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Sugar Professional 7.9 Application Guide

The Sugar Application Guide introduces you to some basic CRM concepts and helps you get familiar with the Sugar system. It describes how to access Sugar through a personal computer and a web browser. It also describes how to perform a broad range of customer relationship management tasks and related administration tasks.

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Introduction

Overview

Welcome to Sugar - a commercial Customer Relationship Management (CRM) application. Strong relationships are at the core of every organization's success. Sugar brings ease and order to the creation, development, and maintenance of your organization's important relationships.

Sugar consists of interrelated records in modules such as Accounts, Contacts, Opportunities, Cases, Meetings, Emails, etc. and wraps your data in an intuitive user interface which helps make sense of these different elements of your business. Whatever your organization's focus - sales, marketing, support, or other ventures - Sugar's flexible modules bend to align with your business' models and practices. Manage your relationships from inception to fruition and beyond with Sugar's built-in modules and relationships as well as your custom modules and configurations available to [Sugar administrators](#).

Core Features

Sales Force Automation

- [Target](#), [Lead](#), and [Contact](#) management to direct and organize efforts throughout the sales life cycle
- [Account](#) management to aggregate interactions with organizations and individuals
- [Opportunity](#) management to pursue new business, share sales information,

-
- and track deal progress
 - [Sales Forecasting](#) to enable sales representatives and managers to understand upcoming business
 - [Quote](#) management to prepare potential sale figures including multiple line items, currencies, and tax codes
 - [Product](#) management to capture the details of your organization's goods and services

Marketing Automation

- [Target](#), [Lead](#), and [Contact](#) management to support the creation of new relationships
- [Email marketing campaigns](#) to present relevant email messages to groups of recipients
- [Campaign](#) management and reporting for tracking campaigns across multiple channels and analyzing the effectiveness of marketing activities
- [Target List](#) management to organize groups of recipients for ensuring campaign message relevance
- [Web-to-Lead Forms](#) to capture lead information directly from external web input

Customer Support

- [Case](#) management to track service and resolution of customer issues
- [Bug](#) tracking to identify, prioritize, and resolve product issues
- [Contact](#) and [Account](#) management to track support history and enable continuity of service
- [Sugar Portal](#) to provide clients with self-service capabilities support activities
- [Knowledge Base](#) to manage information and share it externally

Record Keeping

- [Email](#), [Task](#), [Call](#), and [Meeting](#) management to facilitate day-to-day work
- [Note](#) management to affix information and file attachments to other Sugar modules
- [Document](#) management to track living documents and their changes
- [Contract](#) management to capture and maintain sales and service contracts

-
- [Search](#) capabilities to quickly and easily locate your data

Collaboration

- Shared [Email](#) and [Calendar](#) to provide visibility across individuals and teams
- [Connectors](#) and tools to leverage third-party information regarding your prospects and clients

Reporting

- [Report](#) creation and management to gain insight into your organization's Sugar data
- [Home](#) page dashlets to display important tables and reports

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Getting Started

Overview

Sugar offers users a wide range of configuration options when getting started with the application. Your first time logging into Sugar the New User Wizard will step through configuring some basic settings (i.e. Your Information, Your Locale). You may skip these steps and configure these settings in your user preferences at a later time. Please note that system administrators can also set up each user's basic settings when creating the user in Sugar. This documentation will cover the various options (e.g. New User Wizard, User Preferences) available when first getting started with Sugar and accessing your account.

Accessing Sugar

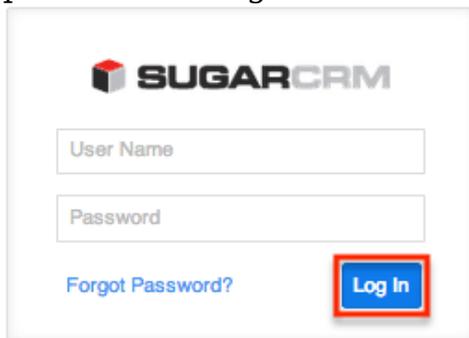
Prerequisites

The following will need to be installed and configured on your local machine prior to accessing Sugar:

- A supported web browser application (e.g. Chrome, Firefox) is required on your local machine. For more information on the various supported web browsers, please refer to the [Supported Platforms](#) page.
- The web browser must have JavaScript and cookie support enabled in order to access Sugar.
- Network access to a server running your Sugar instance is required.

Logging In

The Sugar login screen allows you to enter login credentials (user name and password) to access your instance. Navigate your web browser to your instance's URL (e.g. <https://example.sugarondemand.com>) to access Sugar's login screen. If you do not know your instance URL or login credentials, please reach out to your system administrator for assistance. The New User Wizard will launch upon your first successful log in to Sugar allowing you to configure some of your basic personal settings.



Resetting Your Password

There may be occasions when users forget their Sugar password and will need to reset it. If the system administrator has enabled the Forgot Password feature via Admin > Password Management, users will have the option to request a password reset directly from Sugar's login screen. If you do not see the Forgot Password link on your login screen, please reach out to your system administrator for further assistance. System administrators can either enable the Forgot Password feature, send a system-generated password to the user, or manually change the user's password via Admin > User Management. For more information on how to set up and manage passwords in Sugar, please refer to the [Password Management](#) documentation. Please note that the outbound mail server for the system must be configured via Admin > Email Settings and users will also need to have their [personal email settings](#) configured in their user preferences in order for the

temporary password information to be emailed. For more information on setting up the system email settings, please refer to the [Email](#) documentation in the Administration guide.

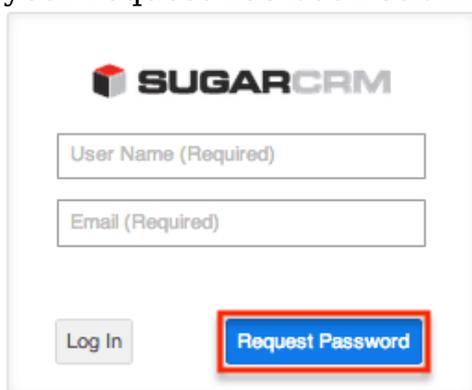
Use the following steps to request a new password:

1. Click the Forgot Password? link on the bottom left of Sugar's login dialog box.



The screenshot shows the SugarCRM login interface. At the top is the SugarCRM logo. Below it are two input fields: 'User Name' and 'Password'. At the bottom, there are two buttons: 'Forgot Password?' (highlighted with a red box) and 'Log In'.

2. Enter your Sugar username and primary email address on file, then click "Request Password". If submitted successfully, a message will appear that your request has been submitted.



The screenshot shows the 'Request Password' form. At the top is the SugarCRM logo. Below it are two input fields: 'User Name (Required)' and 'Email (Required)'. At the bottom, there are two buttons: 'Log In' and 'Request Password' (highlighted with a red box).

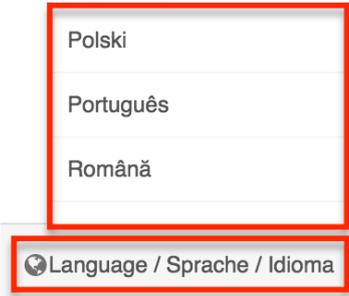
3. A temporary password will be emailed to your primary email address.
4. Enter the temporary password into Sugar's log in screen.
Note: Be sure to change your password once logged in by navigating to the [Password tab](#) in your user preferences.

Setting Your Language

Users have the option to choose the primary language they want displayed in Sugar by clicking the Language link on the bottom right of the Login screen. The Language dropdown list will appear allowing you to select the appropriate language you want displayed in your Sugar account. The out-of-the-box default language is English (US), but administrators can change the default language globally via Admin > Locale. For more information on configuring the default language in Sugar, please refer to the [User Interface](#) section of the System documentation. Once the default language is changed by the administrator, it will

display as the default selection on the login screen for all users.

Administrators can also control what languages are available to select in the Language dropdown list via Admin > Languages. If you do not see one of the listed languages below displayed in the Language dropdown list, please reach out to your system administrator for assistance. For more information on managing languages in Sugar, please refer to the [Languages](#) section of the System documentation.

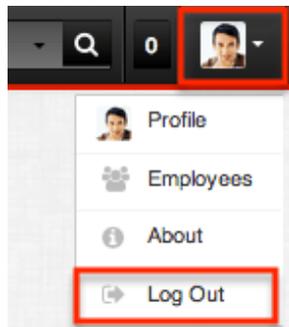


The following languages are available for use in Sugar:

Albanian	Hungarian
Arabic	Italian
Brazilian Portuguese	Japanese
Bulgarian	Korean
Catalan	Latvian
Chinese (Simplified)	Lithuanian
Chinese (Traditional)	Norwegian
Croatian	Polish
Czech	Portuguese
Danish	Romanian
Dutch	Russian
English (UK)	Serbian
English (US)	Slovak
Estonian	Spanish
Finnish	Spanish (Latin)
French	Swedish
German	Thai
Greek	Turkish
Hebrew	Ukrainian

Logging Out

When you are done working in Sugar and wish to log out of the system, simply click your user name on the upper right of Sugar and select "Log Out". This will log you out completely from Sugar and you must [log in](#) again in order to access your account.



Automatic Log Outs

While working in Sugar, a user may be automatically logged out of the system. Currently, Sugar allows a username to be logged in under only one session, and any additional user sessions started using the same username will log out the previous session. This behavior is for your security as Sugar does not allow multiple sessions for the same username from different machines or browsers. To prevent situations like this, please do not share your login credentials (username and password) with users in your organization.

Another situation where users are automatically logged out is when the user does not perform any actions in Sugar for a certain period of time. The security timeout period in Sugar is controlled by configuration settings in PHP and the web server running your Sugar instance. Please note that the PHP session's lifetime persists until you close your web browser and the default session timeout value is 1440 seconds (24 minutes).

In order to prevent security timeouts, users can navigate or click the page(s) in Sugar every so often to keep the session active. If the session times out, click any button, tab, etc. on the current page once you are ready to continue working in Sugar, and you will be taken back to the [Login screen](#). Another option is to completely close your current browser and open a new browser to navigate back to Sugar's Login page.

Please note that users can have multiple tabs of Sugar pages open within the same web browser (e.g. Chrome) without getting logged out of the system. For example, this is useful when working with multiple Sugar pages or records without navigating away from previous pages.

New User Wizard

When users first log in to Sugar, they will step through the New User Wizard to configure some basic settings (i.e. Your Information, Your Locale). If the system administrator already configured your basic settings when adding you as a user to Sugar, the fields in the wizard will be populated with the provided information. You can update your information as you go through the New User Wizard to make any necessary changes. Please note that you can skip the steps in the wizard if you wish to configure the settings via your user preferences at a later time.

Configuring Your Information

The Your Information step of the New User Wizard allows you to enter basic information (e.g. name, email address, phone) about yourself to be stored in your user profile. Please note that the information provided in this step can be updated in your user preferences at a later time if desired. For more information on configuring your personal information, please refer to the [User Preferences](#) section.

The following options are available to configure your user profile:

- **First Name** : Enter your first name.
- **Last Name** : Enter your last name.
- **Email** : Enter your primary email address.
- **Phone** : Enter your office number.

Please note that all required fields will indicate "Required" in the field and must be completed prior to moving to the next step of the wizard. Once your personal information is entered, click "Next".

The screenshot shows a web form titled "User Profile" with the subtitle "Setup your user information". At the top right, there is a "Setup progress" indicator with a green bar. The form contains four input fields: "First name" with the value "Max", "Last name" with the value "Jensen", "Email" with the value "max@example.com", and "Phone" with the value "(412) 251-8975". A blue "Next" button is located at the bottom right of the form and is highlighted with a red border.

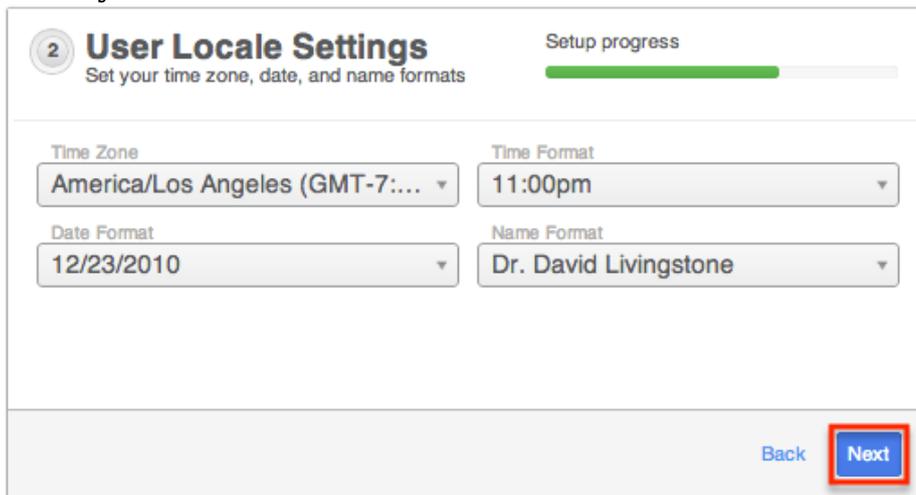
Configuring Your Locale

The User Locale Settings step allows you to configure the date, time, and name format you want displayed in Sugar based on your current geographical location. Please note that the information provided on this page can be updated in your [user preferences](#) at a later time if desired.

The following options are available to configure your locale settings:

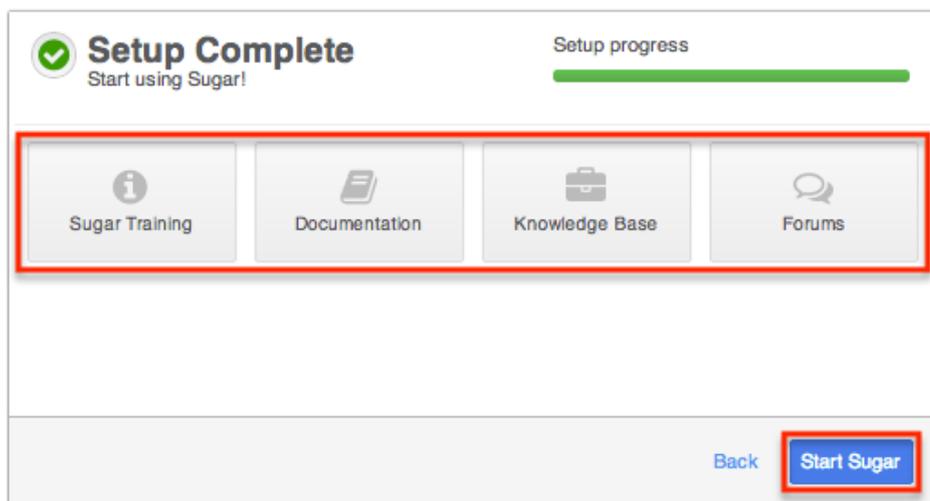
- **Time Zone** : Select the time zone based on your current geographical location.
- **Date Format** : Select the format you want the date stamps displayed in Sugar.
- **Time Format** : Select the format you want the time stamps displayed in Sugar.
- **Name Format** : Select the format you want the concatenated name fields displayed in Sugar's list view and record view.

Once your locale information is entered, click "Next".



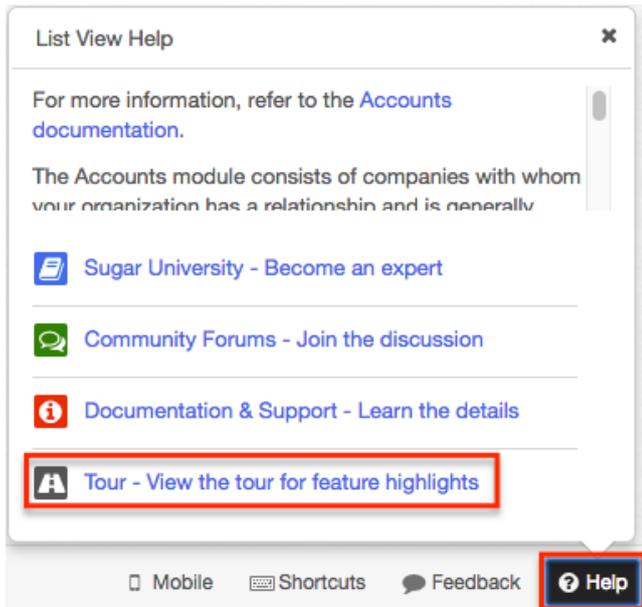
The screenshot shows a dialog box titled "User Locale Settings" with the subtitle "Set your time zone, date, and name formats". A progress bar labeled "Setup progress" is partially filled. The dialog contains four dropdown menus: "Time Zone" (America/Los Angeles (GMT-7:...)), "Time Format" (11:00pm), "Date Format" (12/23/2010), and "Name Format" (Dr. David Livingstone). At the bottom right, there are "Back" and "Next" buttons, with the "Next" button highlighted by a red box.

The following page will confirm that your set up is complete and that you are ready to use Sugar. You can access the various support resources (e.g. Documentation, Knowledge Base) available by clicking one of the boxes in the dialog box. Please note that you can click "Start Sugar" to go directly into your Sugar account.



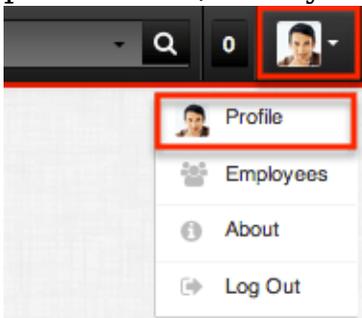
Tour

You can launch the Welcome to Sugar tour on the Home page if you wish to see key features of the user interface. Simply click the Help link in Sugar's footer then click "Tour" in the help pane. The Welcome to Sugar window will appear and include links which provide access to additional resources (e.g. training, documentation). Click the appropriate link in the window to be directed to the specific page (e.g. Support page) in a separate tab. To begin the tour, simply click the Right arrow and a bubble will appear to point out the various parts of the application such as where to access the dashboard and activity stream, perform a global search, etc. You can click the Left arrow at anytime during the tour to go back through the key features again. Once you have completed viewing the tour, click the Done button to exit the tour. Please note that you can launch the tour again by clicking the Tour link in Sugar's help pane at any time. For more information regarding the Tour link, please refer to the [User Interface](#) documentation. As you navigate around Sugar, you can launch the tour for any of the Sidecar modules (e.g. Accounts, Leads, Contacts) by clicking the Tour link in the help pane to view key features of the list view and record view.



User Preferences

There is a wide range of configuration options available to users when setting up their profile in Sugar. The User Preferences section gives users the ability to view and update their basic information, personal email settings, etc. To access user preferences, click your user name on the upper right of Sugar and select "Profile".



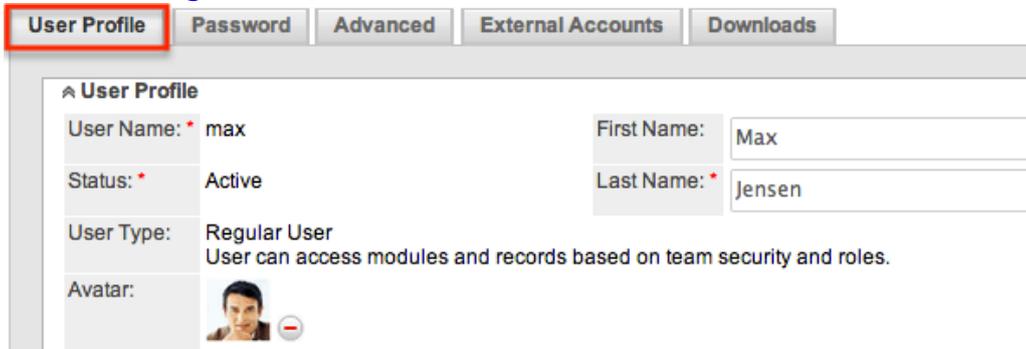
User Profile Tab

The User Profile tab displays basic information such as your name, email address, phone number, etc. If the New User Wizard was completed, the information you entered will appear under the User Profile tab. The system administrator can also enter the user's basic information when creating the user via Admin > User Management. For more information on creating new users, please refer to the [User Management](#) documentation. Your personal information on this tab are grouped by default into the User Profile, Employee Information, and Email Settings sections. To enter or update your information, simply enter the appropriate values

for the fields then click "Save" to preserve the changes.

User Profile

The User Profile section displays your Sugar user name, full name, status, user type (e.g. Regular User, System Administrator User), and profile picture (if uploaded). Your user name, full name, status, and user type will be populated as the system administrator must enter this information when creating a new user. Users have the option to update their user name, full name, as well as upload a profile picture to be displayed in the upper right of Sugar. Please note that only system administrators have the ability to change your status and user type. For more information on changing a user's status and user type, please refer to the [User Management](#) documentation.



User Profile	Password	Advanced	External Accounts	Downloads
^ User Profile				
User Name: *	max		First Name:	Max
Status: *	Active		Last Name: *	Jensen
User Type:	Regular User User can access modules and records based on team security and roles.			
Avatar:				

Employee Information

The Employee Information section displays your employee status, title, phone number, address, etc. If you completed the Your Information step of the New User Wizard, the information you entered will appear in this section. You can update your address, phone number (e.g. Work Phone, Mobile), description, IM Type (e.g. MSN, Yahoo!), and IM Name in this section accordingly. Please note that only system administrators can change your employee status, title, department, and supervisor information. For more information on administrator updates to the Employee Information section, please refer to the [User Management](#) documentation.

Employee Information	
Employee Status:	Active
Title:	Account Rep
Department:	
Reports to:	Sarah Smith
IM Type:	<input type="text"/>
Address Street:	<input type="text"/>
Address State:	<input type="text"/>
Address Country:	<input type="text"/>
Description:	<input type="text"/>
Work Phone:	<input type="text"/>
Mobile:	<input type="text"/>
Other Phone:	<input type="text"/>
Fax:	<input type="text"/>
Home Phone:	<input type="text"/>
IM Name:	<input type="text"/>
Address City:	<input type="text"/>
Address Postal Code:	<input type="text"/>

Email Settings

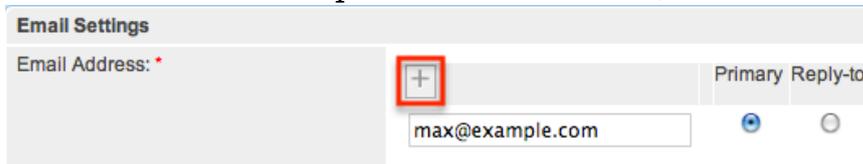
The Email Settings section is where users can configure their personal email settings. Administrators can also set up the users email setting when adding the user in the system. Please note that the email setting must be configured in user preferences prior to sending outbound emails from Sugar. In addition, the outbound mail server for the system must also be configured by the system administrator via Admin > Email Settings. For more information on setting up the system email settings, please refer to the [Email](#) documentation in the Administration guide.

Users will enter their primary email address where password reset emails, system-generated notifications, etc. will be sent. Multiple email addresses can be added in email settings, but only one will be marked "Primary". The primary email address will be displayed when sending outbound emails in Sugar and automatic notifications from Sugar will be sent to this address as well. Users will be able to send outbound emails automatically from Sugar if the administrator has enabled user's to use the system mail account configured in Admin > Email Settings. If this option is not enabled, the SMTP Username and Password fields will appear in the Email Settings section for the user to enter their personal credentials corresponding to their mail account on the company's defined mail server. The user will need to enter these credentials in order to send emails using the system's outbound mail server.

By default, outbound emails will be sent using the email client set up within the Sugar application. However, users have the option to use an external mail client if they would like to use an email client (e.g. Microsoft Outlook) outside of the application .

Use the following steps to configure your personal email settings in user preferences:

1. Enter in the primary email address in the Email Address field.
 - To add multiple email addresses, click the Plus button.



The screenshot shows the 'Email Settings' section. The 'Email Address:' field contains 'max@example.com'. To the right of the field is a plus sign button (+) highlighted with a red box. Further right are 'Primary' and 'Reply-to' radio buttons, with 'Primary' selected.

2. The email client will be defaulted to "Sugar Email Client", but users can choose to use an external mail client if they wish.



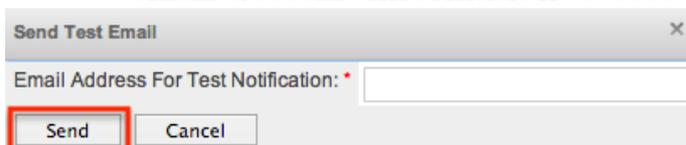
The screenshot shows the 'Email Client:' dropdown menu. The 'Sugar Email Client' option is selected and highlighted with a red box. The 'External Email Client' option is also visible below it.

3. Enter the SMTP Username and Password for your mail account on the company's defined mail server.
 - **Note:** The SMTP Username and Password field will only appear if the system administrator has not allowed users to use the system mail account to send outbound emails.



The screenshot shows the 'SMTP Username:' field with 'max@example.com' and the 'SMTP Password:' field with masked characters. Below these fields is a 'Send Test Email' button highlighted with a red box.

4. Click "Send Test Email" and enter in an email address to send the test email.
 - If you do not receive the test email, double check and re-enter the email account information to test again.



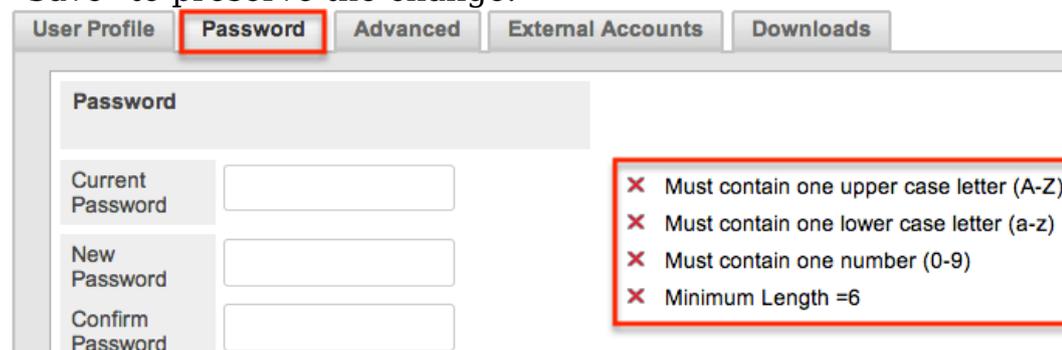
The screenshot shows a 'Send Test Email' dialog box. It has a title bar with a close button (X). The 'Email Address For Test Notification:' field is empty. Below the field are 'Send' and 'Cancel' buttons, with the 'Send' button highlighted by a red box.

5. Click "Save" to preserve your email settings.

Password Tab

Users have the option to change their password in Sugar by navigating to the Password tab in their user preferences. You can use this option to change temporary Sugar passwords, system-generated passwords for password resets, etc. Administrators also have the ability to change or reset a user's password via Admin > User Management. For more information on how administrators can reset a user's password, please refer to the [Resetting User Passwords](#) section of the User Management documentation. Please note that passwords can be changed as often as you wish in Sugar. Updating passwords in Sugar on a regular basis is recommended for the security of your account.

To reset your password, enter your current password, new password, and confirmed password making sure to meet the password requirements listed on the right. Each password requirement will be checked off in the list as the new password meets the required conditions. Please note that the new password you enter must meet all the restrictions in order for the password to save. System administrators can configure the password requirements via Admin > Password Management. They can choose the minimum and maximum lengths required for the password, as well as indicate if any special characters are needed. Additional requirements such as upper case, lower case letters, and numbers can also be part of the set restriction. The password requirement set by the system administrator determines what users will need to include when creating new passwords. Although not recommended, administrators can choose to not set password requirements if they wish, which will allow users to change their passwords without any restrictions. For more information on configuring password requirements, please refer to the [Password Requirements](#) section of the Password Management documentation. Once you have entered the new password, click "Save" to preserve the change.



The screenshot shows a user interface with five tabs: "User Profile", "Password", "Advanced", "External Accounts", and "Downloads". The "Password" tab is selected and highlighted with a red box. Below the tabs, there is a "Password" section with three input fields: "Current Password", "New Password", and "Confirm Password". To the right of these fields is a list of password requirements, each with a red 'X' icon and a red box around the list:

- ✗ Must contain one upper case letter (A-Z)
- ✗ Must contain one lower case letter (a-z)
- ✗ Must contain one number (0-9)
- ✗ Minimum Length =6

Advanced Tab

The Advanced tab shows information specific to the user's preferences in Sugar. This information includes user settings, locale settings, PDF settings, calendar options, and layout options. Users can set up, view, or change the information under this tab based on their geographical location and personal preference.

User Settings

The User Settings section allows you to configure various settings for your account such as default team(s), reminders, notify on assignment, etc. The system administrator can configure these settings for you when adding you as a user in Sugar, but you can change these settings accordingly based on your personal needs and preference.

The options available to configure in the User Settings section are as follows:

- **Export Delimiter** : Specify the character used to delimit exported data from Sugar. By default, the comma is used to separate exported data in Sugar.
- **Import/Export Character Set** : Select the default character set used for data import, data export, and vCard generation. By default, UTF-8 (US or Western Europe region) is selected as the import/export character set.
 - Please be sure to select the proper character set based on your locale setting in Sugar. This will make sure that the character set between Sugar and your local machine matches when you export data, import data, or generate PDFs.
- **Show Full Names** : Check this box if you would like your full name (e.g. John Smith) instead of your assigned user name (e.g. jsmith) displayed in Sugar. If enabled, your full name will appear in the My Activity Stream dashlet, Assigned to fields, and on the upper right of your Sugar account.
- **Default Teams** : Select the default team(s) that will be automatically assigned to new records you create in Sugar. Whenever you create a record, the team is set as your default team, similar to how the "Assigned To" field is set to you. You can have any number of default teams. When selecting a default team set, you must select one team as the primary team and, if the Administrator has enabled team-based permissions, you may optionally indicate whether the teams on each set should be automatically set to "selected" (Additional Permissions Enabled).
- **Notify on Assignment** : Check this box to receive an email notification when a record is assigned to you by another user. Both the outbound mail server and [personal email settings](#) must be configured in order to receive the notification. For more information on configuring the outbound mail server, please refer to the [Email](#) documentation.
- **Reminders** : Mark the popup or email reminder checkbox to set default reminders for calls and meetings. Once marked, you can select the default reminder time (e.g. 10 minutes prior) to send reminders to invitees.

The screenshot shows the 'Advanced' tab of the user settings. The 'User Settings' section is visible, containing the following options:

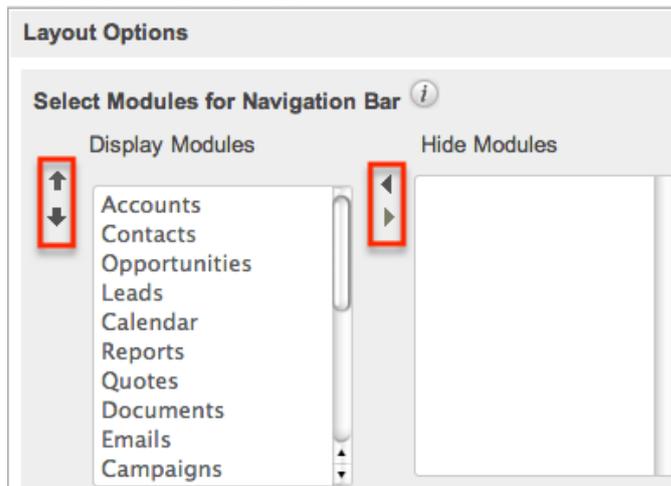
- Export Delimiter:** ,
- Import/Export Character Set:** ISO-8859-1
- Show Full Names:**
- Default Teams:** East (Primary Selected)
- Notify on Assignment:**
- Reminders:** Popup Email all invitees. 30 minutes prior

Layout Options

The Layout Options section allows users to select what modules they want Sugar to display or hide in the navigation bar.

The options available to configure in the Layout Options section are as follows:

- **Select Modules for Navigation Bar** : Select which modules will be displayed or hidden in the navigation bar by using the left and right arrows to move modules between the Display and Hide Modules column. You can also designate the order of the modules displayed in the navigation bar by selecting the module in the Display Modules column and clicking the up and down arrows.



Locale Settings

The Locale Settings section is where you can specify how you would like the data in Sugar displayed based on your geographical location. Please note that system administrators can set the system locale settings via Admin > Locale, which will be the default setting for all users in Sugar. But each user has the option to change the default locale settings for their Sugar account in their user preferences.

The options available to configure in the Locale Settings section are as follows:

- **Date Format** : Select the format you want the date stamps displayed in Sugar.
- **Time Format** : Select the format you want the time stamps displayed in Sugar.
- **Time Zone** : Select the time zone based on your current geographical location.
 - Please note that if the selected time zone is different from your browser's set time zone, a warning message ("Your browser's timezone does not match your saved timezone Adjust Your Timezone.") will appear upon your next log into Sugar. You can click the link in the warning dialog box to change the time zone in your user preference accordingly.
 - **Note:** This Time Zone setting only applies to modules using the

Legacy user interface. Modules using the Sidecar user interface will utilize the browser's time zone.

- **User Wizard Prompt** : Mark the checkbox to have new users go through the New User Wizard upon first login.
- **Name Display Format** : Select the format you want the concatenated name fields displayed in Sugar's list view and record view.
- **Preferred Currency** : Select the default currency you want Sugar to display.
- **Show Preferred Currency** : Mark the checkbox to convert the base currency to user-preferred currency in list views and record views.
- **System Significant Digits** : Select how many digits will appear after the decimal symbol for currencies.
- **1000s Separator** : Enter the default character used to separate numeric values in the thousands.
- **Decimal Symbol** : Enter the default character used as the decimal symbol.

Locale Settings

Date Format: <i>i</i>	12/23/2010	Preferred Currency: <i>i</i>	US Dollar : \$
Time Format: <i>i</i>	11:00pm	Show Preferred Currency: <i>i</i>	<input type="checkbox"/>
Time Zone: <i>i</i>	America/Los Angeles (GMT-7:00)	Currency Significant Digits:	2
User Wizard Prompt: <i>i</i>	<input type="checkbox"/>	Example:	\$123,456,789.00
Name Display Format: <i>i</i>	Dr. David Livingstone	1000s separator: <i>i</i>	,
		Decimal Symbol: <i>i</i>	.

PDF Settings

The PDF Settings section allows users to set and change the default font settings for PDF documents generated in Sugar.

The options available to configure in the PDF Settings section are as follows:

- **Font for Header and Body** : Select the font for the header and body of PDF documents when generated in Sugar.
- **Main Font Size** : Enter the default font size for the PDF header when generated in Sugar.
- **Font for Footer** : Select the font for the footer of the PDF document when generated in Sugar.
- **Data Font Size** : Enter the default font size for the PDF body when generated in Sugar.

PDF Settings	
Font for Header and Body: <i>i</i>	helvetica
Main Font Size:	8
Font for Footer: <i>i</i>	helvetica
Data Font Size:	8

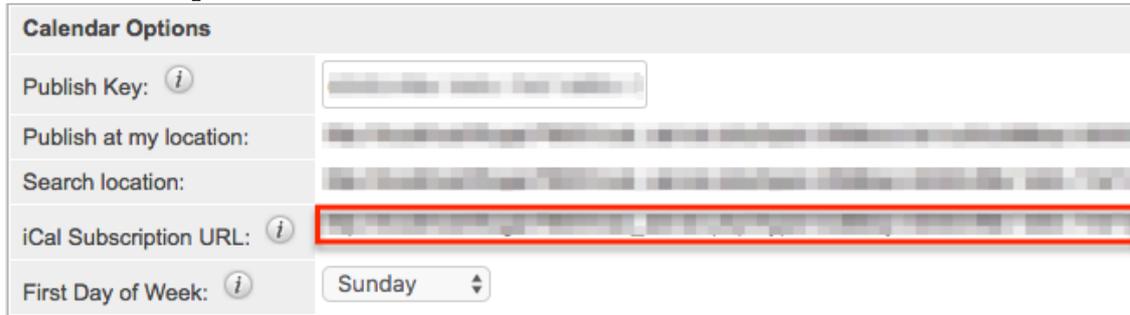
Calendar Options

Sugar calendars can be shared and viewed with various iCal compatible calendar applications such as Apple Calendar, Google Calendar, Yahoo! Calendar, Mozilla Thunderbird, etc. The calendars are viewable as read-only in the external calendar applications and any edits to existing calendar events (e.g. meetings, calls) can only be done in Sugar. The Calendar Options section allows users to generate a unique publish key to sync their Sugar calendar to external calendar application(s). The publish key is a security feature as it prevents other users from viewing your calendar unless they have this information. The user must have your publish key information to view your Sugar calendar via the external calendar application.

- **Publish Key** : The publish key is used to uniquely identify a user's calendar and sync Sugar's calendar to external calendar applications (e.g. Google Calendar, Apple Calendar). A system-generated alphanumeric value (e.g. 948fc65a-9c89-a11f-b40c-5) is displayed by default, but users can change this key (e.g. mysecretkey) to whatever they wish. The Publish at my location site, Search location, and iCal Subscription URL all reflect the publish key within the URL.
- **Publish at my location** : Use this URL to sync free/busy information for meetings from Microsoft Outlook to Sugar. This is helpful when scheduling meetings in Sugar as you can view the user's free/busy information to avoid scheduling conflicts.
- **Search location** : Use this URL to sync free/busy information for meetings from Microsoft Outlook to Sugar. This is helpful when scheduling meetings in Sugar as you can view the user's free/busy information to avoid scheduling conflicts.
- **iCal Subscription URL** : Use this URL to integrate the external calendar application with your Sugar calendar.
- **First Day of Week** : Select the first day of the week that will display in Week, Month, and Year views when viewing your Sugar calendar. This setting also applies to calendar pickers which display when users are setting a value for a date field (e.g. Expected Close Date).

Use the following steps to integrate the external calendar application with your Sugar calendar:

1. Navigate to the Advanced tab in your user profile and scroll down to the Calendar Options section.



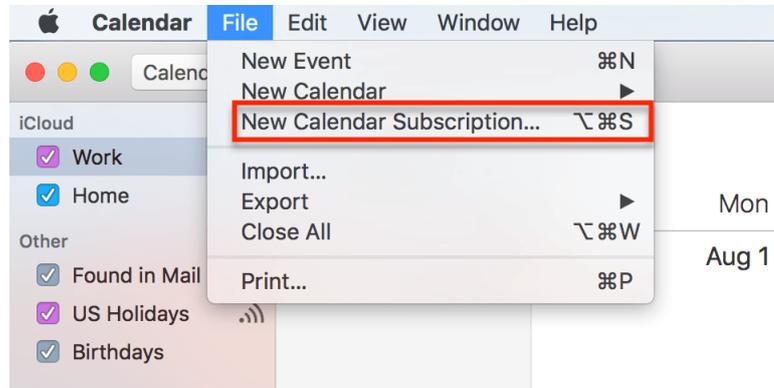
The screenshot shows a 'Calendar Options' form with the following fields:

- Publish Key: [Redacted]
- Publish at my location: [Redacted]
- Search location: [Redacted]
- iCal Subscription URL: [Redacted] (highlighted with a red box)
- First Day of Week: Sunday

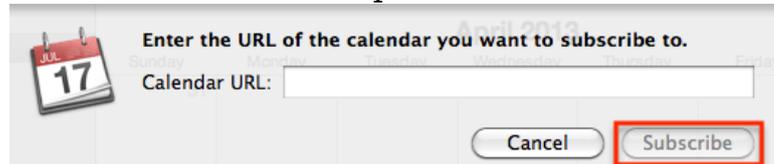
2. Copy the iCal Subscription URL then paste the value into your iCal compatible calendar application.

- For Apple Calendar:

- Click "File" then select "New Calendar Subscription".



- Enter the iCal Subscription URL and click "Subscribe".



- For Google Calendar (<https://www.google.com/calendar>):
 - Click "Other Calendars" then select "Add by URL".

Calendar

The screenshot shows the Google Calendar interface. At the top, there is a 'Calendar' title, a 'Today' button, and navigation arrows. Below this is a 'CREATE' button with a dropdown arrow. On the left, there is a calendar view for April 2013, with the 10th of April highlighted. Below the calendar view are sections for 'My calendars' and 'Other calendars'. The 'Other calendars' section has a dropdown arrow highlighted with a red box. A menu is open from this dropdown, showing options: 'Add a coworker's calendar', 'Browse Interesting Calendars', and 'Add by URL'. The 'Add by URL' option is highlighted with a red box.

- Enter the iCal Subscription URL and click "Add Calendar".

Add by URL

The screenshot shows the 'Add by URL' form. It has a label 'URL:' followed by a text input field. Below the input field is a small text block: 'If you know the address to a calendar (in iCal format), you can type in the address here.' Below that is a checkbox labeled 'Make the calendar publicly accessible?'. At the bottom of the form are two buttons: 'Add Calendar' and 'Cancel'. The 'Add Calendar' button is highlighted with a red box.

Use the following steps to sync the free/busy information from the Sugar calendar to Microsoft Outlook:

1. Navigate to the Advanced tab in your user preferences and scroll to the Calendar Options section.
2. Copy the Search location URL.
3. In Outlook, go to File > Options > Calendar > Free/Busy Options.
4. In the Internet Free/Busy section, paste the Search location URL into the corresponding box.

Please note that the settings must be configured on each user's computer. Once configured, the invitee shows as busy for any times currently scheduled in Sugar if the user's email address in Sugar matches the invitee email address in Outlook.

For help troubleshooting or displaying your Sugar calendar in an external application, refer to the [Troubleshooting Viewing Sugar Calendar in Google Calendar](#) and [Troubleshooting Feed Refresh in External Calendars](#) articles.

External Accounts Tab

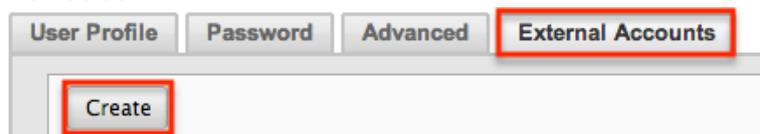
The External Accounts tab allows users to connect to external applications (e.g. Google, GoToMeeting, WebEx) from Sugar. Please note that you must have an existing account with the external application prior to connecting in Sugar.

Connecting to your Google account enables you to upload and access documents stored in the Google Drive™ from the Documents module. In addition, you can upload and view Sugar documents via the Google Drive. For more information on how to upload and view external source documents, please refer to the [Documents](#) documentation.

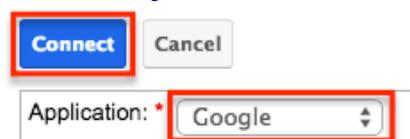
If you connect to your GoToMeeting and WebEx accounts, you will be able to schedule meetings in Sugar to be hosted by one of these applications. Please note that you must indicate the specific meeting type (e.g. Sugar, GoToMeeting, WebEx) when creating the meeting in Sugar. For more information on scheduling meetings, please refer to the [Creating Records](#) section of the User Interface documentation.

The following steps cover connecting to the Google application as an example:

1. Click the External Accounts tab in your user preferences then click "Create".

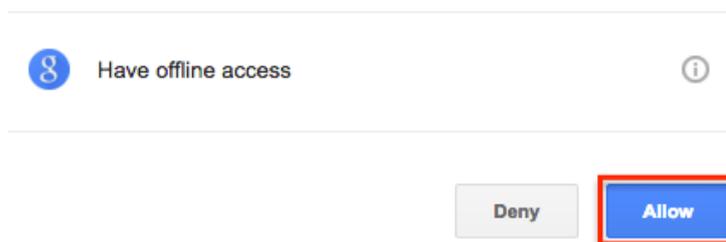


2. Select "Google" in the Application field then click the Connect button.
 - **Note:** If the Google option is not available to select in the Application field, the Google connector may not have been configured properly via Admin > Connectors. Please reach out to your Sugar administrator to have the Google connector configured. For more information on configuring connectors, please refer to the [System](#) documentation in the Administration Guide.



3. After clicking "Connect", a pop-up window will appear. Click "Allow" to grant permission for the connection to occur.
 - Google's login screen may appear inside the pop-up if you are not already logged in to your Google account in the active browser window. Simply enter your credentials then click "Allow" in the next window.
 - **Note:** Your browser's pop-up blocker must be disabled to ensure that the Google account connects successfully to Sugar.

▼ Google Connector would like to:



The Google application is now connected to your Sugar account and will appear under the External Accounts tab. Please note that for Google, GoToMeeting, and WebEx, you can only be connected to one account per application in Sugar.

Access Tab

Users can view their access information (e.g. Access table, Roles, My Teams) via the Access tab in the detail view of their profile. System administrators can assign users to various teams and roles depending on what each user is allowed access to in Sugar. You will be able to view the team(s) and role(s) assigned to you via the Roles and My Teams section in the Access tab.

Access Table

The Access table summarizes the set of permissions assigned to the user and allows them to view the type of access they have along with the actions (e.g. View, Edit, Delete) they can perform in Sugar. Only system administrators have the ability to create roles and assign them to users. Users who are assigned to the role will only be able to perform actions defined by it. Please note that users with more than one role assigned will have the more restrictive role setting prevail on the access table. For example, if one role allows the user to delete records in the Contacts module, but the other role does not allow record deletion, the user will not be able to delete records in the Contacts module. The table will list the modules in rows on the far left with column headers representing the type of action (e.g. Delete, Edit, Export) users can perform in each module. For more information on the Access table column headers, please refer to the [Setting Module-Level Permissions](#) section in the Role Management documentation.

The following setting options are available for the Access column on the table:

- **Enabled** : The user is allowed access to this module.
- **Not Set** : Does not restrict or grant access to this module, defaults to having "Enabled" access when selected.

- **Disabled** : The user will not be able to access this module, view any of its records, or see any trace of its existence in Sugar.

The following setting options are available for the Access Type column on the table:

- **Normal** : The user will be able to perform standard functions in this module barring restrictions from other roles or team settings. The user will not have any type of access to the Admin menu for this module.
- **Not Set** : Does not restrict or grant additional access to this module, defaults to having "Normal" access when selected.
- **Admin** : The user will supersede any team restrictions for this module and be able to view all records.
 - **Note:** User does not get access to developer tools such as Studio and Workflow Management.
- **Developer** : The user will be given access to the module-specific sections of Studio, Workflow Management, Dropdown Editor and any other necessary menus in Admin that are specific to the module. For more information on developer tools, please refer to the [Developer Tools](#) documentation.
- **Admin & Developer** : The user will be given the rights defined with the Admin and Developer role settings.

The following setting options are available for the actions (e.g. Edit, Delete, Export) on the table:

- **All** : The user will be able to perform this action on any and all records that can be accessed.
- **Owner** : The user will only be able to perform this action where the Assigned To field is set to be this user.
- **Not Set** : Does not restrict or grant access to this function and actions default to having "All" access when selected.
- **None** : The user is not able to perform this action while using this module.

	Access	Access Type	Delete	Edit	Export	Import	List	Mass Update	View
Accounts	Enabled	Normal	Owner	Owner	Owner	All	All	All	All
Bug Tracker	Enabled	Normal	All	All	All	All	All	All	All
Calls	Enabled	Normal	None	All	Owner	All	All	All	All

Roles

Sugar Roles define permissions for users such as what kinds of records they can

access and what level of access they are allowed . Roles work in conjunction with teams to form a robust security model for non-admin users in Sugar. Roles control three different layers of access for users within Sugar: module, field, and action-level access. Please note that only users who are assigned to the specific role will be able to perform actions (e.g. view, edit, delete) defined by it. For more information on the various actions and setting options for roles, please refer to the [Access Table](#) section. Users who are not assigned to a role can access and perform actions in any module as long as they are assigned to the record or a member of the team assigned to manage it. System administrators have the ability to create various roles and assign additional roles to users via Admin > Role Management. For more information on creating and assigning roles, please refer to the [Role Management](#) documentation.

The Roles section displays the list of roles (if any) assigned to the user. Please note that if you are assigned to more than one role, the more restrictive role setting prevails. For example, if you have two roles where one role allows exporting of records in the Leads module and the other does not, then you will not be able to export lead records due to the more restrictive role setting.



Name	Description
Support Role	

My Teams

Teams consist of one or more users who are assigned to manage records in Sugar. The defined permissions determine what records a user is and is not able to access. Teams are used in conjunction with roles to form a robust security model for non-admin users in Sugar. The My Teams section displays the list of teams a user is associated with, which determines what records the user has access to in Sugar. Please note that every record is assigned to at least one team, but can be assigned to multiple teams as well if different users need access to it. The default team(s) set in the User Settings section under the Advanced tab will automatically be assigned to new records created by the user. Users assigned to the record, as well as system administrators can access the record regardless of team membership. When a user is created in Sugar, they are automatically associated with the Global team (universal team) and a Private team (users own personal team) is created by default. System administrators can assign users to additional teams via Admin > User Management or Admin > Team Management as necessary. For more information on teams as well as creating and assigning teams, please refer to the [Team Management](#) documentation.

My Teams	
Name	Description
Global	Globally Visible
Max Jensen	Private team for max
West	This is the team for the West

Downloads Tab

The Downloads tab contains the Sugar Plug-ins for Microsoft Office (i.e. Sugar Plug-in for Microsoft Excel, Outlook, and Word) and Sugar Plug-in for Lotus Notes. Excel plug-in enables you to create, delete, update, or view data that is in your Sugar application. Outlook plug-in allows you to archive emails to Sugar, synchronize contacts, meetings, and tasks, as well as create new Sugar records. Word plug-in enables you to merge data, such as names and address in Sugar to perform mail merges. These plug-ins are available with all commercial editions of Sugar and must be installed on each Windows computer running the Microsoft Office application where the plug-in is desired. Lotus Notes plug-in allows you to integrate with Sugar by synchronizing meetings, tasks, and contacts, as well as archiving emails to records in your instance. The plug-in comes with the Enterprise or Ultimate editions of Sugar and is available for purchase a la carte for Professional and Corporate customers.

To download the plug-in(s), click the appropriate file that corresponds with your version and bitrate of Microsoft Office Excel, Outlook, or Word. Please be sure to check for the correct version and bitrate of your Microsoft Office application in order to download the correct file for installation. For the Lotus Notes plug-in, the latest version will be available for installation in the Downloads tab. For more information on downloading and installing the Sugar plug-ins, please refer to the appropriate [Plug-ins](#) documentation.

User Profile Password Advanced External Accounts **Downloads**

Sugar Plug-ins for Microsoft Office™

Read about the plug-in features within the [Plug-ins Documentation](#).

 **Sugar Plug-in for Outlook**
Integrate Sugar e-mail and calendar information with Microsoft Outlook.

- [Sugar Plug-in for Outlook 2010 32bit](#)
- [Sugar Plug-in for Outlook 2010 64bit](#)
- [Sugar Plug-in for Outlook 2013 32bit](#)
- [Sugar Plug-in for Outlook 2013 64bit](#)
- [Sugar Plug-in for Outlook 365 32bit](#)
- [Sugar Plug-in for Outlook 365 64bit](#)

 **Sugar Plug-in for Word**
Automatically populate information from SugarCRM into form letters, dire

- [Sugar Plug-in for Word 2010 32bit](#)
- [Sugar Plug-in for Word 2010 64bit](#)
- [Sugar Plug-in for Word 2013 32bit](#)
- [Sugar Plug-in for Word 2013 64bit](#)
- [Sugar Plug-in for Word 365 32bit](#)
- [Sugar Plug-in for Word 365 64bit](#)

 **Sugar Plug-in for Excel**
Integrate Sugar with spreadsheets for better analysis of key metrics.

- [Sugar Plug-in for Excel 2010 32bit](#)
- [Sugar Plug-in for Excel 2010 64bit](#)
- [Sugar Plug-in for Excel 2013 32bit](#)
- [Sugar Plug-in for Excel 2013 64bit](#)
- [Sugar Plug-in for Excel 365 32bit](#)
- [Sugar Plug-in for Excel 365 64bit](#)

Sugar Plug-ins for Lotus Notes™

Read about the plug-in features within the [Plug-ins Documentation](#).

 **Sugar Plug-in For Lotus Notes**
Integrate Sugar with Lotus Notes.

- [SugarPlug-inForLotusNotesInstaller](#)

User Holidays

The User Holidays subpanel appears in the detail view (e.g. User Profile tab, Advanced tab) of the user's profile. Administrators can record the days that users will not be working so that the time off is considered when calculating project timelines in the Projects module. To add a holiday, click the Create button and enter the date of the holiday along with a description and then click "Save". Users will be able to select the scheduled holiday(s) via the Project Holidays subpanel in Projects-related modules. For more information on creating and managing projects, please refer to the [Projects](#) documentation.

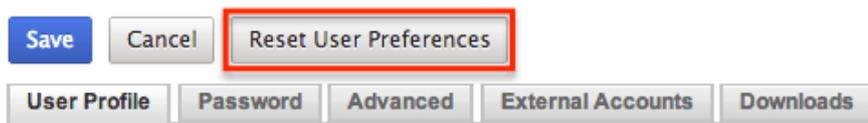
User Holidays	
Create	
Holiday Date: ↕	Description:
04/26/2013	Time off- Out of Office

Resetting a User's Preferences

Users can reset their user preferences back to the default out-of-the-box settings, which will revert all changes made to the user preferences section (e.g. User Profile, User Settings, Locale Settings). To reset your user preference, click the Reset User Preferences button at the top of your profile in edit view or click the Actions menu then select "Reset User Preferences" in detail view.

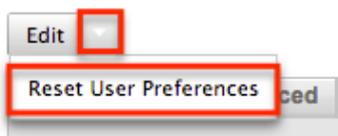
From edit view:

Max Jensen » Edit



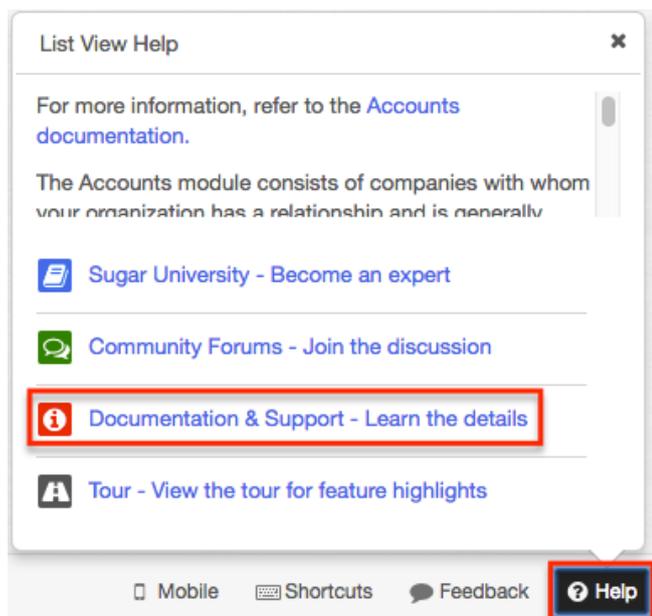
From detail view:

Max Jensen



Accessing Support

The SugarCRM Support page provides access to various Sugar Support resources such as the case portal, documentation, knowledge base, etc. Users can easily access the support page by clicking the Documentation & Support link in Sugar's [help](#) pane. To access Sugar's Support page outside of your instance, go directly to the [SugarCRM Support site](#) on your web browser.



The Get Started section of the Support page provides users, administrators, and developers with the appropriate resources to get them started in configuring, customizing, and utilizing the application. The Documentation and Knowledge Base sections provide access to Sugar's self-help area where you can learn how to use various parts of the application via online documentations and knowledge base articles. The Knowledge Base provides articles based on specific topics and areas of Sugar while the Documentation goes over the entire Sugar application in detail.

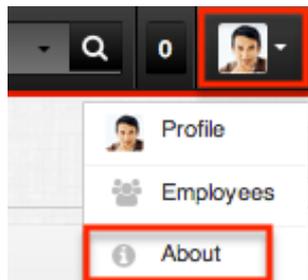
The Resources section provides key information such as: supported versions and platforms to ensure you are running Sugar in the best performing environment, customer resources to help you manage your Sugar subscription, view/download purchased orders, access the bug and case portal, etc. In addition, it provides guidelines for deploying Sugar on-site and requirements for setting up development environments.

The Training section directs you to the Sugar University page where you can find a variety of training options to help end users, administrators, and developers. You can find self-paced videos or e-courses, live training and webinars, personalized training, and pursue Sugar certification. The Community section navigates you to the SugarCRM community page where you can collaborate with other users, Sugar partners, and Sugar employees to answer questions, participate in discussions, solve problems, etc.

Viewing Instance Information

Users can find information regarding their version and build of Sugar by clicking their user name on the upper right of Sugar and selecting "About". For example,

this will be useful if you need to confirm the current version and edition of your instance.



