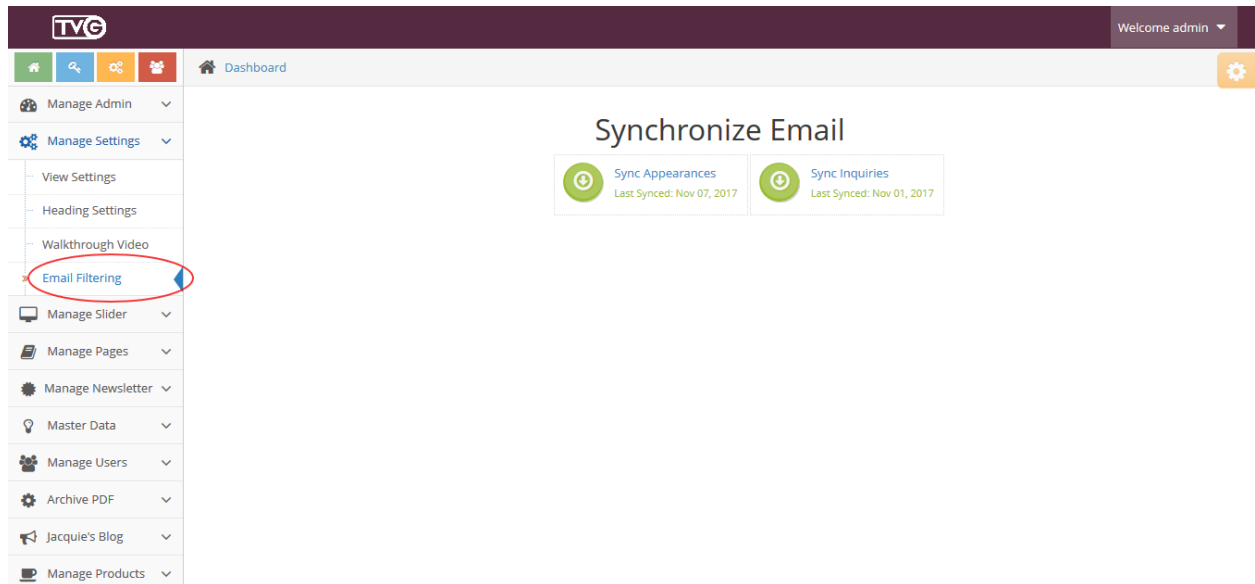
Examples : (Assuming email account belonging from gmail)

Email Subject : [TVG GUESTPERT INQUIRY]
Server : imap.gmail.com
Username : booking.tv@gmail.com
Password : *****
Port : 993

The screenshot displays two sections for email setup: "Sync Appearance Email Setup" and "Sync Inquiry Email Setup". Each section contains input fields for Email Subject, Server, Username, Password, and Port. The "Sync Appearance" section has the following values: Email Subject: [TVG BOOK APPEARANCE], Server: imap.gmail.com, Username: [empty], Password: [empty], Port: 993. The "Sync Inquiry" section has: Email Subject: [TVG GUESTPERT INQUIR], Server: imap.gmail.com, Username: [empty], Password: [empty], Port: 993. A diagrammatic overlay with red lines and black dots connects the input fields to labels on the right: "Email Subject Line By which filter will Search" (connected to the first field), "Email Server" (connected to the second field), "Email username" (connected to the third field), "Email Password" (connected to the fourth field), and "Email port to connect" (connected to the fifth field). At the bottom, there are "Update" and "Reset" buttons. A small window in the bottom right corner shows a coordinate system with "X = 999" and "Y = 4".

Please go through the below path to **Synchronize Email** :

Left Menu Panel : Manage Settings > Email Filtering



Emails must have the specific subject line and the specific body content.

Below Information has to send to the email id you configured in same format for **INQUIRY** :
(make sure the below format must be a plain text no anchor link)

[Email: demoquest@gmail.com]
[By: demoproducer@gmail.com]
[Media: demo media]
[Show: Fashion show 2]
[Topic: Fashion]
[Host: host]
[Expertise: Fashion host]
[AIR Date: 2017-12-15]
[Tape Date: 2017-12-25]
[Location: CA]
[Deadline: 2018-01-21]
[Best Contact: 223123213]
[Query: Query Appearance]

Below Information has to send to the email id you configured in same format for **APPEARANCES**:
(make sure the below format must be a plain text no anchor link)

[Email: demoquestpert@gmail.com]
[Date: 2017-12-15]
[Text: demo Show 2]
[Keywords: demoguest Appearance 2]

***N.B. – All fields are mandatory of the mail format. As it is required for database record.**