Last Modified: 2018-06-01 18:49:05

User Interface

Overview

The user interface includes all of the visible elements users see and interact with while using Sugar including the headers, fields, subpanels, dashboards, etc. Knowing how to properly navigate around the application along with what the various layouts, options, and action items do in Sugar will be critical in managing your data in the system. This documentation covers the basics of Sugar's user interface as well as how to perform common tasks or operations in the application.

Sidecar Modules

This documentation will cover the user interface that was introduced in Sugar 7 called "Sidecar". Below is a list of modules which use the Sidecar user interface. Other modules continue to use the Legacy user interface which is described in detail in the [User Interface \(Legacy\)](#) documentation.

- Accounts
- Bugs
- Calls
- Cases
- Contacts
- Forecasts
- Home
- Knowledge Base
- Leads

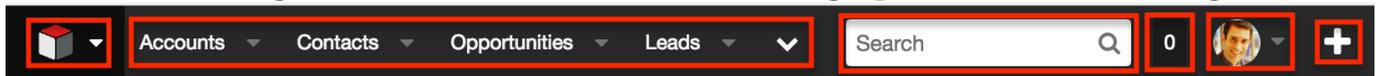
- Meetings
- Notes
- Opportunities
- Processes
- Quoted Line Items
- Quotes
- Reports
- Revenue Line Items
- Tags
- Targets
- Target Lists
- Tasks

Note: Custom modules created in Module Builder will utilize the Sidecar user interface. Custom modules installed to an instance prior to Sugar 7 that were not created in Module Builder will use the Legacy user interface upon upgrade to 7.x.

Navigation Bar

All pages within Sugar display a navigation bar spanning across the top of the screen. The navigation bar allows you to access the various modules (e.g. Accounts, Contacts, etc.), access your Home page, perform a global search, etc. You can configure the navigation bar via your user preferences to select which modules you want to display as well as their order. For more information, please refer to the [Layout Options](#) section of the Getting Started documentation.

The default navigation bar consists of the following options from left to right:

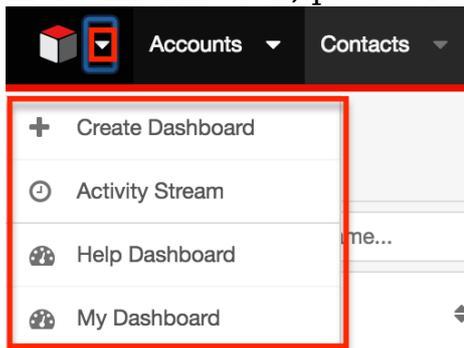


Navigation Bar Item	Description
Home	Click the Sugar Cube icon on the upper left to access your Home page dashboards as well as your Activity Stream.
Module Tabs	Both stock and custom modules can be displayed in the navigation bar. Click the module name to open its list view or click the triangle to the right of each module name to display the Actions, Recently Viewed, and Favorites menus.
Global Search	Enter keywords into the global search

	bar to search for records across all Sugar modules.
Notifications	View system notifications (if any) by clicking the notification box. The number shown indicates the count of unread notifications.
User Menu	Click the user profile image to open the user menu which allows access to your profile, the Employees module, etc.
Quick Create	Click the Plus icon to open the Quick Create menu which allows you to create records from anywhere in Sugar.

Home

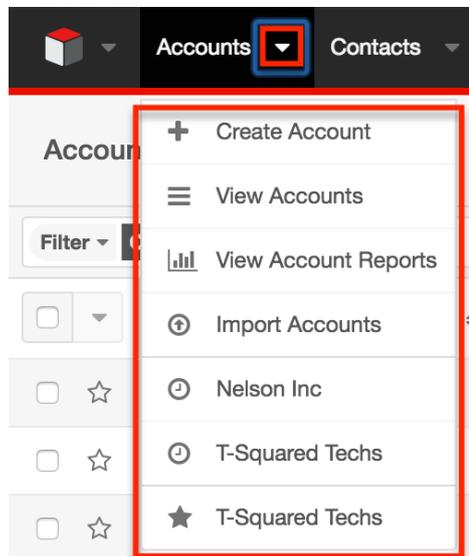
You can access your Home page from anywhere in Sugar by clicking the Cube icon at the top left of every page. Sugar's home page houses your dashboards and your activity stream. By default, the "My Dashboard" will display on your Home page and includes stock dashlets such as "Recent Tweets", "Pipeline", etc. Simply choose "Edit" from the actions menu on the top right of the dashboard to configure the dashboard to include only the dashlets you need. You can also access the Home page's activity stream to view user posts and record posts specific to records you are following. Clicking the triangle next to the Cube icon allows you to create a new dashboard, switch between dashboards, and access your activity stream. For more information, please refer to the [Home](#) documentation.



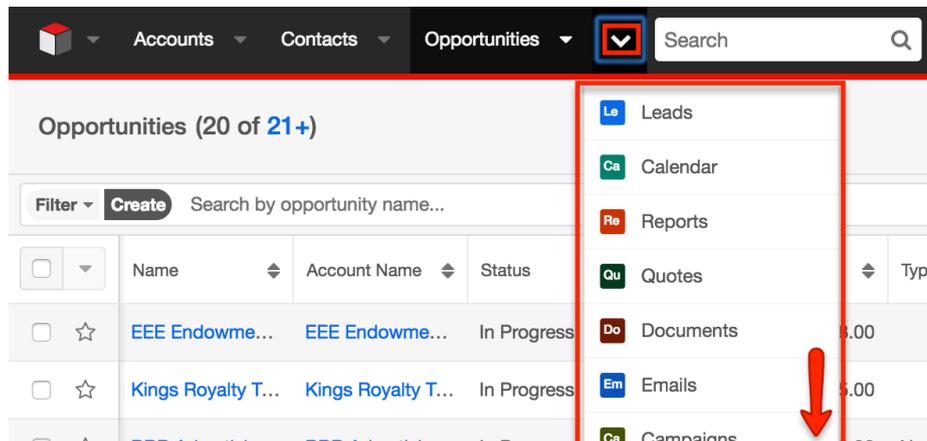
Module Tabs

Module tabs are located to the right of the Sugar cube icon on the navigation bar at the top of any Sugar screen. To access a specific module's list view, simply click the module's name. You may also click the triangle to the right of the name to

display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important actions within the module. The Recently Viewed menu displays the list of records you last viewed in the module. The Favorites menu displays the list of records you most recently marked as favorites in the module.



The number of displayed module tabs depends on your screen resolution as well as the size of your browser window. When your available modules do not fit within the navigation bar's width, clicking the down arrow to the right of the displayed modules allows you to select and navigate to the list view of the additional modules.



If you do not see a particular module tab in Sugar, please check the following:

- The module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user menu (upper right of Sugar), click "Profile", click the Advanced tab, and check the Layout Options section. If you see the module in the Hide Modules list, simply move it to the Display Modules list and save. For more information

on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.

- The administrator may have disabled the module for your entire Sugar instance. Reach out to your Sugar administrator to have the module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation.

Global Search

Global search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. The Global Search bar displays on the upper right of any Sugar page and utilizes full-text search to search throughout most fields and modules for an enhanced search experience.



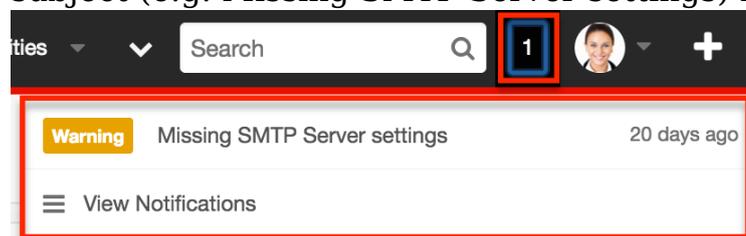
Clicking on the search bar will expand it across Sugar's navigation bar. To perform a search, type the search phrase into the search box, and the pop-up results will begin appearing once you enter at least one character. Click "View all results" at the bottom of the pop-up results to see and filter additional matches. To minimize the search bar, simply click anywhere outside of the search bar. For more information on using Global Search, please refer to the [Global Search](#) section of the Search documentation.

Once expanded, you will be able to access the Modules dropdown by clicking the down arrow on the far left of the search box. This allows you to restrict results to particular modules (e.g. Accounts, Contacts, etc.). For more information on configuring your global search, please refer to the [Search](#) documentation. Administrators can also enable or disable modules as well as control additional elements of global search via Admin > Search and Admin > Studio. For more information on these configurations, please refer to the [Field Options](#) section of the Studio documentation as well as the [Search](#) section of the System documentation.

Notifications

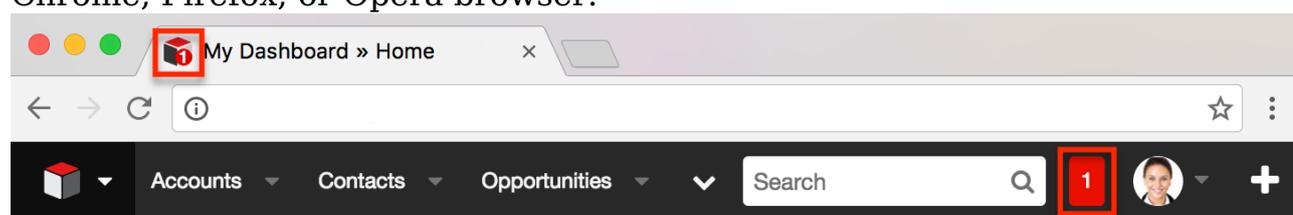
Sugar notifications relay key messages, warnings, and alerts which are relevant to the current user. The Notifications indicator is available to all users and is located on the upper right of the screen next to global search. The number displayed in the notifications box indicates the number of messages with a status of "Unread". A "0" will appear if there are no unread notifications. Clicking the number will reveal a

dropdown displaying your most recent notifications. From the open Notifications dropdown, click "View Notifications" in order to see all notifications in a list view. You can also navigate directly to a single notification's record view by clicking the subject (e.g. Missing SMTP Server settings) in the dropdown.



The favicon (SugarCRM cube icon) in your browser tab will also display the count of unread notifications. Please note that the favicon notification count only appears in the tab while logged into Sugar. When the notification count changes, the favicon's count will update within 5 minutes of the change or upon reloading the browser.

Note: The favicon count can only be viewed when accessing Sugar using the Chrome, Firefox, or Opera browser.



Notifications Severity Levels

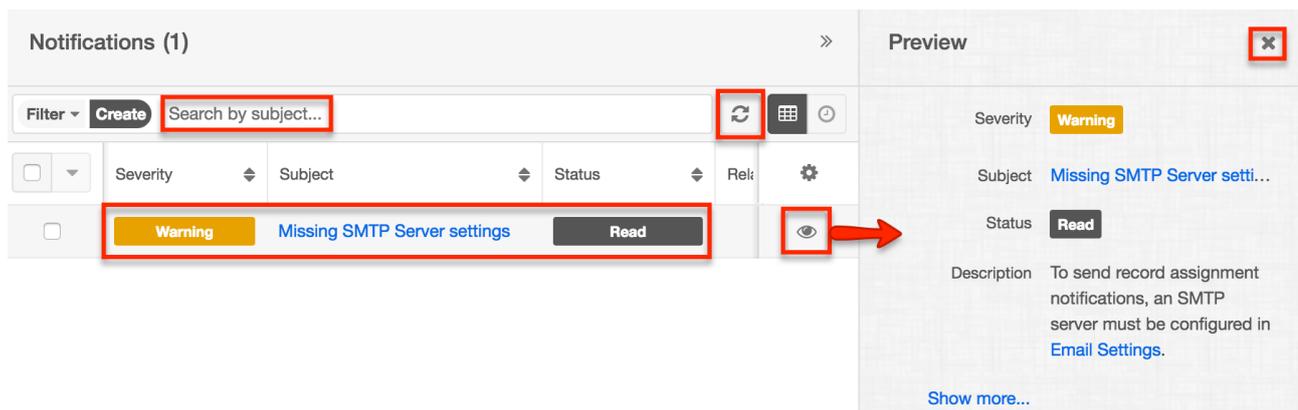
Each notifications will have one of four severity levels:

- **Alert (Red)** : Indicates something is critically wrong with your Sugar instance and needs the attention of your Administrator immediately
- **Warning (Yellow)** : Indicates something in your Sugar instance needs your attention or the attention of your Sugar Administrator to remedy
- **Information (Blue)** : Standard notification including reminders of an upcoming meeting, call, or task
 - **Note:** In order for a notification to appear, a newly created activity must be scheduled to begin at least one hour later than the time it was created.
- **Success (Green)** : Indicates the successful completion of an action or configuration change

Notifications List View

The Notifications list view displays all notification records meeting the current search criteria. For more information about searching for the desired records, please refer to the [List View Search](#) section. The following information and options are available from the list view:

- **Preview** : You can preview a notification's details by clicking the [Preview](#) button to the right of the notification. Close the preview by clicking the "x" at top right.
- **Refresh** : Update the current view to retrieve the latest list view results.
- **Severity** : The color-coded severity of each notification is displayed in the Severity column.
- **Status** : The Status field indicates whether or not a notification has been viewed. A notification will be automatically marked as "Read" if the record view is opened or the notification is previewed. You can also manually toggle the Status field by clicking its current value.
- **Record view** : To open a notification in record view, simply click the notification's subject.



Notifications Record View

The Notifications record view displays the details of a specific notification. The following information and options are available from record view:

- **Links** : If a notification requires actions within the Sugar application, a link may appear in the Description field. Clicking the link will take you to the related record or the area where action is needed.
- **Severity** : The color-coded severity of each notification is displayed.
- **Status** : The Status field indicates whether or not a notification has been viewed. A notification will be automatically marked as "Read" if the record view is opened or the notification is previewed. Users may also manually toggle the Status field by clicking its current value.

Warning Missing SMTP Server settings **Read** [View Change Log](#) »

Description
 To send record assignment notifications, an SMTP server must be configured in [Email Settings](#).

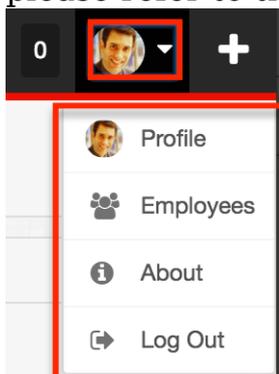
Related to Assigned to
 Administrator

Date Created Date Modified
 2015-07-15 13:16 by Administrator 2015-07-16 22:38 by Administrator

[Show less](#)

User Menu

Your profile icon appears in the upper right of Sugar; clicking it displays the user menu where you can access your profile, the Employees page, and view important version information about your instance. To upload a photo for your profile image, please refer to the [Getting Started](#) documentation.



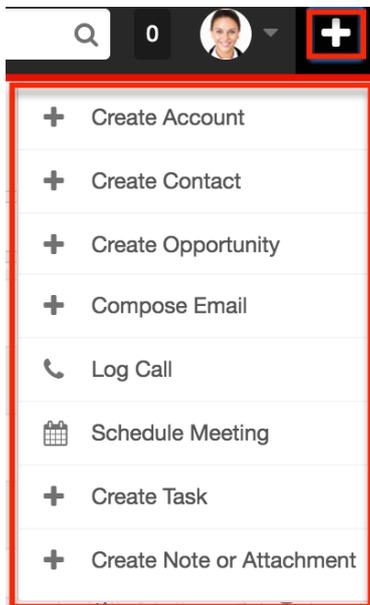
The user menu allows you to perform the following operations:

Menu Item	Description
Profile	View your user profile, change your password, and personalize various aspects of Sugar.
Employees	Navigate to the Employees module to search and view employee records. Users with administrative privileges can also create and edit employees in the system. Note: Every user is listed as an employee; however, every employee may not be a user in Sugar.

Admin	Navigate to the Admin page to configure and customize various aspects of your Sugar instance. Note: This option is only available if you are an administrator user or have or developer-type role access.
About	Navigate to the About page to view your instance's current Sugar edition, version, and build, as well as credits and source code references.
Log Out	Log out of your current user session. You will be directed back to the Sugar login page for your instance.

Quick Create

The Quick Create menu allows you to easily create new records from anywhere in Sugar. Simply click the Plus button on the upper right of any Sugar page to access the menu. Please note that a maximum of ten modules may be enabled to display in the Quick Create menu. Administrators can configure which modules are enabled and the order in which they appear via Admin > Configure Navigation Bar Quick Create. For more information, please refer to the [Developer Tools](#) documentation.



Clicking on an item in the Quick Create menu will open the record view form for the specific module. When using quick create while viewing an existing record where a relationship exists between the two modules, Sugar automatically relates

the new record to the one being viewed. For example, if you are viewing an account, ABC Company, and create a new contact via quick create, the Account Name field in the new contact will automatically populate with "ABC Company", thus creating the link between the two records.

All required fields will indicate "Required" in the field and must be completed prior to saving. Once the necessary information is entered, click "Save". If you do not wish to create the record, simply click the Cancel button. Please note that administrators have the ability to configure the record view layout via Admin > Studio. For more information on configuring record view layouts, please refer to the [Studio](#) documentation.

Note: Because the Quick Create drawer overlays the page from where it is launched, using the browser's back button will appear to send you back two pages instead of to the previous view. To return to the previous view, use the Cancel button instead.

Footer

Sugar's footer displays the SugarCRM logo, Mobile link, Shortcuts link, Feedback link, Help link, as well as links to enabled third-party integrations. Users can click these links to go back to their Home page, access the help pane, etc.

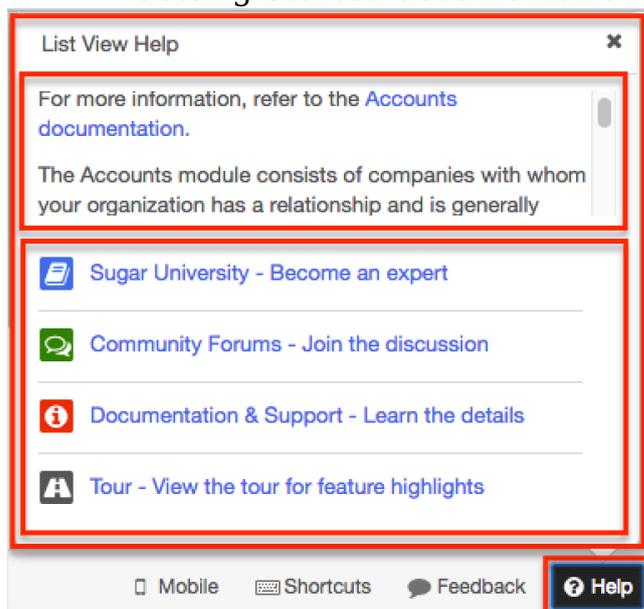


The following links are available in Sugar's footer:

- **Logo** : Click the logo on the bottom left of Sugar to return to your home page. Administrators can replace the SugarCRM logo with a custom logo via Admin > System Settings. For more information, please refer to the [System Settings](#) documentation.
- **Widgets** : Links for any installed third-party integrations will appear to the right of the SugarCRM logo.
- **Mobile** : When viewing Sugar via a touch-screen device, the Mobile link will appear allowing you to view Sugar's mobile site.
- **Shortcuts** : Access the Keyboard Shortcuts help page to view the various shortcut keys available to use along with a description of the actions they perform. For more information regarding the Keyboard Shortcuts help page, please refer to the [Accessibility](#) documentation
- **Feedback** : The Feedback window will pop up allowing you to communicate your overall satisfaction with Sugar. Once you have entered the necessary information, simply click "Send" to submit your feedback
- **Help** : Access the help pane via the Home page or a Sidecar module's list

view/record view (e.g. Accounts) by clicking the Help link. The top of the help pane provides a brief introduction to the current module and includes a link to the module's corresponding documentation. In addition, the following learning resource and Sugar 7 tour links are available in the help pane:

- **Sugar University** : Opens the Sugar University page where you can access information regarding online and live training, the Sugar certification program, etc.
- **Community Forums** : Opens the Community Forums page where you can collaborate with other users, Sugar partners, and Sugar employees to ask questions as well as participate in active discussions, help solve problems, etc.
- **Documentation & Support** : Opens the SugarCRM Support page where you can access the case portal, documentation, knowledge base articles, etc.
- **Tour** : Launches a quick tour to show key features of the user interface for the home page and Sidecar module page (e.g. Accounts) you are currently viewing. For more information regarding the Sugar 7 tour, please refer to the [Tour](#) section of the Getting Started documentation.



Creating Records

There are various methods for creating records in Sugar including basic creation, quick create, duplication, and import. The same record view layout opens when creating records by any of these methods and includes all of the relevant fields. Please note that administrators can configure the Record View layouts to tailor them to your organization's needs via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation.

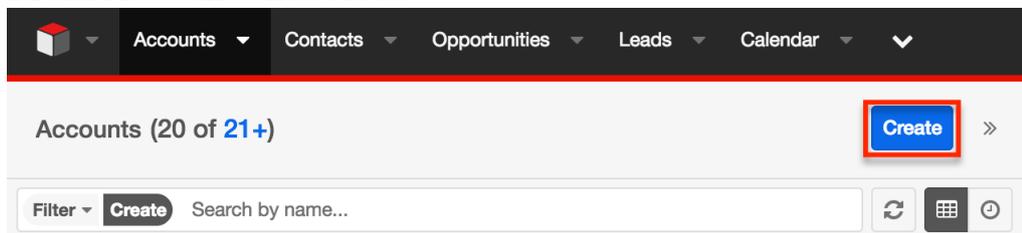
Basic Record Creation

The most common method of record creation is via the individual module itself using the Create button in the list view or the Create {Module} option in the module tab. This opens the record view layout in edit mode which allows you to enter all of the desired information.

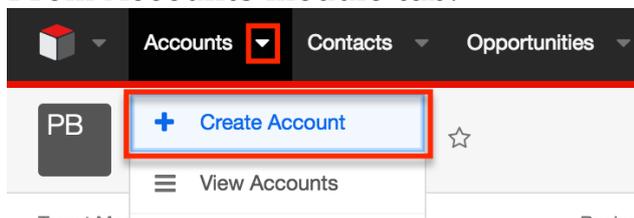
The following steps cover creating an account via the Accounts module as an example:

1. Click the triangle in the Accounts module tab to open the actions menu and select "Create Account". You can also click the Create button on the upper right of the Accounts list view.

- From Accounts list view:



- From Accounts module tab:



2. Enter appropriate values for the fields in the record view layout. All required fields will indicate "Required" in the field and must be completed prior to saving.
3. Once the necessary information is entered, click "Save".

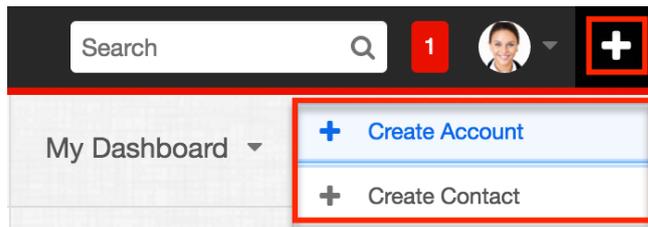
Creating via Quick Create

The Quick Create menu allows you to easily create new records from anywhere in Sugar. Simply click the quick-create button on the upper right of any Sugar page to access the menu.

Note: Administrators have the ability to enable or disable a module in the Quick Create menu. Also, some modules are not available to be enabled. For more information, please refer to the [Developer Tools](#) documentation.

The following steps cover creating an account via Quick Create as an example:

1. Open the Quick Create menu on the upper right of any Sugar page and select "Create Account".



2. Enter appropriate values in the fields in the record view form. All required fields will indicate "Required" in the field and must be completed prior to saving.
3. Once the necessary information is entered, click "Save".

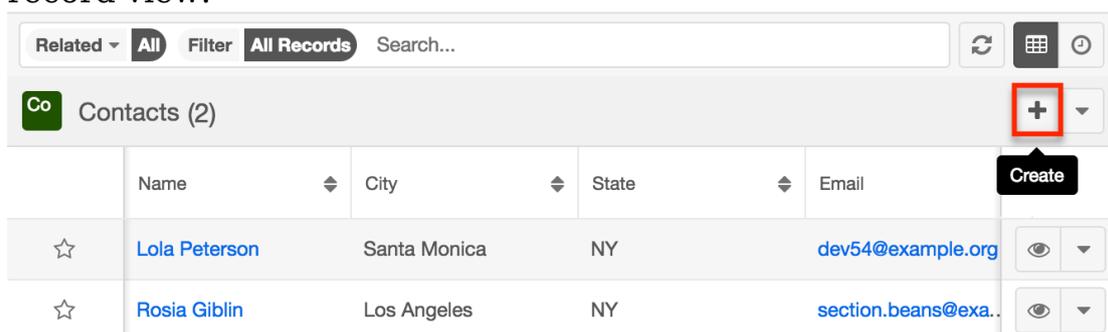
Creating via Subpanels

On [record views](#), beneath a record's fields, subpanels appear which contain related records from various modules. You can create a related record as well as link an existing record directly from the subpanel.

Note: Administrators have the ability to disable a module's subpanels for the entire instance via Admin > Display Modules and Subpanels. For more information, please refer to the [Developer Tools](#) documentation.

The following steps cover creating a contact via a Contacts subpanel as an example:

1. Click the Plus button on any Contacts subpanel on a related module's record view.



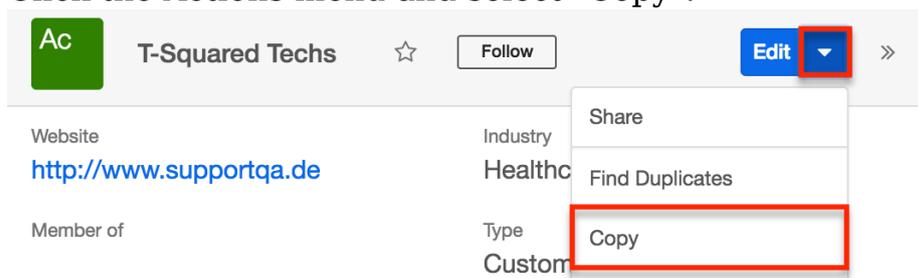
2. Enter appropriate values in the fields in the record view form. All required fields will indicate "Required" in the field and must be completed prior to saving.
3. Once the necessary information is entered, click "Save".

Creating via Duplication

You can also create a new record by duplicating an existing record. The Copy option is useful if the record you are creating has similar information to an existing record. Please note that existing subpanel relationships for the original record will not carry over to the duplicate.

The following steps cover creating an account by duplicating an existing account as an example:

1. Navigate to an account's record view.
2. Click the Actions menu and select "Copy".



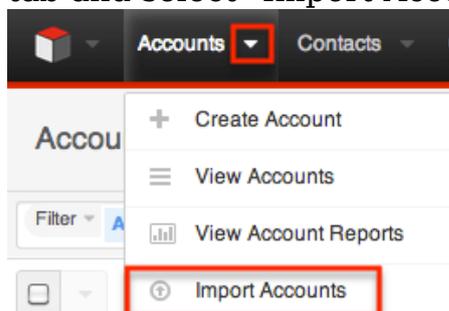
3. The displayed record view is pre-populated with the original account's values. Update the necessary fields, then click "Save".

Importing Records

The import function allows you to push multiple records of a single module into Sugar using a .csv file instead of creating them one-by-one. For more information, please refer to the [Import](#) documentation.

The following steps cover importing accounts as an example:

1. Click the the triangle to access the Actions menu in the Accounts module tab and select "Import Accounts".



2. In Step 1, select the import file and choose "Create new records only". Click "Next".
3. In Step 2, confirm the import file properties. Click "Next".
4. In Step 3, confirm the field mappings for the import. Click "Next".
5. In Step 5, view the import results.
 - The Created Records tab will show all of the new account records.
 - The Duplicates tab will show any records in the file that were

-
- identified as duplicates of existing records and thus not imported.
 - The Errors tab will show records that were not imported due to errors detected during import.

Viewing Records

Sugar records can be viewed from a variety of location including via the module's list view, record view, Recently Viewed menu, dashlets, and reports. Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

Viewing via List View

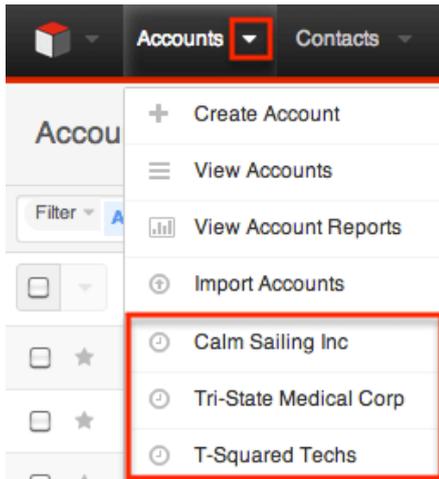
Each module's list view displays all of the module's records that meet the current search criteria. To access the list view, simply click the desired module tab. While list views only show key fields, you can click the record's name to open the record view and access additional details. For in-depth information about list views, please refer to the [List View](#) section of this page.

Viewing via Record View

Each record's record view displays thorough record information including all relevant fields followed by subpanels of related records belonging to various modules. The record view can be reached by clicking a record's name link from anywhere in the application. For in-depth information about record views, please refer to the [Record View](#) section of this page.

Viewing via Recently Viewed

As you work, Sugar will keep track of which records you have recently viewed. Click the triangle on the right of any module's tab to see a list of the 3 records you most recently viewed in that module. You can also click the triangle to the right of the Sugar cube icon to see records recently viewed from across all Sugar modules. Clicking a record name within these lists will open it in record view.



Viewing via Dashlets

Sugar Dashlets allow you to get a quick view of various records, activities, reports, etc. Dashlets may be added to your Home page or to the intelligence pane of any module's list view or record view. List View dashlets display lists of records and their desired fields. Clicking a record's name from any dashlet will open it in record view. For more information on using dashlets, please refer to the [Intelligence Pane](#) documentation.

My Contacts			My Opportunities		
Name	Title	Office Phone	Name	Likely	Status
Rosalinda Burgan	IT Developer	(956) 507-5576	Kings Royalty Trust - 1...	\$5,695.00	In Progress
Emerita Cooke	VP Operations	(463) 864-8019	Arts & Crafts Inc - 119 ...	\$2,395.56	In Progress
Laurena Colletti	VP Sales	(595) 054-5005	Lexington Shores Corp...	\$1,703.00	In Progress
Murray Dagley	IT Developer	(084) 457-3446	Green Tractor Group Li...	\$4,001.11	In Progress
Soila Swindell	Director Operations	(465) 758-0462	Kaos Trading Ltd - 148 ...	\$1,760.00	In Progress
More contacts...			More opportunities...		

Viewing via Activity Streams

The activity stream allows you to see record changes and user posts relevant to records you are following in Sugar. Activity stream posts will display records when that record was modified or when a user mentions the record in their post.

Clicking the record's name link will open its record view. You can also preview the record directly from the activity stream by clicking the [Preview](#) button to the right

of the post. For more information on viewing records via the activity stream, please refer to the [Activity Streams](#) documentation.

The screenshot displays a CRM interface with two main sections: an activity stream on the left and a record preview on the right. The activity stream shows a list of actions, with the first entry, 'Linked **Extended Support 5k** to T-Squared Techs.', highlighted by a red box. A red arrow points from this link to the preview pane. The preview pane shows details for the 'Extended Support 5k' opportunity, including the account name 'T-Squared Techs', expected close date '2016-11-30', and likelihood values: Likely \$5,000.00, Best \$5,000.00, and Worst \$5,000.00. Below the preview, there is a 'Show more...' link and a list of related activity stream entries.

Viewing via Preview

Record previews are accessible anywhere you see the Preview button (eye icon), usually to the right of a record's row. Click on the preview icon to expand or refresh the intelligence pane and view details about the record without leaving the current page. Record previews are available from list views, subpanels, duplicate search, Search and Select drawers, and activity stream posts.

In the preview, Sugar displays the topmost fields from the module's record view and the record's most recent activity stream entries in the intelligence pane. To view all of the fields that are on the record view, click "Show more...". From module list views, left and right arrow buttons at the top of the intelligence pane allow you to preview the next or previous record of the current list. To close a preview, simply click the "X" in the corner of the intelligence pane.

The screenshot shows a CRM interface with a 'Create' button and a 'Preview' section. The main area displays a list of contacts with columns for Name, Office Phone, and a status icon. The contact 'Cherie Allen' is selected, and a red box highlights the eye icon next to her name. A red arrow points from this icon to the preview panel on the right. The preview panel shows Cherie Allen's profile, including her avatar, name, title (Senior Product Manager), mobile number, department (Product Management), and account name (Smith & Sons). It also lists tags like 'decision maker' and a 'Show more...' button. Below the profile, there are three activity items: 'Linked Cherie Allen to Extended Support 5k. Administrator 3 minutes ago', 'Linked Needs api key to Cherie Allen. Administrator 5 minutes ago', and 'Linked decision maker to Cherie Allen. Administrator 20 hours ago'.

Name	Office Phone	Status
Nigel Eastman	(084) 622-5088	A
Cherie Allen	(883) 188-5185	Ji
Ramona Costillo	(078) 218-5715	S
Arlene Ewert	(991) 080-7946	Ji
Kay Plante	(375) 289-8573	S
Shawnta Marq...	(811) 056-4550	S
Vito Lipson	(097) 898-9904	S
Darnell Blohm	(921) 869-5068	C
Cinderella Gildea	(599) 872-1931	S
Carley Fillion	(522) 705-3416	M
Sari Lall	(378) 867-4149	M
Lorri Esper	(486) 265-9910	S
Rudolf Caffee	(740) 664-8516	S
Arnold Tomson	(031) 904-7802	M

Viewing via Reports

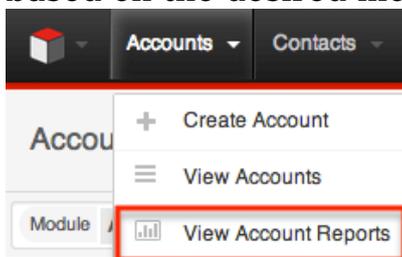
The Reports module allows you to build, run, and manage reports to gather key record information. In addition to only displaying the fields and relationships you desire, reports can utilize complex filters to display specific subsets of your records. Once a report is run, you can click any record's name link in the results to open its record view. Please note that you can only directly access record views with Rows and Columns-type and Summation with Details-type reports as Summation-type and Matrix-type reports do not include hyperlinks in their display columns. For more information on using reports, please refer to the [Reports](#) documentation.

Name: Accounts Report **Type:** Rows and Columns Report
Modules: Accounts, Accounts > Email Address **Teams:** Global
Display Columns: Name, Email Address **Assigned to:** Admins
Schedule: None
Filters: None

(1 - 53 of 53)

Name	Email Address
ABC Company	abc@example.com
Evermore Company	evermore@example.com

In addition to navigating to the Reports module and finding or building relevant reports, you can use the View {Module} Reports option to see only the reports based on the desired module.



Please note that your ability to access reports may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you cannot access the Reports module.

Searching for Records

Each module's list view includes a list view search to help you easily locate records in a module-specific manner. Matching records will be displayed in the list view below. Global search allows users to search for information across their entire Sugar database rather than restricting searches to a specific module. In both searches, Sugar automatically appends the wildcard character (%) to the end of your search phrase. This allows the system to retrieve all records that start with the keyword entered in the search. If you would like to broaden the search, you can use the wildcard at the beginning of your text as well (e.g. %services). This will pull up any record that has the word "services" in the name, regardless of how it starts or ends.

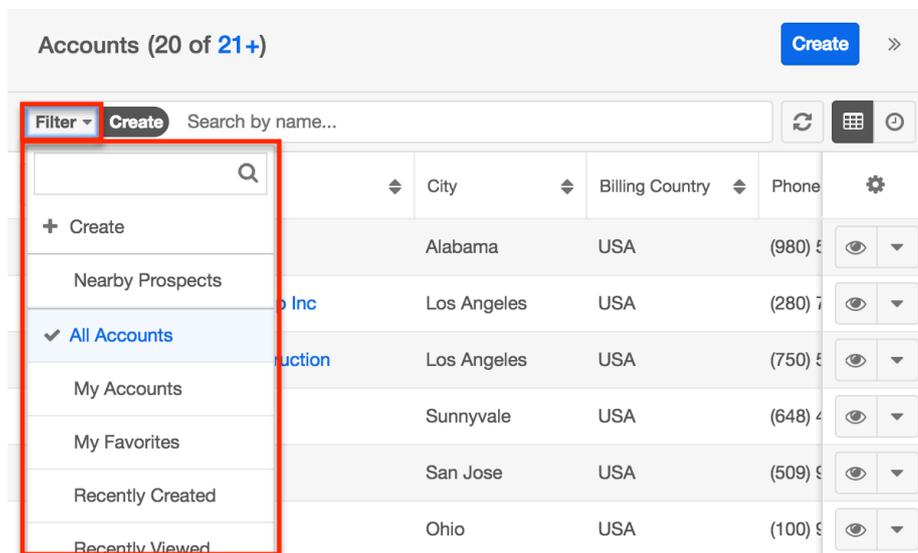
Global Search

For a brief introduction to global search, please refer to the [Global Search](#) section of this page. For in-depth information on both search methods as well as how wildcards are used in the different methods, please refer to the [Search](#) documentation.

List View Search

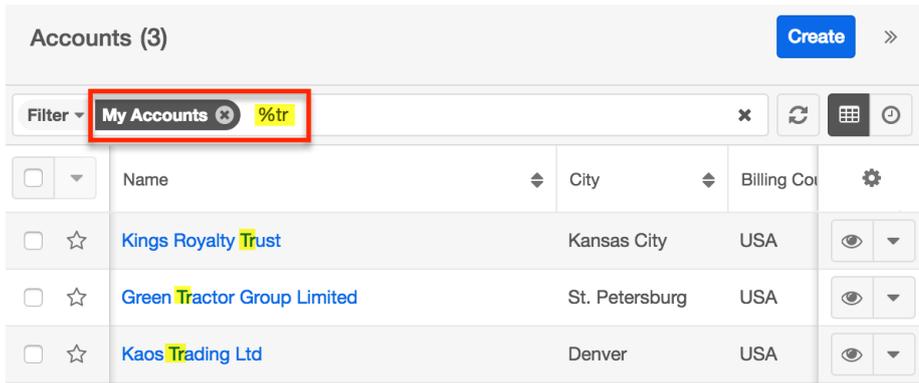
List view search enables users to easily search by the record's name within an individual module and pull up matching records in the list view. The search also provides a Filter option allowing you to narrow your search further using the available options as follows:

- **Create** : Create a new custom filter which you can use to filter your search
 - **Note:** You can also click "Create" to the right of the Filter option.
- **All "Module Name"** : Returns all records in the module (e.g. Accounts) to which you have access
- **My "Module Name"** : Returns only records assigned to you
- **My Favorites** : Returns only records you have marked as favorites
- **Recently Created** : Returns only records you created in the module within the last 7 days
- **Recently Viewed** : Returns only records you have viewed in the module within the last 7 days



The screenshot shows the 'Accounts' list view in SugarCRM. At the top, it says 'Accounts (20 of 21+)' and has a 'Create' button. Below this is a search bar with 'Search by name...' and a 'Filter' dropdown menu. The 'Filter' menu is open, showing options: '+ Create', 'Nearby Prospects', 'All Accounts' (selected), 'My Accounts', 'My Favorites', 'Recently Created', and 'Recently Viewed'. The main table below shows columns for 'City', 'Billing Country', and 'Phone'. The first few rows are: Alabama, USA, (980) 5...; Los Angeles, USA, (280) 7...; Los Angeles, USA, (750) 5...; Sunnyvale, USA, (648) 4...; San Jose, USA, (509) 5...; and Ohio, USA, (100) 5...

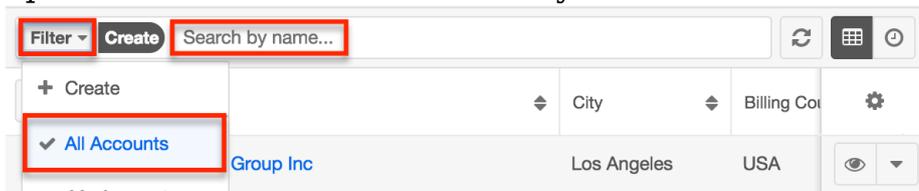
When you choose a filter, Sugar will return records that match both the selected filter and any name provided in the open Search box in the filtered list view results. For example, if you select "My Accounts" in the Filter options and enter a query in the Search box, Sugar will only return account records that are assigned to you and have names that match the search term. Once the search is complete, the relevant results will populate in the [list view](#) below the search bar.



Note: The yellow highlighting in this image has been added for effect and will not appear in the application.

When you perform a search using a filter from the filter list, the filter will continue to apply if you navigate away from and then return to the module's list view. Any text query entered in the open Search box, however, will not be preserved.

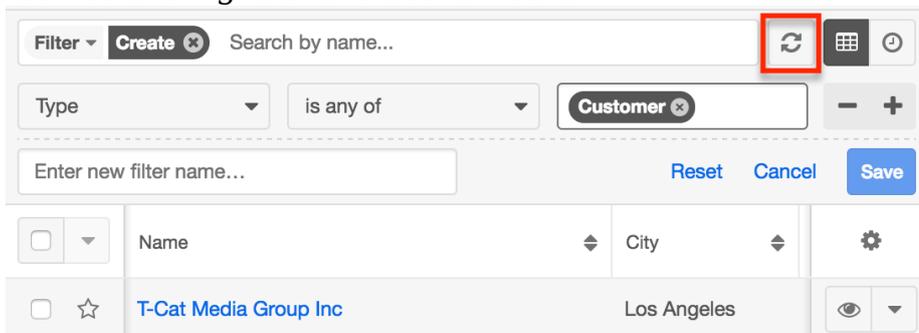
To see all account records to which you have access, simply select the All Accounts option in the filter and remove any text from the search bar:



To clear an applied filter, click the "x" on the selected filter option (e.g. My Accounts) in the Search box; to clear a text query from the search, click the "x" on the right end of the search box:



To update the filtered list view with the most recent results, click on the Refresh icon to the right of the search box:



Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation. Administrators can configure what fields appear on the List View Search via Admin > Studio for certain modules. For more information on editing layouts, please refer to the [Studio](#) documentation.

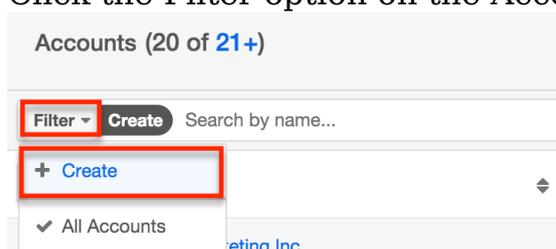
Creating a Filter

Users can also create new filters via the Create option in the Filter list of the search bar. This allows users to add custom, complex filter options when searching in the module's list view. You have the option to add multiple fields to your new filter by clicking the Plus button to the right of the filter selection dropdown lists and set select operators along with their value(s). A filter's criteria need to be true for a record in order for it to appear in the list view search result. Additionally, filters with no specified values may be saved as a custom filter to act as a filter template when a user often searches using the same fields but with varying values. Please note that only fields you have view access for will appear in the Filter list when creating a search filter.

When you run a search using a created filter, the search will be preserved when you navigate away from the module. Returning to the list view will automatically display the results of your last filter.

The following steps cover creating a new Assigned to filter in the Accounts module as an example:

1. Click the Filter option on the Accounts search bar then select "Create".



- You can also click "Create" to the right of the Filter option.
2. Select the field you wish to add to your filter as well as the condition and matching criteria.
 - **Note:** Only fields you have view access for will be available to add in the Filter list.
3. To add additional fields to the new filter, click the Plus button to the right of the filter.
 - To remove fields from the new filter, click the Minus button to the right of the filter.

- To clear any filter values (e.g. Will Westin), simply click the "x" to the right of the value or select "Reset" to the left of the Save button.



The list view will automatically display results matching your filters as you create and modify the criteria. To view the most recent matching records for an existing filter, click on the Refresh button to the right of the search box.

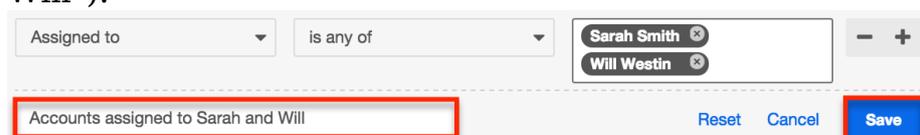
Note: When filtering a relate field using "is any of" or "is not any of", you can select up to 20 values.

Saving a Filter

Saving a filter will preserve the chosen fields as well as the condition(s) of the matching value(s). Additionally, it will allow users to easily select previously created and saved filters from the Filter options.

The following steps cover saving a new search by Name filter for the Accounts module as an example:

1. Create a [new filter](#) to perform a search on your desired fields.
2. Enter a name for the new filter (e.g. "Accounts assigned to Sarah and Will").



3. Click "Save" to add this filter to the module's Filter options.

You can also create and save a filter without entering any filter values (e.g. Sarah Smith) if you wish to enter new values each time you utilize the filter. When re-using the filter simply enter the appropriate filter value(s) and the list view will display the matching results. Once you are done with the filter, click "Reset" to the far right of the filter's name to clear the filter value(s).

The custom filter can always be edited as necessary by selecting the filter and updating the fields, conditions, values, etc. via the filter details panel. Once the necessary updates have been made, click "Save" to preserve the changes.

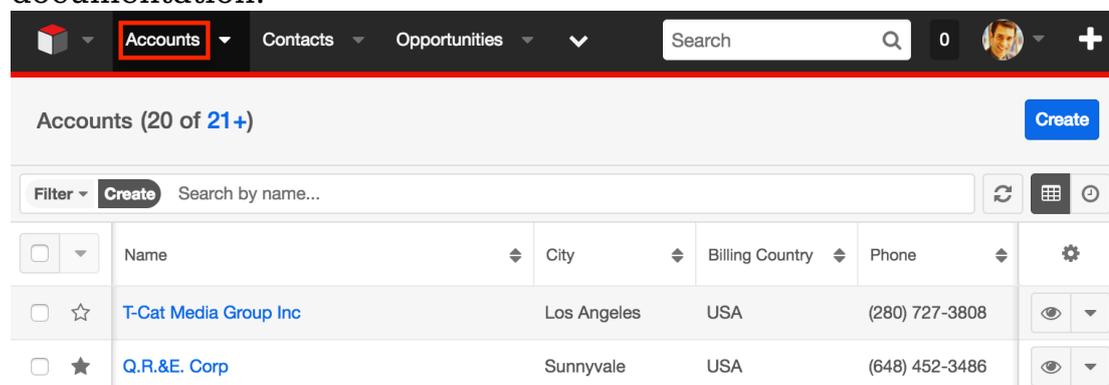
Please note that you can easily delete custom filters by selecting the filter (e.g.

Accounts assigned to Sarah and Will) from the Filter list, clicking the filter's name on the Search bar, then clicking "Delete" on the filter details panel.

List View

A module's list view displays all records meeting the current search criteria and to which users have access. You can view the basic details of each record within the field columns of the list view or click the record's name to open the record view. To access a module's list view, simply click the module tab (e.g. Accounts) in the navigation bar at the top of Sugar.

Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.



<input type="checkbox"/>	Name	City	Billing Country	Phone	
<input type="checkbox"/>	T-Cat Media Group Inc	Los Angeles	USA	(280) 727-3808	<input type="checkbox"/>
<input type="checkbox"/>	Q.R.&E. Corp	Sunnyvale	USA	(648) 452-3486	<input type="checkbox"/>

Users with administrator or developer access have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation.

Total Record Count

The list view displays the total count of records (e.g. "20 of 21+") on the upper left of the page next to the module name (e.g. Accounts). The count will capture the total number of records displayed on the current set of list view results. If there are additional records in the list view results set, a hyperlinked number (e.g. "21+") will display to the right of the initial count. Simply click the hyperlinked number in the parentheses to view the total count of all records in the list view result set.



Please note that, by default, Sugar displays 20 records per list view results set, but administrators can change the number of records displayed via Admin > System Settings. For more information, please refer to the [System](#) documentation.

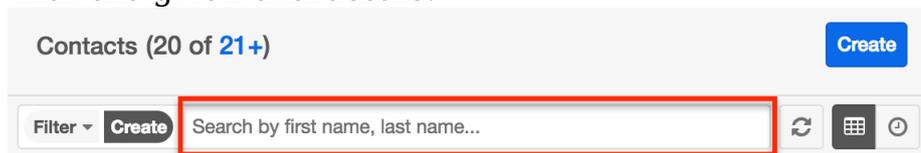
Create Button

The Create button on the upper right of the module's list view allows users to easily create new record's in the module. Once you click the button, the module's record view layout opens where you can enter all of the relevant information to create the new record. Please note that administrators can configure the Record View layout via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation.



List View Search

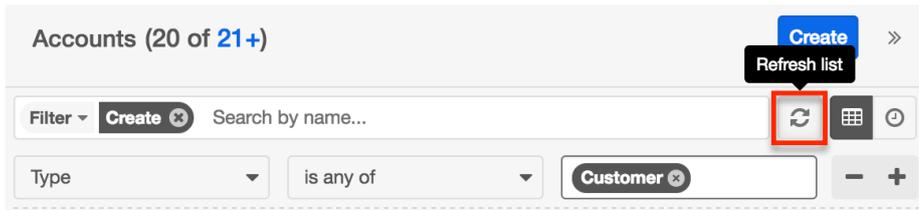
To search for a specific record within a module or for a list of module records filtered by name, use the search bar located above any module's list view. Start typing a word into list view search and Sugar will retrieve all records that start with the given characters.



List view searches also support the system wildcard character (%) to retrieve results that contain certain characters in their name or title. For more information about performing module-specific searches via list view, please refer to the [Search](#) documentation.

Refreshing Search Results

The list view's Refresh button provides a quick way to reload the results of any filtered or unfiltered list view without reloading the browser or losing any filter or search criteria you may have set. Simply click on the Refresh button to the right of the search box to load the most current list of matching records.



Checkbox Selection

Users can perform various types of actions on module records by first selecting the desired records from the module's (e.g. Contacts) list view. To select individual records from the list view, mark the checkbox on the left of each record row.

<input type="checkbox"/>	Name	Title	Account Name	Email	
<input checked="" type="checkbox"/>	Maria Greenan	VP Operations	South Sea Plu...	the59@exampl...	
<input type="checkbox"/>	Mattie McGuffey	VP Sales	Riviera Hotels	hr.dev@exampl...	
<input checked="" type="checkbox"/>	Jackeline Besser	VP Sales	Sandean Cons...	info.vegan.kid...	

To select all records displayed on the current set of list view results, click the checkbox to the left of the Actions menu. Please note that a dialog will appear below the list view's column headers indicating that you have selected all records on the list view's current result set (e.g. 20). To select all records in the search results, click "Select all records" in the dialog.

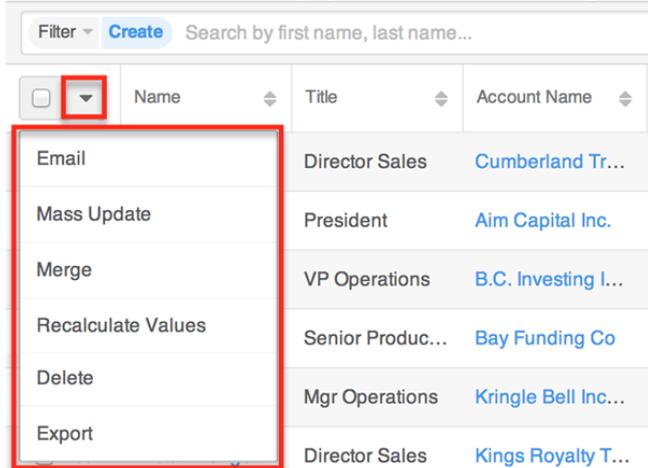
<input checked="" type="checkbox"/>	Name	Title	Account Name	Email	
You have selected all 20 records in this view. Select all records in the result set.					
<input checked="" type="checkbox"/>	Maria Greenan	VP Operations	South Sea Plu...	the59@exampl...	
<input checked="" type="checkbox"/>	Mattie McGuffey	VP Sales	Riviera Hotels	hr.dev@exampl...	

If you wish to clear the selection for all records on the list view result set, simply click "Clear selections" in the dialog. You can also clear the selections for all records by clicking the checkbox option again to remove the check marks.

<input checked="" type="checkbox"/>	Name	Title	Account Name	Email	
You have selected all 139 records in the result set. Clear selections.					
<input checked="" type="checkbox"/>	Maria Greenan	VP Operations	South Sea Plu...	the59@exampl...	
<input checked="" type="checkbox"/>	Mattie McGuffey	VP Sales	Riviera Hotels	hr.dev@exampl...	

Mass Actions Menu

The Mass Actions menu to the right of the checkbox option allows you to perform various actions on the currently selected records. Please note that the actions available to perform will vary between each of the modules. To access the Mass Actions menu simply click the triangle next to the checkbox option.



For more information on the actions available within a specific module, please refer to the list view section in the application guide pertaining to that module. The most common actions available in the Mass Actions menu are as follows:

Menu Item	Description
Email	For modules which include an Email field, send an email to one or more records' email addresses
Mass Update	Mass update one or more records at a time
Merge	Merge two or more duplicate records
Recalculate Values	For modules with a calculated field, updates calculated values to reflect recent changes to calculated fields made via Admin > Studio
Delete	Delete one or more records at a time
Export	Export one or more records to a CSV file

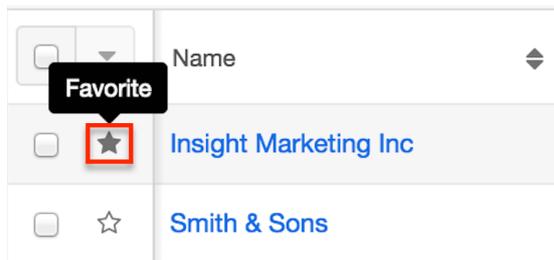
The following sections will cover the most common type of actions available in the Mass Actions menu.

Favorite Designation

Users have the option to mark records as favorites via a module's list view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via the search filter's My Favorites option or from the module tab's Favorites option. In the module's list view, the star on the left of each record's row is orange once marked to indicate a favorite record. For more information on how to mark records as favorites, please refer to the [Favoriting Records](#) section of this documentation.

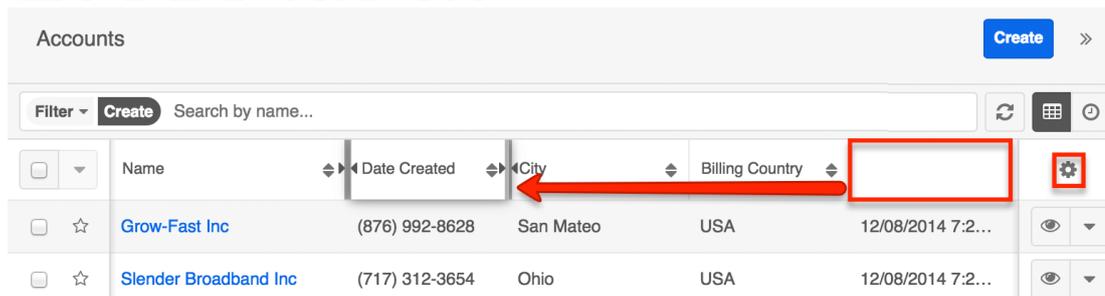
The following steps cover marking records as favorites via the Accounts list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [List View Search](#) to find the Account records you wish to mark as favorites.
3. Mark the star icon on the left of each desired account's row.
4. To remove the account as a favorite, click the star again to revert it to white.



Column Reordering

List view provides the ability to reorder columns by dragging and dropping the title of the column to the desired location. The new column order will remain for a user upon subsequent visits to the module until the user's browser cache is cleared. You can reset the column order back to the default view by clicking the Gear icon to the far right of the list-view column headers and selecting "Reset default view". Please note that this option only appears if the current column order differs from the default order.



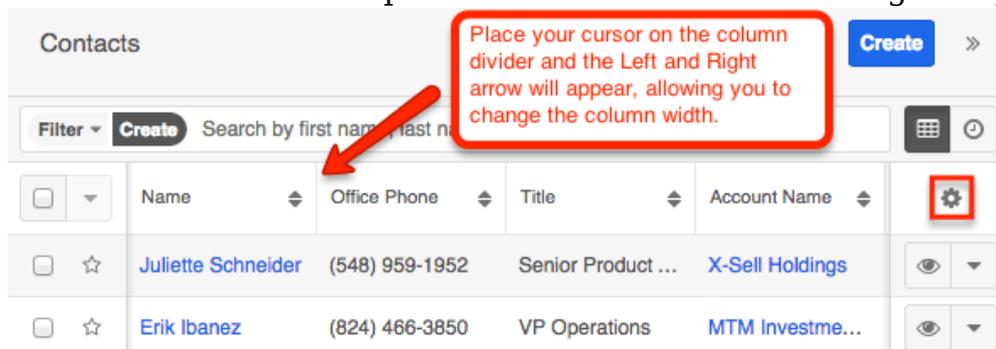
Column Resizing

Users can easily adjust the size of columns in list views per their viewing preference. Simply place your cursor on the column divider, and when the Left and Right arrow appears, click and drag the column to the desired size.

The set column width will be preserved when you navigate away from the page. Sugar will render the preferred column size across sessions until the user removes or resets the relevant browser cookies. You can reset the column width back to the default size by clicking the Gear icon to the far right of the list-view column headers and selecting "Reset default widths". Please note that this option only appears if at least one of the column widths in the current list view is different from the default column width.

Changes to the column width made by administrators in Studio are only respected if the user has not resized the specific column in the list view. The column width set by the user will supersede the default column width configured in Studio until the user resets the list view back to the default widths. For more information how admins can set column widths, please refer to the [Studio](#) documentation.

Note: Sugar enforces a minimum width for currency fields (e.g. Best, Likely, etc.) in list view columns to prevent the columns from being collapsed beyond this limit.



Column Sorting

Sugar's list view provides users the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. You can click the column header again to reverse the sort order.

Note: List views may only be sorted by one column at a time and cannot be sorted by custom relate fields or the Tags field.

Name	City	Billing Country	Phone
Complete H...	San Jose	USA	(977) 668-5...

Column Selection

Sugar gives users the ability to personalize the list view by specifying which fields they want to be displayed in the list view. You can click the Column Selection icon to the far right of the list-view column headers to see the list of available fields. Click a field name to toggle whether or not it is included as a column in your list view. Please note that administrators have the ability to configure what fields are available to display in the list view via Admin > Studio. For more information on configuring fields to display in the list view, please refer to the [Studio](#) documentation.

Name	City	Phone	User	Email Address	
T-Cat Media Group Inc	Sunnyvale	(549) 630-4501	Sarah Smith		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> City <input type="checkbox"/> Billing Country <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> User <input checked="" type="checkbox"/> Email Address <input checked="" type="checkbox"/> Date Modified <input type="checkbox"/> Date Created
24/7 Couriers	Ohio	(336) 324-1582	Jim Brennan		
Green Tractor Group Limited	Persistence	(683) 122-1466	Sarah Smith		
Income Free Investing LP	Santa Fe	(813) 111-5513	Max Jensen		
360 Vacations	San Francisco	(550) 845-8172	Max Jensen		
5D Investments	Sunnyvale	(207) 340-7174	Chris Olliver		
A.D. Importing Company Inc	Sunnyvale	(500) 906-5376	Chris Olliver		
Chandler Logistics Inc	San Francisco	(181) 915-8130	Sally Bronsen		

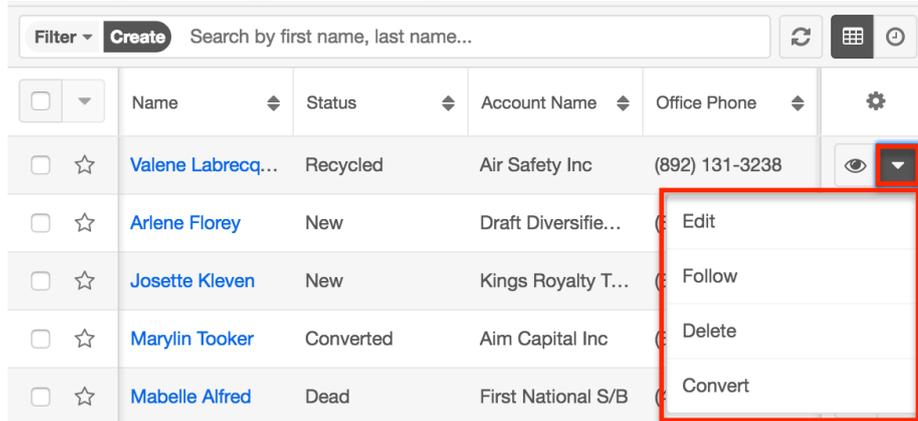
Preview

Users can preview a record's details directly from the module's list view by clicking the Preview icon to the far right of each record's row. Please refer to the [Viewing via Preview](#) section of this page for more information.

Contacts (20 of 21+)					Create	Preview	
Filter	Create	Search by first name, last name...					
Name	Title	Account Name	Email				
Cherrie Allen	Senior Product...	Smith & Sons	hr.sugar.b			<div style="border: 1px solid #ccc; padding: 5px;"> <p>Preview < > x</p> <p>Avatar </p> <p>Name Cherrie Allen</p> <p>Title Senior Product Manager</p> </div>	

Record Actions Menu

The Record Actions menu to the right of each record's Preview button allows users to edit, follow, delete, etc. specific records directly from the list view. For example, users have the ability to inline edit the display column fields directly from the list view by clicking the triangle next to the Preview icon then selecting "Edit".



The options in the Record Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this record
Follow	Follow this record
Delete	Delete this record
Convert	For the Leads module, convert this lead

More Records

The list view loads an initial number of records meeting the current search criteria with the option to show additional results at the user's request. By default, Sugar displays 20 records per list view results set, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation. To load the next set of list view results, simply click the More "Module Name" (e.g. More accounts) link at the bottom of the list view.

<input type="checkbox"/>	<input type="star"/>	Cloud Cover Trust	Persistence	USA	(683)	<input type="eye"/>	<input type="dropdown"/>
<input type="checkbox"/>	<input type="star"/>	RRR Advertising Inc.	Persistence	USA	(813)	<input type="eye"/>	<input type="dropdown"/>
More accounts...							

SUGARCRM Mobile Shortcuts

Activity Stream

The module's activity stream displays user posts made directly via the module as well as record posts relevant to the module record. To view the module's activity stream, simply click the Activity Stream button to the right of the list view's search bar. For more information on how to add posts to the activity stream, please refer to the [Activity Streams](#) documentation.

You can add comments to posts using the comment button to the far right of each post. You can also preview the record referenced in record posts by clicking the [Preview](#) button to the right of each post. The activity stream can be filtered to only display certain messages (e.g. Messages for Create, Messages for Update, etc.) by clicking "Filter" above the post input box and selecting the desired message type. You can also refresh the activity stream to view its latest entries by clicking the Refresh button to the right of the filter area.

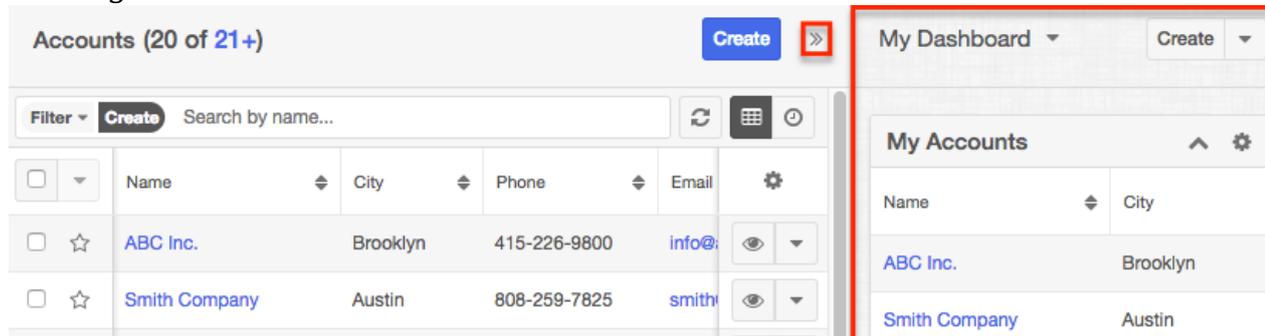
The screenshot shows the SugarCRM interface for the 'Accounts' module. At the top, there is a 'Filter' dropdown menu which is currently open, displaying a list of message types: 'All Activity Stream' (with a checkmark), 'Messages for Create', 'Messages for Link', 'Messages for Post', 'Messages for Unlink', and 'Messages for Update'. To the right of the filter area, there are three icons: a refresh icon (circular arrow), a grid icon, and a power icon. Below the filter area is a text input field with a 'Submit' button. The main area displays a list of activity stream entries, each with a user profile icon, name, and a 'Comment' icon (speech bubble) and a 'Preview' icon (eye).

Intelligence Pane

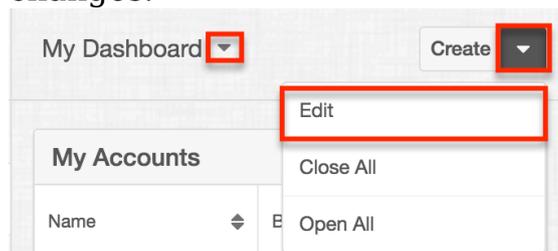
To the right of list views, an intelligence pane displays useful Sugar data via various dashlets. Each module's list view has a uniquely configurable intelligence pane that can host one or more contextual dashboards for that particular module.

On the upper right of the module's list view there is a double-arrow icon that allows users to expand the list view to full-screen width. The intelligence pane to

the right of the list view will be hidden when the list view is expanded. To reduce the list view's width and reveal the intelligence pane, simply click the double-arrow icon again.



By default, the list view's intelligence pane displays the "My Dashboard" which can be uniquely configured for each Sidecar module's list view. Select "Edit" from the Actions menu at the top of the intelligence pane to rename the dashboard, make layout changes, and add additional dashlets (e.g. My Activity Stream, related module list view dashlets). Be sure to click the Save button to preserve any changes.



You may choose to create additional dashboards within the list view's intelligence pane by clicking the Create button. For more information on working with dashboards and dashlets, please refer to the [Intelligence Pane](#) documentation.

Record View

The module's record view displays thorough information regarding the record such as name, email address, phone number, etc. Beneath the fields, you can toggle between viewing a record's [subpanels](#) of related records (e.g. Opportunities, Leads, etc.) and the record's activity stream. The record view can be reached by clicking a record's link from anywhere in the application including from the module's list view.

Please note that you will only be able to view a record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#)

documentation. Users with administrator or developer access have the ability to change the record view by configuring the layout via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation.

The screenshot shows a user record for Cherrie Allen. At the top left is a green 'Co' logo. To its right is the name 'Cherrie Allen', a gray star icon, and a 'Follow' button. Further right are navigation arrows and an 'Edit' button with a dropdown arrow. Below this header, the record details are displayed in two columns. The left column contains 'Title' (Senior Product Manager), 'Department' (Product Management), and 'Account Name' (Smith & Sons). The right column contains 'Mobile' ((135) 692-6778), 'Do Not Call' (with an unchecked checkbox), and 'Email' (hr.sugar.beans@example.name and info.beans.phone@example.de).

Favorite Designation

Users have the option to mark records as favorites via the module's record view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via the search filter or from the module tab. In the module's record view, the star to the right of the record's name is gray once favorited.

This screenshot is similar to the previous one, but the star icon next to the name 'Cherrie Allen' is now filled with gray. A red box highlights the star, and a black tooltip with the word 'Favorite' in white text points to it. The 'Following' button is now visible instead of 'Follow'. The rest of the record details remain the same.

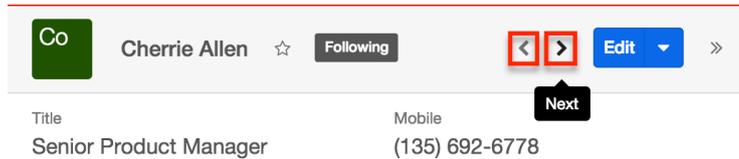
Following Designation

Users can also choose to follow specific records to which they have access to in Sugar by clicking the Follow button to the right of the record's name. The ability to follow records allows each user to personalize their activity stream by specifying which records' posts should appear on the activity streams displayed on their Home page and in module list views. Please note that you will automatically follow records that you create as well as records that are assigned to you. You will not, however, automatically follow records you import. Should a user lose access to a record in Sugar, they will automatically stop following that record. Instructions for toggling the Following button on a record view, please refer to the [Following via Record View](#) section of this documentation.

This screenshot is similar to the previous ones, but the 'Follow' button is highlighted with a red box. The star icon is gray, and the 'Following' button is not visible. The rest of the record details remain the same.

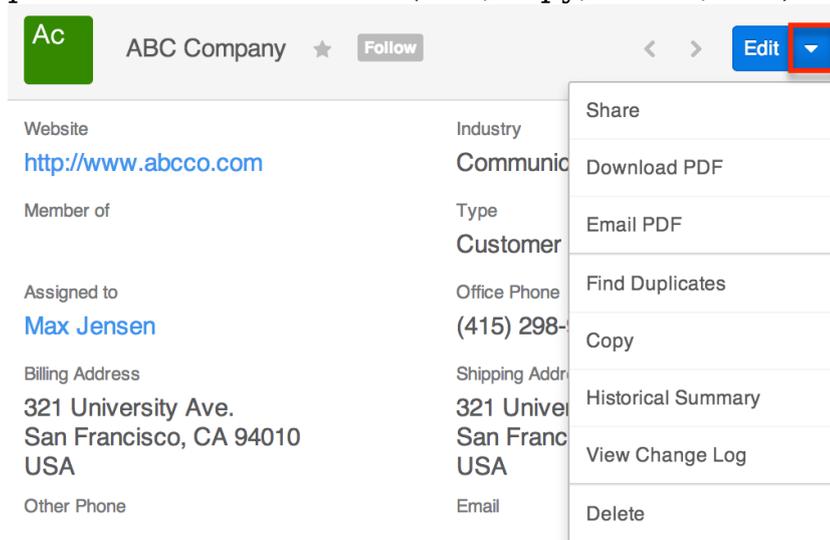
Next or Previous Record

On the upper right of the record view, there are two buttons that allow you to page through each record in the module's list view's current search results. Clicking the Left arrow button displays the previous record of the current search results while clicking the Right arrow button displays the next record of the current search results.



Actions Menu

The Actions menu on the top right of each module's record view allows you to perform various actions (edit, copy, delete, etc.) on the current record.



Please note that certain action items (e.g. Convert Lead) in the Actions menu can vary between the various modules. The following sections will cover the most common action items across the modules. For more information on a specific action not listed below, please refer to the record view actions menu section for the specific module's documentation in the application guide.

Menu Item	Description
Edit	Edit this record
Share	Share a link to this record via email

Download PDF	Download record information as a PDF file
Email PDF	Email record information as a PDF attachment
Find Duplicates	Locate potential duplicates of this record
Copy	Duplicate this record
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this record
View Change Log	View a sequence of changes made to this record
Delete	Delete this record

Show More

The record view typically displays a few key fields (e.g. website, mobile phone, office phone, etc.) on the business card panel with the option to view more fields by clicking the Show More link on the bottom left. Please note that administrators can configure the fields that appear on the business card panel via Admin > Studio > Layouts > Record View. For more information on editing layouts, please refer to the [Studio](#) documentation.

Co Lynn Ward ★ Following < > Edit

Title: Director Operations Mobile: (737) 822-8906

Department: Operations Do Not Call:

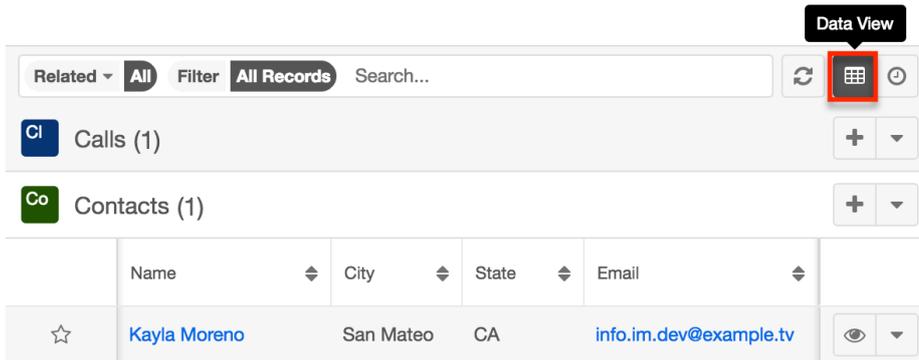
Account Name: ABC Company Any Email: lynn@example.com (Primary)

Show More

Subpanels

Beneath the module (e.g. Accounts) record's fields are subpanels containing related records from various modules (e.g. Contacts, Leads, Opportunities, etc.). You can create a related record as well as link an existing record directly from the subpanel. Once the records appear within the subpanel, users can [preview](#) the record's detail and edit the record's data directly from the record view. Please note

that the subpanels are viewable when you access the Data View section of the module's record view.



Note: Administrators may choose to disable a module's subpanels for the entire instance via Admin > Display Modules and Subpanels. For more information, please refer to the [Developer Tools](#) documentation.

Related Record Subpanels

Subpanels under a module's record view contain its related records. Each relationship between two modules has a type, and that type determines if the relationship produces a field or a subpanel for each side. When a record of the primary module can be related to only one record of a second module (i.e. 1-1 or M-1 relationships), the relationship is displayed as a field on the primary module. When the record can be related to multiple records of a second module (i.e. 1-M or M-M relationships), the relationship is displayed as a subpanel instead since subpanels can hold many records.

For example, an account may be related to multiple contacts, so the related contacts are displayed in a subpanel on the account record. Administrators or users with developer-level role access may choose to change a subpanel's title and included fields by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information on modifying subpanels, please refer to the [Studio](#) documentation.

Related-record subpanels provide the following information and capabilities:

The screenshot shows a CRM interface with a subpanel for 'Opportunities'. The subpanel header displays 'Opportunities (2)' with a red box around the '(2)'. To the right of the header is a plus sign and a dropdown arrow, also with a red box. Below the header is a table with columns: Name, Account Name, Opportunity Role, and In Pro. The first row is 'Extended Support 5k' with account 'Super Star Holdin...'. A red box highlights a star icon in the first column of this row. A context menu is open over the first row, showing 'Link Existing Record', 'Edit', and 'Unlink'. A red box highlights the 'Link Existing Record' option. Below the table is a 'More opportunities...' link, also with a red box.

- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable the sticky feature and collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation.
- **Column Widths** : Place your cursor on the column divider and, when the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
 - **Note:** Sugar enforces a minimum width for currency fields in list view columns to prevent the columns from being collapsed beyond this limit.
- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **Create a New Linked Record** : Click the Plus button on the upper right of a subpanel to relate a new record to the record you are currently viewing. Please note that the Link Existing Record option is not available when the relationship is required in the related module (e.g. in an account's Opportunities subpanel).
 - **Note:** Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to

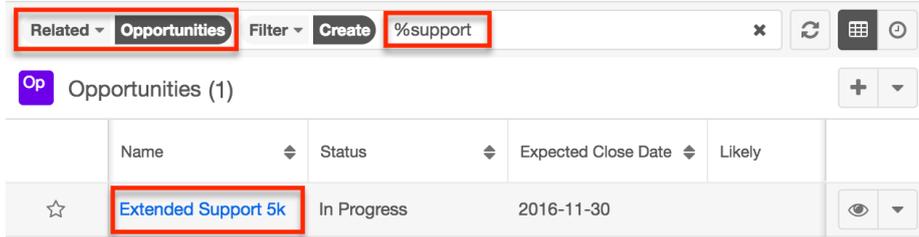
return to record view. Using the browser's back button will return you to the previous page.

- **Link Existing Record** : Click the triangle to the right of the Plus button then select "Link Existing Record" to relate existing records to the record you are currently viewing.
 - **Note**: Because linking an existing record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **Favorites Designation** : Click the star on the left of a record's row to toggle it as a favorite. A dark gray star indicates that the record is a favorite while a white star indicates it is not. For more information, please refer to the [Favoriting Records](#) section of this page.
- **Hyperlink Fields** : Blue field values, such as record names, may be clicked to open the record in record view. Record view provides a complete picture of the record and is described in detail in the [Record View](#) section of this page. Email addresses also appear in blue and can be clicked to compose an email to that recipient.
- **Record Actions Menu** : Click the triangle on the right of a record's row to access the Record Actions Menu which includes the following options:
 - **Preview** : To preview a record by displaying its fields and activity stream in the right-hand side drawer, click the Eye icon to the far right of the record's row. For more information, please refer to the [Viewing via Preview](#) section of this page.
 - **Edit** : To inline edit the record directly within the subpanel, choose "Edit" from the Actions menu on the right of the record's row and click "Save" to preserve the changes.
 - **Unlink** : To delete the relationship between the two records, choose "Unlink" from the Actions menu on the far right of the record's row. This removes the relationship but does not delete the record itself. Please note that the Unlink option is not available when the relationship is required in the related module (e.g. in an account's Opportunities subpanel).
 - **Additional Options** : Some modules may have additional options available which are covered in the individual module's documentation.
- **More Records** : By default, Sugar displays up to five records in each subpanel though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation. If additional related records exist, click "More <Module Name>..." (e.g. "More Accounts...") at the bottom of the subpanel to load the next set.

Filtering Subpanels

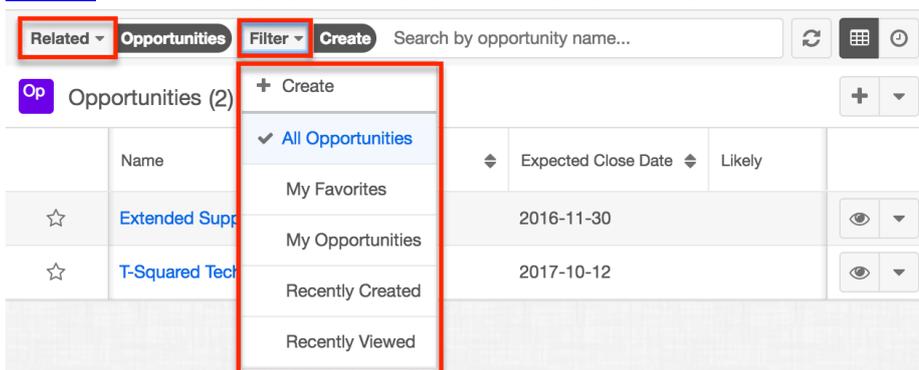
While in Data View, all of the related records will be displayed beneath the

record's fields. Users have the ability to search for records which appear in the subpanels as well as filter the view to only display a specific module (e.g. Leads, Contacts, etc.). To locate a record by name, enter the keyword into the Search bar, and the subpanel(s) with the matching record(s) will appear below.



To filter, simply click the Related option to the far left of the Search bar and select the module whose subpanel you wish to view. Filter and search may be combined to only display matching records within a selected module. To see all subpanels to which you have access, simply select "All" in the Related options and remove any text from the search bar. When you run a search using a saved or created filter, the search will be preserved when you navigate away from the page. Returning to the page will automatically display the results of your last filter. Please note that search strings entered in the open Search box are not preserved when navigating away.

When a Sidecar module (e.g. Contacts, Leads, Tasks, etc.) is selected from the Related options, you have the option to filter the related subpanels further using one of the available options (e.g. My Favorites, Recently Created, etc.). Please note that you can also create custom filters for related Sidecar modules. Once the related module (e.g. Contacts) is selected, either click the Filter option and select "Create" or click "Create" to the right of the Filter option. For more information on creating a related records filter, please refer to the [Creating a Related Records Filter](#) section of the Search documentation.



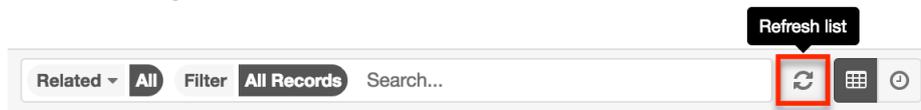
Reordering Subpanels

Users can easily move subpanels to a new location on the record view by dragging

and dropping the subpanel's header. The new subpanel order will remain for a user upon subsequent visits to the module until the user's browser cache is cleared.

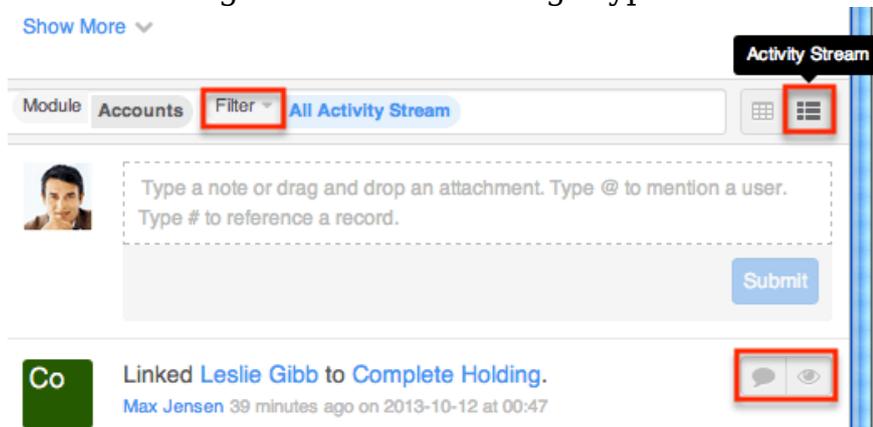
Refreshing Subpanels

To refresh the results of a filtered or unfiltered subpanel view, simply click on the Refresh button to the right of the search box. This will reset the current view of expanded subpanels with the most current results that match your search and filter criteria. Please note that subpanel results in a collapsed state are not affected by the Refresh button.



Activity Stream

The record view's activity stream displays user posts and record posts specific to the individual module record. To view the record's activity stream, simply click the Activity Stream button below the record's fields. Users can view all posts in the record view's activity stream even if they do not follow the record in Sugar. Please note that you must follow the record if you wish to view the record view posts via the Home page or List View activity stream. For more information on how to add posts to the activity stream, please refer to the [Activity Streams](#) documentation. You can add comments to posts by clicking the Comment button to the far right of each post, entering in your comment, then clicking "Reply". You can also preview the record referenced in the record post by clicking the [Preview](#) button. The activity stream can also be filtered to only display certain messages (e.g. Messages for Create, Messages for Update, etc.) by clicking "Filter" above the post input box then selecting the desired message type.



Intelligence Pane

An intelligence pane displays to the right of the record view and provides users with contextual information specific to the current record. For example, the Planned Activities dashlet provides upcoming activity information (e.g. calls, meetings) for the record. By default, the My Dashboard is available out-of-the-box and displays some stock dashlets (e.g. Planned Activities dashlet, History dashlet). You can edit the dashboard to add, remove, or modify its dashlets. Click the Create button to create new dashboards with different sets of dashlets.

Users can edit individual dashlets by clicking the Gear icon on the upper right of each dashlet. Dashlets may also be dragged and dropped to rearrange them within the current dashboard. You can collapse dashlets you do not wish to view by clicking the Up arrow on the upper right of the dashlet or selecting the Minimize option under the Gear icon. Sugar will remember the state of your intelligence pane the next time you return to the module. For more information on editing, creating, and rearranging dashboards and dashlets, please refer to the [Intelligence Pane](#) documentation.

The screenshot shows the record view for 'Accentuate Consulting'. The left pane displays contact information, including website, member of, assigned to (Will Westin), billing and shipping addresses, and phone numbers. The right pane, titled 'My Dashboard', contains an 'Opportunity Metrics' dashlet. This dashlet features a large blue donut chart with the number '1' in the center, labeled 'Active'. Below the chart are three summary cards: 'Won' with a green '0' and '\$0', 'Lost' with a red '0' and '\$0', and 'Active' with a blue '1' and '\$7,200'. The dashboard has a 'Create' button in the top right, and the dashlet has a collapse arrow and gear icon in its top right corner.

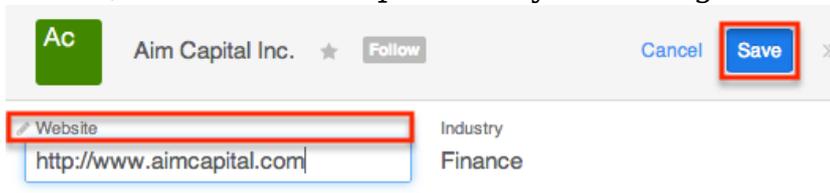
Editing Records

Records may be edited at any time to modify or add information. Edits can be made via record view or list view as detailed below. For instructions on how to edit the various field types, please refer to the [Editing Fields](#) section below.

Please note that your ability to edit records in Sugar may be restricted by a role. For more information, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the edit options.

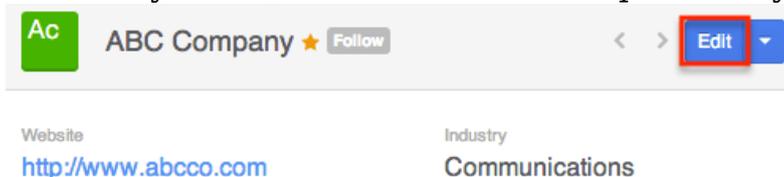
Editing Inline via Record View

Users can edit individual fields in a [record view](#) without entering the full edit mode by clicking the field name. Fields which are available for inline editing will display a pencil icon when hovering on the field name or value. After entering your desired values, click "Save" to preserve your changes to one or several fields.



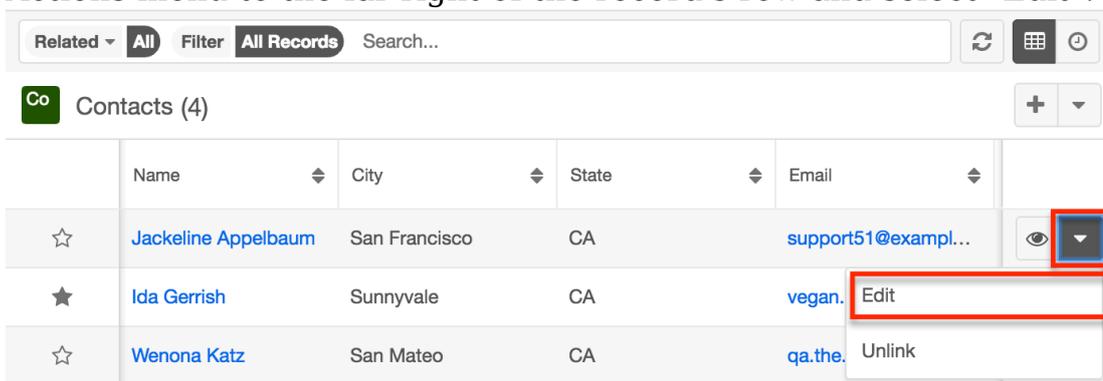
Editing via Record View

You can edit many fields at once via the [record view](#) by clicking the Edit button on the upper right of the page. Once the record view layout is editable, update the necessary fields, then click "Save" to preserve your changes.



Editing Inline via Subpanels

Beneath the record's fields are subpanels containing related records from various modules. You can edit individual fields (e.g. Email, Office Phone, etc.) for records directly within the subpanel without entering the full edit mode. Simply click the Actions menu to the far right of the record's row and select "Edit".



The fields on the record's row will become editable and allow users to type or select a new value. You can click the double arrow icon on the upper right of the page to expand the subpanel list view's width to make editing easier. Click "Save" to preserve your changes.

Editing Inline via List View

You can also edit individual fields on a module's list view without entering the full edit mode. Click the Record Actions menu to the far right of the record's row and select "Edit".

<input type="checkbox"/>	Name	City	Billing Country	Phone	
<input type="checkbox"/>	Nelson Inc	Alabama	USA	(980) 5	 
<input type="checkbox"/>	T-Cat Media Group Inc	Los Angeles	USA		Edit
<input type="checkbox"/>	NW Bridge Construction	Los Angeles	USA		Unfollow
<input type="checkbox"/>	Q.R.&E. Corp	Sunnyvale	USA		Delete

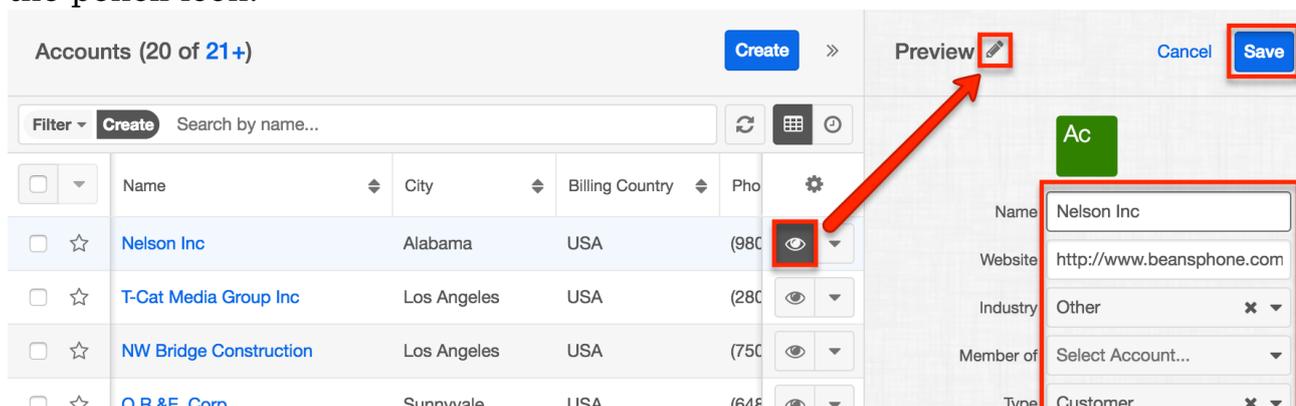
The fields on the record's row will become editable and allow users to type or select a new value. You can click the double arrow icon on the upper right of the page to expand the list view's width to make editing easier. Click "Save" to preserve your changes. After saving, please refresh the page to have any list view filters be applied to the new record's values.

Note: Text area fields are not inline editable from list views.

Editing via List View Preview

Users have the option to edit fields directly in a record's preview when previewing from the module's list view. An administrator must first enable the feature via Admin > System Settings as described in the [System](#) documentation.

Navigate to a module's list view and click the eye icon to the far right of a record's row in order to open the preview. Hover over the Preview header and then click the pencil icon.



Accounts (20 of 21+) Create Preview Cancel Save

Filter Create Search by name...

<input type="checkbox"/>	Name	City	Billing Country	Pho	
<input type="checkbox"/>	Nelson Inc	Alabama	USA	(980)	
<input type="checkbox"/>	T-Cat Media Group Inc	Los Angeles	USA	(280)	
<input type="checkbox"/>	NW Bridge Construction	Los Angeles	USA	(750)	
<input type="checkbox"/>	Q.R.&E. Corp	Sunnvvale	USA	(648)	

Preview

Name Nelson Inc

Website http://www.beansphone.com

Industry Other

Member of Select Account...

Type Customer

The fields on the record's preview will become editable and allow you to type or select a new value. Click "Save" to preserve your changes.

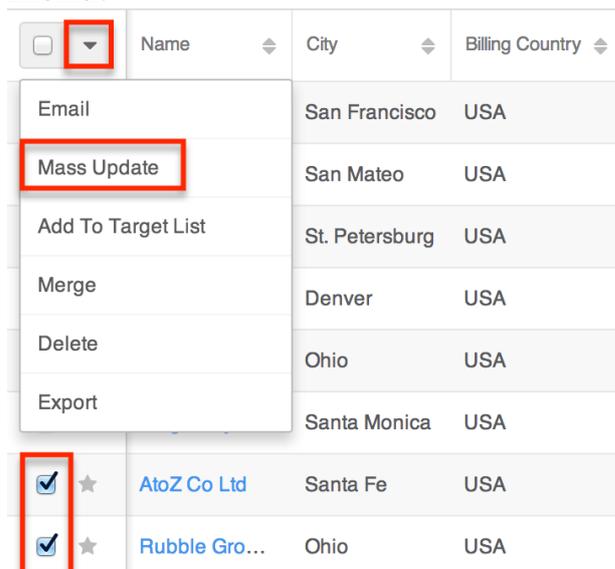
Mass Editing via List View

Mass Updating allows you to apply the same changes to multiple records at once. Administrator users or users with developer-type role access can control which fields are available during mass update via Admin > Studio. Fields with the data type of date, datetime, dropdown, multiselect, radio, relate, flex relate, or tags can be made available for mass updating. For more information on configuring the mass update fields, please refer to the [Studio](#) documentation. After using [list view search](#) to locate the desired records, you can choose individual records or use the [Select All](#) option to modify all of the current results. Using the Select All option will allow you to update up to 1000 records at a time. If you wish to update more than 1000 records or update a specific group of records from the list view, use filters to perform the updates in smaller batches.

Please note that your ability to mass update may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Mass Update option.

The following steps cover mass updating account records as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the list view's [list view search](#) to identify accounts you wish to modify.
3. Select the desired accounts then choose "Mass Update" from the Actions menu.



4. The Mass Update panel will appear below the search bar. Set values for the field(s) you wish to alter. The following options may be available in the Mass Update panel:

- **Add Row/Remove Row** : To mass update several fields at once, click the plus icon to the right of the row.
- **Append {Field}(s)** : When mass updating a field that may contain multiple values (e.g. Tags, Teams, etc.), Sugar will display a checkbox labeled "Append {field}(s)", where {field} is the name of the field you have selected. This option is enabled by default to prevent loss of data by adding the new values to any existing data in the updated field. Disable the checkbox if you prefer to overwrite any existing data in the updated field.

- These additional options appear when mass updating the Teams field:
 - **Set as Primary Team** : Use the star icons to specify which team, if any, should be set as the primary team on the updated records. A primary designation is required when the Append Team(s) option is disabled.
 - **Add Team/Remove Team** : Specify multiple teams by using the plus and minus icons adjacent to the Team selection field.

5. Click "Update" to save the changes to all of the selected account records.

Editing Fields

Sugar records include a variety of field types which enable you to capture all of the different kinds of data which are important to your organization. While many fields are available for use on each module out-of-the-box, administrators and users with developer-level role access have the ability to add fields of these various types to modules via Admin > Studio as described in the [Studio](#) documentation. Studio may also be used to configure fields by, for example, making fields required, allowing them to be mass updated, making their values calculated, and specifying when they should be visible.

Descriptions and instructions for editing different field types are available below:

- **Text** : Text fields allow users to enter a word or brief phrase by clicking into the field and typing. Text fields will accept any combination of characters (i.e. letters, numbers, spaces, and symbols) but have a

100-character limit by default. Administrators can edit the maximum character length restriction via Admin > Studio.

Department

- **Text Area** : Text area fields allow users to enter large amounts of text by clicking on the field and typing. Administrators can modify the default display size of a text area field via Admin > Studio, but this will not limit the number of characters that can be entered by a user. Most browsers supported by Sugar will allow the user to resize an active text area field temporarily by dragging the bottom corner of the field to the desired width and height.

Description
Collaboratively administrate empowered markets via plug-and-play networks. Dynamically procrastinate B2C users after installed base benefits. Dramatically visualize customer directed convergence without revolutionary ROI.
Efficiently unleash cross-media information without cross-media value. Quickly maximize timely deliverables for real-time schemas. Dramatically maintain clicks-and-mortar solutions without functional solutions.



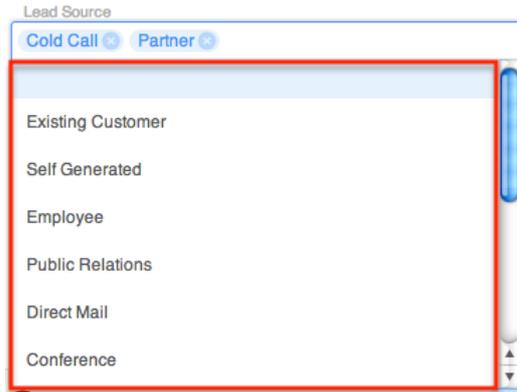
- **Integer** : Integer fields allow users to enter whole number values (e.g. 850) by clicking on the field and typing. Administrators can specify a minimum and maximum value for the field via Admin > Studio.

Number of Employees

- **Dropdown** : Dropdown fields provide a list of values where only one value can be selected at a time. The list will be collapsed to only display the selected value except during editing, making it appropriate for longer lists of values. Click the selected value to see the full list. Clicking the desired value will replace it as the selected value.

Industry
Select...
Apparel
Banking
Biotechnology
Chemicals
Communications
Construction
Consulting

- **Multiselect** : Multiselect fields provide a list of values where one or more values can be selected at a time. The list will be collapsed to only display selected values except during editing, making it appropriate for longer lists of values. Click the blank space to the right of selected values to see additional options. Click the x on a selected value to de-select it.



- **Radio** : Radio fields provide a list of values where only one value can be selected at a time. The entire list of all values will be displayed at all times, making it appropriate for shorter lists of values. Click the circle of the desired value, and any previously selected value will be deselected automatically.

Number of Employees

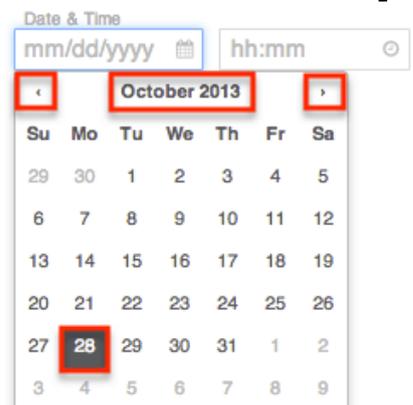
- 1-100
 101-200
 201-300

- **Checkbox** : Checkbox fields provide a boolean type typically used to answer a yes or no question. Click the box to toggle whether it is checked or not.

Do Not Call

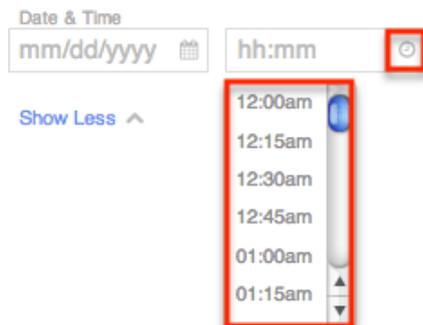


- **Date** : Date fields allow users to specify a particular date by either typing a date in the provided format or clicking the Calendar icon and selecting it via the date picker. Click the month and year (e.g. "October 2013") to select the desired month or use the arrows to navigate to the desired month. To set the year, click the month and year at the top of the picker, then click the year at the top of the picker, and then select the desired year. Once the month and year are set, click the desired date below to set the date and close the picker.



- **Datetime** : Datetime fields allow users to specify both a particular date

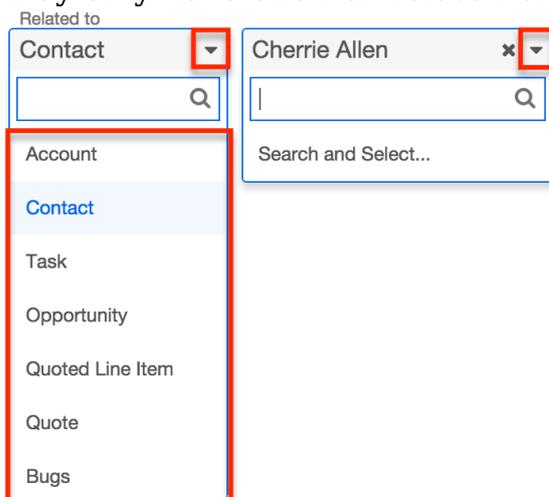
and a time. The date portion is set just like a date field as described above. The time portion can be set by typing a time in the provided format or clicking the Clock icon and selecting it via the dropdown.



- Relate** : Relate fields allow users to select a record from a single module. Both relate fields (which are visible via Admin > Studio > {Module Name} > Fields) and one-sided relationships (i.e. one-to-many and one-to-one) are represented by the same relate field user interface. Type the first few characters of the desired record and either select from the type-ahead results or click "Search for more..." at the bottom for a more robust search. You can also click the Magnifying Glass icon to go straight to the search and select drawer.

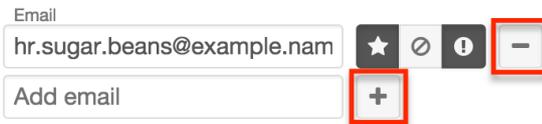


- Flex Relate** : Flex relate fields require users to select first the module and then a record from that module to relate to the current record. The module selector works like a dropdown field while the record selector works like a relate field, both of which are described above. Please note that a module may only have one flex relate field.



- Email Address** : Email address fields contain one or more email addresses for a single record; email addresses are entered by clicking in the field and typing or pasting the address. The following options are available when editing an Email Address field:

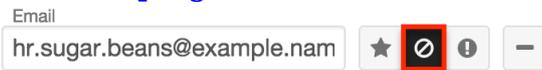
- **Add/Remove email** : Add additional email address fields by clicking the plus button. Click the minus button to remove the adjacent address.



- **Primary** : A white star with a black background represents the primary email address on a record. This will be the default address that Sugar will find when the record is included in email campaigns and other send-message events performed within the application. On a given record, only one email address can be the primary one. If a record contains only one email address, it will be set to primary by default.



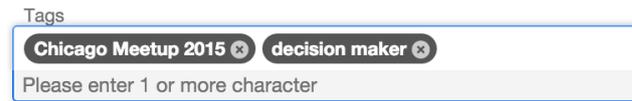
- **Opted Out** : The button with a slashed circle indicates whether or not an email address has been opted out from email marketing campaigns. Sugar automatically enables the corresponding Opt-Out button when a recipient clicks the opt-out link in an email message sent through Sugar's Campaigns module. When enabled, the button will have a black background. Users may also manually enable this button to exclude the email address from future email campaigns. For more information about opt-outs and campaigns, please refer to the [Campaigns](#) documentation in the Application guide.



- **Invalid** : Invalid or undeliverable email addresses are represented by a black button with a white exclamation point. Sugar automatically marks email addresses as invalid if they are returned via the recipient's mail server during the distribution of an email campaign. Users can also manually toggle the invalid designation on and off by clicking the Invalid button next to the email address. Sugar will not permit users to send messages to invalid email addresses from anywhere within the application.



- **Tags** : The Tags field allows users to enter keywords or phrases in order to connect Sugar records by common attributes that may not be defined via basic database fields. Once a new tag has been created, it can be re-used by any user in any module that contains a Tags field. To use the Tags field, click inside the field and type a word or phrase. Sugar will recommend existing tags as you type, but you can choose to ignore the recommendations and create an entirely new tag. For more information about tagging records in Sugar, please refer to the [Tags](#) documentation in the Application guide.



- **Teams** : The Teams field specifies which teams of users have access to view the record. An individual team selection works like a dropdown field which is described above. Click the Plus button to add additional teams to the record or the Minus button to remove a team. Click the Star button to set the primary team. For more information on teams, please refer to the [Team Management](#) documentation.



Deleting Records

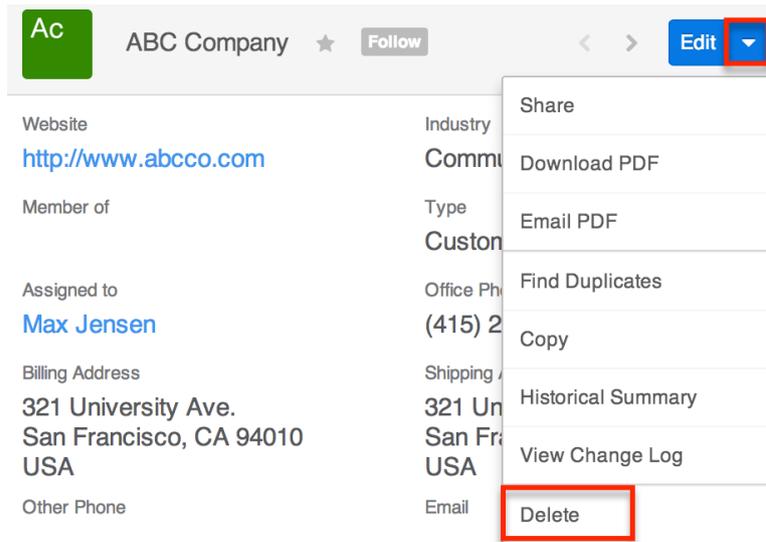
If a record is invalid or should no longer appear in your organization's instance, it may be deleted from either the record view or list view. Deleting via the record view allows you to delete the current record while the list view allows for deleting one or more records at a time. Deleting a record will not delete its related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records.

Please note that your ability to delete accounts in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Delete options.

Deleting via Record View

The following steps cover deleting an account via record view as an example:

1. Navigate to an account's record view.
2. Select "Delete" from the Actions menu.



3. A pop-up message will display asking for confirmation. Click "Confirm" to proceed.

Deleting via List View

The following steps cover deleting an account via list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [List View Search](#) to find the Account record you wish to delete.
3. Click the Record Actions Menu to the far right of the record's row and select "Delete".

Name	City	Phone	User	Email	...
T-Squared T...	Santa Fe	(423) 230-1...	Jim Brennan	tsqu...	👁️ ▼
Avery Softw...	Cupertino	(320) 213-8...	Max		Edit
Calm Sallin...	Cupertino	(296) 710-6...	Sar		Follow
Lexington S...	Santa Fe	(641) 347-6...	Sal		Delete

4. A pop-up message will display asking for confirmation. Click "Confirm" to proceed.

Mass Deleting via List View

The following steps cover deleting one or more account records via the list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [List View Search](#) to find the Account records you wish to delete.
3. Select the desired account records then choose "Delete" from the Actions

menu.

<input type="checkbox"/>	Name	City	Billing Country
<input type="checkbox"/>	Email	San Francisco	USA
<input type="checkbox"/>	Mass Update	San Mateo	USA
<input type="checkbox"/>	Add To Target List	St. Petersburg	USA
<input type="checkbox"/>	Merge	Denver	USA
<input type="checkbox"/>	Delete	Ohio	USA
<input type="checkbox"/>	Export	Santa Monica	USA
<input checked="" type="checkbox"/>	★ AtoZ Co Ltd	Santa Fe	USA
<input checked="" type="checkbox"/>	★ Rubble Gro...	Ohio	USA

4. A pop-up message will display asking for confirmation. Click "Confirm" to proceed.

You can also use the [Select All](#) feature in the list view, which will allow you to easily select the first 1000 records in the result set. If you wish to delete more than 1000 records or delete a specific group of records on the list view, please use the [filter option](#) in list view search to perform the deletions in smaller batches.

Emailing Records

Sugar allows users to compose and send outbound emails to records which include an Email Address field such as accounts, contacts, leads, and targets as well as any custom person- or company-type modules which include an email address field. There are various ways to send these emails which are covered in the sections below. [Accounts](#), [contacts](#), [leads](#), and [targets](#) may also be emailed via campaigns, and more information about emailing these records via campaigns is located on their individual documentation pages.

Please note that administrators in Sugar must first configure the system's outbound mail server via Admin > Email Settings in order for users to send outbound emails. For more information, please refer to the [Email](#) documentation. Users will also need to have their email settings configured in their Emails module prior to sending email messages by any method other than via workflows and campaigns. For more information on configuring your Emails module, please refer to the [Emails](#) documentation in the Application Guide.

Once an email is successfully sent by a method other than workflows or campaigns, the email record will appear in the History dashlet and Emails subpanel on the record's record view. For more information on sending emails

from your own account, please refer to the [Emails](#) documentation.

The screenshot shows a CRM interface with two main sections. On the left is a table of email records. The first row is highlighted with a red border and contains the following data: Subject: Meeting Confirmation, Status: Sent, Date Created: 06/17/2014 3:13pm, Date Modified: 06/17/2014 3:13pm, Assigned User: Max Jensen. On the right is a 'History' panel for the selected record, showing a dropdown for 'Last 7 Days' and three summary boxes: '0 Meetings', '7 Emails', and '0 Calls'. Below these is a card for the selected email, showing a profile picture of Max Jensen, the subject 'Meeting Confirmation', and the text 'Max Jensen, 2 minutes ago'. A 'Sent' button is visible to the right of the card.

Emailing via Email Address Fields

You can compose an email to any recipient in your Sugar instance by clicking the email address anywhere it is displayed as a blue link. Clicking the email address will open a Quick Compose form without navigating away from the current page and auto-populate the To field with the record's name and email address. The generated email is also automatically related to the record using the email's Related To field. Editing the Related To field will remove this explicit relationship, but the email and the recipient record will still be implicitly related based on a matching email address.

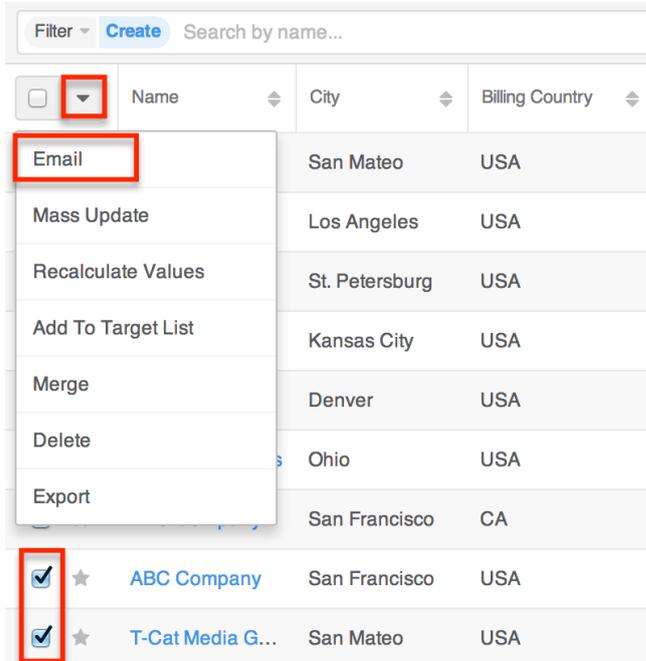
The screenshot shows a CRM record for 'Avery Software Co'. The record header includes the company name, a star icon, a 'Follow' button, and an 'Edit' dropdown. Below the header are two columns of fields. The 'Email' field at the bottom right is highlighted with a red border and contains the value 'avery.software@example.com'. Other fields include Website (http://www.averysoft.com), Industry (Technology), Member of, Type (Customer), Assigned to (Will Westin), Office Phone ((325) 213-8679), Billing Address (321 University Ave., Cupertino, CA 79426 USA), Shipping Address (321 University Ave., Cupertino, CA 79426 USA), and Other Phone.

Emailing via List View

For modules which include an Email field, the Email option allows users to compose an email message and send it to one or more records at a time from the module's list view. Simply select the desired record(s) from the list view then choose "Email" from the list view Actions menu. The Compose Email window will open allowing you to enter all relevant information (e.g. subject, body, etc.). Please note that the email will be sent to the selected record's primary email address on file.

The following steps cover sending a mass email from the Accounts list view as an example:

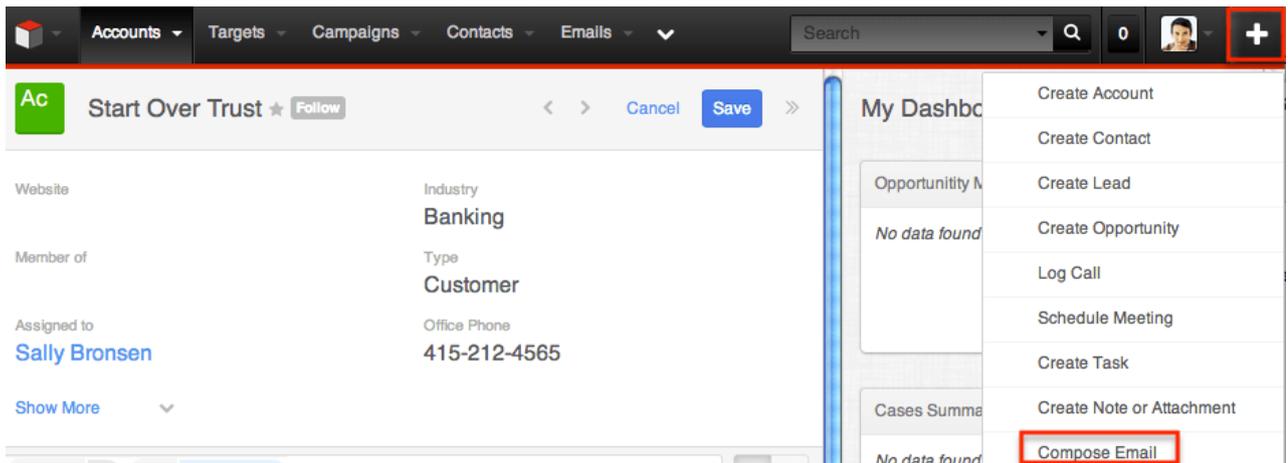
1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [List View Search](#) to find the Account records you wish to include in the email.
3. Select the desired accounts then choose "Email" from the Actions menu.



4. In the Compose Email window, the email's To field will automatically populate with the name of the selected account record(s). Click "Send" after providing the email's subject and content.

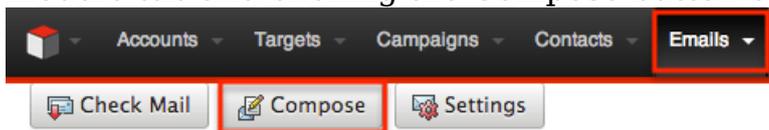
Emailing via Quick Create

You can also create an email from anywhere in Sugar by selecting "Compose Email" from the Quick Create menu at the top right of every page. This will open a Quick Compose form and will automatically relate the email to a record you are currently viewing if that module has a relationship to the Emails module. This relationship is formed using the email's Related To field. You can manually enter the desired recipient's email address or click the Address Book button to the right of the To field to select the record you wish to send the email.

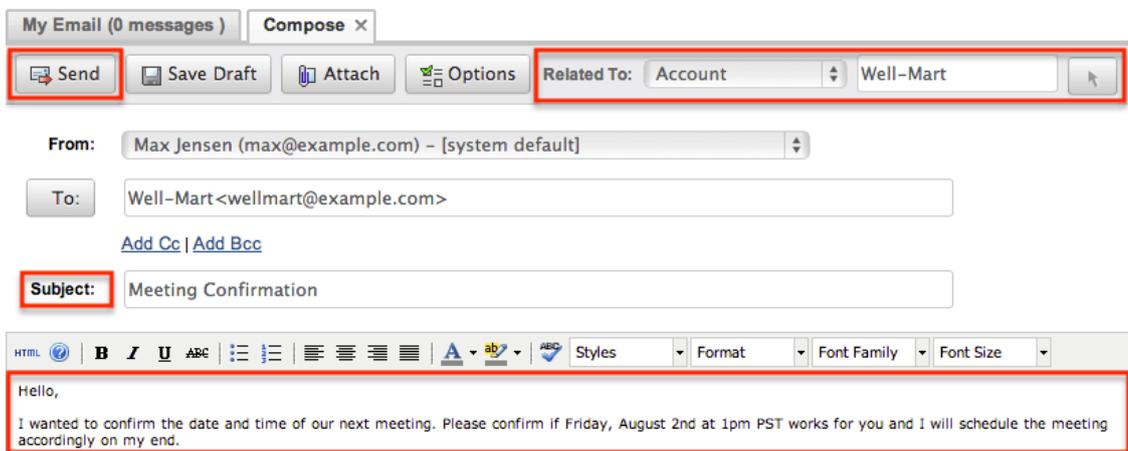


Emailing via the Emails Module

Emails can also be sent directly from the Emails module by clicking on the Emails module tab and clicking the Compose button on the upper left of the page.



In the Related To field, select the desired recipient's module and type the record's name. The email's To field will automatically populate with the name and email address of the selected record. Alternatively, you can use the Related To field to specify a non-recipient record (such as an Opportunity record) which the email is about. You can then manually enter an email address or use the address book to locate an account, contact, lead, or target recipient by clicking the To button. Click "Send" after completing the Subject and email content as desired. For more detailed information about sending emails, please refer to the [Emails](#) documentation.



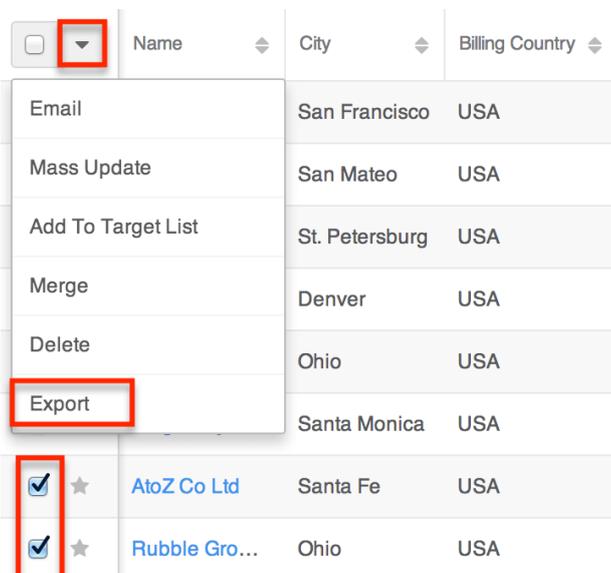
Emailing via Workflows

Sugar's Workflow module is available to administrators and users with developer-type role access. With each workflow, a set of conditions triggers a combination of actions and email alerts, including the ability to send emails to Sugar records which include an email address. Workflows can send simple emails or can utilize alert email templates built to include relevant data pulled from the record as well as your organization's design and branding. For more information, please refer to the [Workflow](#) documentation.

Exporting Records

Exporting downloads all fields for the selected records to your computer as a .CSV (comma-separated values) file. This may be useful when needing to use Sugar data with other software such as Microsoft Excel or to update existing records by exporting, making changes, then importing the altered records back into Sugar. For more information on updating existing records via import, please refer to the [Import](#) documentation. Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a large number of records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Records may be exported from the module's list view by first locating and selecting the checkboxes of the desired record. Then, select "Export" from the Mass Actions menu. You can also export Rows and Columns-type reports if you wish to employ more complex filter criteria and have greater control over which fields will be included. For more information on exporting records, please refer to the [Export](#) documentation.



<input type="checkbox"/>	Name	City	Billing Country
<input type="checkbox"/>	Email	San Francisco	USA
<input type="checkbox"/>	Mass Update	San Mateo	USA
<input type="checkbox"/>	Add To Target List	St. Petersburg	USA
<input type="checkbox"/>	Merge	Denver	USA
<input type="checkbox"/>	Delete	Ohio	USA
<input type="checkbox"/>	Export	Santa Monica	USA
<input checked="" type="checkbox"/>	AtoZ Co Ltd	Santa Fe	USA
<input checked="" type="checkbox"/>	Rubble Gro...	Ohio	USA

Please note that your ability to export accounts from Sugar may be restricted by a role. For more information, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Export option.

Recalculating Calculated Values

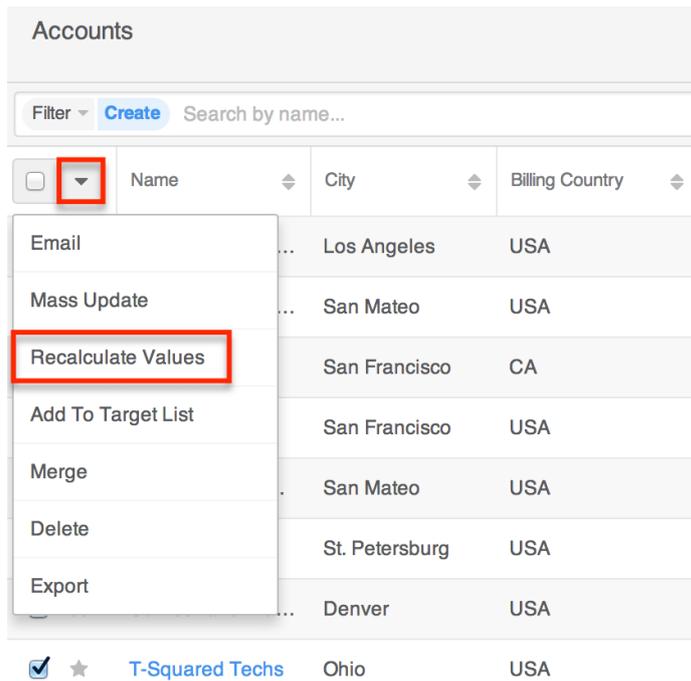
Administrators or users or developer-level role access to a module may see an additional option in the list view's Actions menu: "Recalculate Values". This option appears only for modules that contain one or more calculated fields. For more information on calculated fields, please refer to the [Studio](#) documentation.

This utility allows administrators to recalculate affected field values following the addition or alteration of a calculated field in Studio. The mass actions menu option allows you to recalculate field values for up to 1000 records at a time. To update more than 1000 records, perform the recalculations in multiple batches as needed.

Note: This action will not appear unless the user is an administrator or has developer-level access to the module and there is at least one calculated value in that module. Please note that your ability to recalculate values may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Recalculate Values option.

The following steps cover recalculating values for records from the Accounts list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the list view's [List View Search](#) to identify accounts you wish to update.
3. Select the desired accounts then choose "Recalculate Values" from the Actions menu.



Finding Duplicate Records

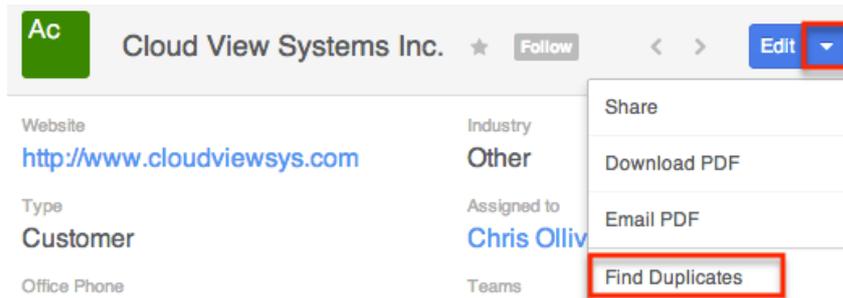
Between multiple users working in Sugar, importing new records, and converting leads, it is possible for duplicate records to be accidentally put into the system. Before creating a new record, the best practice is to first check that the record does not already exist in Sugar. You can identify duplicate records for cleanup using [list view search](#) from the module's list view.

Searching for records with similar names or other information can turn search into a powerful, duplicates-finding tool. A wizard is also available for finding potential duplicates and may be used as shown below. If duplicate records are detected, you can perform a merge per the [Merging Records](#) section of this documentation.

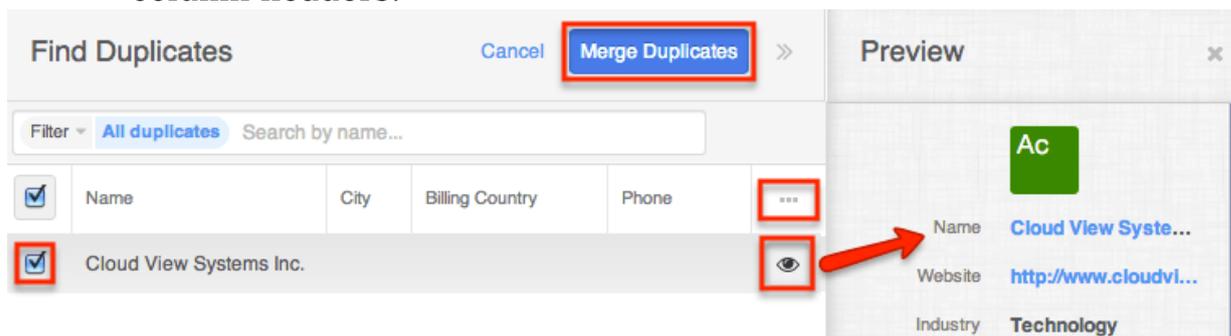
Please note that your ability to use the Find Duplicates action may be restricted by any role which prevents editing records. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Find Duplicates option.

The following steps cover locating duplicate accounts using the Find Duplicates option from the Accounts record view as an example:

1. Navigate to an account's record view.
2. Choose "Find Duplicates" from the Actions menu.



3. Potential duplicate account records will be listed on the Find Duplicates page. Select the duplicate record(s) you wish to merge then click "Merge Duplicates".
 - You can preview the duplicate record's details by clicking the [Preview](#) button to the far right of the records row.
 - You can search for specific records from the Accounts list view if you wish to check for more potential duplicates. For more information on performing a search, please refer to the [List View Search](#) section of this documentation.
 - You can also click the Column Selection icon above the Preview button to change the list of fields that display on the list view column headers.



Once you click "Merge Duplicates", the merging process with the current record will begin. For instructions on performing the merge that follows, please refer to Steps 3-9 of the [Merging via List View](#) section of this documentation.

Merging Records

When duplicate records are identified in Sugar, you have the option to merge two or more into a single record. Once the merge is complete, the duplicate record(s) will be deleted, and the primary record will remain. Please note that all relationships belonging to the duplicate records will be merged to the primary record meaning that any calls, meetings, cases, etc. related to the duplicate record(s) will automatically be related to the resulting, merged record.

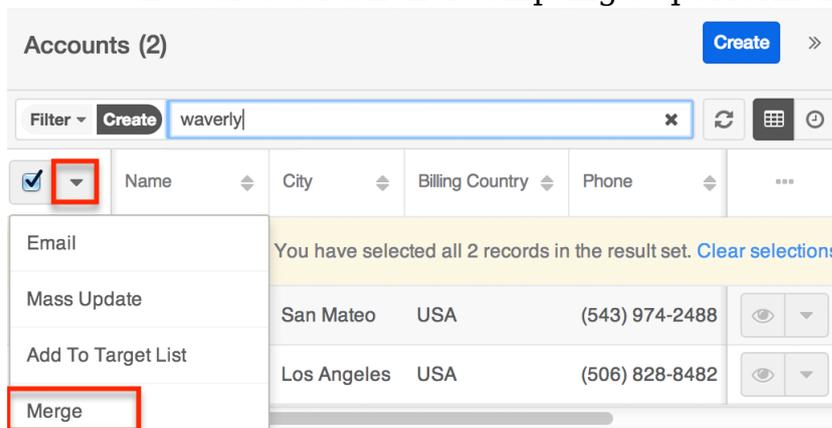
Note: Date Created, Date Modified, and Password field types are not supported when merging duplicate records in Sugar.

Merging via List View

[List View Search](#) may be used to identify duplicate records by, for example, searching for records with similar names. Once your search has identified duplicates, you can merge them directly from the module's list view.

The following steps cover merging accounts via the list view as an example:

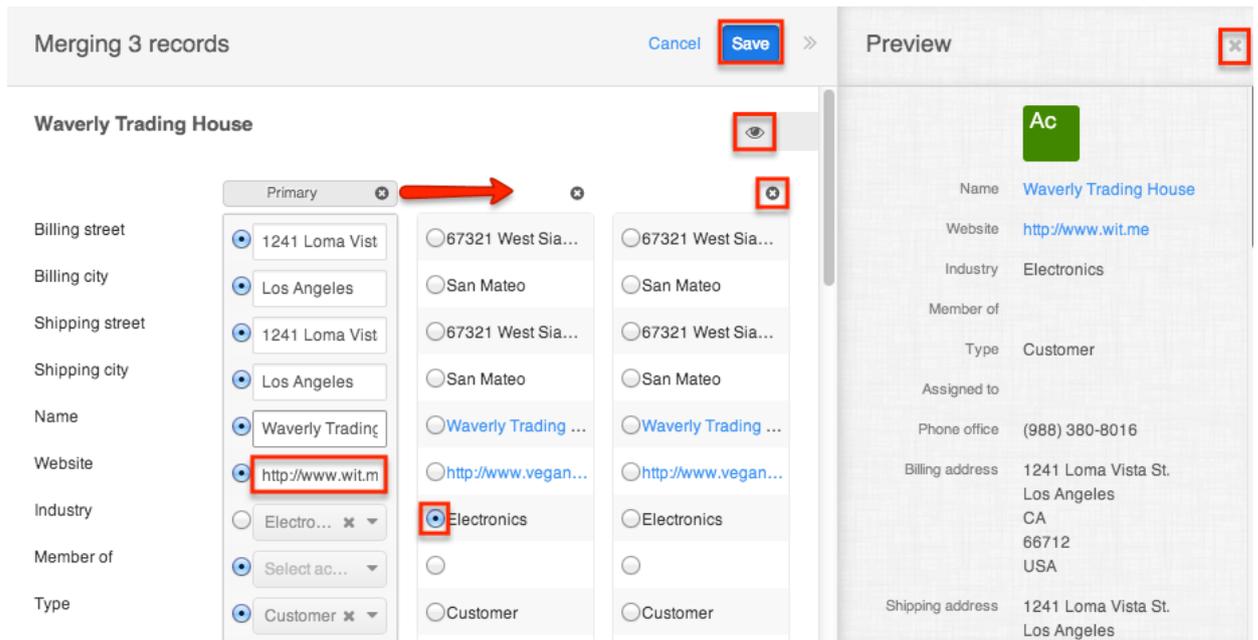
1. Use the list view's [List View Search](#) to identify duplicate accounts.
2. Possible duplicates will be displayed in the list view. Select the duplicate record(s) that you wish to merge.
 - Please note that up to five records may be merged at once in Sugar. An error message ("Invalid number of records passed. The valid range is from 2 to 5 records.") will appear if more than five records are selected when attempting to perform a merge.



The screenshot shows the 'Accounts (2)' list view in SugarCRM. A search filter 'waverly' is applied. Two records are displayed: one from San Mateo, USA with phone (543) 974-2488, and one from Los Angeles, USA with phone (506) 828-8482. The 'Merge' option in the Actions menu is highlighted with a red box.

Name	City	Billing Country	Phone	...
You have selected all 2 records in the result set. Clear selections				
San Mateo	USA		(543) 974-2488	<input type="checkbox"/> <input type="checkbox"/>
Los Angeles	USA		(506) 828-8482	<input type="checkbox"/> <input type="checkbox"/>

3. Select "Merge" from the Actions menu to display the Merging Records page. The primary record's field values are displayed on the left while other record's values are in columns to the right. For convenience, fields with differing values will appear on the top of the list. Saving the merged records will preserve only the field values marked with the radio button into a single record.

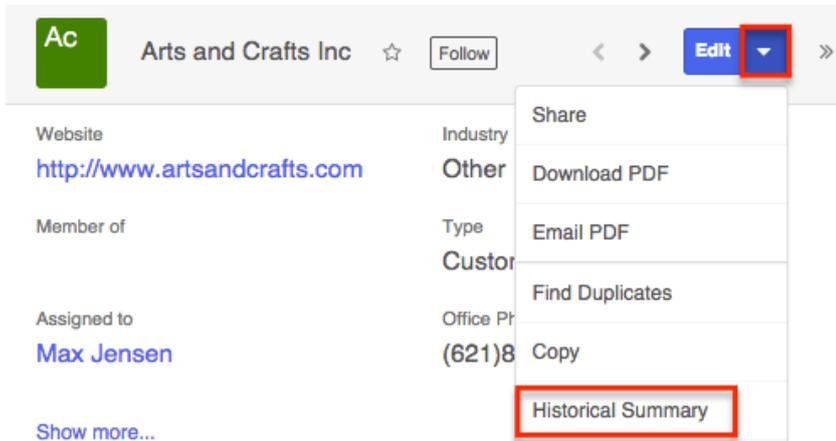


If 3 or more records are selected to be merged, an X icon will appear at the top right of each record. Clicking the "X" will remove the record from the merge process but will not delete the record.

4. To change which record is considered the primary, drag and drop the Primary label on the top of a different column.
5. Review the field values in each column and click the radio button to the left of the value that should appear on the final record. You can also manually type or select a new value for any field as necessary.
 - **Note:** Fields you do not have Edit access for cannot be edited on the merging records page.
6. Preview what the final, merged record will contain as you work by clicking the eye icon to display the [preview](#) in the Intelligence Pane.
7. Click "Save" once all fields you wish to appear on the single, merged record have their radio buttons selected.
8. A pop-up message will display confirming that the duplicate record(s) should be deleted. Click "Confirm" to proceed.

Viewing Record Historical Summaries

For modules that are related to activity records (e.g. calls, meetings, emails, notes, and tasks), you can view quick details of the related activities via a record's Historical Summary option. From the record view, simply select "Historical Summary" in the Actions menu.



The Historical Summary shows a digest of the following activity records that are considered closed by virtue of their statuses:

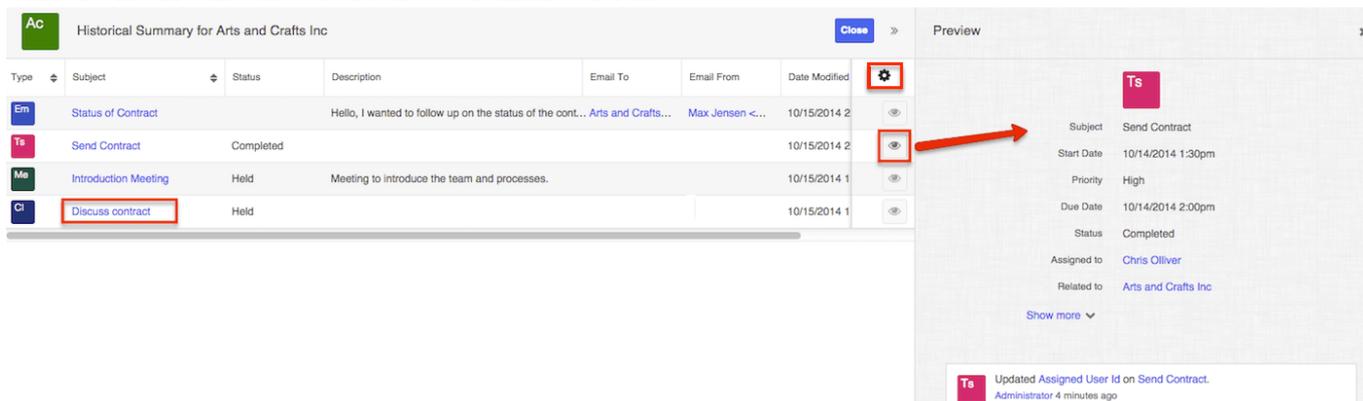
Record Type	Included Statuses
Calls	Held, Canceled
Emails	Sent, Received, Archived
Meetings	Held, Canceled
Notes	All notes
Tasks	Completed, Deferred

Note: Calls and meetings with a Canceled status will display a status of "Not Held" in the Historical Summary.

The Historical Summary page will display as a list view with each activity's type, subject, status, description, etc. and allow you to click the activity's name to view its full details. You can add additional fields by clicking the Column Selection icon to the far right of the list view column headers. You can also preview the activity record in the intelligence pane by clicking the [Preview](#) icon to the far right of each record's row, providing key information as well as any activity stream information. For more information on activity streams, please refer to the [Activity Streams](#) documentation. Please note that preview is not available for emails because they use the legacy user interface.

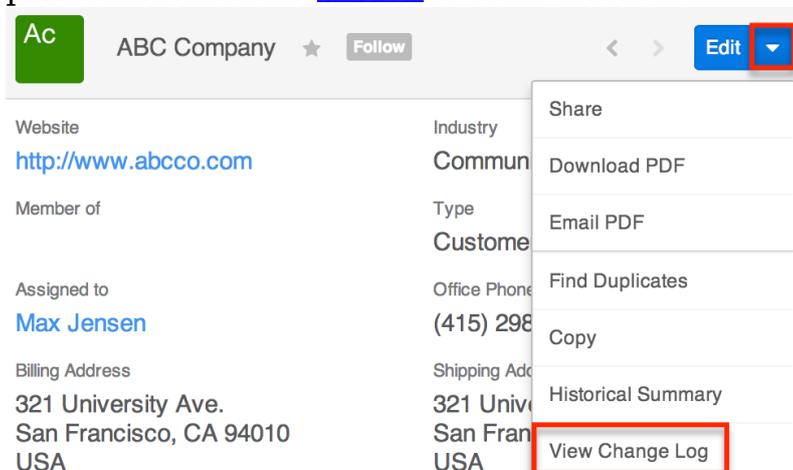
The Historical Summary list view provides the ability to reorder columns by dragging and dropping the title of the column to the desired location. The new column order will remain for a user upon subsequent visits to the module until the user's browser cache is cleared. You can reset the column order to the default view by clicking the Gear icon to the far right of the list view column headers and selecting "Reset default view". Please note that this option only appears if the current list view column order is different from the system's default column order.

Users can also easily adjust the size of columns in the Historical Summary list view per their viewing preference. Simply place your cursor on the column divider, and when the Left-and-Right arrow appears, click and drag the column to the desired size. The set column width will be preserved when you navigate away from the page. Sugar will render the preferred column size across sessions until the user removes or resets the relevant browser cookies. You can reset the column width to the default size by clicking the Gear icon to the far right of the list view column headers and selecting "Reset default widths". Please note that this option only appears if at least one of the column widths in the Historical Summary list view is different from the default column width.



Viewing Record Change Logs

Changes made to each record are tracked over time, and users are able to view the history of changes via the change log in each record's record view. To view the change log, navigate to a record view and select "View Change Log" from the Actions menu. Please note that only fields marked as "Audit" in Admin > Studio will be displayed in the change log. For more information on designating for audit, please refer to the [Studio](#) documentation.



Once the change log opens, you can view the details of historical changes and can

search by field name, old value, etc. by entering the keyword into the search box.

View Change Log Close				
Search by Field, Old Value, ↑				
Field	Old Value	New Value	Changed By	Change Date
Assigned User	max	will	max	2013-10-09 16:56
Teams	West	West, Will	max	2013-10-09 16:56
Office Phone	(320) 213-8679	(325) 213-8679	max	2013-10-09 16:56
Office Phone	(320) 013-8679	(320) 213-8679	max	2013-10-09 14:10

Fields audited in this module: Name, Assigned User, Team Id, Team Set ID, Office Phone, Parent Account ID

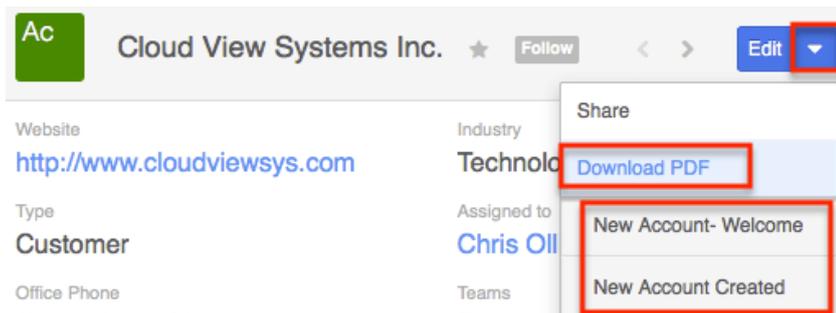
Record PDFs

If you require a record's information outside of Sugar, you can download or email the information in PDF form. Administrators have the ability to build multiple PDF templates via Admin > PDF Manager for each module to ensure that the relevant record information is being included for your specific purpose. For more information on creating and managing PDF templates, please refer to the [PDF Manager](#) documentation. Please note that the Download PDF and Email PDF options will only appear in the Actions menu if there is an existing PDF template available for the module.

Note: If a user's email address is empty in their profile or if they have set their email client to "External Email Client", then the "Email PDF" option will be hidden for that user.

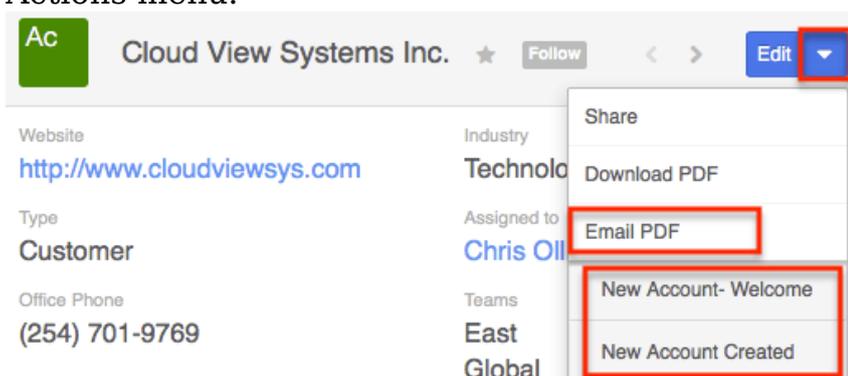
Downloading Record PDFs

Download record information as a PDF file via the desired record's record view by selecting "Download PDF" from the Actions menu. All PDF templates which your administrator has created and made available for the module will appear beneath the Download PDF option. Simply select one of the templates to generate the PDF file to view or save onto your local machine.

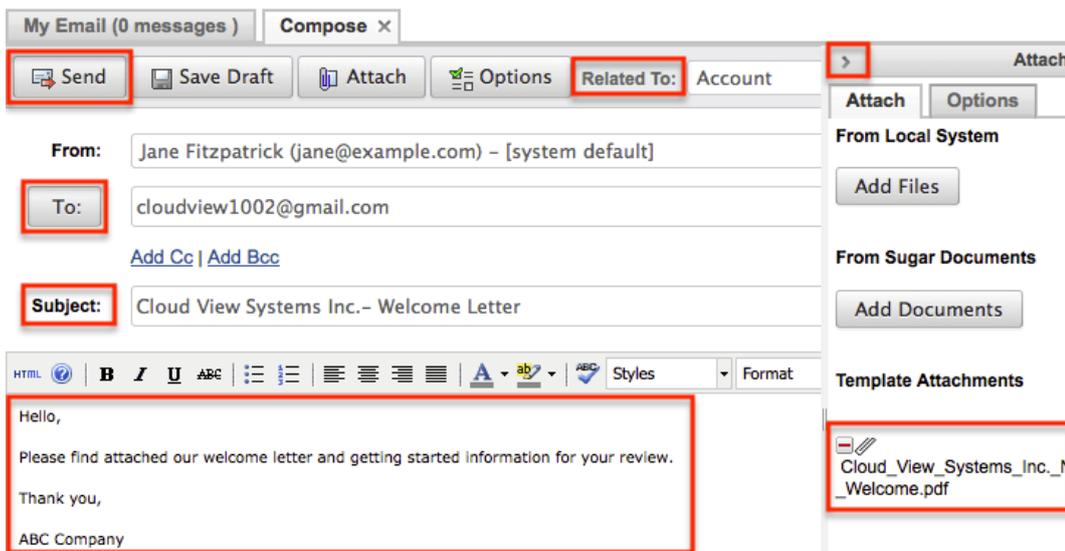


Emailing Record PDFs

Users also have the option to email account information as a PDF file using Sugar's email client. From the desired record's record view, click the Actions menu and select "Email PDF". All PDF templates which your administrator has created and made available for the module will appear beneath the Email PDF option in the Actions menu.



Select one of the templates to open a Compose window in the Emails module. The email's To field will automatically populate with the email address of the record (if available), and the Subject field will display the record's name. The email is automatically related to the account record, and the chosen account PDF will be attached. You can update the fields as necessary and enter a body for the email message then click "Send". For more information on sending emails via the Emails module, please refer to the [Emails](#) documentation.



Favoriting Records

Each Sugar user has the option to designate their own favorite records which are important or will be viewed often so that they can easily be accessed via [list view search](#) or from the [module tab](#). Once records are marked as favorites, select "My Favorites" from the Filter option next to the Search bar or select from your most recent favorites directly from the module tab.

Favoriting via List View

The following steps cover marking records as favorites via the Accounts list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [List View Search](#) to find the Account records you wish to mark as favorites.
3. Darken the star icon on the left of each desired account's row by clicking on the star one time.

	Name	City	State	Email	
☆	Jackeline Appelbaum	San Francisco	CA	support51@exampl...	
★	Ida Gerrish	Sunnyvale	CA	vegan.beans.dev@e...	
Favorite	Wenona Katz	San Mateo	CA	qa.the.phone@exa...	

4. To remove the account as a favorite, click the star again to revert it to white.

Favoriting via Record View

The following steps cover marking records as favorites via the Accounts record view as an example:

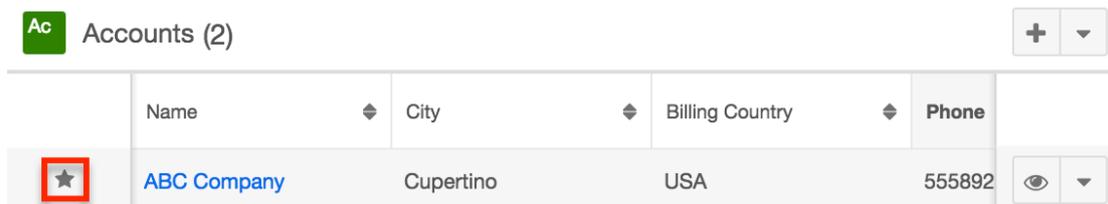
1. Navigate to an account's record view.
2. Click the star icon to the right of the account's name in the upper left of the record view to designate it as a favorite.
3. To remove the account as a favorite, click the star again to revert it to white.



Favoriting via Subpanel

The following steps cover marking account records as favorites via the subpanel in related modules as an example:

1. Navigate to a related module's record view.
2. Click the star icon to the left of the desired record's row in the Accounts subpanel.



3. To remove the account as a favorite, click the star again to revert it to white.

Following Records

Users can also choose to follow individual records. This allows each user to personalize their activity stream by specifying which records' posts should appear on the activity streams displayed on their Home page and in module list views. Please note that you will automatically follow records that you create as well as records that are assigned to you. You will not, however, automatically follow records you import. Should a user lose access to a record in Sugar, they will automatically stop following that record. For more information about activity streams, please refer to the [Activity Streams](#) documentation.

Following via List View

The following steps cover marking an account to follow via the Accounts list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [List View Search](#) to find the Account records you wish to follow.
3. Click the Record Actions menu to the far right of the records row and select "Follow".

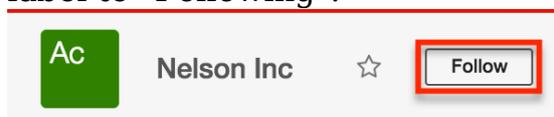
<input type="checkbox"/>	Name	City	Billing Country	Phone	
<input type="checkbox"/>	Nelson Inc	Alabama	USA	(980) 5	
<input type="checkbox"/>	T-Cat Media Group Inc	Los Angeles	USA		Edit
<input type="checkbox"/>	NW Bridge Construction	Los Angeles	USA		Follow
<input type="checkbox"/>	Q.R.&E. Corp	Sunnyvale	USA		Delete

4. To stop following the account, click the Record Actions menu and select "Unfollow".

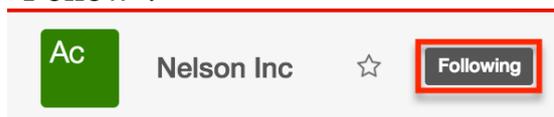
Following via Record View

The following steps cover marking an account to follow via the account's record view as an example:

1. Navigate to an account's record view.
2. Click on the Follow button to the right of the account's name to change its label to "Following".



3. To unfollow the account, click on the Following button to revert its label to "Follow".



Sharing Records

Individual records can be shared with other users in your organization by sending an email including the record's direct link. In the desired record's record view,

select "Share" from the Actions menu. A Compose Email window will open, and the email's text will include the URL of the record. Enter the recipient(s) email address in the To field then click "Send".



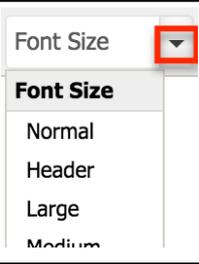
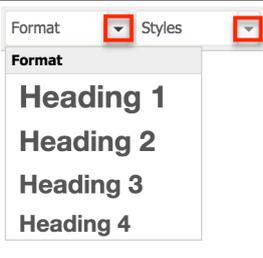
The recipient can simply click the link in the email to access the account record in Sugar. Please note that the user must be logged into Sugar in order to access the record. Users will only be able to view the shared record as allowed by their team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

Using the TinyMCE Text Editor

TinyMCE is a third-party WYSIWYG tool that allows users to provide HTML formatting in specific sections in Sugar without requiring any HTML knowledge. TinyMCE is available when quick-composing email or creating knowledge base articles and templates.

TinyMCE's rich-text editor framework and presents familiar formatting options:

Element	Button(s)	Function
Edit HTML Source		Bypass the rich-text editor options and insert your own HTML code, or view the HTML code of an existing template to make advanced changes.
Bold, Italic, Underline, Strikethrough		Use these basic font formatting options to easily add common styles to text in the message body.
Insert/Remove Bulleted List, Insert/Remove Numbered List		Transform paragraphs in the message body into a formatted list.
Align Left, Align Center, Align Right, Align Full		Set paragraph alignment.

Text Color, Background Color		Choose a custom font color or highlight text with a background font color.
Cleanup Messy Code, Remove Formatting		Tidy up the code formatting or remove any formatting.
Insert/Edit Image, Insert/Edit Link		Insert or edit an image or a link.
Font Size		Make text larger or smaller.
Format, Styles		Choose a format and style for headers.

Last Modified: 2017-08-10 18:17:31

User Interface (Legacy Modules)

Overview

The user interface in Sugar is essentially everything you see and can interact with in Sugar. Knowing what buttons allow you to do what actions and how to quickly add and edit information is critical to managing your customer information. This documentation is divided into related sections in order to cover in detail, interface options to perform specific tasks.

Legacy Modules

This documentation will cover the Legacy user interface which is carried over from Sugar 6. Below is a list of modules which use the Legacy user interface. Other modules use the updated Sidecar user interface which is described in detail in the [User Interface](#) documentation.

- Calendar
- Campaigns
- Contracts
- Documents
- Emails

Note: Custom modules that are created in Module Builder will utilize the Sidecar user interface. Custom modules installed to an instance prior to Sugar 7 that were not created in Module Builder will use the Legacy user interface upon upgrade to 7.x.

List View

Each module in Sugar contains a list view to search and display records in a table format. To access a module's list view, simply click the module tab (e.g. Documents) in the navigation bar at the top of Sugar.

Note: To send record assignment notifications, an SMTP server must be configured in [Email Settings](#).

Search Documents

Document Name My Favorites Search Clear [Advanced Search](#)

Delete

	Document Name	File Name	Source	Category	Sub Category	Revision Date	Expiration Date
<input type="checkbox"/>	Sales Team-Internal Process	Internal Process.docx	Sugar			2017-05-15 19:47	

The list view displays all records meeting the current search criteria and to which your user has access. By default, Sugar sorts records in descending order of their creation date. You can view the basic details of each record within the field columns or select the record name to view it in the detail view.

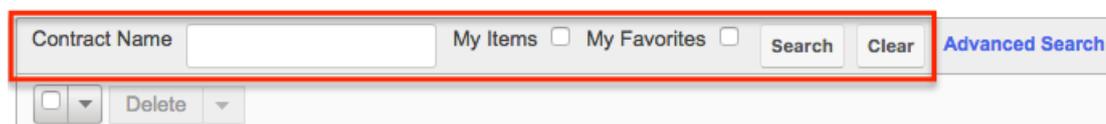
Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

You have the option to change what fields are displayed in each module's list view by configuring your layout options in the Advanced Search. For more information on configuring your list view, please refer to the [Layout Options](#) section of the Search documentation. Users with administrator or developer access also have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation.

Basic Search

The basic search is at the top of the list view for each module and offers a few, commonly used fields for a simplified search experience.

Search Contracts



The image shows a search interface for 'Contracts'. It features a search input field with the placeholder text 'Contract Name'. To the right of the input field are two checkboxes labeled 'My Items' and 'My Favorites'. Further right are 'Search' and 'Clear' buttons, followed by a link for 'Advanced Search'. Below the search panel, there is a 'Delete' button with a dropdown arrow.

From the Basic Search panel, you can also click "Advanced Search" to access additional search functionality as needed.

The following buttons and checkboxes are common across many Legacy modules' Basic Search panel and have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Items** : Select this box to return only records assigned to you.
- **My Favorites** : Select this box to return only records you have marked as favorites.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "My Items" and enter a name or subject, Sugar will only return records with a matching name or subject that are assigned to you. Once the search is complete, the relevant results will populate in the list view below the search panel. To see all records to which you have access within the module, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

Administrators can configure the fields that appear on the Basic Search for each

module via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation.

Advanced Search

Advanced Search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. From the Advanced Search panel, you can also click "Basic Search" for simplified searching.

Search Contracts

The screenshot shows the Advanced Search interface for Search Contracts. It includes the following elements:

- Search fields: Contract Name, Account Name, Start Date, End Date, Status, and Assigned to.
- My Favorites: A checkbox.
- Layout Options: A dropdown menu.
- Buttons: Search, Clear, Basic Search, Saved Searches, Save search as:, Save, Update, and Delete.

The following buttons, checkboxes, and dropdowns are common across many Legacy modules' Advanced Search and have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Favorites** : Select this box to return only records you have marked as favorites.
- **Layout Options** : Use the expandable Layout Options section to configure your list view. For more information, please refer to the [Layout Options](#) section of the Search documentation.
- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of the Search documentation.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields for which you have given a value. For example, if you select "My Favorites" and enter in a field to search, Sugar will only return records matching that field that you have marked as favorites. When searching by a multi-select or dropdown field (i.e. "Assigned to"), however, Sugar will return records matching any of these selections. Once the search completes, the relevant results will

populate in the list view below the search panel. To see all records to which you have access within the module, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

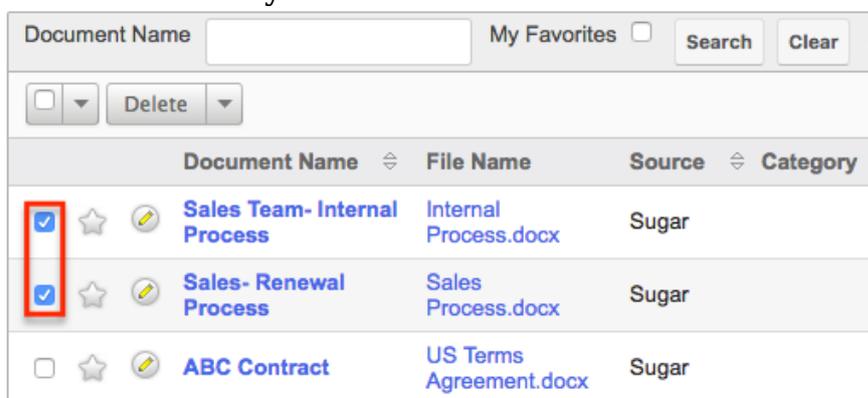
Administrators can configure the fields that appear on the Advanced Search for each module via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation.

Selecting Records

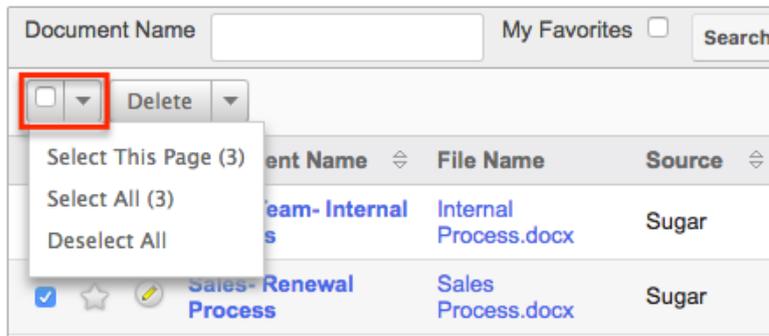
The list view in Sugar allows you to select a single record to view by clicking on the name or subject of the record to open it in the detail view. You can also select multiple records at once and perform certain actions on those records.

To select or deselect records in the Legacy modules list view, use the following methods:

- **Individual Selection** : Mark the checkbox on the left of each record's row on the list view you wish to select.



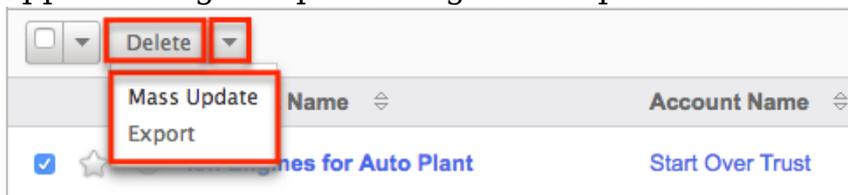
- **Checkbox Selection** : To select or deselect multiple records from the list view, use the options in this checkbox dropdown menu.
 - **Select This Page** : Selects all records shown on the current page of list view results. You can also click the open checkbox to the left of the Checkbox Selection menu to select all records on the current page.
 - **Select All** : Selects all records in the current search results across all pages of list view results.
 - **Note:** When using "Select All" you can not deselect single records, but will have to use the Deselect All option.
 - **Deselect All** : Deselects all records that are currently selected.



When selecting records, you can page through all of the records and Sugar will remember which records are selected. Depending on your Sugar settings you may see the count of records being selected or you may see a plus sign (+) to refer to more records. Simply select the Deselect All option to remove all selected records regardless of how they were initially selected.

Mass Actions Menu

The Actions menu to the right of the checkbox dropdown allows you to perform various actions on the currently selected records. It allows you to perform actions such as Delete, Mass Update, and Export for one or more records. Please note that not all Legacy modules have these actions available. The sections below will cover the most common actions across the modules. For more information on actions available within a specific module, please refer to the list view section in the application guide pertaining to the specific module.

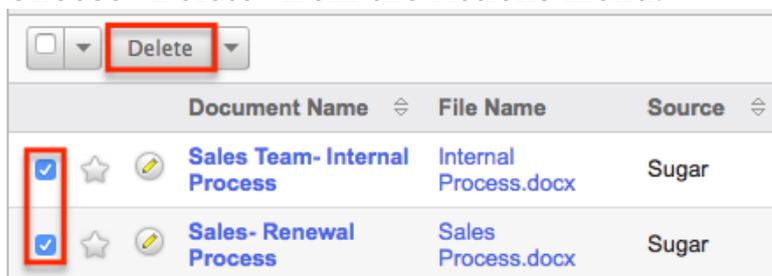


Delete

The list view in Sugar allows you to easily mass delete records. Please note that deleted records are not permanently removed from the database, but are marked as deleted in the system so that it no longer appears in Sugar. These records can be recovered by anyone with direct database access. Also, deleting records in Sugar will not delete the related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records.

The following steps cover deleting document records via the Documents list view as an example:

-
1. Navigate to the Documents list view by clicking on the Documents module tab.
 2. Use the [Basic](#) or [Advanced Search](#) to find the document records you wish to delete.
 3. Select the desired document record(s) individually or use the [checkbox dropdown's](#) options.
 4. Choose "Delete" from the Actions menu.



5. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Due to PHP memory limitations on the server, there may be occasions when the application times out while deleting a large number of records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Mass Update

Mass Updating allows users to make the same change to multiple records at one time from the list view. Users with administrator or developer level access can control which fields are available during mass updates via Admin > Studio. Currently, only fields with the data type of date, datetime, dropdown, multiselect, and radio may be altered during a mass update. For more information on configuring the mass update options, please refer to the [Studio](#) documentation. Due to the PHP memory limitations on the server, there may be occasions when the application times out while mass updating a large number of records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

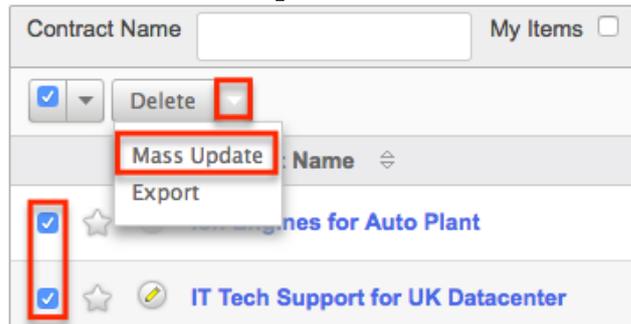
Please note that your ability to mass update may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Mass Update option.

Use the following steps to mass update records from the list view:

1. Navigate to the list view by clicking the module tab in the navigation bar.
2. Use the list view's [Basic](#) or [Advanced Search](#) to identify records you wish to modify.
3. Select the desired records individually or using the [checkbox dropdown's](#)

options.

4. Choose "Mass Update" from the Actions menu.



5. Scroll to the Mass Update panel and set values for the fields you wish to alter.

Note: For the Teams field, use "Replace" to remove existing team assignments before adding those specified here. Use "Add" to add the teams specified here to any existing team assignments.

Mass Update

Account Name:	<input type="text"/>	Start Date:	<input type="text"/> (yyyy-mm-dd)
End Date:	<input type="text"/> (yyyy-mm-dd)	Currency:	US Dollars : \$
Status:	-none-	Customer Signed Date:	<input type="text"/> (yyyy-mm-dd)
Company Signed Date:	<input type="text"/> (yyyy-mm-dd)	Type:	-none-
Assigned to:	<input type="text"/>	Teams:	<input type="text"/> Primary
		<input checked="" type="radio"/> Replace <input type="radio"/> Add	

6. Click "Update" to save the changes to all of the currently selected records.

Favorite Designation

Each Sugar user has the option to designate their own favorite records within modules which are important or will be viewed often so that they can easily be accessed via search or from the module tab. Once records are marked as favorites, use the My Favorites checkbox in the [Basic](#) or [Advanced Search](#) to retrieve your favorites or select from your most recent favorites directly from the module tab.

Use the following steps to mark records as favorites via the list view:

1. Navigate to the list view by clicking the module tab in the navigation bar.
2. Use the [Basic](#) or [Advanced Search](#) to find the records you wish to mark as

favorites.

3. Mark the star icon on the left of each desired record's row.
4. To remove the record as a favorite, click the star again to revert it to white.

Contract Name My Items My Favorites Search

Delete

Contract Name	Account Name	Status
<input type="checkbox"/>   Ion Engines for Auto Plant	Start Over Trust	Signed
<input type="checkbox"/>   IT Tech Support for UK Datacenter	Start Over Trust	Signed

Edit Option

Records may be edited at any time to update or add information to the record. You can make changes to existing records by clicking the Pencil icon to the left of each record's name or subject in the list view. This will open up the records edit view layout to update the necessary fields and you can click "Save" to preserve the changes made.

Use the following steps to quick edit records via the list view:

1. Navigate to the list view by clicking the module tab in the navigation bar.
2. Use the [Basic](#) or [Advanced Search](#) to find the records you wish to edit.
3. Click the Pencil icon to the left of the record's name or subject in the list view.

Contract Name	Account Name	Status
<input type="checkbox"/>   Ion Engines for Auto Plant	Start Over Trust	Signed
<input type="checkbox"/>   IT Tech Support for UK Datacenter	Start Over Trust	Signed

4. Update the necessary fields on the record's edit view layout, then click "Save" to preserve the changes.

[Ion Engines for Auto Plant](#) » Edit

(1 of 2)

* Indicates required field

Overview

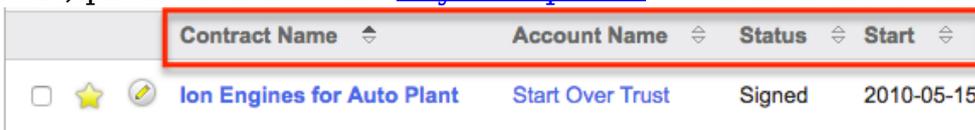
Contract Name: *	<input type="text" value="Ion Engines for Auto Plant"/>	Status: *	<input type="text" value="Signed"/>
Reference Code:	<input type="text" value="EMP-7277"/>	Start Date:	<input type="text" value="2010-05-15"/> (yyyy-mm-dd)
Account Name: *	<input type="text" value="Start Over Trust"/>	End Date:	<input type="text" value="2020-05-15"/> (yyyy-mm-dd)

Please note that your ability to edit records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure both the edit view and quick create via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation.

Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, simply click the column header noting that the fields which allow sorting will have a pair of arrows. You can click the column header again to reverse the sort order. Please note that the list view may be sorted by only one column at a time. You can also set a default order-by column using the layout options in Advanced Search. For more information on setting a default column sort, please refer to the [Layout Options](#) section of the Search documentation.

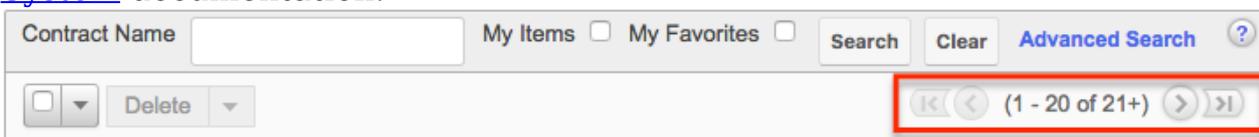


Contract Name	Account Name	Status	Start
<input type="checkbox"/> Ion Engines for Auto Plant	Start Over Trust	Signed	2010-05-15

Pagination

List view displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. To the right just below the search panel you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results.

By default, Sugar displays 20 records per list view page, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation.

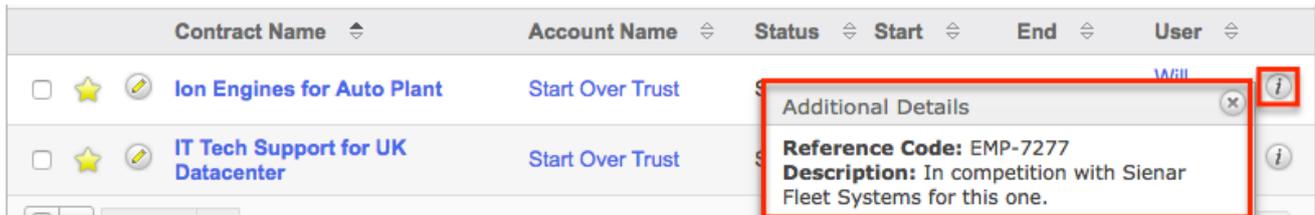


Contract Name My Items My Favorites Search Clear Advanced Search ?

Delete (1 - 20 of 21+)

More Information

Additional details for each record can be viewed by clicking the "i" icon to the far right of each list view row. This provides users a quick view of additional information in addition to what appears in the display column fields. The resulting pop-up window will show information such as Description, etc. by default. The list of fields appearing here may only be configured through a code-level customization.



Detail View

The module's detail view displays thorough information including all fields which are grouped by default into the Overview and Other panels. You can also view a record's related records (Activities, Documents, Contacts, etc.), which appear in [subpanels](#) beneath the records fields.

Please note that you will only be able to view a record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation. Users with administrator or developer access have the ability to change the detail view by configuring the layout via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation. To access a record's detail view, simply click on the name or subject link from anywhere in the application including from the module's list view.

IT Tech Support for UK Datacenter ☆

Edit ▾

< (1 of 2) >

Overview			
Contract Name:	IT Tech Support for UK Datacenter	Status:	Signed
Reference Code:	EMP-9802	Start Date:	10/01/2013
Account Name:	A.G. Parr PLC	End Date:	10/31/2013
Opportunity:			
Type:	Contract Term: 30 Day(s)		
Contract Value: (USD \$):	350,600.00	Company Signed Date:	09/09/2013
Expiration Notice:	Customer Signed Date: 09/09/2013		
Description:	This is a sub-contract for a very large project.		

Other			
Assigned to:	Will Westin	Date Modified:	11/22/2013 01:29pm by Administrator
Teams:	Global	Date Created:	11/22/2013 05:47am by Administrator

Next or Previous Record

On the upper right of the detail view, there are two buttons that allow you to page through each record in the module list view's current search results. Clicking the Previous button displays the previous record of the current search results while clicking the Next button displays the next record of the current search results. The text in between shows which record result you are currently viewing within the total number of current results.

Ion Engines for Auto Plant ☆

Edit ▾

< (1 of 22) >

Overview			
Contract Name:	Ion Engines for Auto Plant	Status:	Signed

Actions Menu

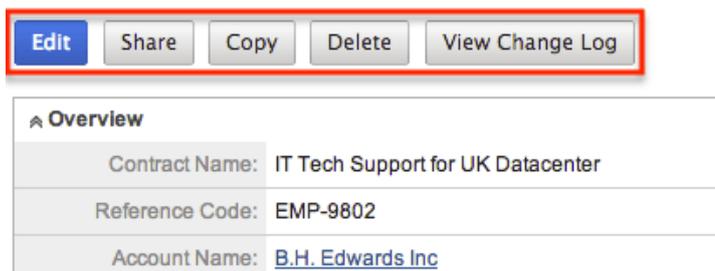
The Actions menu on the top left of each detail view allows you to perform various actions (e.g. Edit, Share, Copy, Delete, etc.) on the current record. Please note that the action items available in the Actions menu will vary between each Legacy module.

New Account Created



Administrator users can also change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation. The following sections will cover the most common action items available across the Legacy modules. For more information on action items not listed here, please refer to the Detail View > Actions Menu section of the specific module's documentation.

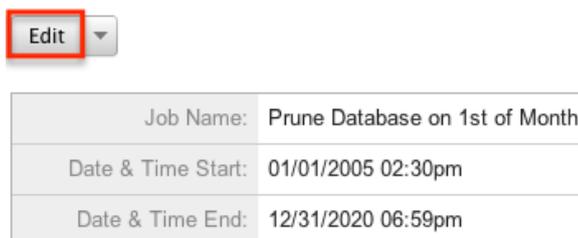
IT Tech Support for UK Datacenter ☆



Edit

You can edit records via the detail view by clicking the Edit button on the upper left of the page. Once the edit view layout is open, update the necessary fields, then click "Save" to preserve the changes made. For more information regarding the edit view and how to edit records in Sugar, please refer to the [Edit View](#) section of this documentation.

Prune Database on 1st of Month ☆



Please note that your ability to edit records in Sugar may be restricted by a role.

For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure the module's edit view via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation.

Share

Individual records can be shared with other users in your organization by sending an email with the record's link directly from the record view. In the module's detail view, select "Share" from the Actions menu which will open a Compose Email window including the URL of the record. Enter the recipient(s) email address in the To field then click "Send".

Computers for Tracker Com LP ☆



Users can simply click the link in the email to access the record in Sugar. Please note that the user must be logged into Sugar in order to access the record. Users will only be able to view the shared record as allowed by their team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

Copy

You can create a new record by duplicating an existing record from the detail view. The Copy option is useful if the record you are creating has similar information to an existing record. Please note that any related record(s) to the original record will not be copied to the newly created record.

Use the following steps to create a record by duplicating an existing record:

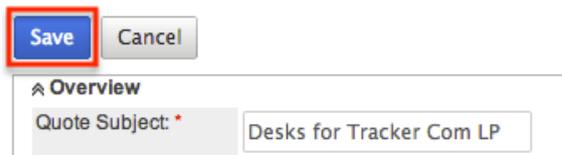
1. Navigate to a record's detail view.
2. Click the Actions menu and select "Copy".

Computers for Tracker Com LP ☆



3. The displayed edit view is pre-populated with the original records values. Update the necessary fields, then click "Save".

Create



Delete

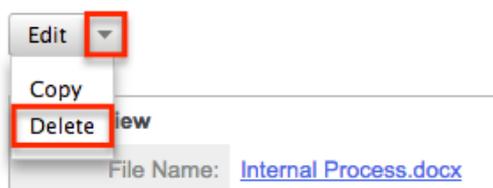
Users have the ability to delete records that are invalid or should no longer appear in their organization's Sugar instance via the module's detail view. Deleting via the detail view allows you to delete a single record in the module. Please note that deleting records will not delete the related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records.

Please note that your ability to delete records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Delete options.

The following steps cover deleting a document record from the Documents detail view as an example:

1. Navigate to a document's detail view.
2. Select "Delete" from the Actions menu.

Sales Team- Internal Process ☆

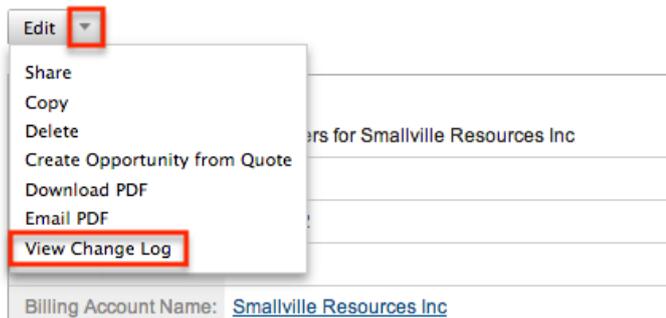


3. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

View Change Log

Changes made to each record are tracked over time, and for most modules users are able to view the history of changes via the change log in each record's detail view. To view the change log, navigate to a record's detail view and select "View Change Log" from the Actions menu. Please note that only fields marked as "Audit" in Admin > Studio will be displayed in the change log. For more information on designating a field for audit, please refer to the [Studio](#) documentation.

Computers for Smallville Resources Inc ☆



Field Panels

Field panels are what hold the fields for a record in the detail view. Most modules come with two panels defined by default: Overview and Other. Please note that the field panels can be collapsed to hide unnecessary data.

Discuss review process ☆

A screenshot of a record's detail view for 'Discuss review process'. At the top left is an 'Edit' button with a dropdown arrow. To the right are navigation arrows and '(2 of 21+)'. Below this are two field panels. The first panel, 'Overview', is highlighted with a red box and contains fields for Subject (Discuss review process), Status (Outbound Planned), Start Date & Time (12/09/2013 09:00am), Accounts (JBC Banking Inc), Duration (0h 30m), Reminders (Popup, Email all invitees), and Description. The second panel, 'Other', is also highlighted with a red box and contains fields for Assigned to (Jim Brennan), Teams (East), Date Modified (12/06/2013 03:54pm by Administrator), and Date Created (12/06/2013 11:46am by Administrator).

Users with administrator or developer access have the ability to change the fields (e.g. Name, Assigned User, etc.) and labels inside the field panels as well as move, create, and edit existing field panels via Admin > Studio to provide visibility to the most important fields. Field panels can also be collapsed by default via Admin >

Studio. For more information on modifying field panels, please refer to the [Studio](#) documentation.

Subpanels

Beneath the module record's fields are subpanels containing related records from various modules (e.g. Activities, Documents, Contacts, etc.). The subpanels that appear in a record's detail view is based on the relationships defined for the current module as well as the administrative settings on which subpanels are set to display in Sugar. You can expand and collapse subpanels as well as rearrange them per your viewing preference. For more information on changing the display of subpanels, please refer to the [Layout](#) section of this documentation. You can create related records as well as relate an existing record directly from the subpanel. Please note that the actions available in the Actions menu can vary between certain subpanels (e.g. Activities, History).

Users with administrator or developer access have the ability to change the fields (e.g. Status, Subject, etc.) and labels of each subpanel by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information on modifying subpanels, please refer to the [Studio](#) documentation.

Activities and History

The Activities and History subpanels are special subpanels in Sugar that show data from multiple modules based on certain criteria. For example, a meeting with a status of "Planned" will appear in the Activities subpanel. Once the meeting is changed to a status of "Held", it will move from the Activities subpanel to the History subpanel. All related note and email records will appear in the History subpanel as there are no filters on those modules, but notes and emails will never display in the Activities subpanel. If you customize the status field for any of the modules, the records that hold a custom status will appear in the Activities subpanel. But code level customizations would be required to have a new status show in the History subpanels.

Please refer to this chart for the criteria both subpanels use to query data:

Subpanel	Module	Status Field Filter
Activities	Meetings	Does not Equal "Held"
		Does not Equal "Not Held"
	Tasks	Does not Equal "Completed"
		Does not Equal "Deferred"
Calls	Does not Equal "Held"	

		Does not Equal "Not Held"
History	Meetings	Equals "Held"
		Equals "Not Held"
	Tasks	Equals "Completed"
		Equals "Deferred"
	Calls	Equals "Held"
		Equals "Not Held"
	Emails	N/A
Notes	N/A	

Since the Activities and History subpanels contain records from many different modules, there are some differences in the actions and record display than in normal subpanels. Each record in both subpanels will have an icon to the far left indicating which module the record originates from. For example, if the record is a call, then the Telephone icon will display to the left of the subject.

Activities

Create Task ▾

Subject ⇅	Status ⇅
 Follow Up to Conf Call	Planned
 Send Minutes from Conf Call	Not Started
 Organize Conf Call	In Progress

History

Create Note or Attachment ▾

Subject ⇅	Status ⇅	Contact	Date
 Conf Call Minutes	Note		03/18 10:34
 Conf Call Notes	Note		03/18 10:33
 Meeting Reminder	Sent		03/18 10:07
 Conf Call	Held		03/18 10:35

Normal subpanels typically have a Create and Select option to create or link related records. The Activities and History subpanels have multiple actions due to the fact that there are multiple modules involved.

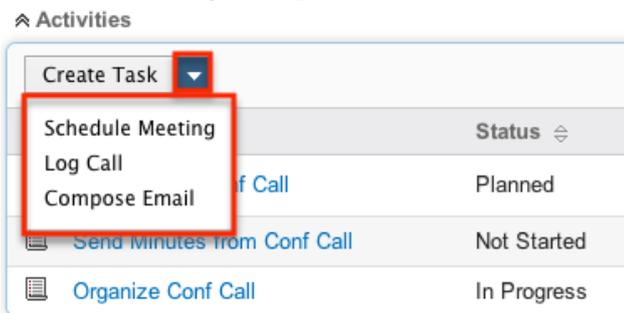
You have the following actions available from the Activities subpanel:

- **Create Task** : Creates a new task record related to the record currently

being viewed.

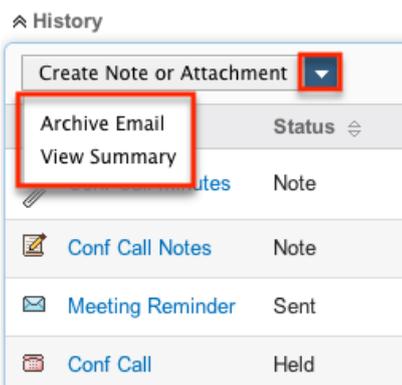
- **Schedule Meeting** : Creates a new meeting record related to the record currently being viewed.
- **Log Call** : Creates a new call record related to the record currently being viewed.
- **Compose Email** : Launches the Compose Email popup window to send an email.
 - **Note:** The email will automatically be related to the current record you are viewing.

Note: When creating a Task, Meeting, or Call from the Activities subpanel, you have the ability to set the Status field to "Held" or "Completed" which will place it in the History subpanel.



You have the following actions available from the History subpanel:

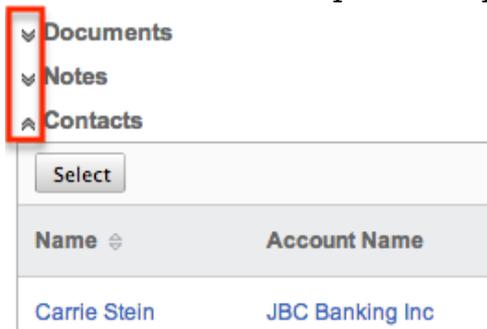
- **Create Note or Attachment** : Creates a new note record related to the record currently being viewed.
- **Archive Email** : Allows a received email to be entered manually on a record for historical purposes only.
 - **Note:** This will not send an email to you or the email address on the record.
- **View Summary** : Opens a popup window with the Subject, Status, and Detail of all associated records in the History subpanel. This is useful as it allows you to view a history of all activities that have taken place for the current record.



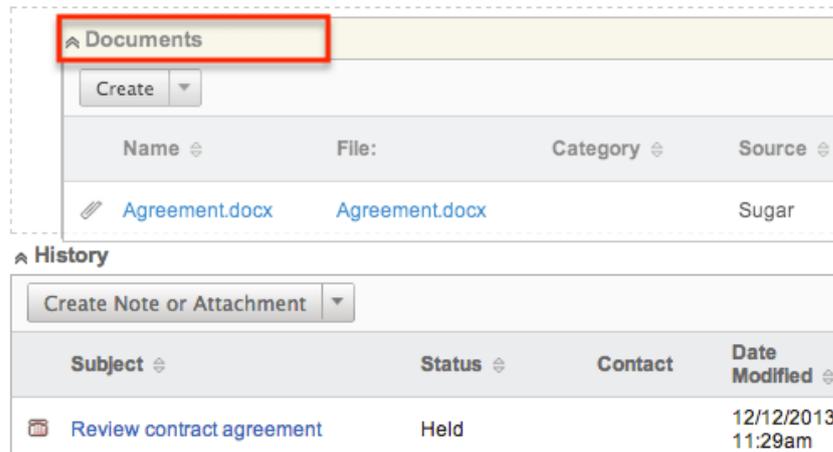
Layout

Subpanels in Sugar can be personalized by each user to only display the most relevant subpanels per their viewing preference.

- **Collapse/Expand** : Click the double arrow to the left of the subpanel's name to either collapse or expand the subpanel.



- **Rearrange Subpanels** : Drag and drop the subpanel's header bar to move the subpanel to a new location on the detail view.
Note: Administrators can prevent users from moving subpanels to different locations on the detail view. For more information on preventing rearranging of subpanels, please refer to the [System](#) documentation. Check with your system administrator if you are not able to rearrange your subpanels.



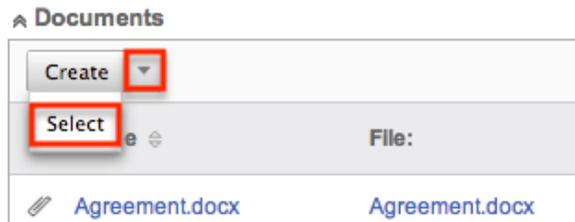
Actions

Related record subpanels (e.g. Contacts) also provide options to create or select related records directly from the detail view.

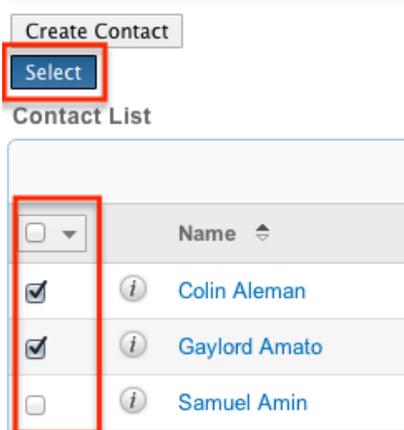
- **Create** : Choose "Create" from the subpanel's Actions menu to relate a new record. The newly created record will automatically be related to the current record you are viewing.



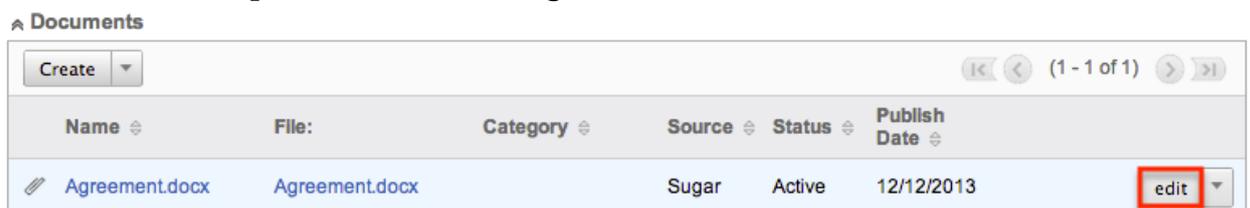
- **Select** : Choose "Select" from the subpanel's Actions menu to relate an existing record. The Search popup window will display allowing you to select records to relate to the current record you are viewing.



You may also select multiple records in the search popup to be related to the main record.



- **Edit** : Choose "Edit" on the far right of the record's row to edit the related record in the subpanel. Make the necessary changes to the record then click "Save" to preserve the changes.



- **Unlink** : Choose "Unlink" from the dropdown on the far right of the record's row to remove the relationship between the related record and current record.
 - **Note**: This removes the relationship, but does not delete the record itself.

Documents

Create

(1 - 1 of 1)

Name	File:	Category	Source	Status	Publish Date	
Agreement.docx	Agreement.docx		Sugar	Active	12/12/2013	edit unlink

Notes

Users with administrator or developer access have the ability to change the fields (e.g. Name, Assigned User, etc.) and labels of each subpanel by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information on modifying subpanels, please refer to the [Studio](#) documentation.

Column Sorting

You can sort all of the related records in each subpanel by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. Please note that each subpanel may be sorted by only one column at a time.

Contacts

Select

Name	Account Name	Email
Carrol Cossette	Airline Maintenance Co	carrol@example.com

Pagination

The top right of the subpanel shows which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of the set.

By default, Sugar displays 5 records per subpanel results set, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation.

(11 - 12 of 12)

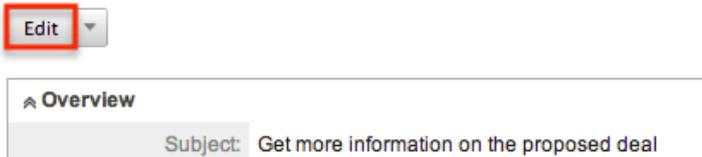
Assigned User

Sarah Smith

Edit View

The module's edit view allows records to be edited at any time to update or add information as necessary. The Edit View layout is available for most Legacy modules and can be accessed by clicking the Edit button on the upper left of the detail view.

[Get more information on the proposed deal](#) ☆



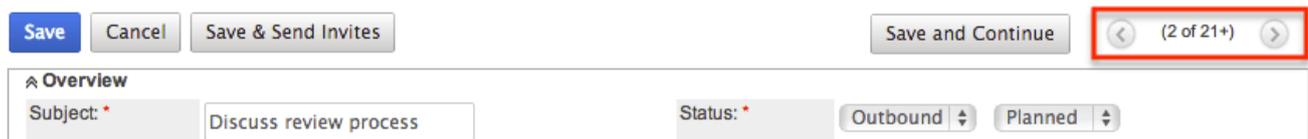
Please note that your ability to edit records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure the edit view via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation.

Pagination

On the upper right of the Edit View layout, there are two single-arrow Next and Previous buttons which allow you to page through each record in the list view's current search results. Clicking the Left arrow button displays the previous record of the current search results while clicking the Right arrow button displays the next record of the current search results allowing you to edit records as necessary. The text in between the arrows, shows which record result you are currently editing within the total number of current results. Once the necessary changes have been made, you can click "Save and Continue" if you wish to save the details in the current record and proceed with editing the next record.

[Discuss review process](#) » Edit



Editing Records

Records may be edited at any time to update or add information to the record. Once in the edit view, update the necessary fields available on the layout then click "Save" to preserve the changes. You can click "Cancel" at any time to return to the

previous page without editing the record.

SugarCRM » Edit

Save Cancel View Change Log

Overview More Information Other

Name: * SugarCRM

Administrators in Sugar can configure the Edit View layout via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation.

Editing Related Fields

Sugar contains many different relationships between different modules and a couple of different relate fields for users to create relationships with.

- **Relate** : Most one-to-many relationships in Sugar are represented by a relate field. Relate fields on the edit view layout display an Arrow and "X" button to the right of the field. You can either click the Arrow button to select a related record from the record selection window or begin typing in the open text box to pull up a list of records matching the keyword.

Bill to

Billing Account Name: * A|

Billing Contact Name:

Address Information

Billing Address

Street:

A.D. Importing Company In
Aim Capital Inc
Air Safety Inc
Airline Maintenance Co
Anytime Air Support Inc
AtoZ Co Ltd

- **Flex Relate** : Allows a dynamic module and a record from that module to be related to the current record. Users can first select the module from the dropdown list then choose or enter the record they wish to relate to the current record they are viewing.

Status: * Inbound Planned

Related to: Contact W|

Reminders: Popup Email all invitees

Winford Bourke
Warner Burpee
Willian Seager
Willian Stuart

- **Email Addresses** : Email address fields can be linked to many different email addresses for a single record. Click the Plus button to add an email

address to a record.



The screenshot shows the 'Email Address' field with a plus icon in a red box. Below the field is an input box containing 'example@example.com' and a minus icon. To the right are three columns: 'Primary' (with a selected radio button), 'Opted Out' (with an unchecked checkbox), and 'Invalid' (with an unchecked checkbox).

Each email address can be set as Opted Out or Invalid. Only one email address can be selected as the Primary. Click the minus sign to remove an email address from a record.



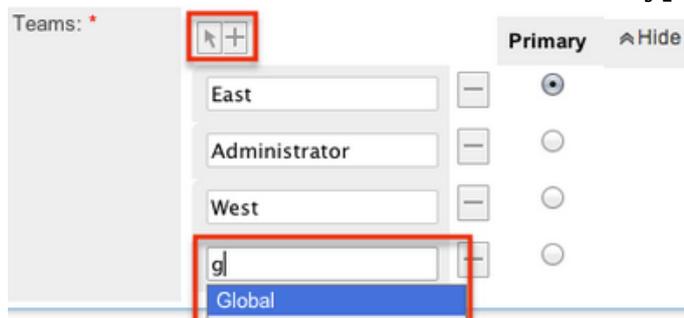
The screenshot shows the 'Email Address' field with two entries. The first entry is 'example@example.com' with a minus icon and a selected radio button. The second entry is 'old@example.com' with a minus icon in a red box, an unselected radio button, an unchecked checkbox for 'Opted Out', and a checked checkbox for 'Invalid'.

- **Teams** : The team field specifies which team or teams of users have visibility of each record.
 - If there are multiple teams on a record, click "Show" to view all of the teams.



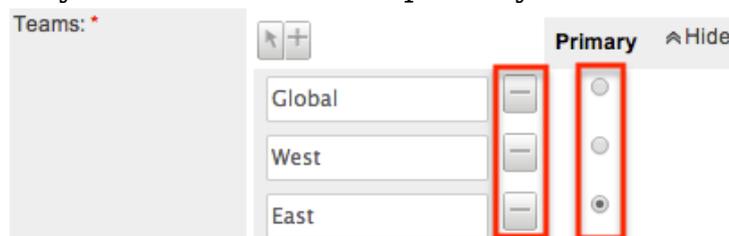
The screenshot shows the 'Teams' field with a plus icon, a dropdown menu showing 'East', and a 'Show' button in a red box. The 'Primary' label is also visible.

- Click the Arrow icon to open the team selector window, or click the Plus icon to add a new row to use the type-ahead feature.



The screenshot shows the 'Teams' field with a plus icon in a red box and a team selector window open. The window lists 'East', 'Administrator', 'West', and 'Global' (selected and highlighted in blue). A minus icon is also visible next to the 'Global' entry.

- Click the Minus icon to remove a team from the record and select only one team to be the primary team.



The screenshot shows the 'Teams' field with a plus icon, a dropdown menu showing 'Global', 'West', and 'East'. The minus icons next to 'Global', 'West', and 'East' are in red boxes. The 'Primary' label and a 'Hide' icon are also visible.

- For more information on teams, please refer to the [Team Management](#) documentation.

Using the TinyMCE Text Editor

TinyMCE is a third-party WYSIWYG tool that allows users to provide HTML formatting in specific sections in Sugar without requiring any HTML knowledge. TinyMCE is available when composing email or email templates from the Emails module or creating workflow email templates.

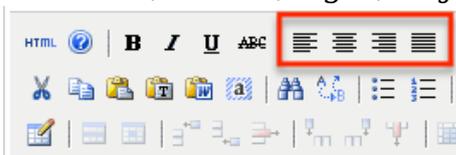


The following are some descriptions of the more commonly used features in TinyMCE:

- **Text Formatting** : Use the following buttons to format text to be bold, italics, underlined, or stricken through.



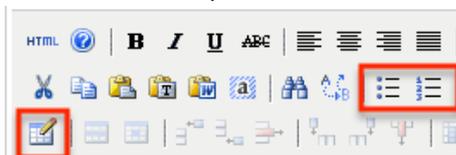
- **Alignment** : Use the following buttons to change the alignment of the text to be left, center, right, or justified.



- **Fonts** : Use the following dropdowns to select special section formatting, fonts, and sizes.



- **Layout Formatting** : Use the following buttons to utilize bullet list, ordered lists, and tables.



- **Links and Images** : Use the following buttons to create a link, remove a current link, or add an image.



- **Advanced HTML** : Click the HTML button to view your content in full HTML code. You may add and change the HTML to further refine your

content.

Not all HTML is allowed to be saved in Sugar. The following are some examples of HTML that will be removed when saved:

- Anything outside of the <body></body> tags.
- Any <style></style> tags.
- Any <script></script> tags.
- Any <form></form> tags.

Note: Inline CSS can be added to some elements (e.g. <p>, <pre>, and), but due to different email clients rendering HTML email in unexpected ways, inline CSS is not allowed on some elements (e.g. <div>, , and <table>).



Last Modified: 2018-01-25 20:22:17

Activity Streams

Overview

Sugar's activity stream allows users to view a list of activities performed on records, create posts, preview posts, comment on posts, etc. Users can easily track the most recent updates across their entire organization via the record and user posts on the activity stream. The activity stream can be accessed via the home page, module list view (e.g. Contacts list view), module's record view (e.g. Contacts record view), as well as the intelligence pane.

The modules currently enabled to generate record posts for the activity stream are Accounts, Bugs, Calls, Cases, Contacts, Leads, Meetings, Notes, Opportunity, Quoted Line Items, Revenue Line Items, and Tasks. This documentation will go over the basics of the activity stream as well as the various options available when viewing posts, creating posts, commenting on posts, etc.

Viewing Activity Streams

There are various options available for viewing activity streams in Sugar including via the home page, list view, record view, and intelligence pane. Users will be able

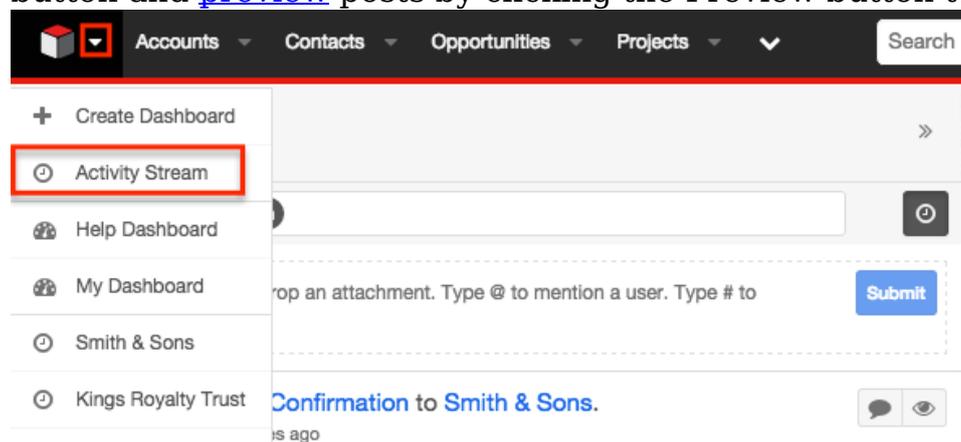
to view record posts (e.g. create, update, link, unlink), user posts, comments, and attachments via the activity stream. Keep in mind that if you are not the assigned user or did not create the record, you must follow the record in order to view all related posts via the Home page and List view activity stream.

Please note that you will only be able to view and access the activity stream for audit-enabled modules (Accounts, Bugs, Calls, Cases, Contacts, Leads, Meetings, Notes, Opportunity, Quoted Line Items, Revenue Line Items, and Tasks) in Sugar. Un-audited modules (e.g. Target, Target List) will not display the list view activity stream, record view activity stream, or provide the option to follow a record.

Note: Activity streams are not available for custom modules.

Viewing via Home Page

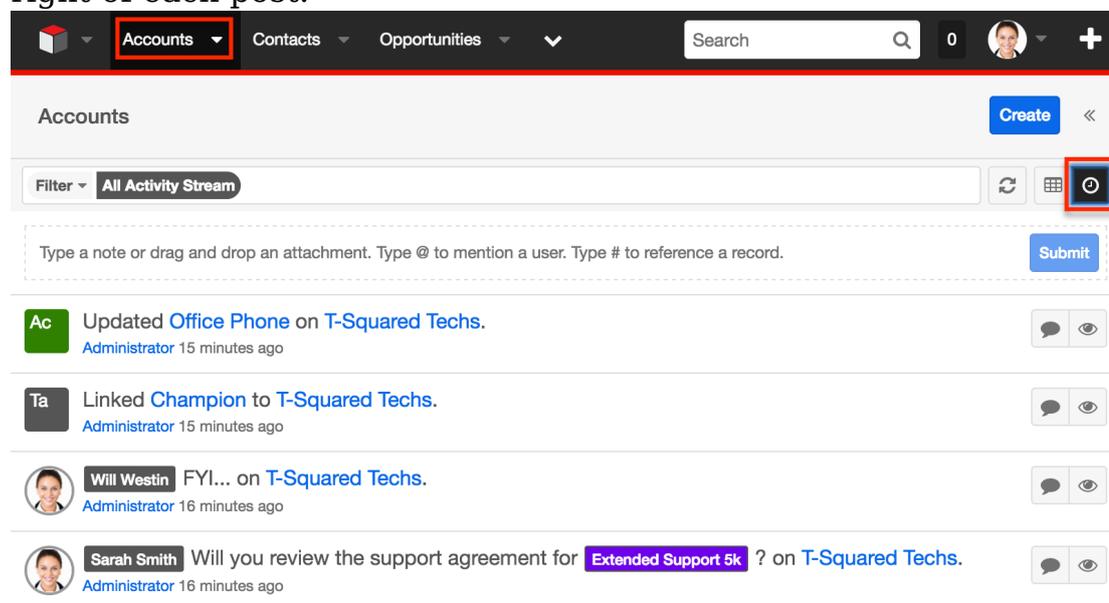
The Home page activity stream allows users to view all posts for records they are following in Sugar as well as all user posts created on the Home page activity stream. For more information on following records, please refer to the [Following Records](#) section of this documentation. You can access the Home page activity stream by clicking the triangle next to the Sugar cube icon on the upper left of Sugar then selecting "Activity Stream". All posts created via the Home page activity stream will be viewable by users in your organization. For more information on creating posts, please refer to the [Creating User Posts](#) section of this documentation. You can also [comment](#) on posts by clicking the Comment button and [preview](#) posts by clicking the Preview button to the right of each post.



Viewing via List View

The list view's activity stream displays all posts for records being followed in the current module as well as all user posts created on the list view activity stream. For more information on following records, please refer to the [Following Records](#) section of this documentation. To access the list view activity stream, click the

specific module tab (e.g. Contacts) at the top of the navigation bar then click the Activity Stream button to the right of the list view's search bar. You can view both user and record posts relevant to the module as well as create a post and comment on posts. For more information on creating posts and commenting on posts, please refer to the [Creating User Posts](#) and [Commenting on Posts](#) section of this documentation. You can also [preview](#) the post by clicking the Preview button to the right of each post.



Viewing via Record View

The record view's activity stream displays all posts specific to the current record you are viewing. Users can view all posts in the record view's activity stream even if they do not follow the record in Sugar. Please note that you must follow the record if you wish to view the record view posts via the Home page or List View activity stream. For more information on following records, please refer to the [Following Records](#) section of this documentation. To access the record view's activity stream, navigate to a module's record view (e.g. Avery Software Co) then click the Activity Stream button below the module's fields.

Please note that user posts created via the Home page or List View activity stream that reference the specific record's name will also appear in the record view's activity stream. For more information on referencing specific records, please refer to the [Referencing Users and Records](#) section of this documentation.

Ac
T-Squared Techs
★
Following
< >
Edit

Website
<http://www.supportqa.de>

Member of

Assigned to
[Will Westin](#)

[Show more...](#)

Industry
Healthcare

Type
Customer

Office Phone
(198) 916-0187

Module **Accounts** Filter ▾ All Activity Stream
↻
☰
👁

Type a note or drag and drop an attachment. Type @ to mention a user. Type # to reference a record. Submit

Ac Updated [Office Phone](#) on [T-Squared Techs](#).

Administrator 28 minutes ago

💬 👁

Sarah Smith Will you review the support agreement for [Extended Support 5k](#) ? on [T-Squared Techs](#).

Administrator 29 minutes ago

💬 👁

Viewing via Intelligence Pane

The intelligence pane in Sugar allows users to view a record's detail along with the related activity stream information directly from the Home page activity stream, module's list view, as well as the record view. To preview a record's details, simply click the Preview button to the right of a record post on the Home page or List View activity stream. You can also preview a record via the module's list view or related record subpanel by clicking the Preview button to the far right of each record's row. Any associated user and record posts will appear below the record's detail in the intelligence pane. Please note that unlike viewing via the Home page, List View, or Record View activity stream, you cannot create posts or comment on posts via the intelligence pane.

The screenshot displays a CRM interface. On the left, account details for 'T-Squared Techs' are shown, including website, industry (Healthcare), and assigned user (Will Westin). Below this is a table of 'Opportunities (2)'. The table has columns for Name, Status, and Expected Close Date. The first row is 'Extended Support 5k' with status 'In Progress' and close date '2016-11-30'. A red box highlights the eye icon in the table's action column. A red arrow points from this icon to a detailed activity stream on the right. The activity stream shows a post from Sarah Smith asking for a review of the 'Extended Support 5k' opportunity, and another post from the administrator linking to the same opportunity.

Name	Status	Expected Close Date
Extended Support 5k	In Progress	2016-11-30
T-Squared Techs - 1...	In Progress	2017-10-12

Activity Stream Views

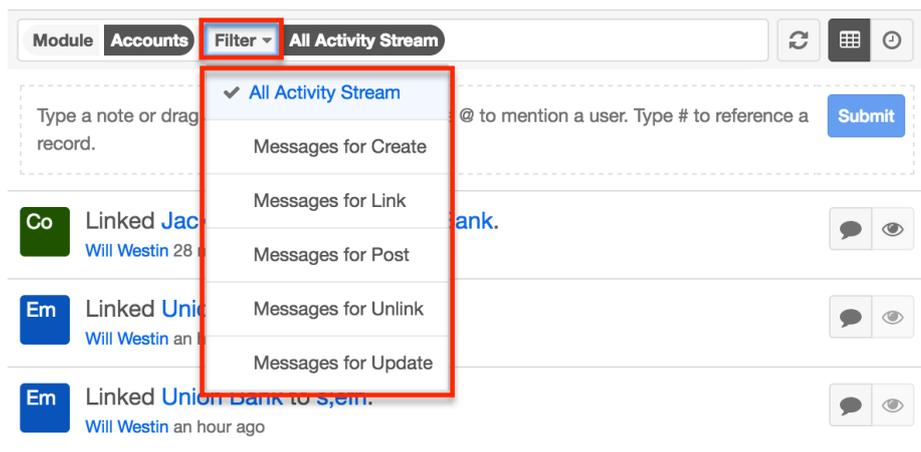
The activity stream allows users to view a list of activities performed on records, post messages, share external links, etc. The activity stream can be accessed via the Home page, module's list view (e.g. Contacts list view), as well as the module's record view (e.g. Contacts record view). For more information on viewing the activity stream in Sugar, please refer to the [Viewing Activity Streams](#) section of this documentation. The following will cover the various options available to users when creating posts, viewing posts, commenting on posts, etc. in the activity stream.

Post Options

There are various post options (e.g. external links, images, etc.) available to users when creating user posts in the activity stream. You can add external links, messages, etc. to your user post by dragging and dropping the corresponding links into the post input box. Files saved on your local machine can also be attached to your user post to share with users in your organization. In addition, you can mention specific users as well as reference specific records by typing in the @ or # sign followed by the user or record name. For more information on the various post options available, please refer to the [User Post Options](#) section of this documentation.

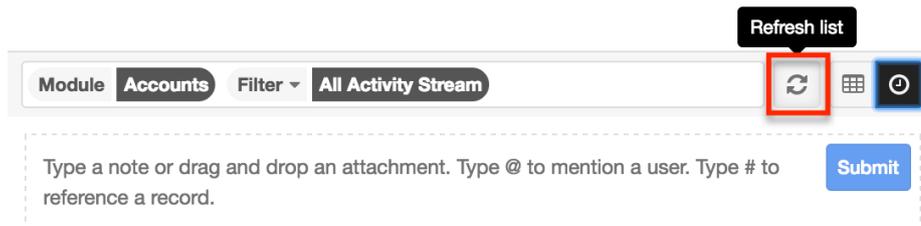
Filter Options

The activity stream can also be filtered to only display certain messages (e.g. Messages for Create, Messages for Update, etc.) by clicking "Filter" above the post input box then selecting the desired message type. This enables users to filter the activity stream to only display specific activity type's they wish to view. To view all posts in the activity stream, simply select the All Activity Stream option in the filter.



Refresh Button

The Refresh button is located to the right of the filter options and provides a quick way to load the most recent activity stream posts without reloading the browser or losing any filter criteria you may have set. Simply click the button to refresh the current view.



Preview Button

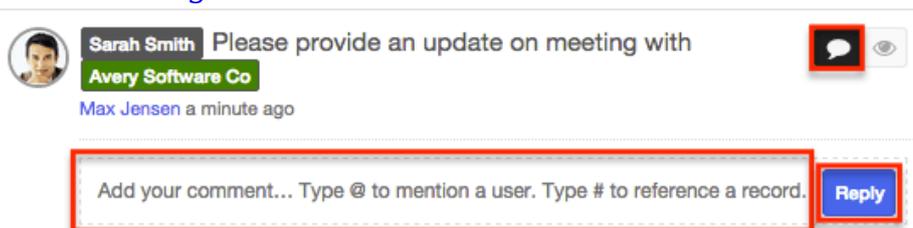
The Preview button to the right of each post allows users to preview the record referenced in record posts. The intelligence pane will display the record's details with key information regarding the record as well as any related activity stream information. Please note that preview is available for Create, Update, Link, and Unlink-type posts in the activity stream. User posts that originate from the record view's activity stream can also be previewed on the Home page and List View

activity stream as it automatically references the record in the post. To close the preview, simply click the "X" on the upper right of the intelligence pane. For more information on previewing posts, please refer to the [Previewing Posts](#) section of this documentation.



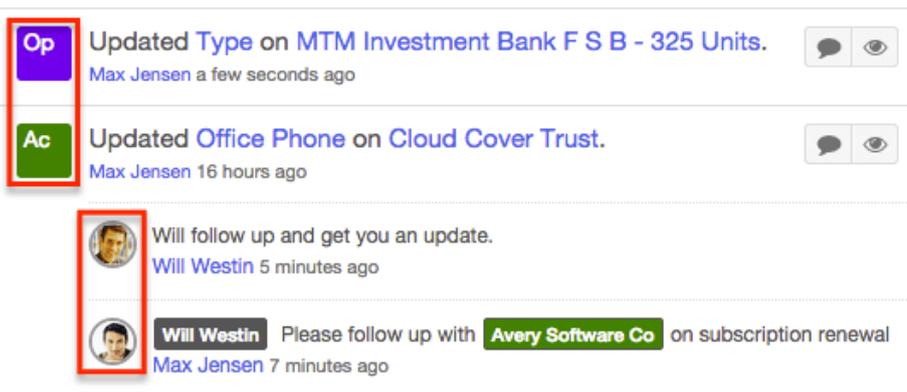
Comment Button

Users can respond to posts via the activity stream by clicking the Comment button to the right of each post. Once you click on the button, simply type your message into the comment box then click "Reply". Please note that comments are visible to all users in Sugar unless they do not follow the record in Sugar. For more information on following and unfollowing records, please refer to the [Following Records](#) and [Unfollowing Records](#) section of this documentation. When a comment is added, the post will move to the top of the activity stream once the activity stream page is refreshed. For more information on commenting, please refer to the [Commenting on Posts](#) section of this documentation.



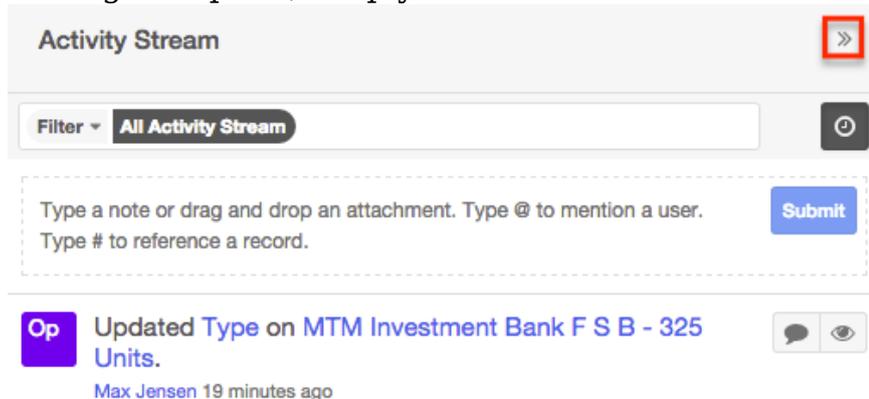
Post Icon

To the left of each post is the Post icon which allows users to easily identify the module that a record post is specific to, the user who created the post, etc. The Post icons for record posts are color coded and display the first two letters of the module to differentiate the various record posts for modules. For example, an update post for the Accounts module will display a green box with the letters "Ac", while a post for the Opportunities module will display a purple box with the letters "Op". User posts, as well as comments added to posts, display the user's profile image as the Post icon, which helps to identify the user who created the post or added the comment. For more information on uploading a profile picture to your Sugar account, please refer to the [User Profile](#) section of the Getting Started documentation.



Right Hand Side Drawer

On the upper right of the Home page activity stream, module's list view, and record view, there is a double-arrow icon that allows users to expand the activity stream to the full-screen width. The intelligence pane is hidden when the activity stream is expanded. To reduce the activity stream's width and reveal the intelligence pane, simply click the double-arrow icon again.



More Posts

The activity stream loads an initial number of posts with the option to show additional posts at the user's request. By default, Sugar displays 20 posts per activity stream view, but administrators can change the number of posts displayed via Admin > System Settings. For more information on changing the number of displayed posts, please refer to the [System](#) documentation in the Administration guide. To load the next set of posts, simply click the More Posts link on the bottom left of the activity stream.

Co Created [Jeanette McCormick Contact](#).  
Administrator 17 hours ago

Ac Linked [Meeting Confirmation to Smith & Sons](#).  
Administrator 17 hours ago

[More posts...](#)

Personalizing Activity Stream

Users can personalize their activity stream by specifying which records' posts should appear on their Home page and List View activity streams. You can follow specific records that you have access to view in Sugar by marking the Follow button in the record view or the Follow option in the list view. Please note that you automatically start following records that you mark as favorites in Sugar.

Following Records

Users can choose to follow specific records to which they have access to in Sugar. You can mark a record to follow via the module's list view by selecting "Follow" in the record actions menu as well as the record view by clicking the Follow button (If grayed out) to the right of the record's name. All posts appear on the Home page and List View activity stream for records you follow in Sugar. Please note that you will automatically follow records that you create as well as records that are assigned to you. You will not, however, automatically follow records you import. Should a user lose access to a record in Sugar, they will automatically stop following that record.

Following via List View

The following steps cover marking a record to follow via the Accounts list view as an example:

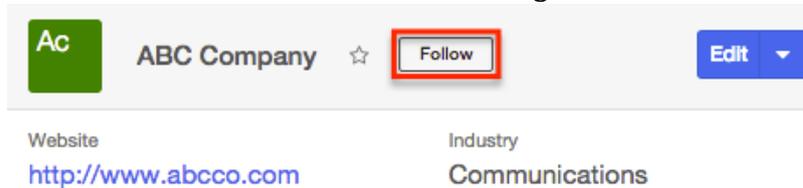
1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the Module Search to find the Account records you wish to follow.
3. Click the Record Actions menu to the far right of the records row and select "Follow".

Name	City	Phone	User	...
T-Squared T...	Santa Fe	(423) 230-1...	Jim Brenna	<input type="checkbox"/> <input type="checkbox"/>
Avery Softw...	Cupertino	(325) 213-8		Edit
Calm Sallin...	Cupertino	(296) 710-6		Follow

Following via Record View

The following steps cover marking a record to follow via the Accounts record view as an example:

1. Navigate to an Accounts record view.
2. Click the Follow button to the right of the accounts name.



Favoriting Records

Each Sugar user has the option to designate their own favorite records which are important or will be viewed often so that they can easily be accessed via search or from the module tab. You can mark a record as a favorite via the module's list view, record view, and related record subpanels. Please note that you will automatically start following records you designate as favorites in Sugar.

Favoriting via List View

The following steps cover marking records as favorites via the Accounts list view as an example:

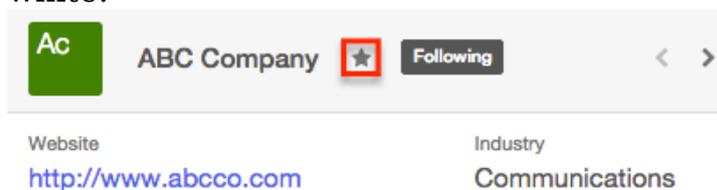
1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the Module Search to find the Account records you wish to mark as favorites.
3. Mark the star icon on the left of each desired account's row.
4. To remove the account as a favorite, click the star again to revert it to white.

<input type="checkbox"/>	Name	City	Billing Country
<input type="checkbox"/> ★	ABC Company	San Francisco	USA
<input type="checkbox"/> ★	Cloud Cover Trust	San Francisco	USA

Favoriting via Record View

The following steps cover marking records as favorites via the Accounts record view as an example:

1. Navigate to an account's record view.
2. Click the star icon to the right of the account's name on the upper left of the record view to designate it as a favorite.
3. To remove the account as a favorite, click the star again to revert it to white.



Favoriting via Subpanel

The following steps cover marking records as favorites via the subpanel in the Accounts record view as an example:

1. Navigate to an account's record view.
2. Click the star icon to the left of the desired record's row in the related record subpanel (e.g. Contacts).

Co Contacts (3)				
	Name	City	State	Email
★	Jessica Fillmore	San Mateo	CA	jessica@example.com

3. To remove the favorite designation, click the star again to revert it to white.

Unfollowing Records

Users can also choose to unfollow records that they no longer wish to view posts

for in their activity stream. Please note that this will prevent all future posts as well as the associated comments from appearing in your Home page and List View activity stream. However, historical posts associated to the unfollowed record will continue to appear in your activity stream. To unfollow a record via the list view, click the Record Actions menu then select "Unfollow". To unfollow a record via the record view, simply click the Follow button again to revert it to gray. Please note that you will automatically stop following a record should you lose access to a record in Sugar. Also, if you remove a record as a favorite, the Following status will not change and you must unfollow the record accordingly.

From list view:

Name	City	Billing Country	Phone	
ABC Company	San Francisco	USA	(415) 226-1900	 
Cloud Cover Trust	San Francisco	USA	(4	Edit
Avery Software Co	San Jose	USA	(8	Unfollow

From record view:

 **ABC Company** ★ 

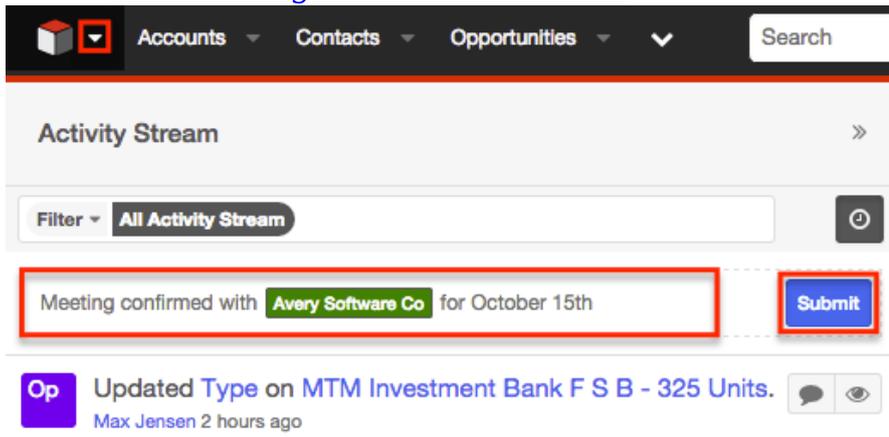
Website: <http://www.abcco.com> Industry: Communications

Creating User Posts

Users can access the activity stream to view a list of activities performed in Sugar, track updates, as well as post messages to other users in their organization. To create a post, simply enter your message into the post input box at the top of the activity stream view then click "Submit". Please note that user posts display the user's profile image to the left of the post as the Post icon. For information on Post icons, please refer to the [Post Icon](#) section in this documentation. In addition to the Post icon, the timestamp of when the post was created and the user's name who created it will display as well. There are various options available when creating posts such as adding links, images, attachments, external messages, etc. You can also reference a specific Sugar record or user by typing @ followed by the user's name (e.g. @John Smith) or # followed by the records name (e.g. #ABC Company) in your post. For more information on the different post options available, please refer to the [User Post Options](#) section of this documentation.

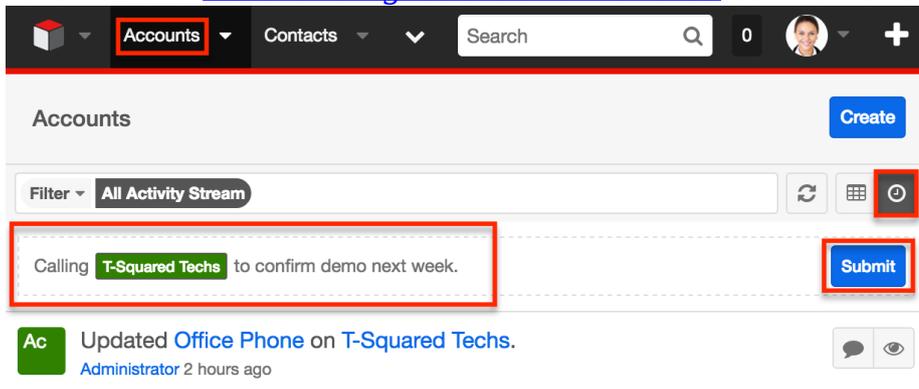
Creating via Home Page

The [Home page activity stream](#) can be accessed by clicking the triangle next to the Sugar cube icon then selecting "Activity Stream". The post input box displays beneath the Filter option and you can enter your message then click "Submit" for the post to appear within the activity stream. Please note that user posts created via the Home page are viewable by all users in your organization. Posts that reference a specific record will also appear in that record view's activity stream as it is linked. For more information on referencing records in your post, please refer to the [Referencing Users and Records](#) section of this documentation.



Creating via List View

The List View activity stream can be accessed by navigating to a module's list view (e.g. Accounts) then clicking the Activity Stream button to the right of the list view's search bar. You can create a user post by entering your message into the post input box then clicking "Submit". Please note that posts created via the list view activity stream are visible in the record view's activity stream if the specific record's name is referenced in the post. Also, if you reference a user (e.g. @John Smith) in your post, they will see the post in their Home page activity stream as well. For more information on referencing records and users in your post, please refer to the [Referencing Users and Records](#) section of this documentation.



Creating via Record View

The Record View activity stream can be accessed by navigating to a module's record view (e.g. Avery Software Co) then clicking the Activity Stream button below the module's fields. To create a user post, simply enter your message into the post input box then click "Submit". Please note that posts added via the record view activity stream are only viewable within that record's view unless a user is following the record. All posts appear on the Home page and List View activity stream for records you follow in Sugar. For more information on following records in Sugar, please refer to the [Following Records](#) section of this documentation.

Ac T-Squared Techs ★ Following < > Edit

Website <http://www.supportqa.de> Industry Healthcare

Member of Type Customer

Assigned to [Will Westin](#) Office Phone (198) 916-0187

[Show more...](#)

Module All Filter All Activity Stream

Calling T-Squared Techs to confirm demo next week. Submit

Ac Updated Office Phone on T-Squared Techs. Administrator a few seconds ago

User Post Options

There are various options available when posting a message in the activity stream such as adding an attachment, external link, referencing Sugar records, etc. Users can easily drag and drop files, links, news feeds, etc. from their local machine, external sites, as well as Sugar dashlets. You can also mention a specific user in your post that you would like the message targeted to as well as reference records that you wish to link the post to in Sugar. Please note that every user in Sugar will be able to view the post if it's created via the Home page activity stream regardless of whether a specific user is mentioned in the post.

Adding Rich Content and External Messages

Users have the option to add external links, images, and videos as well external

messages (e.g. tweets, news articles) into their user post. This allows you to easily share information across the organization by posting relevant links, videos, news articles, etc. that will be important for other users to view. For more information on previewing posts, please refer to the [Previewing Posts](#) section of this documentation.

To add external links, messages, etc., simply drag and drop the corresponding title that's linked to a URL into the post input box. For example, to add a video from YouTube, click the title (e.g. "How to install SugarCRM") of the video then drag and drop the link that appears into the post input box. The URL along with the video will appear within the post once you submit it. For external twitter feeds, you will need to click the post date (e.g. 1 Aug) of the feed then drag and drop the link that appears into the post input box. To attach an image to your post, copy and paste the corresponding image URL into the post input box and the image will appear within the post once submitted.

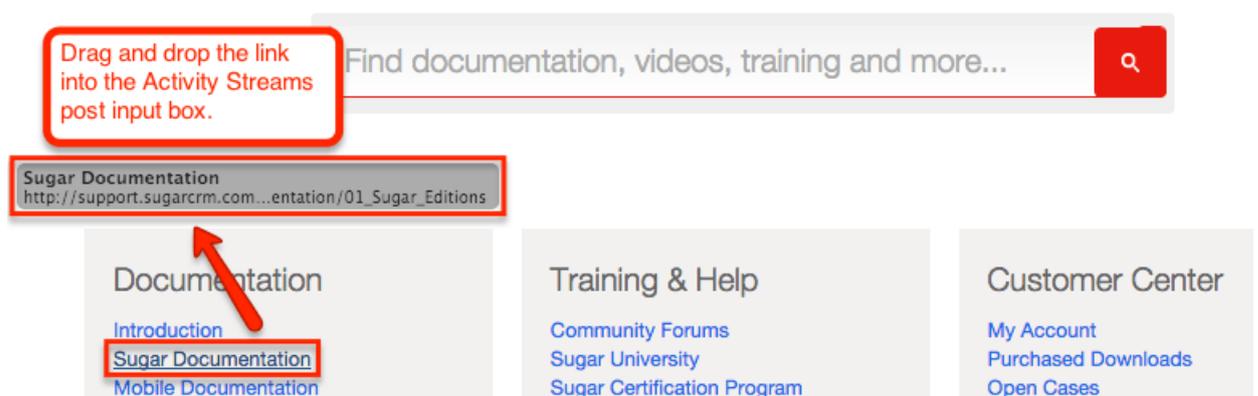
You can also reference a specific record in the post if you wish to link the post to the record. For more information on referencing a record in your post, please refer to the [Referencing Users and Records](#) section of this documentation.

The following steps will cover adding an external link to the Home page activity stream as an example:

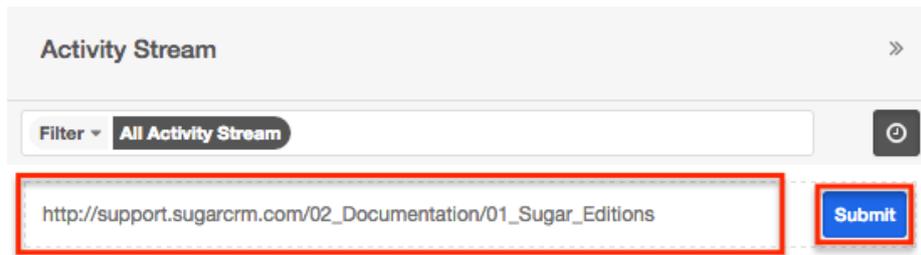
1. Go to an external site (e.g. www.sugarcrm.com) then select a link (e.g. Sugar Documentation) you wish to add to your post.

Note: The actual link will popup when you click the link on the site allowing you to drag it across the page.

SugarCRM Support

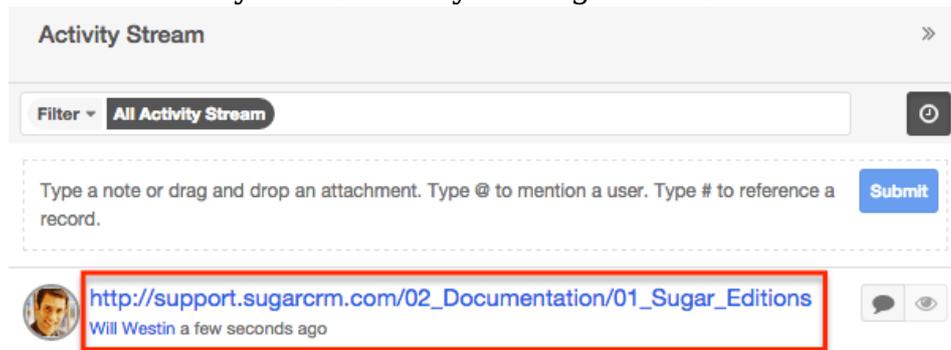


2. Drag and drop the link into the post input box on your Home page activity stream then click "Submit".



The screenshot shows the 'Activity Stream' interface. At the top, there is a header 'Activity Stream' with a right-pointing arrow. Below it is a filter dropdown menu set to 'All Activity Stream' and a refresh icon. The main input area contains the URL 'http://support.sugarcrm.com/02_Documentation/01_Sugar_Editions' and a blue 'Submit' button. A red dashed box highlights the input field and the submit button.

The external link will display in the post on the Home page activity stream and will be viewable by all users in your organization.



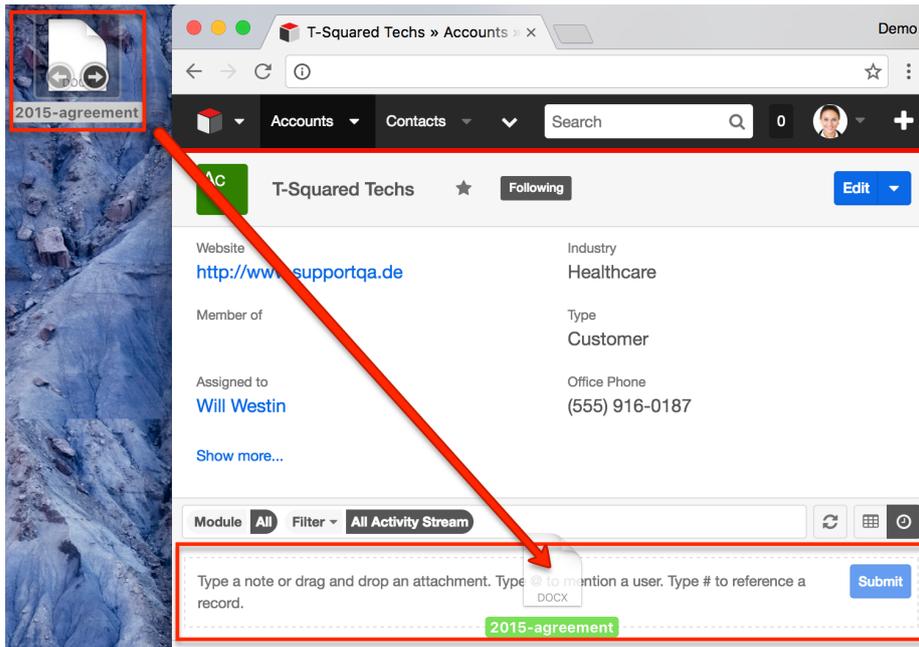
The screenshot shows the 'Activity Stream' interface after the post is submitted. The input field now contains the instruction: 'Type a note or drag and drop an attachment. Type @ to mention a user. Type # to reference a record.' and a blue 'Submit' button. Below the input field, a post is visible. The post features a user profile picture, a blue link 'http://support.sugarcrm.com/02_Documentation/01_Sugar_Editions', and the text 'Will Westin a few seconds ago'. A red dashed box highlights the link and the user information.

Adding Attachments

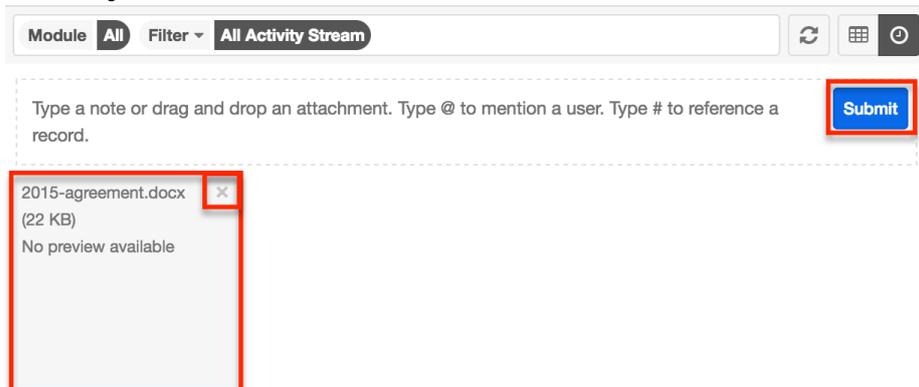
Users can also drag and drop files such as PDFs, .doc files, .csv files, and image files directly from their local machine (e.g. desktop) into the post input box to share documents related to records with other users.

The following steps will cover adding a file from your desktop to the account record view's activity stream as an example:

1. Locate the file on your desktop that you wish to attach to a post.
2. Drag and drop the file into the post input box.



3. The attached file(s) will appear below the post input box. You may choose to enter a message simultaneously, which will appear as a separate comment-type post in the activity stream. To remove an attachment, click the "X" on the file's placeholder. Click "Submit" to post the file to the activity stream.



You may drag and drop more than one file into the post input box, but please note that each file will generate two posts in the activity stream: one post showing the file item ("Fi" icon) and another linking to the note record ("Nt" icon) in Sugar where the file is stored. You can preview the note record in the intelligence pane by clicking the Preview button to the far right of the activity stream post. Click the file name in the preview's Attachment field to instantly download the file to your local machine.

The newly created note record will appear in the Notes & Attachments dashlet in the account record view's intelligence pane as well as the related Notes subpanel. If the Notes & Attachments dashlet is not displayed in the intelligence pane, you can add the dashlet by editing the dashboard. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation.

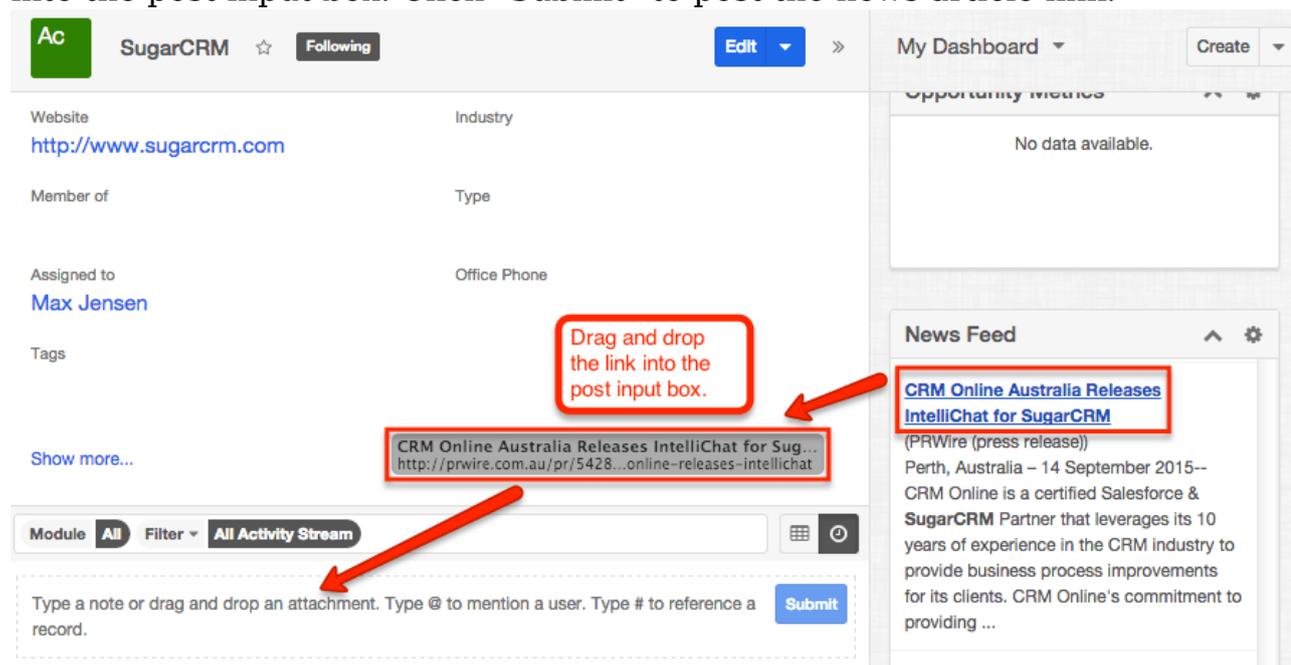
When posting an attachment to the activity stream, if you choose to also include a comment, any related records mentioned in the comment will not form a relationship with the note record or uploaded file.

If a new note is created via the Notes subpanel or Notes & Attachments dashlet, an activity stream post will be created indicating that a new note was linked to the record. Please note that, when a note is created or linked via the Notes & Attachments dashlet, you must refresh the activity stream or subpanel view in order to view the corresponding record.

	Subject	Last Modified	Date Created	
☆	2015-agreement.docx	2016-11-29 03:15pm	2016-11-29 03:15pm	👁️ ▼
☆	More Account Infor...	2016-11-08 04:02pm	2016-11-08 04:02pm	👁️ ▼

Adding via Dashlets

Users also have the option to drag and drop news feeds and twitter feeds directly from Sugar dashlets into user posts. The News Feed (Google) dashlet appears in the intelligence pane to the right of the account's record view. It displays news articles related to the specific account you are currently viewing. Users can drag and drop news articles from this dashlet into a post on the record view's activity stream. Simply click the news article title then drag and drop the link that appears into the post input box. Click "Submit" to post the news article link.

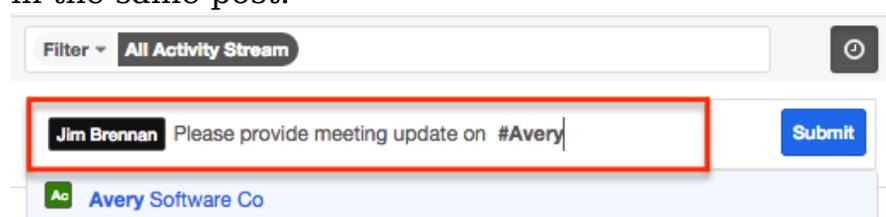


You can also add twitter feeds to your user post by dragging and dropping a specific feed from the Twitter dashlet. The Twitter dashlet can be added to the intelligence pane dashboard for the list view and record view. For more information on adding dashlets to the intelligence pane, please refer to the [Intelligence Pane](#) documentation. Please note that administrators must first configure the Twitter connector in order for users to view twitter feeds. For more information on enabling connectors, please refer to the [Enabling Connectors](#) section of the System documentation in the Administration guide. To add a specific twitter feed to your post, click the feed post date (e.g. 1 Aug) in the dashlet then drag and drop the link that appears into the post input box for the list view or record view activity stream.

Referencing Users and Records

Sugar records and users can be referenced within the user post if you wish to target the message to a specific user or relate the post to a specific record. To mention a user in your post, type @ followed by the user's name (e.g. @John

Smith). Please note that even if a specific user is referenced, all users will be able to view the post in Sugar if the post originated from the Home page activity stream. If the post originated from the list view or record view activity stream, then only the specific user mentioned in the post will be able to view the message on their Home page activity stream. To reference a record in your post, type # followed by the record's name (e.g. #calm). Please note that only modules enabled for full-text search via Admin > Search can be referenced in posts. For more information on how to enable modules for full-text search, please refer to the [System](#) documentation in the Administration guide. Posts that reference a specific record in Sugar will appear in that record view's activity stream. Users can access the referenced record and user by clicking the highlighted record or user name within the post. Please note that you can reference more than one user and record in the same post.



As you type in the record name or user name, the type-ahead feature will begin to display matching results below the post input box. Simply select one of the matching users or records from the list then click "Submit" to post your message. Please note that a user must have view access to the record in order for you to be able to mention them when posting via the record view's activity stream. For example, if user Will Westin does not have access to view ABC Company, you cannot reference Will (e.g. @will) when posting a message via the ABC Company record view's activity stream. If you try to mention a user without view access, their name will be displayed in gray in the results list with a message stating that they have no access.

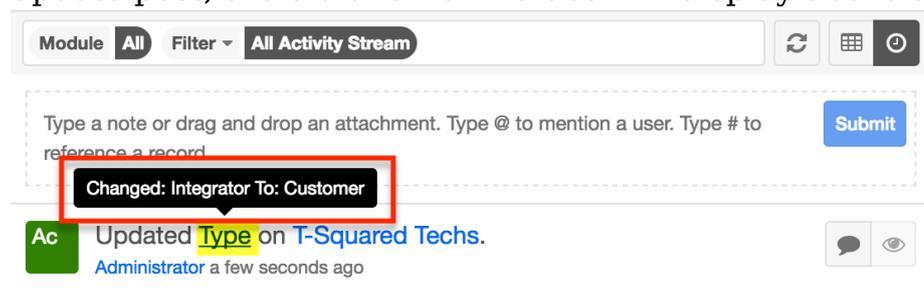


Please note that you cannot preview users or records referenced in the post as the preview is disabled. You will get an error message (Preview disabled: No data available) when you hover on the Preview button to the right of the post. For more information on previewing posts, please refer to the [Previewing Posts](#) section of this documentation.

Viewing Field Changes

Fields in Sugar that are marked as "Audit" via Admin > Studio will generate update posts in the activity stream whenever the field gets updated. For more information on marking fields for audit, please refer to the [Studio](#) documentation in the Administration guide. Please note that only audited fields will generate an update post in the activity stream.

Updates you make to audited fields in the record view will generate a post in the record view activity stream referencing the field name(s) that was updated (e.g. "Updated Type on ABC Company"). When you hover on the field's name within the update post, the old and new values will display above the post.

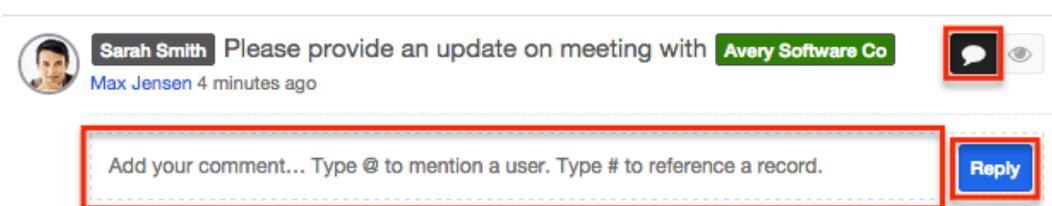


You will also be able to view the update post via the Home page and List View activity stream if you follow the record in Sugar. For more information on following records, please refer to the [Following Records](#) section of this documentation.

Please note that users who do not have access to view the audited field due to a role restriction, will see a generic update post (e.g. Updated ABC Company) on their activity stream as the field name will not be mentioned. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide.

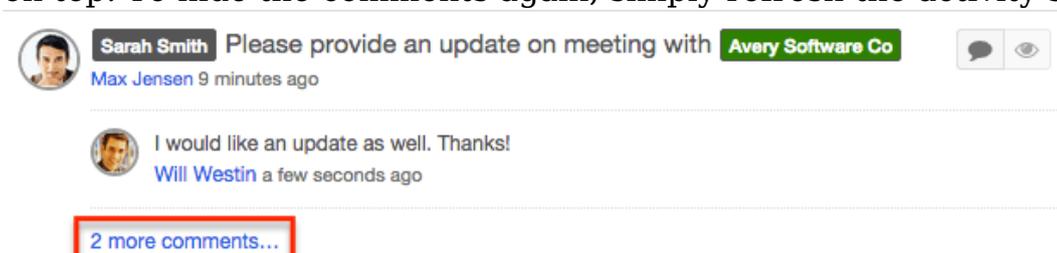
Commenting on Posts

Users can respond to posts via the activity stream by clicking the Comment button to the right of each post. A comment box will appear below the post and you can type in your message then click "Reply" to post your comment. All associated comments will appear below the post in the activity stream and will display the timestamp of the comment along with the user's name who added the comment. You can mention a specific user by typing @ followed by the user's name (e.g. @Sarah Smith) or reference a specific record by typing # followed by the record's name (e.g. #ABC Company). For more information on referencing users and records in your post, please refer to the [Referencing Users and Records](#) section of this documentation. Please note that comments are visible to all users in Sugar unless they are no longer following the record. For more information on unfollowing records, please refer to the [Unfollowing Records](#) section of this documentation.



A screenshot of a social media post. The post is by Sarah Smith, with the text "Please provide an update on meeting with Avery Software Co". Below the post name is "Max Jensen 4 minutes ago". To the right of the post are icons for comments and views. Below the post is a comment input field with the placeholder text "Add your comment... Type @ to mention a user. Type # to reference a record." and a blue "Reply" button.

When a user comments on a post, that post will move to the top of the activity stream once the page is refreshed. Please note that comments you add on the List View activity stream will appear on the Home page activity stream and vice versa if the post exists in both places. When there are multiple comments, the latest comment will appear on top and users can click the link (e.g. 2 more comments...) below the comment to view all comments associated to the post. Once you click the link, all comments will display in cascading order with the most recent comments on top. To hide the comments again, simply refresh the activity stream page.

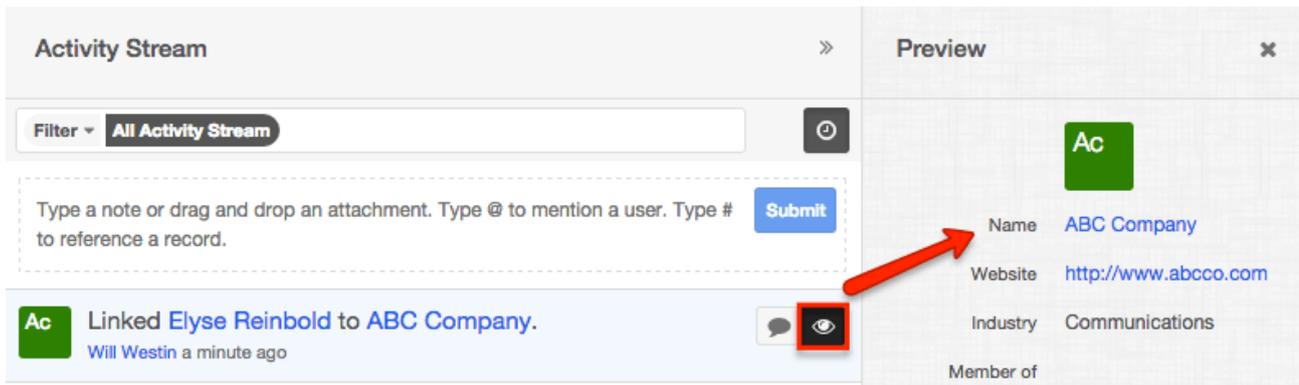


A screenshot of a social media post. The post is by Sarah Smith, with the text "Please provide an update on meeting with Avery Software Co". Below the post name is "Max Jensen 9 minutes ago". To the right of the post are icons for comments and views. Below the post is a comment by Will Westin, with the text "I would like an update as well. Thanks!". Below the comment is a link "2 more comments...".

Previewing Posts

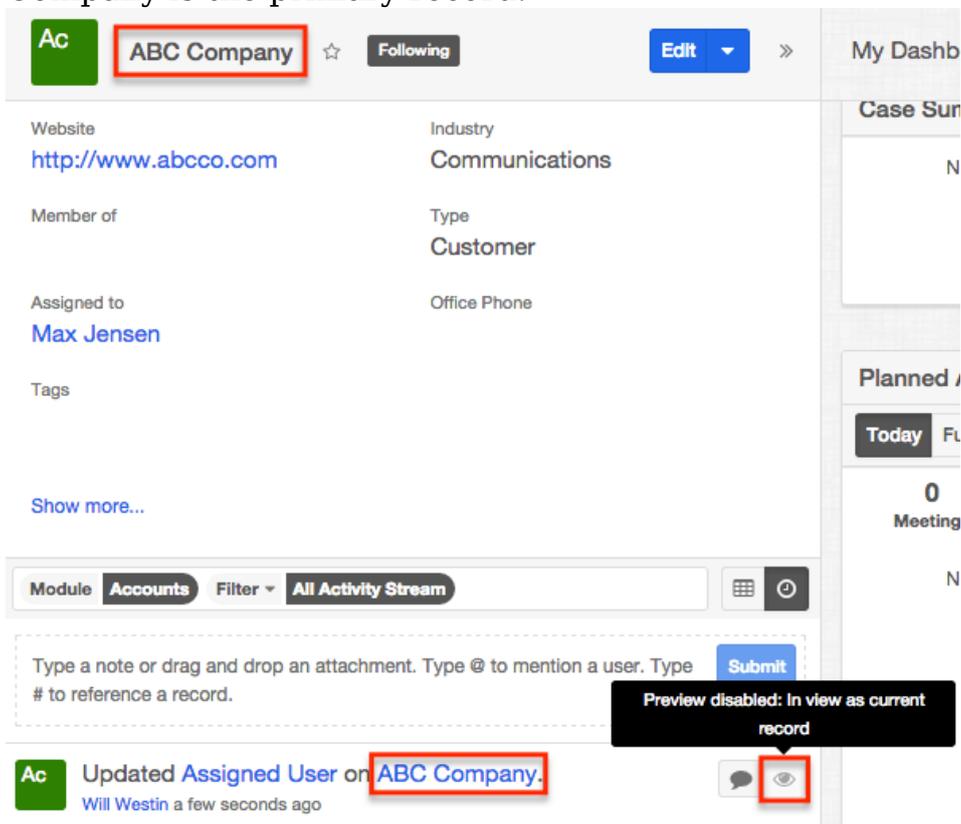
Users can preview activity stream posts by clicking the Preview button to the far right of the post. The intelligence pane will display the record's details with key information regarding the record as well as any related activity stream information. Please note that preview is available for Create, Update, Link, and Unlink-type posts in the activity stream. To close the preview, simply click the "X" on the upper right of the intelligence pane.

Also, messages posted via the Home page or List View activity stream cannot be previewed as records are not automatically referenced within the post. The Preview button will be grayed out and display a message ("Preview disabled: No data available") when you hover on the button. Messages posted via the record view can be previewed on the Home page and List View activity stream since the record is automatically referenced within the post. For linked and unlinked type posts, only the primary record that is linked or unlinked to can be previewed via the intelligence pane. For example, the below post states that Tony Baley is now linked to Avery Software Co. Since Avery Software Co is the primary record that the contact is now linked to, Avery Software Co will display when previewing the post.



Please note that records for modules using the Legacy user interface cannot be previewed if included in the post (e.g. Link-type post) and will generate an error message ("Legacy modules cannot be previewed") when you hover on the button. For more information on the Legacy user interface, please refer to the [User Interface \(Legacy Modules\)](#) documentation.

Also when you are viewing a record in record view, you cannot preview a post that references the same record. For example, if you are viewing ABC Company's record view and there is an update post referencing ABC Company in the record view's activity stream, you will not be able to preview any posts where ABC Company is the primary record.



Intelligence Pane

Overview

Sugar's intelligence pane displays to the right of the Home page activity stream, module's list view, and record view and provides users with valuable record information via various dashlets (e.g. Planned Activities, History, My Accounts, etc.). Users can also easily preview a record's detail via the intelligence pane. All intelligence panes will display the "My Dashboard" by default, which will include some stock dashlets (e.g. Planned Activities, History, etc.). Users can add additional dashlets as desired as well as create new dashboards to group a different set of dashlets together per their viewing preference. This documentation will go over the basics of the intelligence pane as well as the various options available when viewing the dashboard, configuring the dashboard, adding dashlets, etc.

Dashboards

Sugar's Intelligence pane consists of dashboards where you can group certain dashlets together based on the information you would like to view. The "My Dashboard" comes out-of-the-box with Sugar and displays in the intelligence pane when users initially access a module's list view and record view. Users also have the option to modify (if applicable) the [dashlets](#) that appear in the dashboard, change the [dashboard names](#), as well as create [new dashboards](#) if they wish. Please note that Sugar will remember the state of your intelligence pane, meaning the dashboard you most recently viewed will display the next time you return to the module's page.

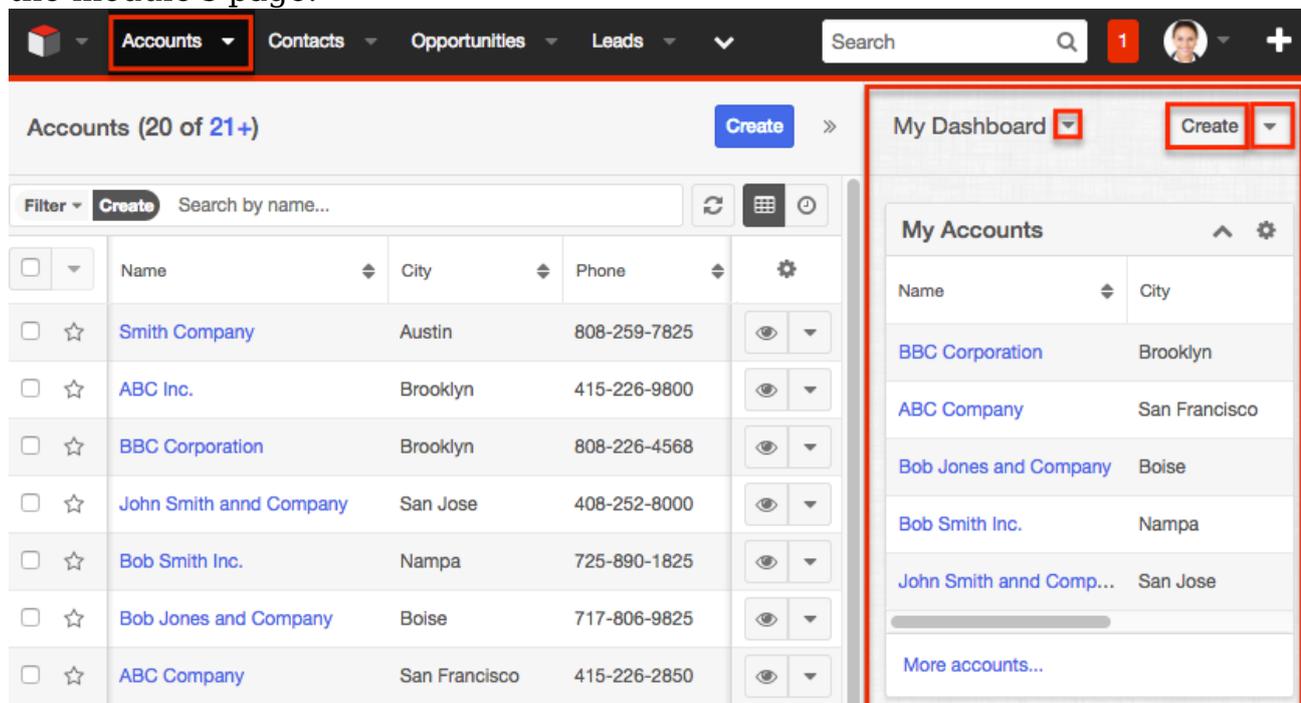
Viewing Dashboards

There are various options available for viewing intelligence panes in Sugar including via the module's list view and record view. The intelligence pane displays various dashlets which provide users with valuable record information. Users can create new dashboards to house a different set of dashlets together as well as add additional dashlets to view key information regarding the record(s). For more information on creating dashboards, please refer to the [Creating Dashboards](#) section.

Viewing via List View

The list view's intelligence pane can be accessed by clicking the specific module tab (e.g. Accounts) at the top of the navigation bar to open the list view. The "My Dashboard" displays in the list view's intelligence pane and contains a default dashlet (e.g. My Accounts). Users may [create new dashboards](#) to group different sets of dashlets together per their viewing preference by clicking the Create button. If you have more than one dashboard in the intelligence pane, you can easily access the other dashboards by clicking the triangle to the right of the current dashboard's name (e.g. My Dashboard) and selecting the desired dashboard. To make changes and add additional dashlets to the dashboard, select "Edit" from the Actions menu on the upper right. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section.

Please note that Sugar will remember the state of your intelligence pane, meaning the dashboard you most recently viewed will display the next time you return to the module's page.



The screenshot shows the SugarCRM interface for the Accounts module. The navigation bar at the top includes tabs for Accounts, Contacts, Opportunities, and Leads. The main content area displays a list of accounts with columns for Name, City, and Phone. On the right, the intelligence pane shows a 'My Dashboard' with a 'My Accounts' dashlet. The 'My Accounts' dashlet displays a list of accounts with columns for Name and City. Red boxes highlight the 'Accounts' tab, the 'My Dashboard' name, and the 'Create' button in the intelligence pane.

Name	City	Phone
Smith Company	Austin	808-259-7825
ABC Inc.	Brooklyn	415-226-9800
BBC Corporation	Brooklyn	808-226-4568
John Smith annd Company	San Jose	408-252-8000
Bob Smith Inc.	Nampa	725-890-1825
Bob Jones and Company	Boise	717-806-9825
ABC Company	San Francisco	415-226-2850

Name	City
BBC Corporation	Brooklyn
ABC Company	San Francisco
Bob Jones and Company	Boise
Bob Smith Inc.	Nampa
John Smith annd Comp...	San Jose

Viewing via Record View

The record view's intelligence pane can be accessed by navigating to a module's record view (e.g. Accounts). The "My Dashboard" displays in the record view's intelligence pane and contains some default dashlets (e.g. Planned Activities dashlet, History dashlet). For more information regarding these stock dashlets (e.g. Planned Activities), please refer to the [Commonly Used Dashlets](#) section. Users may [create new dashboards](#) to group different sets of dashlets together per

their viewing preference by clicking the Create button. If you have more than one dashboard in the intelligence pane, you can easily access the other dashboards by clicking the triangle to the right of the current dashboard's name (e.g. My Dashboard) and selecting the desired dashboard. To make changes and add additional dashlets to the dashboard, select "Edit" from the Actions menu on the upper right. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section.

Please note that Sugar will remember the state of your intelligence pane, meaning the dashboard you most recently viewed will display the next time you return to the module's page.

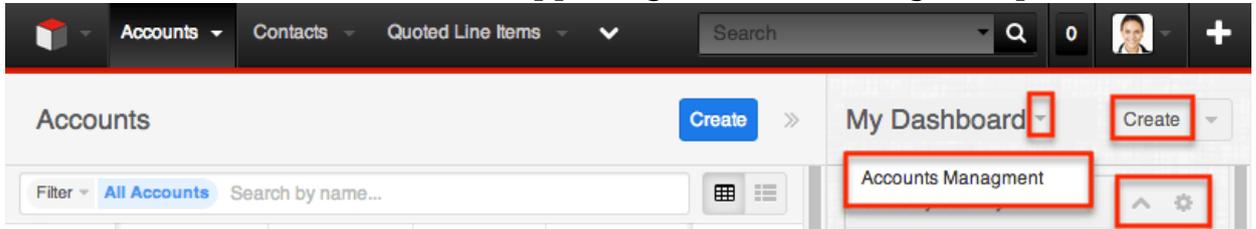
The screenshot displays the SugarCRM interface for a contact profile. The top header shows the company name "ABC Company" and the status "Following". The main profile area includes fields for Website (http://www.abcco.com), Industry (Communications), Member of, Type (Customer), Assigned to (Max Jensen), and Office Phone (415-226-2850). Below the profile is a "Related" section with a search bar and a list of related records: Calls (4), Meetings (2), Tasks, Notes, Member Organizations, and Emails. On the right side, a dashboard titled "My Dashboard" is highlighted with a red border. It features a "Create" button and a dropdown menu. The dashboard is divided into two sections: "Planned Activities" and "History". The "Planned Activities" section shows a "Today" tab with 1 Meeting and a "Future" tab with 0 Calls. A specific activity is listed: "Demo" by Max Jensen, in 2 hours. The "History" section shows a "Last 7 Days" tab with 1 Meeting, 0 Emails, and 2 Calls. A specific activity is listed: "Initial discussion" by Max Jensen, in 17 days.

Creating Dashboards

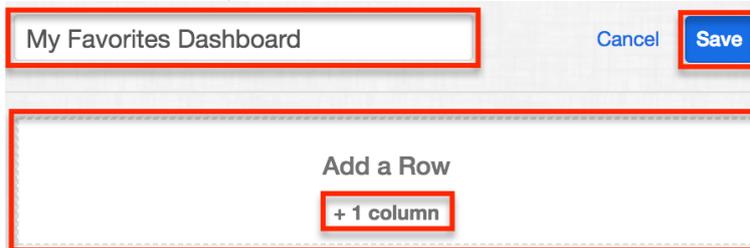
Users can create new dashboards if they wish to group a different set of dashlets together outside of the default dashboard (i.e. My Dashboard). This will allow you to easily view the information you need in one place via the specific dashlets grouped under each dashboard.

The following steps cover creating a new dashboard called "My Favorites Dashboard" in the Accounts list view intelligence pane as an example:

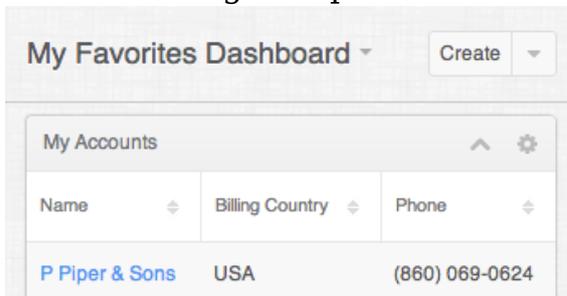
1. Click the Create button on the upper right of the intelligence pane.



2. Enter in the name for the new dashboard (e.g. My Favorites Dashboard).
 - You can add dashlets to the new dashboard by adding rows along with the column to display the dashlet(s). For more information on adding dashlets, please refer to the [Adding Dashlets](#) section.

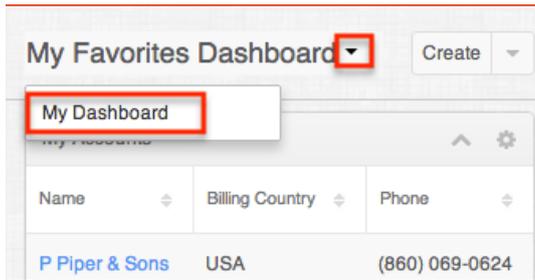


3. Click "Save" to create the new dashboard.
 - The newly created dashboard will now display on the list view's intelligence pane.



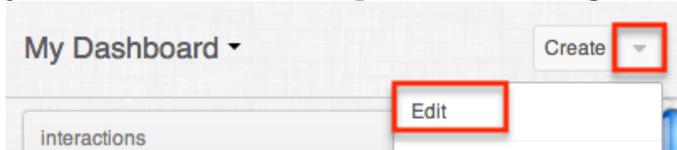
Switching Between Dashboards

Users have the option to create multiple dashboards to house various dashlets per their viewing preference. For more information on creating new dashboards, please refer to the [Creating Dashboards](#) section. Once a dashboard is created, users can easily access them by clicking the triangle next to the currently displayed dashboards name on the upper left then selecting the specific dashboard.



Configuring Dashboards

Users can easily configure their dashboards to display the information based on their viewing preference. Simply click the triangle to the right of the Create button and select "Edit" to access the dashboard's edit layout. Dashlets can be [added](#), [edited](#), [rearranged](#), etc. based on the information you wish to view and how you wish to view it on the dashboard. Once the appropriate changes have been made, you can click save to push the changes to the final dashboard view.

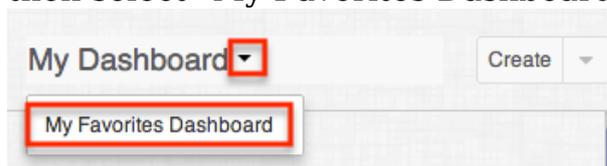


Renaming Dashboards

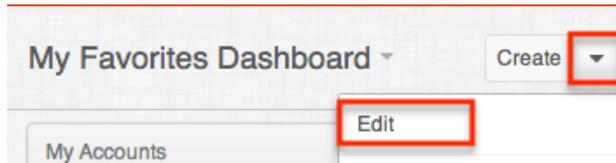
Users can change their dashboards to display different names if they wish by clicking the triangle next to the Create button then clicking "Edit". Once the dashboards edit layout opens, you can enter in the new name then click "Save" to preserve the change.

The following steps cover renaming the My Favorites Dashboard on the intelligence pane as an example:

1. Click the triangle next to the dashboard's name on the intelligence pane then select "My Favorites Dashboard".



2. Click the triangle next to the Create button then select "Edit".



3. Enter the new name in the open text field (e.g. "Favorites Dashboard") then click "Save" to preserve the change.

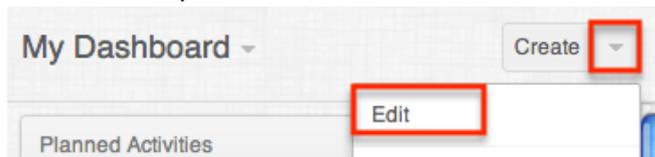


Deleting Dashboard Rows

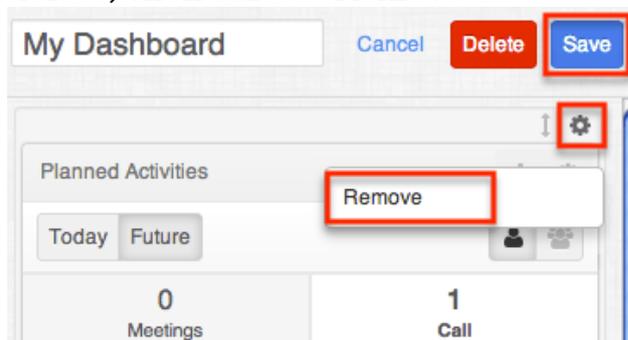
Users can also delete specific dashboard rows within the intelligence pane, which will remove all dashlets in the row they no longer wish to view. Please note that deleted dashlets are not permanently removed and can be added back by editing the dashboard. For information on adding dashlets to your dashboard, please refer to the [Adding Dashlets](#) section of this documentation.

The following steps cover deleting a dashboard row from the Contact record's intelligence pane as an example:

1. Navigate to a contact records [intelligence pane](#).
 - If multiple dashboards exist within the intelligence pane, select the specific dashboard to view. For more information on viewing other dashboards, please refer to the [Switching Between Dashboards](#) section.
2. Click the triangle next to the Create button on the upper right of the dashboard, then select "Edit".



3. Click the Gear icon on the upper right of the dashboard row you wish to delete, then select "Remove".



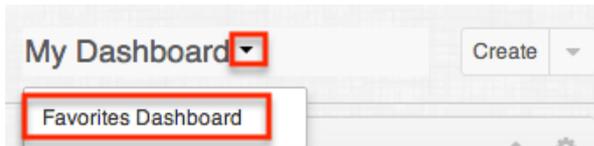
4. Click "Save" to preserve the changes.

Deleting Dashboards

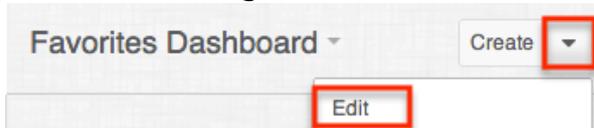
Users can easily delete dashboards they no longer wish to view on their intelligence panes. Please keep in mind that the dashlets housed within the dashboard(s) are not permanently removed and can be added to other new and existing dashboards as desired. For more information on how to add dashlets to dashboards, please refer to the [Adding Dashlets](#) section.

The following steps cover deleting the "Favorites Dashboard" from the intelligence pane as an example:

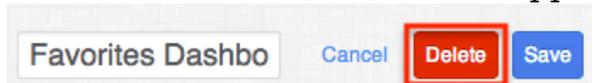
1. Click the triangle next to the dashboard's name on the upper left then select "Favorites Dashboard".



2. Click the triangle next to the Create button then select "Edit".



3. Click the Delete button on the upper right of the dashboard.



4. A pop-up message will display asking for confirmation. Click "Confirm" to proceed.

Dashlets

Dashlets reside within the dashboard and provides users with valuable information regarding record's for their organization. By default, there are stock dashlets that come out-of-the-box with Sugar and users can easily add them to various dashboards per their viewing preference. Please note that each dashlet can be configured to display the necessary information you wish to view. For more information on configuring the dashlet, please refer to the [Editing Dashlets](#) section.

Commonly Used Dashlets

By default, the intelligence pane's "My Dashboard" will include some stock dashlets such as "History", "Planned Activities", etc. Users have the option to add additional dashlets as they wish to the intelligence pane. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section. Please note that the dashlets (e.g. Opportunity Metrics, Cases Summary, etc.) available to view and add will vary between the modules in Sugar. The following sections will go over some commonly used dashlets which can be viewed and managed via the dashboard.

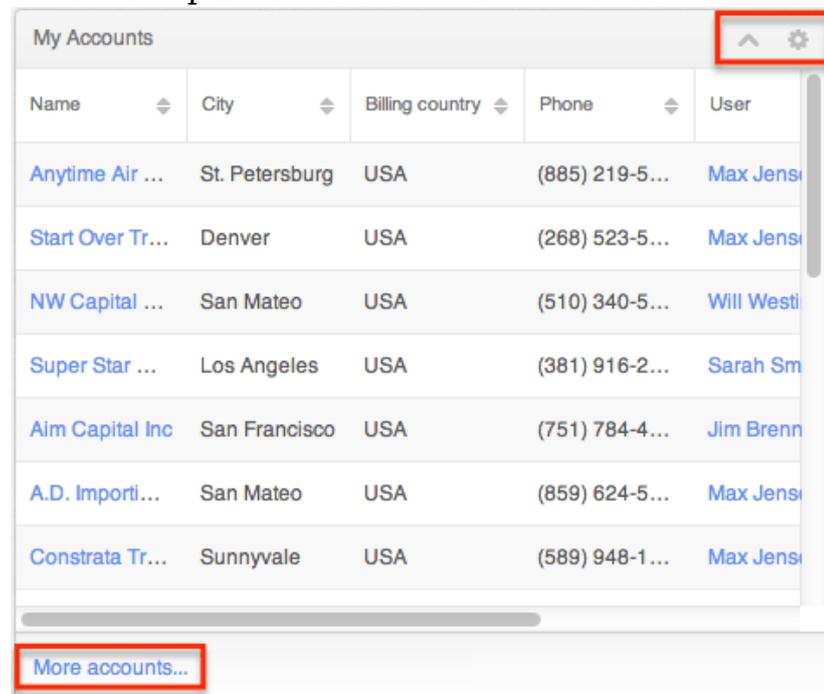
List View Dashlet

The List View dashlet enables users to view a list of records for a specific module (e.g. Accounts, Contacts, Leads, etc.) in Sugar. When configuring the dashlet, simply select the primary module (e.g. Accounts, Contacts, Leads, etc.) you wish to view a list of records for along with the filters (e.g. columns, display rows, etc.) you wish to apply. Please note that the dashlet title (e.g. My Accounts, My Contacts, etc.) will vary based on the primary module selected when adding the dashlet. Certain modules (Accounts, Contacts, Leads, etc.) in Sugar display the List View dashlet by default in their list view's intelligence pane. For example, if you navigate to the Contacts list view, the My Accounts dashlet will appear in the intelligence pane dashboard.

Once added, you can [configure](#) the dashlet as necessary by clicking the Gear icon on the upper right if you wish to change the designated module for the dashlet, apply pre-defined or custom filters, etc. Please note that any changes made by the administrator to the List View layout in Studio affects the list of available fields in the module's list view dashlet layout. The deployed changes will not display automatically in the corresponding module dashlet and users will need to edit the dashlet in order to view the changes in the [Columns](#) field , add new fields to the layout, etc. For more information on editing the List View layout in Studio, please refer to the [Studio](#) documentation in the Administration Guide.

When viewing the List View dashlet, the first set of records meeting the filter criteria will be displayed, and you can click the More link (e.g. More accounts) at the bottom of the dashlet to display additional records. The number of records that load each time you click the link depends on the display row number (5, 10, 15, 20) selected in the [Configuration Options](#) page . Simply scroll down the dashlet list view to view all records that are loaded. Please note that dashlets set to display 5 rows will show the dashlet's height increasing slightly when initially clicking the More "Module" link to display more records at once. Any subsequent clicks on the link will load the next set of results and be viewable by scrolling. The More link will no longer appear once all records meeting the dashlet's filter criteria are loaded in the dashlet list view results.

Multiple List View dashlets can be added to the intelligence pane as well if you wish to view the list of records for various modules. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section. You can also [refresh](#) and [remove](#) the dashlet by clicking the Gear icon. To collapse the dashlet, simply click the Up arrow to the left of the Gear icon.



Name	City	Billing country	Phone	User
Anytime Air ...	St. Petersburg	USA	(885) 219-5...	Max Jensi
Start Over Tr...	Denver	USA	(268) 523-5...	Max Jensi
NW Capital ...	San Mateo	USA	(510) 340-5...	Will Westi
Super Star ...	Los Angeles	USA	(381) 916-2...	Sarah Sm
Aim Capital Inc	San Francisco	USA	(751) 784-4...	Jim Brenn
A.D. Importi...	San Mateo	USA	(859) 624-5...	Max Jensi
Constrata Tr...	Sunnyvale	USA	(589) 948-1...	Max Jensi

More accounts...

Active Tasks Dashlet

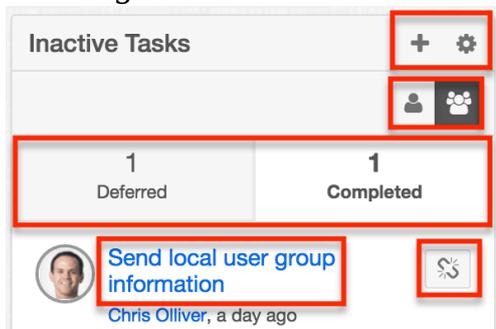
The Active Tasks dashlet allows users to view outstanding tasks that require attention and need to be completed on a future or current date. The dashlet is broken up into three tabs, "Due Now", "Upcoming", and "To Do", and displays a number on each tab to indicate the count of open tasks falling into each due date range. To view tasks that are due on the current date, simply click the Due Now tab and any tasks that are currently due will be listed. Please note that any open tasks where the due date is prior to the current date will also display under this tab with an Overdue status in red. The Upcoming tab displays all tasks that have a due date in the future. The To Do tab will display tasks that have no due date set. If a task only has a start date defined but no due date, then it will appear under the To Do tab. You can also close tasks as completed directly from the dashlet by clicking the Completed button to the right of the task's row. In addition, you can delete the task's relationship with the record by clicking the Unlink button to the right of the Completed button.



To access a task's record view, simply click the task's subject in the dashlet. There are two buttons on the upper right of the dashlet which allow you to toggle between viewing tasks assigned to you and all tasks to which you have access. You can click the one person button to view task records for which you are the assigned user. To remove this filter and view tasks assigned to others as well as yourself, simply click the group button to the right of the one person button. You can also relate new tasks to the record by clicking the Plus icon on the upper right of the dashlet and selecting "Create Task". Complete the Tasks record view layout and save to create the new task. The Gear icon to the right of the Plus icon allows you to [edit](#), [refresh](#), close, and [remove](#) the dashlet. To collapse the dashlet, click the Gear icon then select the Close option. To expand the dashlet, simply click the Gear icon again and select "Open".

Inactive Tasks Dashlet

The Inactive Tasks dashlet allows users to view tasks that are on-hold or have already been completed. The dashlet is broken up into two tabs, "Deferred", "Completed", and displays a number on each tab to indicate the count of tasks falling into each status. You can delete the task's relationship with the record by clicking the Unlink button on the task's row.



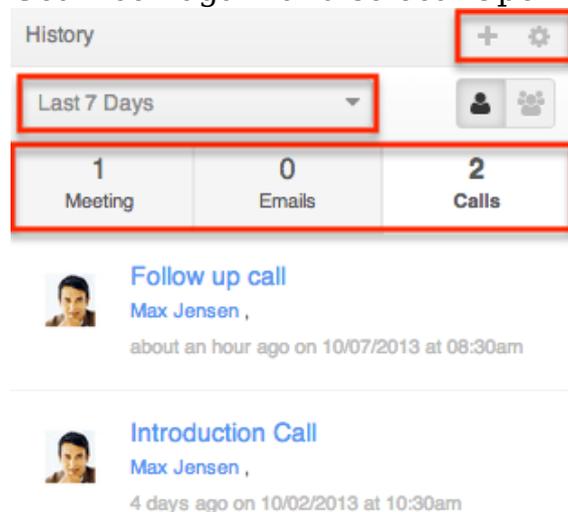
To access a task's record view, simply click the task's subject in the dashlet. There are two buttons on the upper right of the dashlet which allow you to toggle

between viewing tasks assigned to you and all tasks to which you have access. You can click the one person button to quickly view task records for which you are the assigned user. To remove this filter and view tasks assigned to others as well as yourself, simply click the group button to the right of the one person button. You can also relate new tasks to the record by clicking the Plus icon on the upper right of the dashlet and selecting "Create Task". Complete the Tasks record view layout and save to create the new task. The Gear icon to the right of the Plus icon allows you to [edit](#), [refresh](#), close, and [remove](#) the dashlet. To collapse the dashlet, click the Gear icon then select the Close option. To expand the dashlet, simply click the Gear icon again and select "Open".

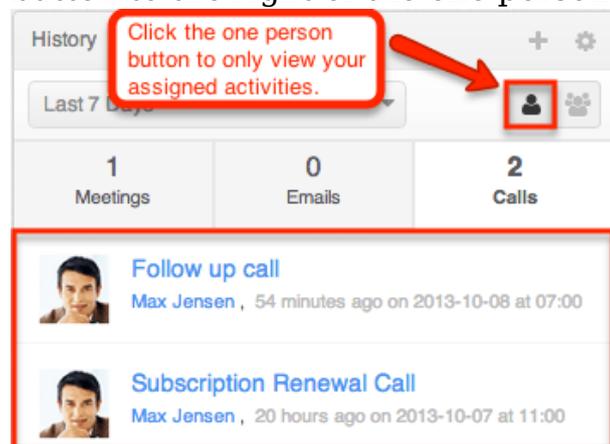
History Dashlet

The History dashlet allows users to view a history of the record's related activities (e.g. calls, meetings, emails) that have already taken place. The activity types are broken up into three tabs (Meetings, Emails, Calls) and displays a number on each tab to indicate the relevant count of historical activity records. You can also filter (Last 7 Days, Last 30 Days, Last Quarter) the History dashlet to only display a specific subset of the activities meeting the set time frame.

Clicking the Plus icon on the upper right of the dashlet displays the Archive Email option which allows users to manually enter received emails for historical purposes. An explicit relationship is formed between an archived email and the current record while implicit relationships are also created to other records based any email addresses entered in the email. Simply enter in the required information (e.g. Date Sent, From, Subject) along with the email body in the Compose Email window, then click "Archive" to save the email record. Please note that the archived email will display in the record's Emails subpanel as well as in the History dashlet. The Gear icon to the right of the Plus icon allows you to [edit](#), [refresh](#), close, and [remove](#) the dashlet accordingly. To collapse the dashlet, click the Gear icon then select the Close option. To expand the dashlet, you can simply click the Gear icon again and select "Open".



In addition there are two buttons on the upper right of the dashlet which allow you to toggle between viewing the record's activities assigned to you and activities assigned to users in other teams. You can click the one person button to quickly view the record's calls, meetings, and emails for which you are the owner. To view the record's activities for all users on your team, simply click the multi-group button to the right of the one person button.



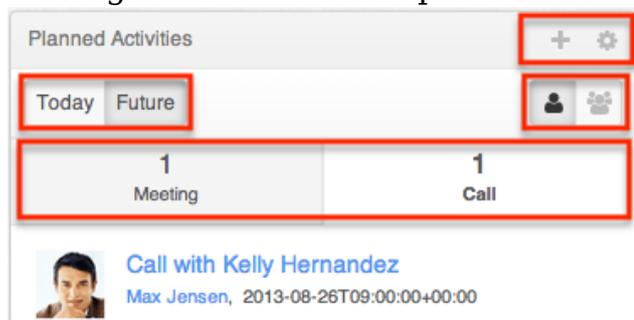
Planned Activities Dashlet

The Planned Activities dashlet provides users with a list of open or upcoming calls and meetings that are related to the current record you are viewing. The activity types are broken up into two tabs (Meeting, Call) and displays a number on each tab to indicate the relevant count of planned activity records. You can filter the dashlet to view either the current day's scheduled activities or upcoming activities in the future by toggling between the Today or Future button. Please note that any open activities where the start date is prior to the current date will display an Overdue status for the specific activity in the dashlet. Once the activities have taken place or are completed, they will appear within the History dashlet.

In addition there are two buttons to the right which allow you to toggle between viewing the record's scheduled activities assigned to you and activities assigned to users in other teams. Please note that you can use both sets of buttons (Today, Future, one person, multi-group) concurrently to further filter and view the information you need. For example, you can click the one person button plus the Future button if you wish to view all upcoming activities specifically assigned to you for the current record.

To create a new meeting or call, simply click the Plus icon on the upper right of the dashlet and select either "Schedule Meeting" or "Log Call". Once the Meeting or Call record view layout opens, enter the necessary information and click "Save" to create the activity. For more information on creating calls and meetings in Sugar, please refer to the [Creating Records](#) section of the User Interface documentation.

The Gear icon on the upper right of the dashlet allows you to [edit](#), [refresh](#), close, and [remove](#) the dashlet accordingly. To collapse the dashlet, click the Gear icon then select the Close option. To open up the dashlet, you can simply click the Gear icon again then select "Open".

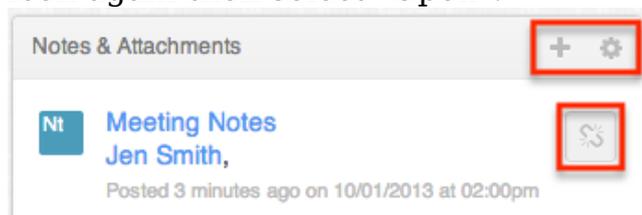


Notes & Attachments Dashlet

The Notes & Attachments dashlet allows users to relate an existing note as well as a new note record to the module record. To create a new note, click the Plus icon on the upper right of the Notes & Attachments dashlet then select "Create Related Record". Once the Notes record view layout opens, enter the necessary information then click "Save". For more information on creating notes, please refer to the [Creating Records](#) section of the User Interface documentation. To relate an existing note, click the Plus icon then select "Link Existing Record". The Search and Select Notes page will open allowing you to select the note record you wish to relate to the module record.

To delete the record's relationship to a note record, click the Unlink button to the right of the attached note post. Please note that this removes the relationship, but does not delete the record itself.

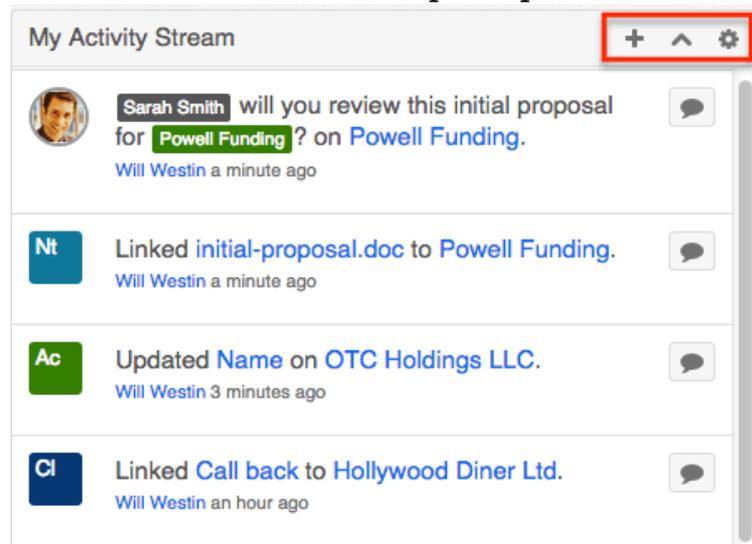
The Gear icon on the upper right of the dashlet allows you to [edit](#), [refresh](#), close, and [remove](#) the dashlet accordingly. To collapse the dashlet, click the Gear icon then select the Close option. To open up the dashlet, you can simply click the Gear icon again then select "Open".



My Activity Stream Dashlet

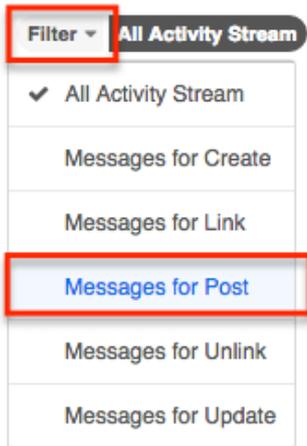
The My Activity Stream dashlet displays the user's main Activity Stream within a dashboard, eliminating the need to navigate to the Activity Streams view to monitor the most recent stream activities. Like other Activity Stream views, the dashlet supports inline commenting on specific stream activities, but it does not allow record previews. For more information on Activity Streams, please refer to the [Activity Streams](#) documentation.

The Gear icon on the upper right of the dashlet allows you to [edit](#), [refresh](#), and [remove](#) the dashlet accordingly. To collapse the dashlet, click the Up arrow to the left of the Gear icon. To open up the dashlet, you can simply click the arrow again.



When added to an Intelligence Pane, the My Activity Stream dashlet will display stream items in context to the data within the main container of the page. For example, if you add the dashlet to a dashboard on the main Accounts module page, the main container of the page contains the Accounts list view. Therefore, the My Activity Stream dashlet will restrict activity stream items to only those activities related to the Accounts module. Similarly, if the dashlet is added to the Opportunity module's Intelligence Pane, the My Activity Stream dashlet will restrict activity stream items to only those activities related to the Opportunities module. If the My Activity Stream dashlet is added to any record view's Intelligence Pane dashboard, the dashlet will restrict activity stream items to only those activities related to the record displayed in the main container on the page.

To filter the My Activity Stream dashlet, [edit](#) the dashlet and click once on the Filter button. Choose any of the pre-defined Activity Stream filters, such as "Messages for Post", which will restrict the stream to only items that were posted by users, and then click "Save". For more information on Activity Stream filters, please refer to the [Activity Streams](#) documentation.



It is good practice to also rename an edited dashlet accordingly so that it is clear that this dashlet is displaying a filtered view. To change the dashlet's title, [edit](#) the dashlet, type a new name into the text box that contains the words "My Activity Stream", and then click "Save".



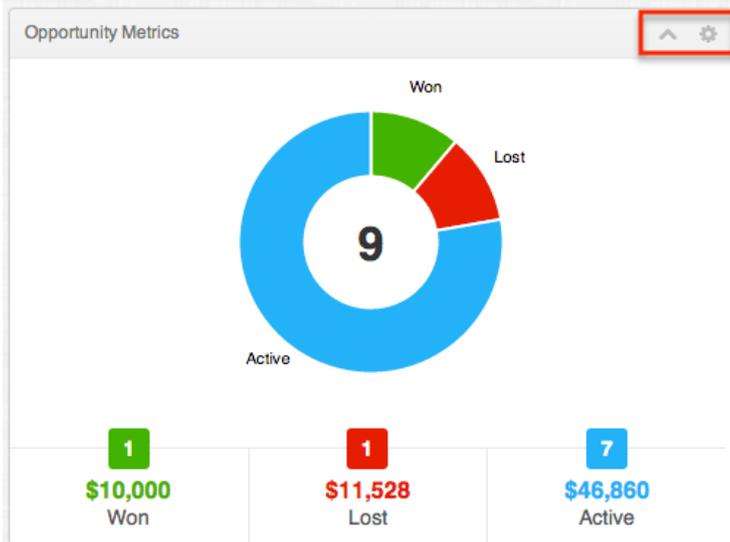
To add a comment or reply to the Activity Stream via the My Activity Stream dashlet, click on the Comment button next to the relevant stream entry, type your reply, and then press the Reply button. For more information about interacting with Activity Streams, please refer to the [Activity Streams](#) documentation.



Opportunity Metrics

The Opportunity Metrics dashlet appears in the intelligence pane of the Accounts record view. It provides information regarding opportunities associated to the account that are won, lost, and active along with the relevant dollar amounts. The donut chart within the dashlet shows the breakdown of the opportunities by status and displays the total count of opportunities associated to the current record you are viewing. The chart is color coded based on the chart key to represent the won, lost, and active opportunity status.

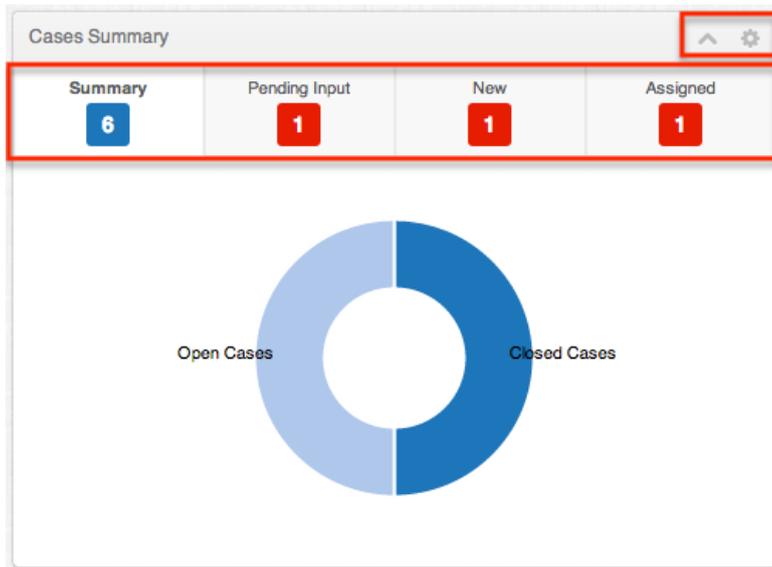
The Gear icon on the upper right of the dashlet allows you to [edit](#), [refresh](#), and [remove](#) the dashlet accordingly. To collapse the dashlet, click the Up arrow to the left of the Gear icon. To open up the dashlet, you can simply click the arrow again.



Cases Summary

The Cases Summary dashlet also appears in the intelligence pane of the Accounts record view. It allows users to view status information for cases related to the specific account record. The case summary is broken up into multiple tabs (Summary, Pending Input, New, Assigned) and displays a number on each tab to indicate the relevant count of the open, closed, new, and pending cases. Please note that the record must have at least one related case in order for data to appear within the dashlet and the status tabs (Pending Input, New, Assigned) will appear if there is a related case meeting that particular status.

The Gear icon on the upper right of the dashlet allows you to [edit](#), [refresh](#), and [remove](#) the dashlet accordingly. To collapse the dashlet, click the Up arrow to the left of the Gear icon. To open up the dashlet, simply click the arrow again.

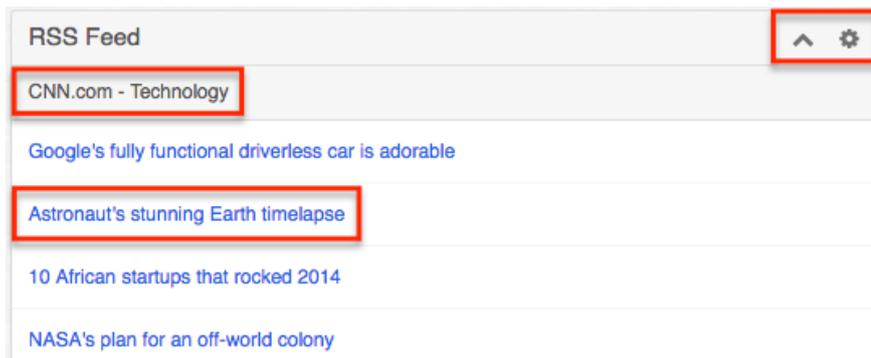


The Summary tab displays a donut chart that shows the breakdown of open cases versus closed cases. If you hover over the breakdown it will display the number of open and closed cases for the record. The Pending Input tab displays a list of all pending cases related to the current record. The New tab displays a list of all new cases associated to the current record. The Assigned tab displays a list of all open cases associated to the current record. Users can easily view the case details by clicking the subject link under each tab. Please note that you can also mark a case as a favorite by clicking the star icon to the left of the case subject under each tab (Pending Input, New, Assigned).



RSS Feed Dashlet

The RSS Feed dashlet allows you to view external RSS or Blog feeds via the dashboard on the intelligence pane. When adding the dashlet, you will need to enter in the desired feed URL (e.g. "http://news.google.com/?output=rss") in the Feed URL field. You can also select a value in the "Number of entries to show" field to display the most recent 5, 10, 15, or 20 entries from the feed and specify an auto-refresh interval (e.g. Every Hour) if desired. Once the dashlet is added to the intelligence pane, the applicable feeds will display and you can click the title of each feed to access the full story on the parent site. If you wish to access the full site where the RSS feeds originate from, simply click the title (e.g. CNN.com - Technology) below the dashlet header.



The Gear icon on the upper right of the dashlet allows you to [edit](#), [refresh](#), and [remove](#) the dashlet accordingly. To collapse the dashlet, click the Up arrow to the left of the Gear icon. To open up the dashlet, you can simply click the arrow again.

Saved Reports Chart Dashlet

The Saved Reports Chart dashlet allows you to view pre-defined report charts as well as charts of your saved reports. There are 17 pre-defined report charts that are available to select in the Saved Reports Chart dashlet. These pre-defined charts allow you to view information such as leads by lead source, calls by team by user, opportunities by lead source, etc. You also have the option to add custom report charts as dashlets by selecting the saved report when setting up the dashlet to add to the intelligence pane. Please note that all report types (Summation Report, Matrix Report, Summation with Details Report) except for Rows and Columns-type reports have the chart option available to view as dashlets.

When adding the reports chart dashlet, you can use the various configuration options (e.g. Chart type, Value placement, etc.) available to define how your report chart will display in the dashlet. This allows users to customize each of their chart dashlets based on their viewing preference. Please note that the configuration options available may vary slightly between the report charts.

- **Chart type** : Select the type of chart (e.g. Vertical Bar Chart, Horizontal Bar Chart, etc.) you wish to be displayed.
 - When a report chart is selected, the chart type will default to the chart type defined in the originating report.
 - The chart types available to select will vary between reports.
- **Value placement** : Select where the chart values (e.g. End, Middle, etc.) will be positioned for bar charts.
 - The Top option applies to bar grouped-type charts (e.g. Horizontal Bar Grouped Chart) with an un-stacked data series.
- **Show title** : Mark the checkbox to have the chart's title appear in the dashlet.
 - A title from the originating report will populate automatically, but

you can specify a different title for display in the dashlet by entering a new value in the open text box.

- **Show legend** : Mark the checkbox to display the full chart's legend on the dashlet.
- **Show y-axis label** : Mark the checkbox to display the chart's y-axis title on the dashlet.
 - A title from the originating report will populate automatically, but you can specify a different title for display in the dashlet by entering a new value in the open text box.
 - This option only applies to bar charts and line charts.
- **Group display options** : Enable the appropriate options based on how you wish to view data on the chart.
 - **Allow scrolling** : Scroll the chart up-and-down or left-to-right on the dashlet, if applicable. Disabling this option re-sizes the chart to fit the full dashlet width.
 - Scrolling will work for charts where the data exceeds the size of the dashlet width.
 - This option only applies to bar charts.
 - **Stack data series** : Displays a stacked bar for each grouping in the report chart broken into sub-sections of data. Disabling this option displays separate bars for each sub-section in the same grouping.
 - This option only applies to grouped bar charts (e.g. Horizontal Bar Grouped Chart).
 - **Hide empty groups** : Hides any empty data groups from the chart, if applicable.
 - This option only applies to bar charts.
- **Show x-axis label** : Mark the checkbox to display the chart's x-axis title on the dashlet.
 - A title from the originating report will populate automatically, but you can specify a different title for display in the dashlet by entering a new value in the open text box.
 - This option only applies to bar charts and line charts.
- **Tick display methods** : Enable the appropriate options based on how you wish to display x-axis labels with long texts on the chart dashlet. When all three options are enabled, Sugar will apply the display methods in order ("Wrap ticks", "Stagger ticks", "Rotate ticks") and display the x-axis labels based on the best option.
 - **Wrap ticks** : Wraps x-axis labels to the next line.
 - **Stagger ticks** : Stagger x-axis labels in alternating positions.
 - **Rotate ticks** : Rotates x-axis labels diagonally instead of across.
 - This option only applies to vertical bar charts and line charts.

Accounts By Type By Industry
Cancel **Save**

Select a Report

Accounts By Type By Industry

Auto Refresh

None

Chart type

Horizontal Bar Grouped Chart

Value placement

End

Show title

Total is 50

Show legend

Show y-axis label

Type

Group display options

Allow scrolling Hide empty groups

Show x-axis label

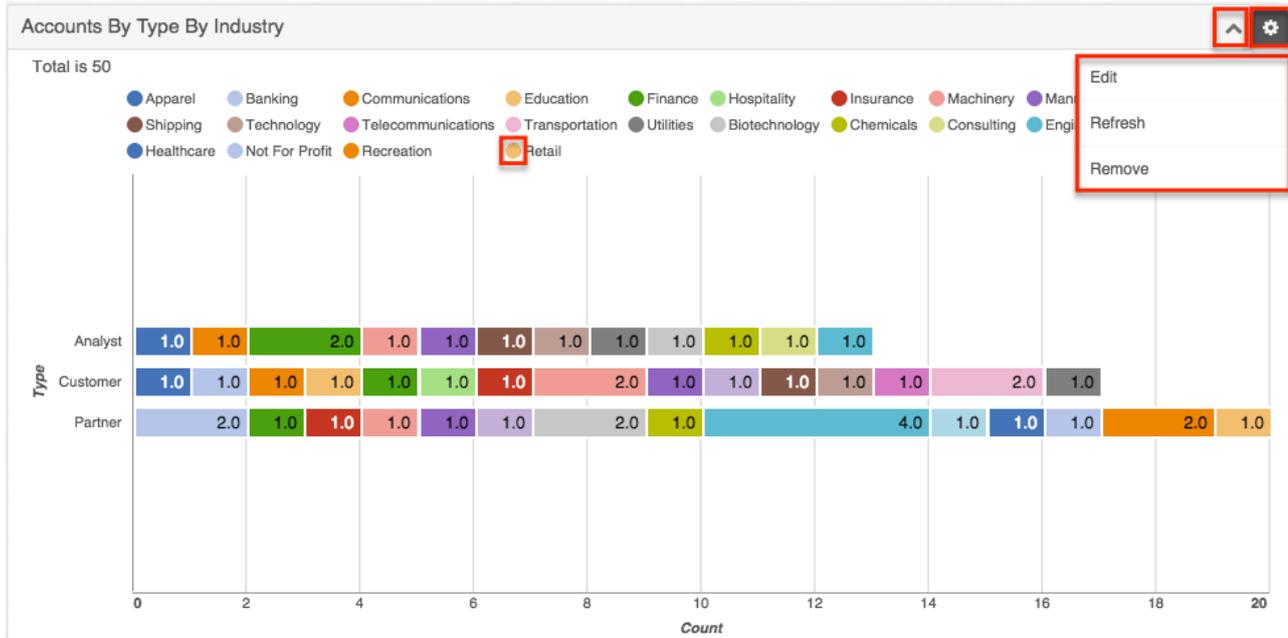
Count

Tick display methods

Wrap ticks Stagger ticks Rotate ticks

[Edit Selected Report](#)

Once the dashlet is added, you can make changes as necessary by clicking the Gear icon on the upper right, which allows you to [edit](#), [refresh](#), and [remove](#) the dashlet accordingly. To collapse the dashlet, simply click the Up arrow to the left of the Gear icon.



Please note that you can hide certain groups of data on the chart you do not wish to view by toggling the legend keys (e.g. Apparel, Retail, etc.). The legend also wraps responsively on the chart dashlet when re-sizing the browser window. If more than three rows are required to display the full legend on the chart, the "Show legend" link will display on the chart dashlet. Simply click the link on the dashlet to view the full legend via a dropdown.

In addition, you can edit the specific report you are currently viewing in the dashlet via the Reports module. Simply click the Gear icon on the upper right of

the dashlet, select "Edit", then choose the Edit Selected Report link below the configuration options. A pop-up message will appear confirming if you wish to be directed to the Reports module. Click "Confirm" to proceed and the report wizard will open for the specific report (e.g. Accounts By Type By Industry). Please make the necessary changes to the report and save accordingly. For more information on editing reports, please refer to the [Reports](#) documentation. The reports chart dashlet on your Home page will reflect the changes made to the report accordingly.

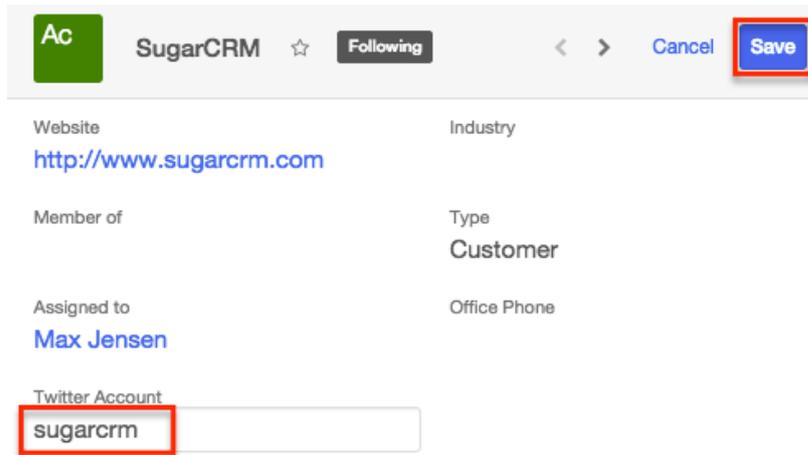
Twitter Dashlet

The Twitter dashlet allows users to view and access various feeds for specific twitter accounts via the record view's and list view's intelligence pane. In addition, users can also view and access twitter feeds via Sugar's [Activity Streams](#) as well as the Twitter dashlet on Sugar's [Home page](#). Please note that administrators must first configure the Twitter connector before users can view twitter feeds via the Twitter dashlet. For more information on how to enable and configure the Twitter connector, please refer to the [Connectors](#) section of the System documentation in the Administration Guide.

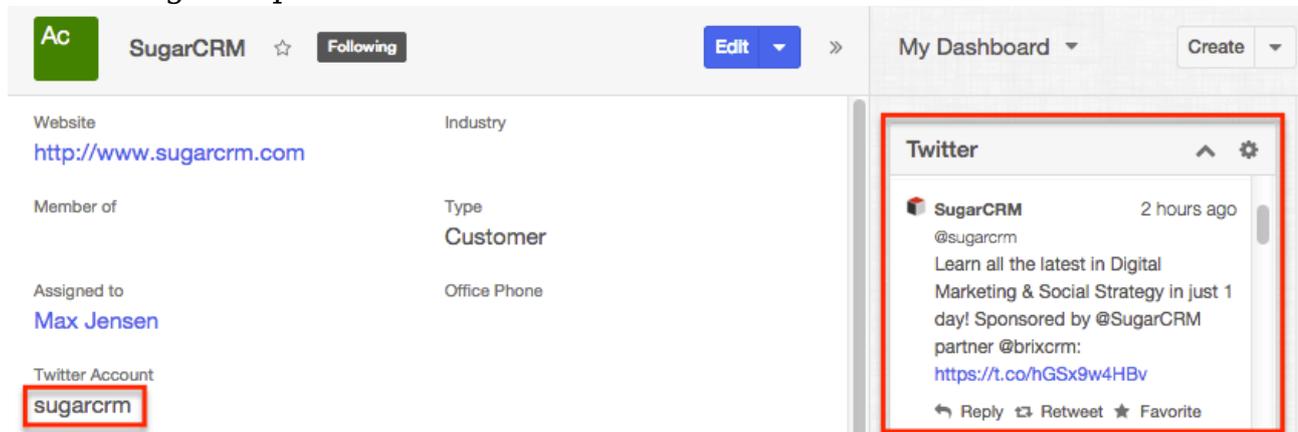
You can easily add the Twitter dashlet by editing the dashboard on your intelligence pane. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section. When adding or configuring the dashlet in the record view, please do not enter a Twitter ID as this will cause the Twitter dashlet for all other records in the module to display the same Twitter ID feed. In order to display specific twitter feeds for each record, you must enter a Twitter ID in the Twitter Account field on the Record View layout.

The following steps cover adding the Twitter ID to view feeds via the Account record view's intelligence pane as an example:

1. Navigate to an account record view's intelligence pane and verify that the Twitter dashlet is there.
 - **Note:** If the Twitter dashlet is not displayed in the intelligence pane, you can add the dashlet by editing the dashboard. For more information on adding dashlets, please refer to [Adding Dashlets](#) section.
2. View the record's details and locate the Twitter Account field. Click the Pencil icon to the left of the Twitter Account field and enter in a Twitter ID (e.g. sugarcrm). Click "Save" to preserve the change.
 - **Note:** If the Twitter Account field is not available on the record view, administrators must add the field via Admin > Studio. For more information on adding fields to layouts, please refer to the [Studio](#) documentation in the Administration Guide.



Once the Twitter ID is saved on the record view, navigate to the Twitter dashlet in the intelligence pane to view the associated twitter feeds for the account.

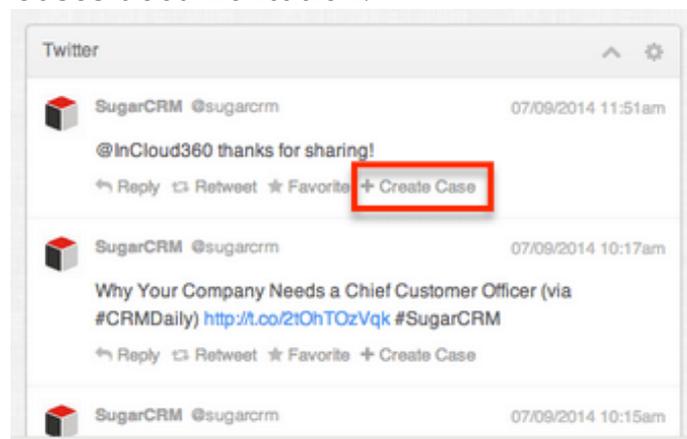


Please note that if the Twitter ID is not entered in the Twitter Account field, then the Twitter connector will try to pull feeds by finding a match based on the record's name (e.g. account name, contact name, etc.). Also, if there is a custom field [mapped](#) to Twitter, the Twitter Account field will still be verified first to see if there is a valid Twitter ID and the Twitter dashlet will pull feeds using this account. If the Twitter Account field is blank, then it will check the custom field that is mapped and pull feeds based on the Twitter ID entered. If both fields are blank, then it will check the record's name to try and find a matching account to pull twitter feeds. For more information on mapping connector fields, please refer to the [System](#) documentation in the Administration Guide.

Note: Twitter dashlets on the Home page and module's list view need to have a valid Twitter ID associated in order to display the feeds. Simply click the Gear icon on the upper right of the dashlet, select "Edit", and enter the appropriate Twitter ID. Save the change and the corresponding twitter feeds will display in the dashlet.

Tweet to Case

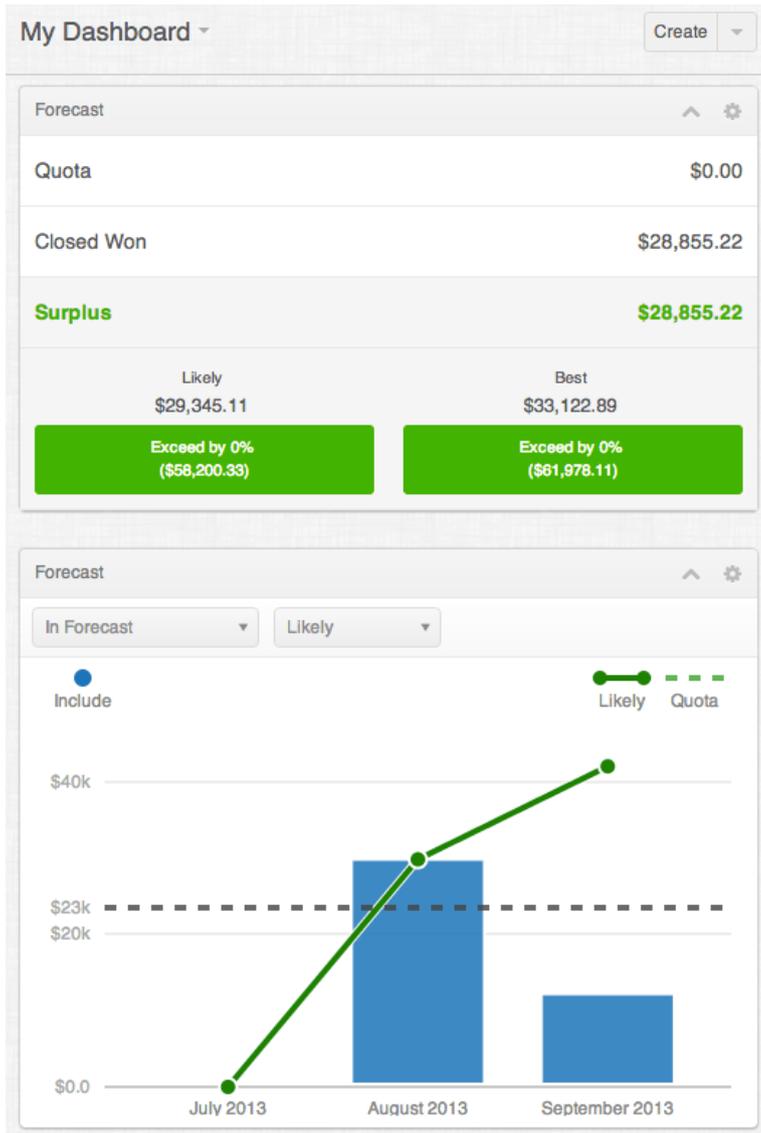
The Tweet to Case feature allows users to create cases directly from incoming tweets within the Twitter dashlet. When this feature is enabled, users can create a case by clicking "+ Create Case" within an incoming tweet. For more information on using this feature, please refer to the [Twitter Dashlet and Cases](#) section of the Cases documentation.



Module-Specific Dashlets

Certain modules (e.g. Forecasts) in Sugar contain dashlets that are built specific to that module. For the Forecasts module, both the list view and record view intelligence pane display dashlets that allow users to view key information regarding the various forecast stages, likely amounts, best amounts, etc. For more information regarding these forecast-specific dashlets, please refer to the [Forecasts](#) documentation.

The Gear icon also appears on the upper right of these dashlets to allow users to [edit](#), [refresh](#), and [remove](#) the dashlet's accordingly. To collapse the dashlet, click the Up arrow to the left of the Gear icon and to open up the dashlet, simply click the arrow again.



Adding Dashlets

Additional dashlets can be added by clicking the triangle next to the Create button then selecting "Edit". You can add dashlets in any of the open Add a Row boxes which appear in the dashboard's edit layout. For each dashboard row, you will have the option to select a column (+1 column) to add within the row. Please note that the dashlets available to add may vary between the modules. Once selected, the dashlet will be added to the specified column within the dashboard row.

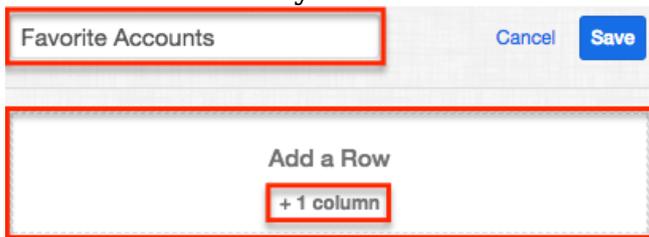
Please note that you can add the same dashlet multiple times in the dashboard with different configurations to show different records or information.

Adding Dashlets to New Dashboard

Users have the option to create new dashboards if they wish to group new set of dashlets together. When creating a new dashboard, users can easily add new dashlets by adding a row and a column within the row. For more information on creating new dashboards, please refer to the [Creating Dashboards](#) section.

The following steps cover adding the List View dashlet (e.g. My Accounts) under a new dashboard (e.g. Favorite Accounts) as an example:

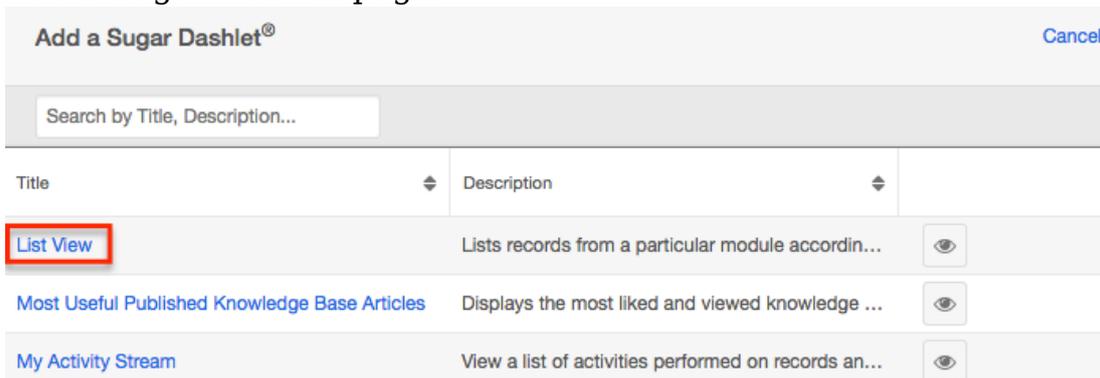
1. Follow Steps 1-2 of the [Creating Dashboards](#) section.
2. Click "+ 1 column" in the Add a Row box.
Note: Dashboards on the Home page may offer 1 to 3 columns depending on the selected layout.



3. Click the Add a Sugar Dashlet box that appears.



4. Click the title (e.g. List View) corresponding to the desired dashlet in the Add a Sugar Dashlet page.



5. Select "Accounts" in the Module dropdown list and make any necessary changes (e.g. dashlet title) using the available configuration options then click "Save".

My Favorite Accounts Cancel Save

Module
Accounts

Columns
Name City Billing Country Phone User Email Address Date Modified
Date Created

Display Rows: 5 Auto Refresh: Select...

Default Data Filter
Filter: My Favorites

- The dashlet will now appear in your new Favorite Accounts dashboard. Click "Save" at the top right of the dashboard to preserve your changes.

Favorite Accounts Cancel Save

My Favorite Accounts		
Name	City	Billing Country
Coolview Net Ltd	Ohio	USA
Rhyme & Reason Inc	Persistence	USA
NW Capital Corp	St. Petersburg	USA

Adding Dashlets to Existing Dashboard

Occasionally users may need to add more dashlets to their current dashboards if they wish to view additional information regarding their records, sales, etc.

The following steps cover adding the Top 10 Sales dashlet under the "My Dashboard" on the Opportunities list view intelligence pane as an example:

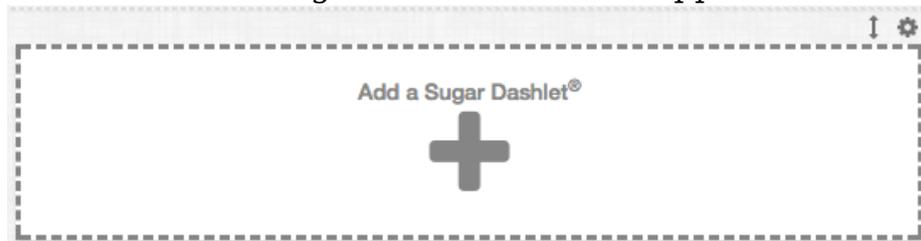
- Navigate to the Opportunities list view's intelligence pane.
 - If multiple dashboards exist within the intelligence pane, select the specific dashboard to view. For more information on viewing other dashboards, please refer to the [Switching Between Dashboards](#) section.
- Click the triangle next to the Create button on the upper right of the dashboard, then select "Edit".



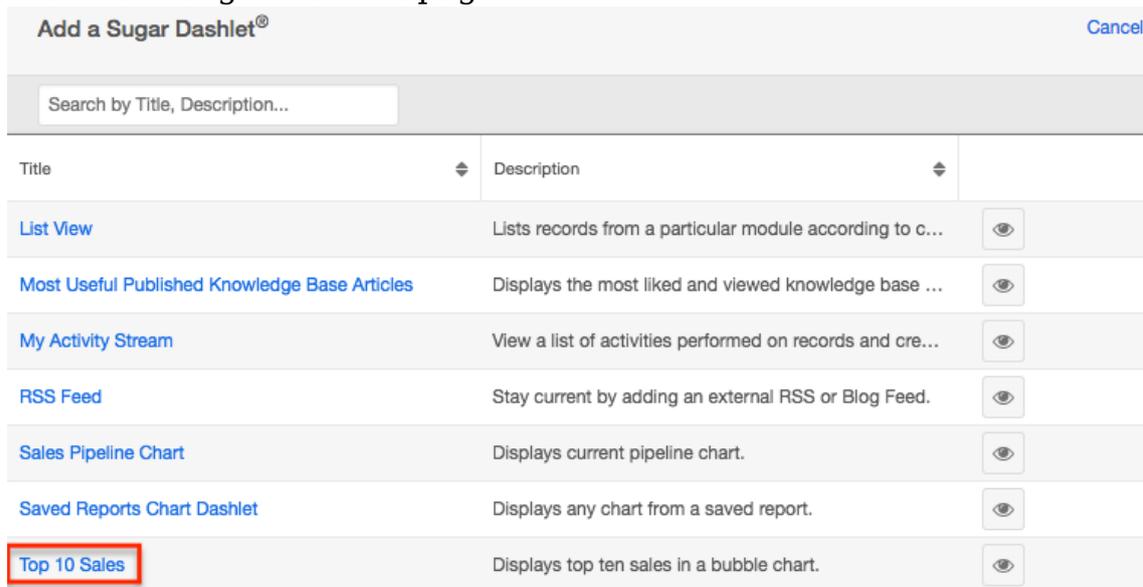
3. Scroll to an open Add a Row box and select "+ 1 column".



4. Click the Add a Sugar Dashlet box that appears.



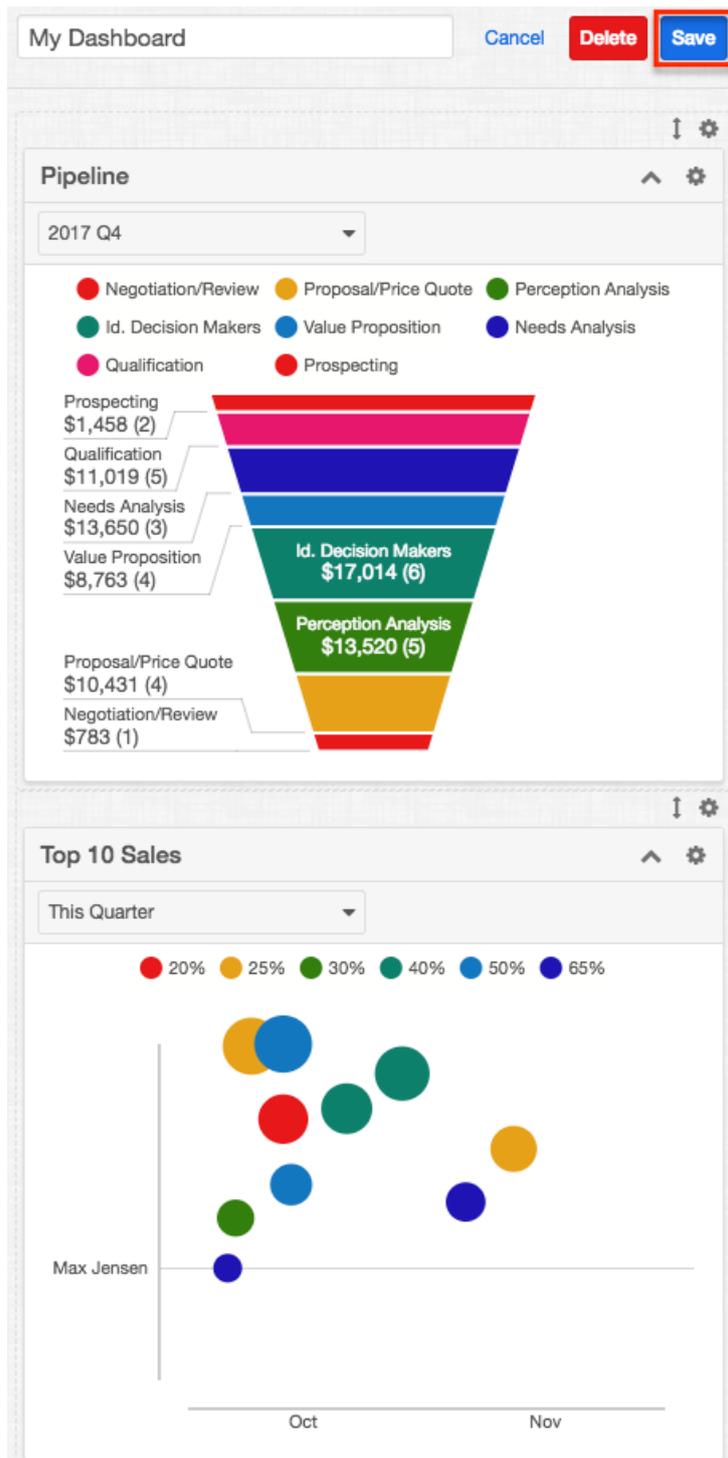
5. Click the title (e.g. Top 10 Sales) corresponding to the desired dashlet in the Add a Sugar Dashlet page.



6. Configure the dashlet as desired then click "Save".



7. The Top 10 Sales dashlet will now appear in your dashboard. Click "Save" at the top right of the dashboard to preserve your changes.

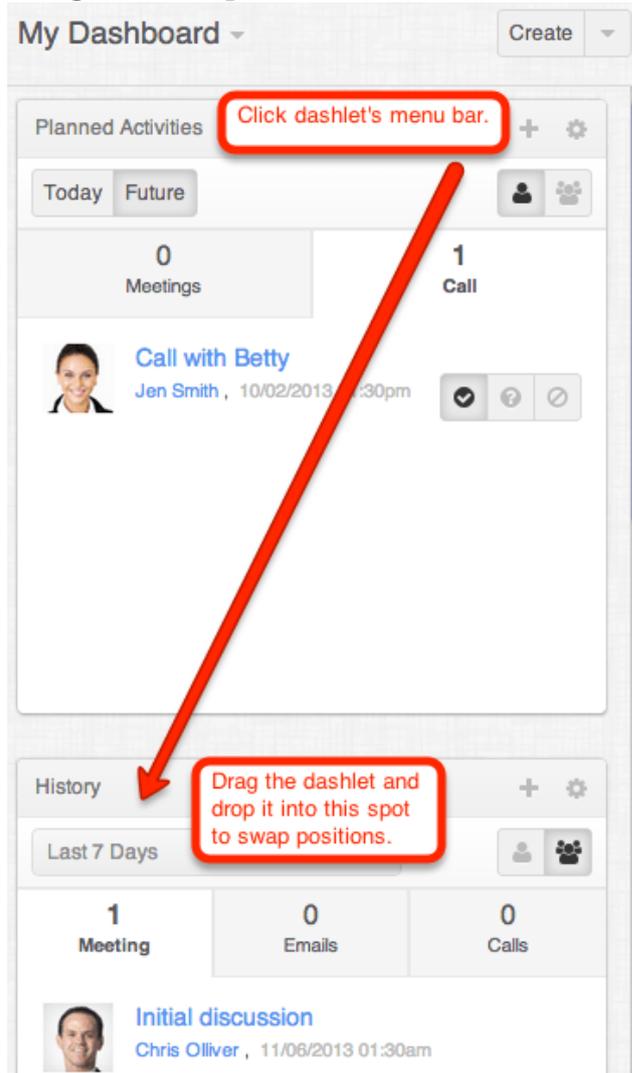


Rearranging Dashlets

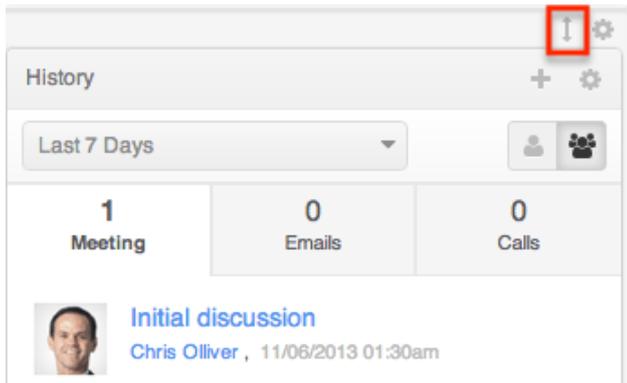
Users have the option to rearrange dashlets to place them in different positions on the dashboard per their viewing preference. You can easily swap positions between two dashlets by dragging and dropping the dashlets within the dashboard.

The following steps cover moving the Planned Activities dashlet underneath the History dashlet in the Contact records intelligence pane as an example:

1. Navigate to a Contact record's [intelligence pane](#).
 - If multiple dashboards exist within the intelligence pane, select the specific dashboard where you wish to rearrange the dashlets. For more information on viewing other dashboards, please refer to the [Switching Between Dashboards](#) section.
2. Click the Planned Activities dashlet's menu bar.
3. Drag and drop the dashlet underneath the History dashlet.



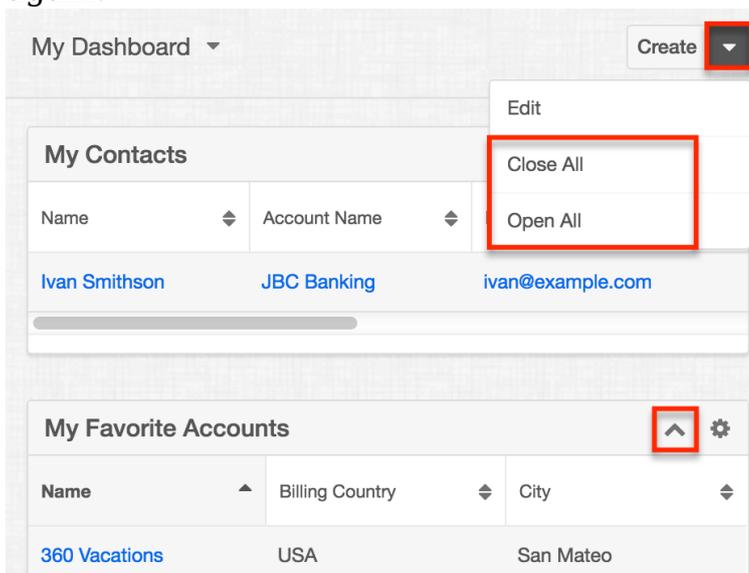
You can also [edit](#) the dashboard to rearrange the dashlets in different locations. Please note that each dashboard row displays an Up and Down arrow icon on the upper right above the dashlet menu bar. Users can click the icon then drag the entire row up and down within the dashboard.



Editing Dashlets

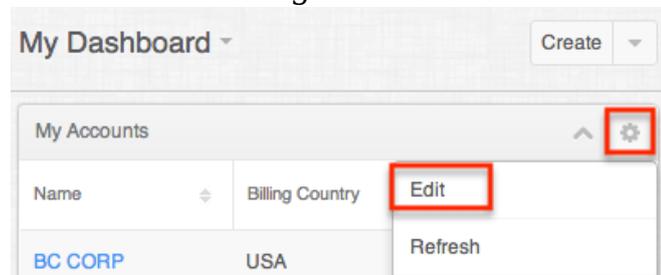
Dashlets can easily be configured to display specific information users want to view. Simply click the Gear icon at the top of the dashlet menu bar then select "Edit", which will display the [Configuration Options](#) page to configure the dashlet. Make the necessary changes using the available edit options then click "Save" to preserve the change.

Users can also collapse individual dashlets on the dashboard by clicking the Up arrow on the upper right of the dashlet. Please note that Sugar will remember the state of your intelligence pane the next time you return to the module. To collapse all dashlets on the dashboard, simply click the triangle next to the Create button on the upper right of the dashboard and select "Close All". Selecting the Open All option in the Actions menu will open up all collapsed dashlets on the dashboard again.



Configuration Options

Users can access the Configuration Options page to make changes to the dashlet by clicking the Gear icon at the top of the dashlet menu bar then selecting "Edit". The Configuration Options page will display the various options (e.g. Display Rows, Columns, etc.) available to make the changes. Please note that the options available to configure the dashlets will vary between each dashlet.



The following are the most common options available when filtering and configuring the list view dashlet:

- **Title** : Change the displayed name of the dashlet.
- **Module** : Change the module which the dashlet is displaying records from by selecting a different module from the list.
- **Columns** : Choose the field columns you wish to display on the dashlet. To remove a field column, simply click the "x" to the right of the field name.
 - **Note:** The field columns available to add to the dashlet are based on the specified fields in the List View layout in Studio. Any changes made to the List View layout in Studio will be reflected in the Columns field. For more information on configuring the List View layout, please refer to the [Studio](#) documentation in the Administration Guide.
- **Display Rows** : Specify how many rows or results this dashlet will display at once. Please note that the maximum is twenty rows.
- **Auto Refresh** : Choose a time frame to have the dashlet query automatically refresh.
- **Filter** : Click the Filter option to select a pre-defined filter or create a new filter to be applied to the List View dashlet.
 - **Note:** The My filter (e.g. My Accounts) is selected by default.

Cancel Save

Module
Accounts

Columns
Name City Billing Country Phone User Email Address Date Created

Display Rows
5

Auto Refresh
None

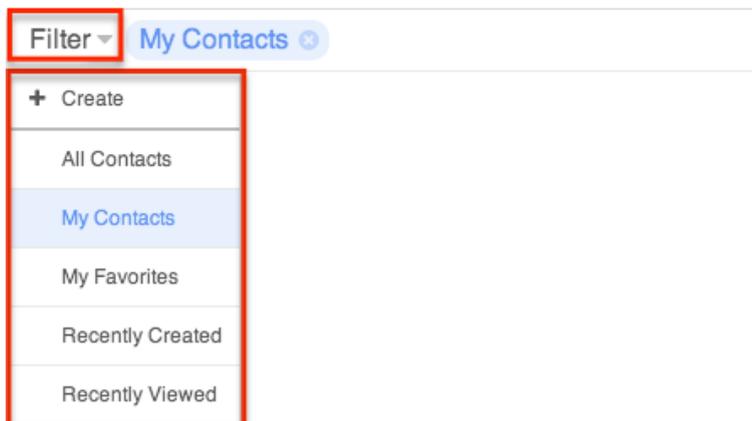
Filter
My Accounts

Creating a Filter

The Filters section of the Configuration Options page allow you to filter your dashlet based on pre-defined filters (e.g. My Favorites, Recently Created, etc.) as well as create custom filters. For example, if you select "My Contacts" in the Filter options, the List View dashlet will only display contact records that are assigned to you. To see all records to which you have access, simply select the All option in the filter.

The following Filter options are available to filter the List View dashlet:

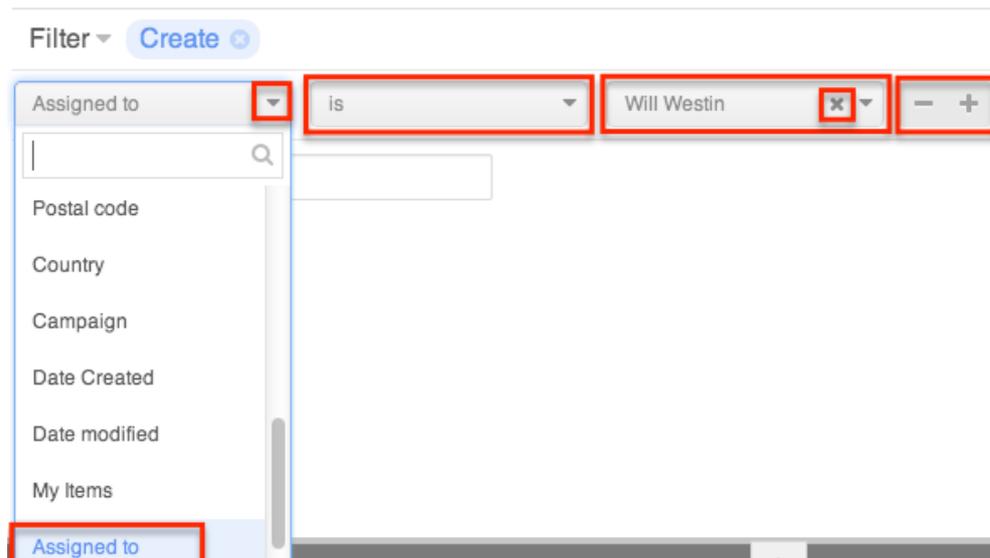
- **Create** : Create a new custom filter which you can use to filter the List View dashlet
- **All "Module"** : Select this filter to display all records in the module to which you have access
- **My "Module"** : Select this filter to only display records assigned to you
- **My Favorites** : Select this filter to only display records you have marked as favorites
- **Recently Created** : Select this filter to only display records you created in the module within the last 7 days
- **Recently Viewed** : Select this filter to only display records you have viewed in the module within the last 7 day



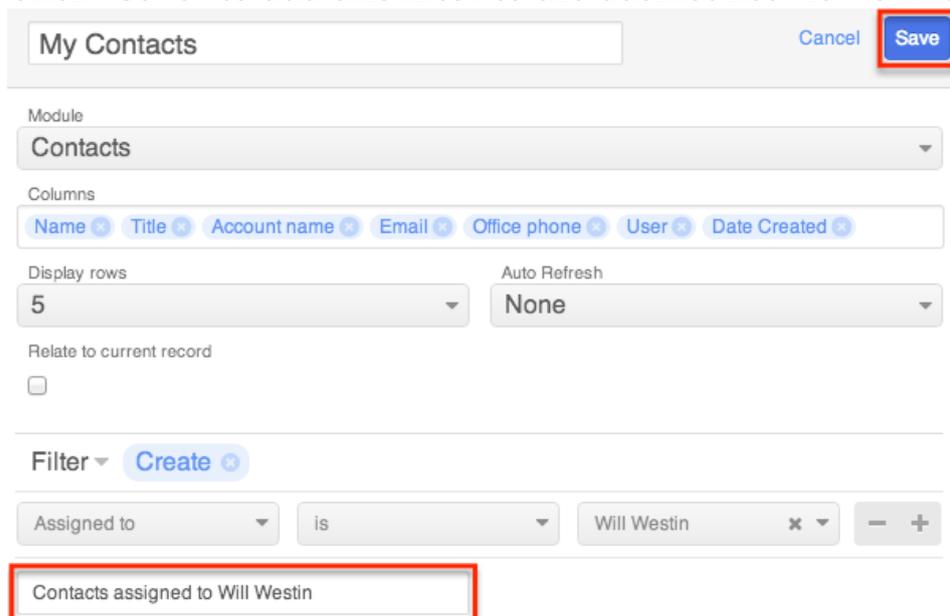
Users can also create new filters via the Create option in the Filter list. This allows users to add custom, complex filter options when filtering the List View dashlet. You have the option to add multiple fields to your new filter by clicking the Plus button to the right of the filter selection dropdown lists. Please note that each one of the filter's criteria need to be true for a record in order for it to appear in the List View dashlet. The fields available to filter the dashlet are based on specified fields in the Search layout in Studio. Any changes made to the Search layout in Studio will be reflected in the filter's field dropdown list. For more information on configuring the Search layout, please refer to the [Studio](#) documentation in the Administration Guide.

The following steps cover creating a new filter for contacts assigned to Will Westin as an example:

1. Click the Filter option on the Configuration Options page then select "Create".
2. Select the field (e.g. Assigned to) you wish to add to your filter as well as the condition (e.g. is) and matching criteria (e.g. Will Westin).
 - **Note:** Only fields you have view access for will be available to add in the Filter list.
3. To add additional fields to the new filter, click the Plus button to the right of the filter.
 - To remove fields from the new filter, click the Minus button to the right of the filter.
 - To clear any filter values (e.g. Will Westin), simply click the "x" to the right of the value.



4. Enter in a name for the new filter (e.g. "Contacts assigned to Will Westin").
5. Click "Save" to add this filter to the dashlet list view's Filter options.



The custom filter will automatically be applied to the dashlet upon save and all records meeting the filter criteria will display. Please note that you can edit the custom filters at any time by selecting the filter (e.g. Contacts assigned to Will Westin) from the Configuration Options page, then clicking the name that appears to the right of the Filter option. Simply make the necessary changes to the custom filter then click "Save" to preserve and apply the changes to the dashlet.

Contacts

Cancel Save

Module
Contacts

Columns
Name Title Account Name Email Office Phone User Date Created

Display Rows
5

Auto Refresh
None

Filter
Contacts assigned to Will Westin

Will Westin

+ Create

Contacts assigned to Will Westin

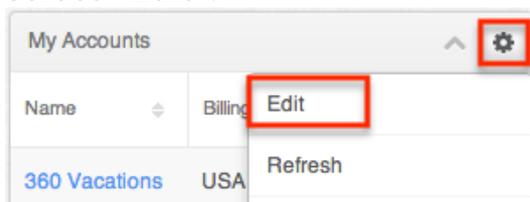
All Contacts

Steps to Edit a Dashlet

Every user can configure their dashlet(s) to only display information they wish to view via the display options and filters available in the Configuration Options page.

The following steps cover updating the title, display rows, columns, and only my favorites filter for the My Accounts dashlet as an example:

1. Click the Gear icon at the top of the My Accounts dashlet menu bar then select "Edit".



2. Change the "Title" (e.g. My Favorite Accounts) and the display rows from 5 to 10.

3. Click the "x" next to "Billing Country" to remove the field from the display column.
 - To add columns, simply click your mouse in the Columns field then select from the list of available fields that appear below the dropdown list.

4. Select "Yes" in the Only My Favorites dropdown list.

5. Once the update is complete, click "Save" and the dashlet will reflect the changes made.
 - Click "Save" on the dashboards edit layout to apply the changes to your final dashlet view.

My Dashboard Create ▾

My Favorite Accounts ^ ⚙

Name ▾	City ⇅	Billing Country ⇅	Phone ⇅	User	Email Address	Date Created ⇅
TJ O'Rourke...	Kansas City	USA	(428) 443-9...	Max Jensen	im.info.phon...	2013-10-03 ...
RR. Talker Co	Alabama	USA	(808) 034-9...	Max Jensen	kid12@exa...	2013-10-03 ...
Green Tract...	San Jose	USA	(059) 123-1...	Max Jensen	kid71@exa...	2013-10-03 ...
Complete H...	San Jose	USA	(977) 668-5...	Max Jensen	beans.sales...	2013-10-03 ...

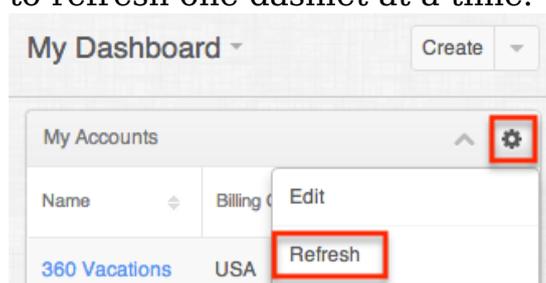
◀ ▶

Please note that a horizontal scroll bar may appear on the bottom of the dashlet if numerous fields are displayed in the dashlet. You can scroll left-to-right to view all field values for records that meet the dashlets filter criteria.

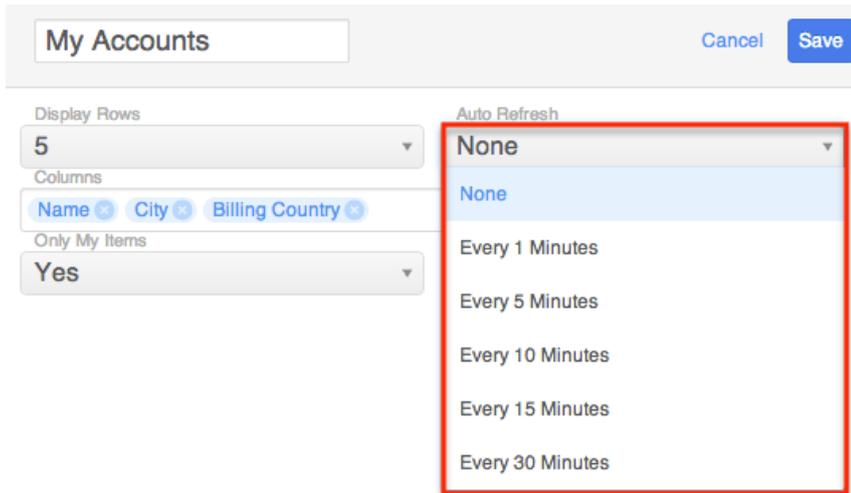
Refreshing Dashlets

Dashlets in Sugar need to be refreshed in order for users to view any updated data. There are various ways to refresh dashlets on the dashboard and they are as follows:

Users can manually refresh the dashlet by clicking the Gear icon at the top of the dashlet menu bar then selecting "Refresh". Please note that this method allows you to refresh one dashlet at a time.



Users can schedule the dashlet to automatically refresh using the Auto-Refresh option. Click the Gear icon at the top of the dashlet menu bar then select "Edit". This will display the Configuration Options page where you can select the interval in the Auto-Refresh dropdown list to schedule the refresh. Please note that you can schedule each of the dashlets to refresh at different intervals.



Users can refresh the entire dashboard(s) by clicking the Reload button at the top of the web browser bar. This method will be beneficial if you would like to refresh all of the dashlets at once.

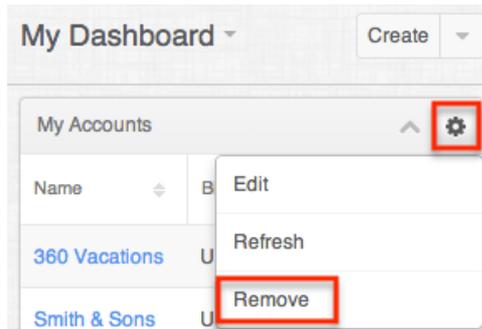


Deleting Dashlets

Users can delete dashlets they no longer wish to view on their dashboard by clicking the Gear icon at the top of the dashlet menu bar then selecting "Remove". Please note that deleted dashlets are not permanently removed and can be added back by editing the dashboard. For information on adding dashlets to your dashboard, please refer to the [Adding Dashlets](#) section.

The following steps cover deleting the My Accounts dashlet from the "My Dashboard" on the list view intelligence pane as an example:

1. Navigate to the Accounts list view's [intelligence pane](#).
 - If multiple dashboards exist within the intelligence pane, select the specific dashboard to view. For more information on viewing other dashboards, please refer to the [Switching Between Dashboards](#) section.
2. Click the Gear icon at the top of the My Accounts dashlet menu bar then select "Remove".



Previews

Users can preview a record's details by clicking the Preview icon to the far right of a record's row or activity stream post. The preview appears in the intelligence pane to the right of the Home page's activity stream and on list views and record views. The preview displays the topmost fields from the module's record view and the record's most recent activity stream entries. Please note that administrators can configure the fields that appear on the record view layout via Admin > Studio > Layouts > Record View.

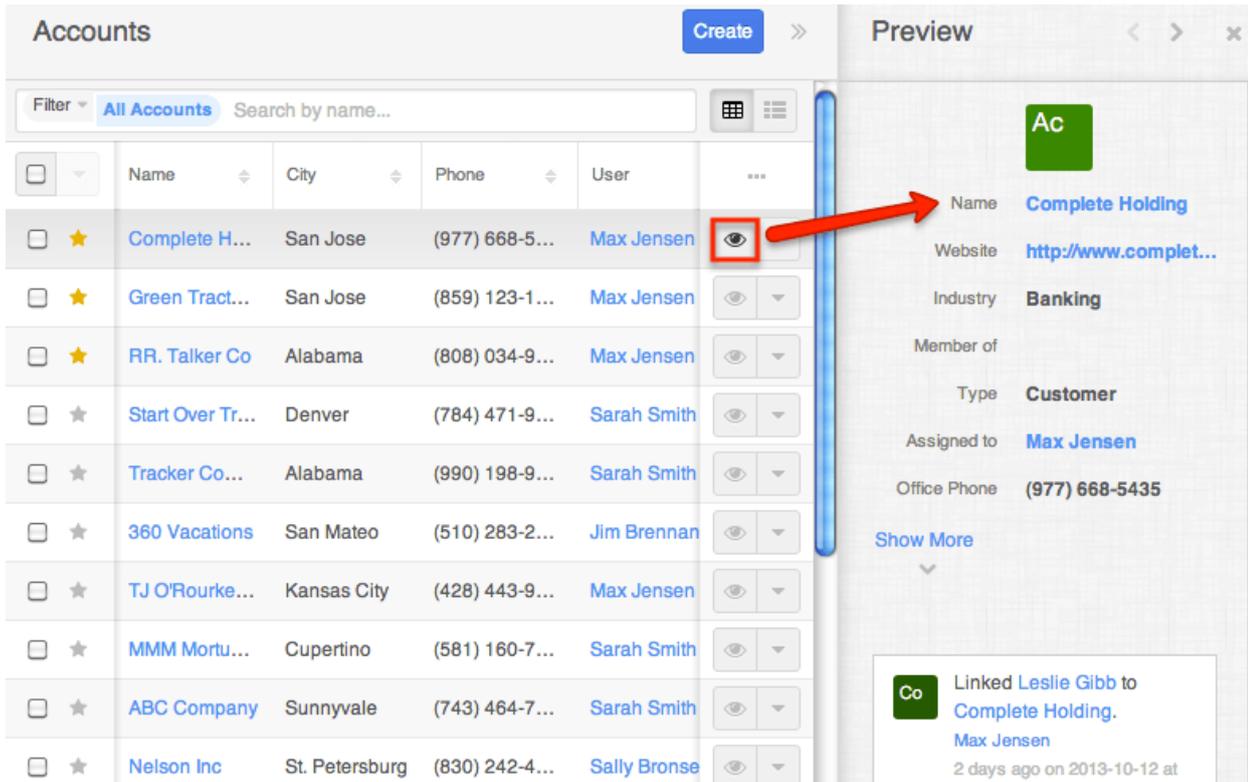
Note: For more information on activity streams, please refer to the [Activity Streams](#) documentation.

Viewing Previews

There are various options available for viewing previews in Sugar including via the list view, record view, and activity stream. Previewing allows users to easily view key information regarding a record directly from the intelligence pane without navigating away from the current page. Users can mark a record to follow or unfollow via the preview by clicking the Follow or Unfollow button within the record's details. Clicking the hyperlinks (e.g. account name, website, email address, etc.) within the preview allow you to access the record view, external company website, compose email, etc.

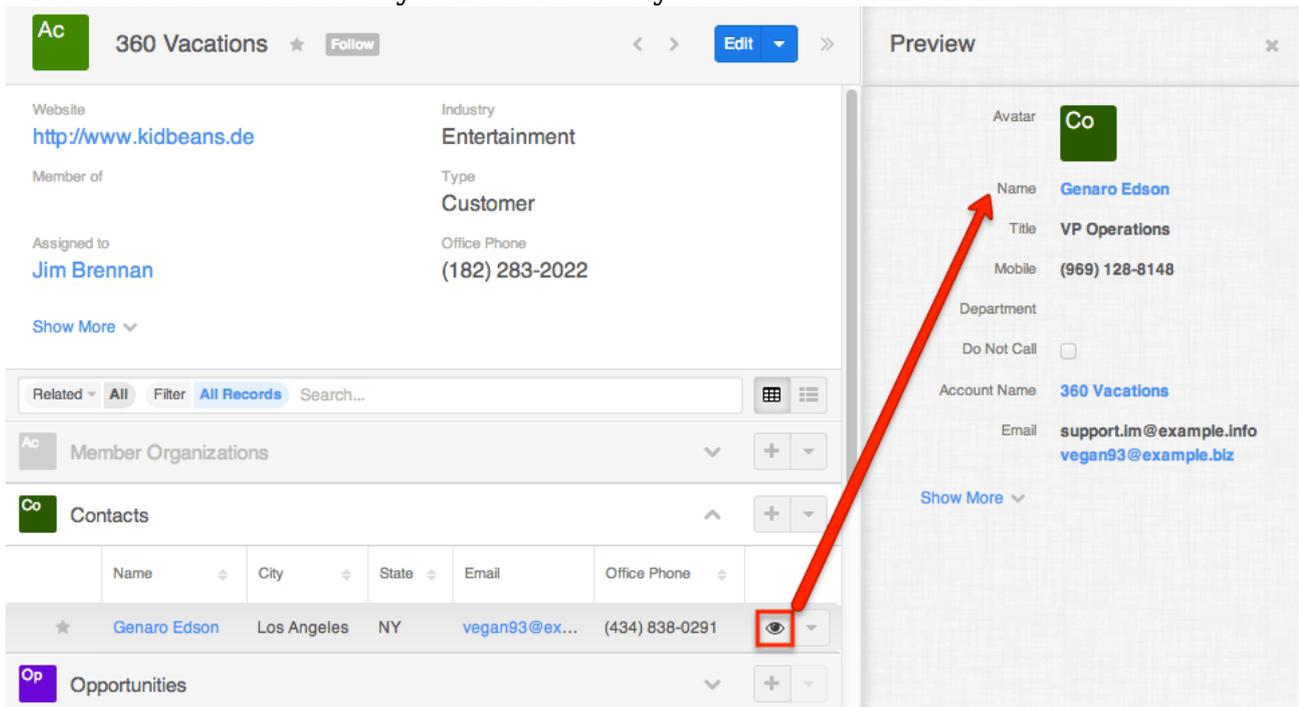
Previewing From List Views

Users can view a record's topmost fields directly from the module's list view by clicking the Preview icon to the far right of each account's row. The intelligence pane will display the record's details with key information regarding the record as well as any related activity stream information.



Previewing From Record View

Users can also view a record's details from the module's record view by clicking the Preview icon to the far right of each record row in the subpanel. The intelligence pane will display the record's details with key information regarding the record as well as any related activity stream information.



Previewing From Activity Streams

In addition, you can also preview the record referenced in activity stream posts from the Home page, list view, and record view activity stream by clicking the Preview button to the right of each post. Please note that preview is only available for Create, Update, Relate, and Un-relate-type posts in the activity stream. For more information about previewing activity stream posts, please refer to the [Previewing Posts](#) section of the Activity Streams documentation.

The intelligence pane displays the topmost fields from the module's record view and the record's most recent activity stream entries.

The screenshot shows the 'Accounts' module interface. On the left, there is a list of activity stream posts. The first post is 'Updated Office Phone on Green Tractor Group Limited.' by Max Jensen, dated 8 minutes ago on 2013-10-14 at 08:48. To the right of this post is a red box containing an eye icon, which is the 'Preview' button. A red arrow points from this icon to the 'Preview' pane on the right. The 'Preview' pane displays the record details for 'Green Tractor Group Limited.', including its website, industry (Manufacturing), member type (Customer), and assigned user (Max Jensen). Below the main preview pane, there is a smaller preview pane showing the same activity stream post that was selected.

Previewing From Global Search

Users can view a record's details directly from the View All Results page for Global Search by clicking the Preview icon to the far right of each record's row. The intelligence pane displays the topmost fields from the module's record view and the record's most recent activity stream entries. For more information on previewing via the View All Results page, please refer to the [Search](#) documentation.

Previewing a Record's Activity Stream

When previewing a record via the intelligence pane, you can also view any related activity stream posts which will appear below the record's detail. Please note that you cannot create new posts or comment on posts via the activity stream when previewing a record. For more information on creating posts and commenting on posts, please refer to the [Activity Streams](#) documentation.

The screenshot shows a 'Preview' window with a title bar containing navigation arrows and a close button. The main content area displays the following information:

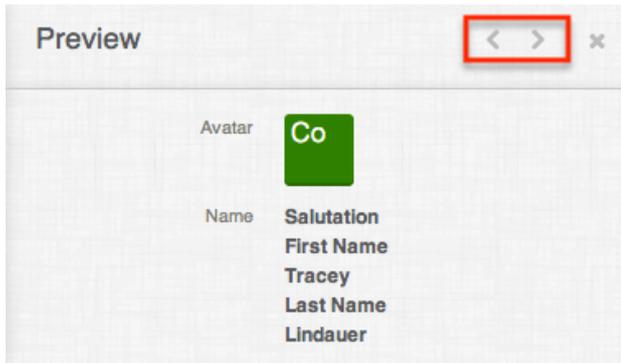
- Name:** Super Star Holdings Inc
- Follow:** Following
- Website:** <http://www.superstar.com>
- Industry:** Healthcare
- Member of:**
- Type:** Customer
- Assigned to:** Chris Olliver
- Office Phone:** (374) 791-2199

Below this information is a 'Show More' link with a downward arrow. At the bottom of the preview window, a red-bordered box highlights two activity stream posts:

- Post 1:** A user profile picture is followed by the text 'Please provide update on renewal meeting **Jim Brennan** on [Super Star Holdings Inc.](#) Administrator'. Below this is the timestamp '2 minutes ago on 2013/08/22 at 15:06'.
- Post 2:** A green square icon with 'Ac' is followed by the text 'Updated [Assigned User](#) on [Super Star Holdings Inc.](#) Administrator'. Below this is the timestamp '9 days ago on 2013/08/13 at 09:36'.

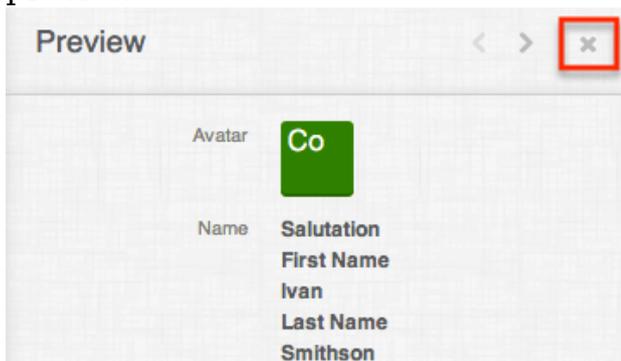
Previewing Next and Previous Records

Above a previewed record in the intelligence pane, there is a Left and Right arrow button that allows you to scroll through the next and previous records. Clicking the Left arrow button displays the previous record's preview while clicking the Right arrow button displays the next record's preview. When previewing from the module's list view, you can scroll through the list view's current search results. When previewing a related module record from a module's record view, you can scroll through the list of related records in the specific subpanel.



Closing a Preview

If you no longer wish to preview the records, you can simply close the preview by clicking the "X" on the upper right of the intelligence pane. Please note that the dashboard view will display again on the intelligence pane once you close the preview.



Last Modified: 2018-05-31 23:25:43

Accessibility

Overview

Sugar enables users to quickly perform certain tasks using keyboard shortcuts to increase productivity and accessibility. Keyboard shortcuts can be used to navigate around the list view and record view layouts for Sidecar modules, allowing users quickly select records, inline edit records, preview records, etc. There are also

global shortcuts available to perform tasks such as toggling the Quick Create menu, entering the Global Search field, etc. Users can also customize the key combinations which activate each shortcut.

This documentation will cover the various keyboard shortcuts available as well as how to navigate around Sugar using your keyboard. For more information regarding accessibility for Sugar, please refer to the [Accessibility](#) information.

Shortcut Keys

There are various shortcut keys available to easily perform actions in Sugar using your keyboard. You can use the shortcut keys to favorite a record, delete records, etc. in the Sidecar module's (e.g. Accounts, Contacts, etc.) list view and record view layouts. In addition, the global shortcuts can be utilized throughout the user interface to perform actions such as opening the Quick Create menu, accessing the Global Search field, etc.

You can access the Keyboard Shortcuts help page by either hitting the Shift and / key or clicking the Shortcuts link in Sugar's footer. The help page will display a table with the various shortcut keys available to use along with a description of the actions they perform. The shortcuts displayed are contextual based on what you are currently viewing in Sugar. For example, if you are viewing the Mass Update panel in the Accounts list view, then the Keyboard Shortcuts page will display shortcuts that specifically apply to this panel. Simply hit "Esc" on your keyboard or click the Close button if you wish to exit the page. You can also [customize](#) the key combinations for each shortcut by clicking the Gear button.

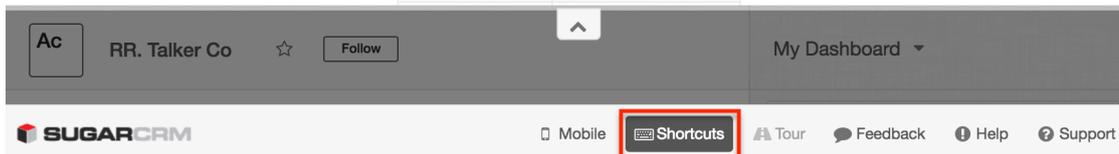
Keyboard Shortcuts



SugarCRM enables power users to quickly perform certain tasks with keyboard shortcuts to increase productivity. The tables on the right describe available shortcuts along with the keys and the actions they perform.

Contextual Shortcuts	
Key	Function
t	Toggle sidebar
e, command+alt+i	Edit record
d, command+alt+d	Delete record
command+s, command+alt+a	Save record
esc, command+alt+l	Clear out any changes to the record
h	Open previous record
l	Open next record
f a	Mark record as favorite
f o	Follow record

Global Shortcuts	
Key	Function
s, command+alt+0	Focus on global search field
c	Toggle the quick create menu
?	Show shortcuts help page
command+shift+space	Toggle the Sweet Spot bar



Global Shortcut Keys

The global shortcut keys can be used to perform the following actions in Sugar's user interface:

Windows/Linux Key	Mac Key	Function
c	c	Toggle the Quick Create menu
esc, ctrl+alt+l	esc, cmd+alt+l	Exit the Global Search field
s, ctrl+alt+0	s, cmd+alt+0	Access the Global Search field
t	t	Toggle the Right Hand Side drawer in list view and record view
ctrl+shift+space	cmd+shift+space	Toggle the Sweet Spot bar

List View Shortcut Keys

The list view shortcut keys can be used to perform the following actions in the module's list view layout:

Windows/Linux Key	Mac Key	Function
+	+	Add field rows in the Mass Update or Filter panel
-	-	Remove field rows in the Mass Update or Filter panel
a	a	Create new record
ctrl+a	cmd+a	Select all records displayed on current set of list view results
ctrl+s, ctrl+alt+a	cmd+s, cmd+alt+a	Save record
d	d	Delete record or custom filter in list view
e	e	Edit selected record in list view
esc, ctrl+alt+l	esc, cmd+alt+l	Exit out of certain elements (e.g. inline edit) in the list view
f+a	f+a	Mark selected record as a favorite Note: Hit "f+a" again to remove the record as a favorite.
f+c, ctrl+alt+8	f+c, cmd+alt+8	Create a new list view filter
f+e	f+e	Edit custom list view filter
f+i, ctrl+alt+9	f+i, cmd+alt+9	Place cursor in list view search box
f+m	f+m	Open the list view filter menu
f+o	f+o	Mark selected record to follow or unfollow
h	h	Scroll list to the left
j	j	Select the next record on the list view
k	k	Select the previous record

		on the list view
l	l	Scroll list to the right to view additional fields in the list view
m	m	Open the mass actions menu Note: Menu opens once at least one record is selected.
o	o	Open the selected record's (e.g. ABC Company) record view
p	p	Preview the selected record
r	r	Clear filter values
t	t	Toggle the Right Hand Side drawer
x	x	Mark the checkbox to the left of each selected record in list view

Record View Shortcut Keys

The record view shortcut keys can be used to perform the following actions in the module's record view layout:

Windows/Linux Key	Mac Key	Function
ctrl+s, ctrl+alt+a	cmd+s, cmd+alt+a	Save the record
d, ctrl+alt+d	d, cmd+alt+d	Delete the record
e, ctrl+alt+i	e, cmd+alt+i	Edit the record
esc, ctrl+alt+l	esc, cmd+alt+l	Exit out of certain elements (e.g. edit view) in the record view
f+a	f+a	Mark record as a favorite Note: Hit "f+a" again to remove the record as a favorite.
f+o	f+o	Mark record to follow or

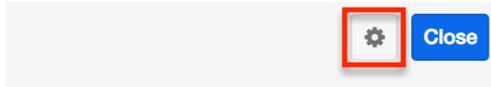
		unfollow
h	h	Open the previous record
l	l	Open the next record
m	m	Open the record's Actions menu
shift+c, ctrl+alt+u	shift+c, cmd+alt+u	Copy the current record
t	t	Toggle the Right Hand Side drawer

Customizing Shortcut Keys

You can customize the key combinations which activate each shortcut. This is especially useful if you use the default key combinations for other functions such as typing special characters.

Use the following steps to customize the shortcuts' key combinations:

1. Access the Keyboard Shortcuts page by clicking the Shortcuts link in Sugar's footer.
2. Click the Gear button on the top right of the page.



Global Shortcuts	
Key	Function

3. Update the Key value you want to change in the Contextual Shortcuts table.

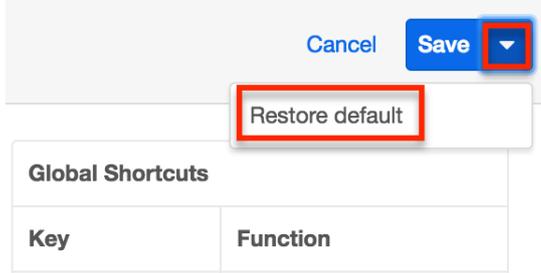
Contextual Shortcuts		Global Shortcuts	
Key	Function	Key	Function
t	Toggle sidebar	s,mod+alt+0	Focus on global search field
e,mod+alt+i	Edit record	c	Toggle the quick create menu
d,mod+alt+d	Delete record	?	Show shortcuts help page
mod+shift+s,mod	Save record	mod+shift+space	Toggle the Sweet Spot

Note: Depending on your operating system, the "mod" which appears in key combinations will be the Control key (for Windows and Linux computers) or the Command key (for Mac). Use "mod" to indicate the use

of these keys.

4. Click "Save" to preserve your changes.

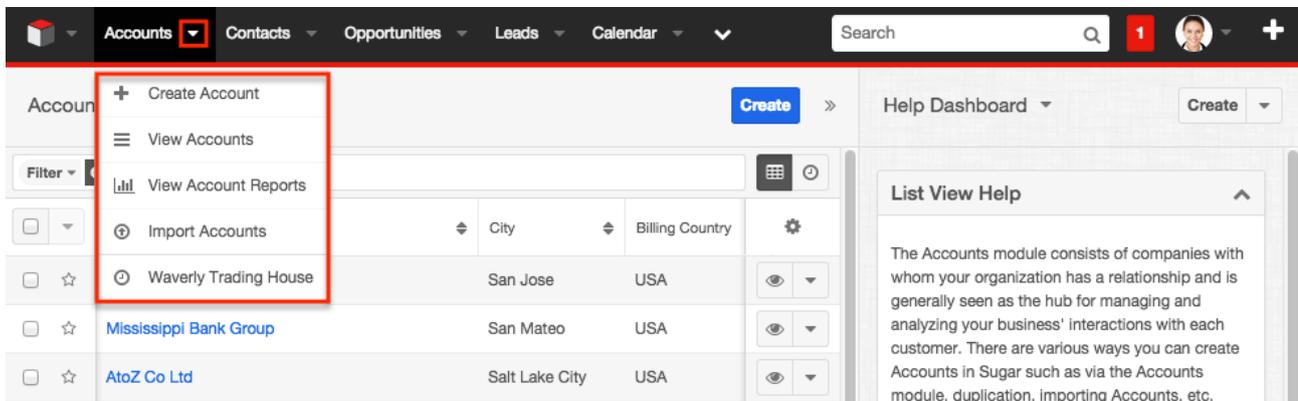
If you ever wish to revert all of your custom key combinations, click the "Restore default" option in the actions menu.



Since the Keyboard Shortcuts page shows contextually appropriate shortcuts, repeat these steps on various Sugar views in order to access all of the shortcuts.

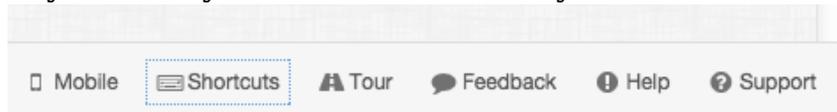
Tabbing in Sugar

Using the Tab key (Alt+Tab for Safari browser) on your keyboard enables you to easily navigate through Sugar's navigation bar which spans across the top of the screen. Please note that the default tab order is from left-to-right. As you hit the Tab key, each option (e.g. home, module tabs, global search, notifications, etc.) on the navigation bar will be highlighted in blue, and you can press "Enter" if you wish to access the module's list view, actions menu, notification's page, etc. For example, if you press "Enter" on the triangle in the Accounts module tab, the corresponding actions menu will open and you can use your Up and Down arrow on your keyboard to select an option (e.g. Create Account, View Accounts, etc.). If you hit "Tab" again while the list view actions menu is open, you will navigate to the next option (e.g. Contacts) on the navigation bar and the current actions menu will close.



In addition, you can continue to tab outside of the navigation bar to highlight and access certain elements (e.g. Create button, Search box, Intelligence Pane, etc.) of

the home page, list view, record view, etc. For example, if you continue tabbing after you get to the end of the navigation bar while viewing the Accounts list view, the tab will move onto the various elements on the page highlighting buttons, actions menu, account names, etc. You can simply hit "Enter" if you wish to perform a specific action (e.g. create a record, open the actions menu, etc.) on the list view. The tab will go through all of the currently displayed records on the list view then move onto the intelligence pane and footer before going back to the navigation bar again. Please note that each link (e.g. Mobile, Shortcuts) in Sugar's footer will be highlighted as you tab from left-to-right. Simply hit "Enter" on your keyboard if you wish to access any of the links on the footer.



Tabbing in Global Search

As you tab through Sugar's navigation bar, you will access the Global Search bar where you can perform a search across the entire Sugar database. Once you enter in a search term, you can use the Up and Down arrow keys on your keyboard to navigate through the quick search results and hit the Tab key to close the Quick Search Results list and return to the search bar. In addition, you can also tab through the View All Results page to highlight and access certain elements (e.g. Search box, Intelligence Pane, Preview button, etc.) of the page as well. For more information on navigating through global search using your keyboard, please refer to the [Search](#) documentation.

Last Modified: 2017-05-09 21:54:52

Search

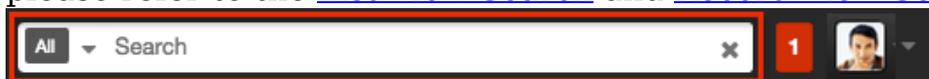
Overview

Sugar comes with the ability to search across the entire system to easily locate and filter records in the system. Users can perform a search via the module's list view, record view, as well as global search. The module search allows you to locate records easily and effectively in a module-specific manner. Once the search is performed, the relevant results will be displayed in the module list view or subpanel view of the record. Global search allows users to search for information across their entire Sugar database as opposed to restricting search within a

specific module. This documentation will go over the basics of the various search options and cover how to perform a search, filter a search, view results, etc.

Global Search

Global Search allows users to search for information across their entire Sugar database as opposed to restricting searches to a specific module. The Global Search bar displays on the upper right of every Sugar page and utilizes Full Text Search to search throughout nearly all fields and modules for an enhanced search experience. For more information on performing searches within a single module, please refer to the [List View Search](#) and [Record View Search](#) section of this page.



By default, Sugar comes out-of-the-box with a defined list of fields for each module that users can search as well as view in the search results on the [View All Results](#) page. Please note that secondary fields (e.g. email address, office phone, start date, etc.) will display in the View All Results page only if they contain a value. In addition, if there is a match found in a searchable field, it will display on the View All Results page even though it is not defined as a displayed field for the module. For example, if you enter a search (e.g. John) and the system finds a match in the case's Description field, but the Description field is not configured in the record view layout for cases, the case record will appear on the View All Results page along with the description as the secondary field because it contains the search term.

Note: All email addresses (e.g. primary, secondary) in the record are included in the search. Primary email addresses have a higher relevance compared to the other email addresses for search results.

Module	Searchable Fields	Fields Displayed on View All Results Page
Accounts	Name, Email Address, Billing Street, Shipping Street, Office Phone, Fax, Alternate Phone, Description, DUNS, SIC Code	Name, Primary Email Address, Office Phone
Bugs	Subject, Bug Number, Description, Work Log	Subject, Bug Number, Status
Calls	Subject, Description	Subject, Start Date, End Date, Status

Campaigns	Name, Objective, Description	Name, Type
Cases	Subject, Description, Case Number, Resolution, Work Log	Subject, Case Number
Contacts	First Name, Last Name, Home Phone, Office Phone, Mobile Phone, Other Phone, Fax, Primary Address Street, Alternate Address Street, Portal Name, Description, Email Address	Name, Primary Email Address
Contracts	Contract Name, Description, Reference Code	Contract Name, Status
Custom Basic Type	Name, Description	Name
Custom Company Type	Name, Office Phone, Alternate Phone, Fax, Email Address, Billing Street, Shipping Street, Description	Name, Primary Email Address, Office Phone
Custom File Type	Document Name, Description	Document Name
Custom Issue Type	Subject, Number, Description, Work Log	Subject, Status
Custom Person Type	First Name, Last Name, Home Phone, Mobile Phone, Office Phone, Other Phone, Fax, Primary Address Street, Alternate Address Street, Description, Email Address	Name, Office Phone, Primary Email Address
Custom Sale Type	Name, Description, Next Step	Name, Expected Close Date
Documents	Document Name, Description	Document Name
Emails	Subject, Body	Subject
Employees	First Name, Last Name, Email Address	

Knowledge Base	Name, Body, Description	Name
Leads	First Name, Last Name, Email Address, Home Phone, Mobile Phone, Office Phone, Other Phone, Fax, Primary Address Street, Alternate Address Street, Description	Name, Primary Email Address, Office Phone
Manufacturers	Name	Name
Meetings	Subject, Description, Location	Subject, Start Date, End Date, Status
Notes	Subject, Description	Subject
Opportunities	Opportunity Name, Description, Next Step	Opportunity Name, Expected Close Date
Product Categories	Name, Description	Name
Projects	Name, Description	Name, Status, Priority
Project Tasks	Name, Description	Name, Status
Quoted Line Items	Name, Mft Part Number	Name, Status
Quotes	Quote Subject, Description, Purchase Order Number, Quote Number, Billing Address Street, Shipping Address Street	Quote Subject, Quote Number, Quote Stage
Revenue Line Items	Name, Description, Next Step	Name, Expected Close Date
Target	First Name, Last Name, Email Address, Description, Primary Address Street, Alternate Address Street	Name, Primary Email Address
Target Lists	Name, Description	Name
Tasks	Subject, Description	Subject, Status, Due Date

Please note that not all fields in Sugar are enabled by default for search, but can be enabled by an administrator. Administrators can control additional elements of global search via Admin > Search and Admin > Studio. If the administrator globally disables a module for search, you will not be able to perform a search on that module or filter by that module when searching. For more information on how

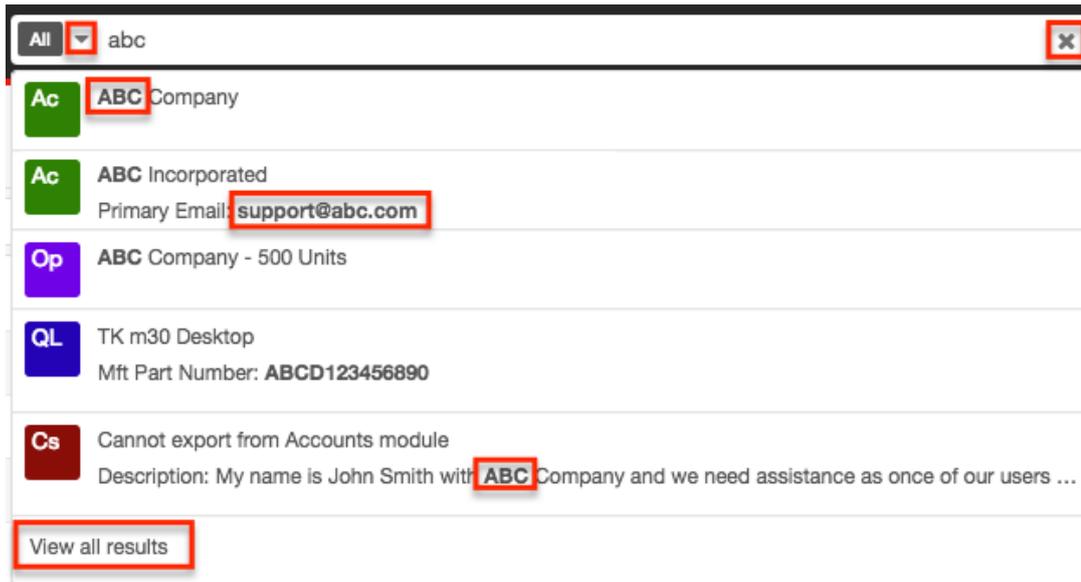
to enable and disable certain fields and modules in Global Search, please refer to the [Studio](#) documentation as well as the [Search](#) section of the System documentation in the Administration guide.

To use global search, you need to first enter a keyword into the search box and the pop-up results will begin appearing once you enter at least one character. Please note that clicking on the search bar will expand it across Sugar's navigation bar, which spans across the top of the screen. To minimize the search bar, simply click anywhere outside of the search bar or hit the Esc key on your keyboard.

Note: Elastic search strips out the non-numeric characters ("-", "()") from phone numbers so you can just enter the digits (e.g. 4082269800) when searching.

Once expanded, you will be able to access the Module dropdown by clicking the down arrow on the far left of the search box. This allows you to configure some aspects of global search such as what module(s) (e.g. Accounts, Contacts, etc.) to filter your search results by in Sugar. If you wish to clear your search term, simply click the X icon to the far right of the search box. Please note that this will collapse the search bar as well.

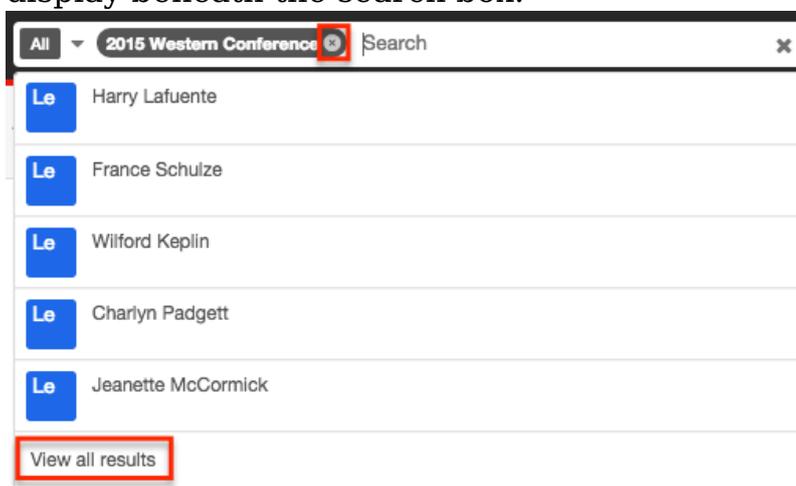
By default, up to five search results will display below the search box and include the primary field (e.g. name, subject) for the records matching your search term. The specific term (e.g. abc) in the record's field is bolded to indicate the match to the search term. In addition, if any secondary fields (e.g. office phone, description, etc.) match the search term as well, it will display beneath the record's primary field in the Quick Search Results list, with the matching term bolded. For any email addresses that include the matching search term, the entire email address (e.g. support@abc.com) will be bolded instead. Please note that the Quick Search Results list will display up to three matching fields for the record. To view all matching results, simply hit the Enter key while focused on the search bar or click the View all results link at the bottom of the Quick Search results list and you will be navigated to the [View All Results](#) page. Click the appropriate record (e.g. ABC Family Associates) in the Quick Search Results list to access the record's details. Please note that users assigned a role restricting view access to a module (e.g. Cases), will not be able to view search results specific to that module.



You can also perform tag searches using Global Search to easily locate groups of records that are tagged by common attributes. For more information regarding tagging records, please refer to the [Tags](#) documentation. For example, if you have a set of leads that were acquired from a specific conference (e.g. 2015 Western Conference) and you wish to locate all the lead records tagged with this value, you can perform a search using the tag value. As you search, the list of matching tags will appear in the tag ribbon beneath the search box and display up to five tags matching the search term.



Simply select the appropriate tag (e.g. 2015 Western Conference) from the tag ribbon and the tag pill will get entered into the search box. If you wish to remove any selected tag pills from the search box, simply click the "x" to the right of the tag name. All matching records tagged with "2015 Western Conference" will display beneath the search box.



You can append additional search terms or tags in the search box if you wish to further narrow your search. Simply enter the keyword (e.g. Jeanette) to the right of the existing search term and the matching result(s) will display. If you search using multiple tags, the system will look for records that match any one of the tags in the search box using the "or" operator.



Please note that clicking the tag pill in the module's record view or the record's preview in the intelligence pane will navigate you to the View All Results page which will display the list of records that contain the same tag. When viewing the module's list view, dashlet list view, or subpanel list view, you can click the tag link to be navigated to the View All Results page.

Note: You cannot click the tag pill when editing the record to access the View All Results page.

Operators

When performing a search via global search, you can use operators such as "AND", "OR", and "NOT" in your search query to further narrow the search results. You can also use the following special characters in place of these operators: ampersand (&), vertical bar (|), and hyphen (-). Please note that there must be at least three characters entered for each search term, and the operators must be entered in all caps (e.g. AND, OR, NOT) otherwise Sugar will consider it as a keyword to search on.

Note: Quotation marks cannot be used in multiple word searches (e.g. "John Smith") to return exact matches. So entering John Smith in your search query will return: **John** Moore with a street address of "123 **Smith** Dr.", **Smith** Company with a description of "Primary point of contact is **John** Lee", etc.

Operator	Description	Example
"AND" or "&"	Use this operator to specify search criteria where all keywords must match for records to be included in the search result.	John AND Texas : Search returns records (e.g. contacts) that include "John" and "Texas" in the searchable fields (e.g. Name, Primary Address City).

"OR" or " "	Use this operator to specify search criteria where at least one keyword must match for records to be included as a search result.	95111 OR 95113 : Search returns records (e.g. accounts) that include the digits "95111" or "95113" in the searchable fields (e.g. Billing Postal Code).
"NOT" or "-"	Use this operator if you wish to exclude records containing a specific keyword in the search query.	John NOT Texas : Search excludes records (e.g. contacts) that include the term "Texas" in the searchable fields (e.g. Billing State) then evaluates the remaining query to return records including "John".

The "AND" operator is implicitly added when there is a space between the search strings. For example, if you enter "John Smith AND California" into the search box, Sugar will look for records that include the term "John", "Smith", and "California" in the [searchable fields](#) (e.g. Name, Billing State). If there are records that match the search terms in the query, the record will display in the Quick Search Results list. The term(s) (e.g. Smith) in the record's fields will be bolded in the search result to indicate the match to the search term.



When entering your search criteria, you can also use a combination of the operators. Use parentheses if you wish to group a part of your search query. When using the parentheses to create subqueries, Sugar will first parse the subquery contained in the parentheses before evaluating the remaining query. For example, if you enter: "(Johnson OR Jonson) AND Systems", Sugar will return records including "Systems" with "Johnson" as well as "Systems" with "Jonson" in the searchable fields (e.g. Name: **Johnson Systems**, Name: **Jonson** with Website: www.jonsonsystems.com).

Note: When using the NOT operator, please keep in mind that it cannot be used in direct combination with parentheses (e.g. NOT (John Smith)).

The following are example search queries using the available operators in global search:

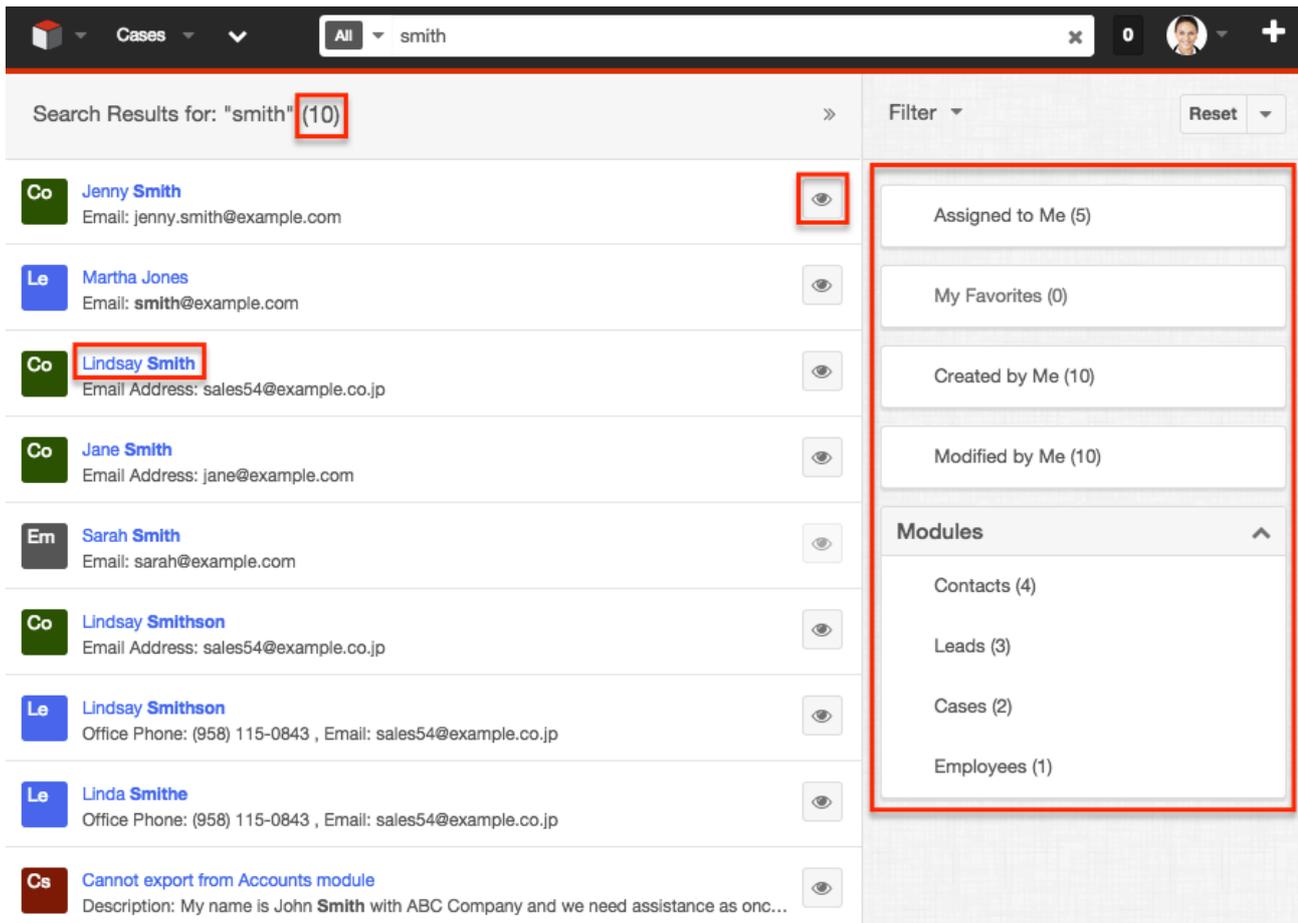
Search Criteria	Matching Search Results
Jane AND @example.com	<p>Jane Roberts Email: jroberts@example.com</p> <p>ABC Company Primary Address Street: 123 Jane St. Email: support@example.com</p> <p>J Thomas Email: jane@example.com</p>
(NOT John OR NOT Jane) Smith	<p>Bob Smith Email: bob.smith@example.com</p> <p>Mary Smith Email: marys@smithcompany.com</p>
(ABC Technologies) OR (ABC Corporation) Brooklyn	<p>ABC Inc. Billing Street: 123 Technologies Dr. Billing City: Brooklyn</p> <p>ABC Corporation Billing City: Brooklyn</p>
Bob AND (Smith OR Jones) AND Idaho NOT Boise	<p>Bob Smith Company Billing State: Idaho Billing City: Nampa</p> <p>Bobby Lee Jones Primary Address State: Idaho Primary Address City: Meridian</p>
(Jenn Jennifer) Martin & Texas	<p>JenniferMartinez Email: jmartinez@abc.com</p>

Primary Address State: Texas
JennMoore
Email: martin @example.com
Primary Address Street:123 Texas Dr.

Viewing All Results

If there are more than five matching results, you can click on "View all results" at the bottom of the Quick Search Results list to view all matching records. The View All Results page loads an initial number of records meeting the current search criteria with the option to show additional results at the user's request. The total number of matching search results will display on the upper left of the page. By default, Sugar displays 20 records for each search results set on the View All Results page, but Administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation in the Administration guide. To load the next set of Global Search results, simply click on "More search results" at the bottom of the View All Results page.

If you wish to view the full details of a record, click the record's name to open the record view (or detail view for Legacy modules). You can also view a record's (e.g. Targets) details directly from the View All Results page by clicking the Preview icon to the far right of a record's row. Please note that preview is only available for modules (e.g. Contacts, Leads, etc.) using the Sidecar user interface. The record's details will display in the intelligence pane to the right of the View All Results page and will provide users with key information regarding the record as well as any related activity stream information. For more information on previewing via the intelligence pane, please refer to the [Intelligence Pane](#) documentation.



Filtering the View All Results Page

When not in preview mode, the intelligence pane to the right of the search results displays various Filter options (e.g. Assigned to Me, Created by Me, etc.) that allow you to further narrow the search results on the View All Results page. Please note that the filters only apply to the set of search results based on your current search query.

Each of the filter options displays a number in parentheses to indicate the number of records from the View All Results page that meet the criteria. Any filter option (e.g. My Favorites) that displays a zero count will not be clickable as there are no records that meet the criteria. As you select filter options, the search results on the page will dynamically change to only display records meeting the currently applied filter(s). In addition, the counts for all of the filter options will dynamically change to indicate the total count of records that meet the currently selected filter(s). For example, if you select "Leads" under the Modules filter, the counts next to each of the other filter options (e.g. Created By Me, Modified by Me, etc.) will change according to the number of results which are both a lead and match the particular filter (e.g. Created By Me).

Search Results for: "smith" (3) » Filter Reset

Le Martha Jones Email: smith@example.com	
Le Lindsay Smithson Office Phone: (958) 115-0843 , Email: sales54@example.co.jp	
Le Linda Smithe Office Phone: (958) 115-0843 , Email: sales54@example.co.jp	

Assigned to Me (1)

My Favorites (0)

Created by Me (3)

Modified by Me (3)

Modules

Contacts (4)

Leads (3)

Cases (2)

Employees (1)

Selecting multiple filter options within a single filter (e.g. Modules) will use an "or" operator. So if you select "Leads" and "Contacts" from the Modules filter, the View All Results page will display both lead and contact records. However, if you select filter options from different filters, it will use an "and" operator. For example, if you select "Leads" from the Modules filter and select "Created by Me", Sugar will only return lead records that you created.

To clear individual filters, click the filter again (e.g. Created by Me) to unselect the option. If you wish to clear all filters applied on the View All Results page, simply click the Reset button on the upper right of the intelligence pane.

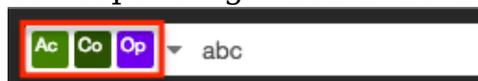
To collapse a multi-option filter (e.g. Modules), you can click the Up arrow on the upper right of the filter. If you wish to collapse all multi-option filters (e.g. Modules) on the intelligence pane, click the Actions menu to the right of the Reset button and select "Close All". To expand them, simply click the Actions menu again and select "Open All".

Filtering by Module

Global Search gives you the option to filter the search results by module by clicking the down arrow to the far left of the expanded search bar. Please note that the Search all option is selected by default to include all modules when searching. The list of available modules to select will appear in the Modules list and you can

simply select the appropriate module(s) you wish to include in your search. For example, if you select the Contacts module then enter "john" in the search box, Sugar will only return matching contact records.

When three or fewer modules are selected from the Modules dropdown, the corresponding Module icons will display in the search bar.

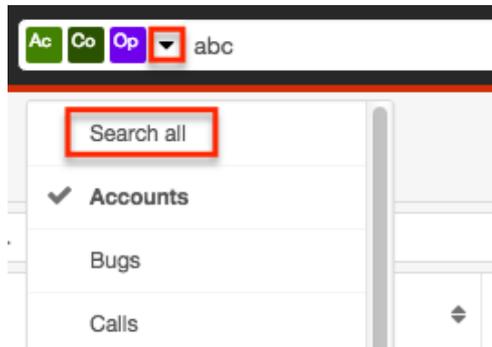


However, if more than three modules are selected, it will display the Multiple Modules icon in the search bar.



Note: The selected module(s) will remain in the search bar until the user's browser cache is cleared.

If you wish to unselect all modules at once, simply select the Search all option from the Modules dropdown. Please note that manually deselecting all modules will default back to the Search all option as well.



Administrators can configure what modules are available to select in the Modules list via Admin > Search. For more information on configuring which modules are available to search via Global Search, please refer to the [Search](#) section of the System documentation in the Administration guide. Please note that only modules you have view access for will appear in the Modules list for Global Search.

Keyboard Navigation

Using the Tab key (Alt+Tab for Safari browser) on your keyboard enables you to easily navigate through Sugar's navigation bar which spans across the top of the screen. You will be able to use the Tab key to access the Global Search bar and perform a search. For more information on navigating around Sugar using your

keyboard, please refer to the [Accessibility](#) documentation. Once you have tabbed into the Global Search field, enter at least one character to expand the global search bar. Please note that hitting the Enter key while in the search box will navigate you to the View All Results page where you can also perform a search. If you hit the Tab key within the search bar without entering in a search term, the Magnifying Glass icon will be highlighted and you can hit "Enter" to be navigated to the View All Results page as well.

Note: You can use global shortcut keys to access and exit the Global Search field as well. For more information regarding global shortcut keys, please refer to the [Accessibility](#) documentation.

Once you enter a search term, you can use the Up and Down arrow keys on your keyboard to navigate through the Quick Search Results list and hit "Enter" while focused on a specific quick search result (e.g. Jane Smith) to open up the module's record view (for Sidecar modules) or detail view (for Legacy modules). Please note that hitting the Tab key while navigating through the quick search results will close the Quick Search Results list and highlight the X icon in the Search bar, which will allow you to clear your keyword and perform a new search. Please note that the Global Search bar will collapse as well when clicking the X icon to clear search. Hitting the "Shift" and "Tab" key will close the Quick Search Results list and highlight the search term in the search bar, allowing you to perform additional searches.

In addition, you can easily navigate through the [Modules dropdown](#) list using the Up and Down arrow keys on your keyboard and hitting the Spacebar key to select or unselect a module. Hitting the Tab key while navigating through the Modules dropdown list will close the dropdown and take you back to the search bar. If you wish to clear the text entered in the search box, you can either click the X icon or hit the Tab key while in the search box to highlight the X icon, then hit "Enter" or the Spacebar key.

To navigate through the tag ribbon, you can use either the Tab key or Arrow keys on your keyboard. To add a tag pill to the search bar, simply hit the Enter key while focused on the tag pill (e.g. 2015 Latin America Conference) in the tag ribbon. Hitting the Enter key again on the newly added tag pill in the search bar will open up the View All Results page to display all matching results.



In addition, you can tab through the View All Results page to highlight and access certain elements (e.g. Search box, Intelligence Pane, Preview button, etc.) of the page. For example, if you press "Enter" while focused on the Preview button, the record's data will display to the right of the search result providing key

information regarding the record.

Admin Configuration

Sugar administrators have the ability to globally enable and disable modules for Global Search. Please note that disabled modules will not be included in search results nor in the list of modules to filter. For more information on how to enable and disable modules for Global Search, please refer to the [Search](#) section of the System documentation in the Administration guide.

Administrators also have the ability to enable and disable specific fields for Global Search, as well as set the priority for searchable fields using boost values. To configure fields for search, simply navigate to Admin > Studio and update the Full Text Searchable option to either "Searchable" or "Disabled" depending on whether you want it included for search or not. The Full Text Searchable option is only available for the following data type fields: Phone, TextArea, TextField, and URL. Boosting is the process of enhancing the relevancy of a record's fields for global search. Fields with a higher boost level will be given greater weight when the search is performed. When a search is performed, matching records containing fields with a greater weight will appear higher in the search results. The default boost value is 1.0 which stands for a neutral boost. To apply a positive boost, set the boost value higher than 1. To apply a negative boost, use values lower than 1. For example, a value of 1.35 will positively boost a field by 135%. But using a value of 0.60 will apply a negative boost. Please note that it is not necessary to perform a full system index when boost values are changed for fields. For more information on how to enable or disable fields for Global Search or change the boost values, please refer to the [Studio](#) documentation in the Administration guide.

Global Search functions off of an index created from the data in your system. When creating and updating records, data is added and modified in the index accordingly. Occasionally the index can become corrupt or inefficient, which may require a system index to be performed. You can perform a system index manually via Admin > Search. For more information on how to run a system index on Full Text Search, please refer to the [System](#) documentation in the Administration guide.

Advanced Options

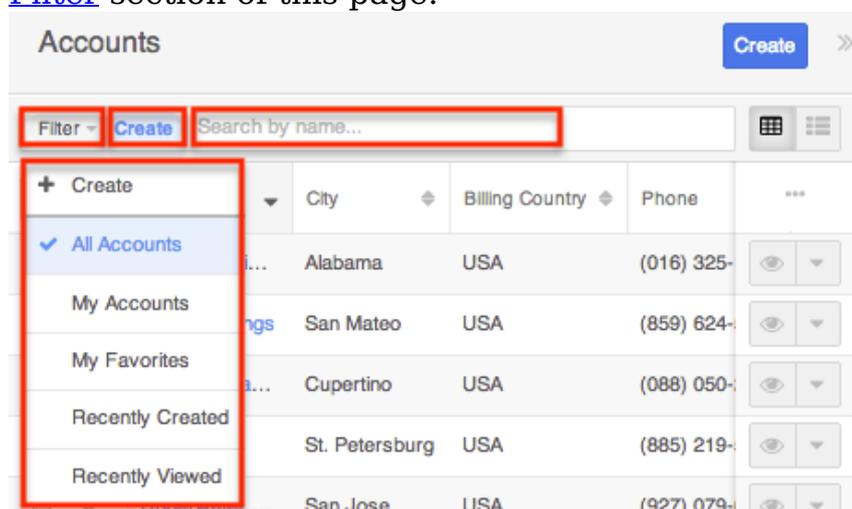
The Advanced Options panel is available on the view all results screen of Global Search to allow users to enable and disable modules for the Filter by list specific to their login. Please note that administrators have the ability to globally enable and disable modules for global search via Admin > Search. If the administrator globally disables a module, you will not be able to perform a search on that module or filter

by that module when searching. The module will also no longer appear within the Advanced Options panel. For more information on how to globally enable and disable modules, please refer to the [System](#) documentation in the Administration guide.

List View Search (Sidecar Modules)

List view search enables users to easily and effectively search by a record name in a module-specific manner to pull up relevant results they wish to view. The matching records will populate in the list view below the Search bar. Please note that the system retrieves all records that start with the keyword entered in the search. When looking up names, Sugar performs an OR search for each name entered. Records matching any of the names entered will appear in the list view. Sugar's list view search also supports wildcard characters (e.g. %) to search for records without including the entire word in the search query. For example, a search for "%univ" will pull up any records containing "univ", including "The University of Miami", "Miami University" or "Universidad de Miami". For more information on how to use wildcards in list view searches, please refer to the [Wildcards](#) section of this page.

In addition, the search provides a Filter option which can be used in combination with the open Search box to narrow your search further using the available options on the list. For more information on the available filter options, please refer to the [Filter](#) section of this page.



When you choose a filter and run a search, Sugar will return records with a matching name from within the filtered list view results. For example, if you select "My Accounts" in the Filter list and enter an account name, Sugar will only return account records with a matching name that are assigned to you. You can also create new filters if you wish to add more complex filters for your search criteria. For more information on creating new filters, please refer to the [Creating a Filter](#)

section of this page. When you run a search using a saved or created filter, the search will be preserved when you navigate away from the module. Returning to the list view will automatically display the results of your last filter. Please note that searches using the open Search box only are not preserved when navigating away.

To see all records to which you have access, simply select the All "Module Name" (e.g. All Accounts) option in the filter. Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Wildcards

Wildcards can be used to search for criteria without including the entire word in the search. Use a wildcard character in place of characters you do not require in your search. You may use any combination of wildcard characters in the Search box as you desire. The following wildcard characters can be used in the List View search box:

Character	Wildcard Use
%	Matches any number of characters, including zero
_	Matches only one character

Please note that module search automatically appends the wildcard character (%) to the end of your search phrase for each text field. This allows the system to pull up all records that include the keyword entered in the search.

When performing a multiple-word search, Sugar will behave differently based on the module (e.g. Accounts, Contacts, etc.) in which you perform the search. For example, performing a search for "Max Hold" in the Accounts module will match an account named "Max Holding Company" but will not match "Maximum Holding Company" because the wildcard is appended to the end of the entire query (e.g. Max Hold%). However, if the same search is performed for "Max Hold" in the Contacts module, it will return search results matching a contact named "Max Holder" as well as "Maximillian Holder" because it appends a wildcard to the end of each word in the query (e.g. Max% Hold%). Please note that the latter behavior applies to any person-type module (e.g. Leads) to account for search results that may contain multiple words in the First Name and/or Last Name field (e.g. "Jean Paul" as a first name).

The following search examples illustrate List View search behavior:

Search Criteria	Matching Search Results	
	First Name	Last Name
rob	Rob Roberta John	Smith Collins Roberts
%bert	Bert Roberta John	Andernie Collins Roberts
r_b	Roberta Ruby John	Collins Lieu Roberts
%r_b	Rob John Mirabel	Smith Roberts Glaston
_it	Rob Anita	Smith Nother
r_b% smit%	Robert Rob	Smith Smite
rob smith	Rob Robert Rob Roy	Smith Smith Smith
smith	Rob Smith	Smith Johnson
jean	Jeannine Jean Paul	Pugh Gaultier
paul	Sue Paul	Paulson Jones
jean paul	Jean Jean Paul	Paul Gaultier

When performing a search, Sugar will try to match your search text to the beginning of a record's field. So, if an account name starts with an article like "A" or "The", this must be accounted for in the search by adding a wildcard (%) at the beginning of your text. For example, to properly pull up an account named "The ABC Company", you will have to enter "%abc" for Sugar to find a match in the system.

In addition, you can use the wildcard character when specifying the search criteria for custom filters with the "starts with" operator. Please note that the wildcard character will only work with the "starts with" operator. For example, if you wish to find all records containing the word "systems", then you can use the "starts

with" operator and type "%systems" as the filter value. For more information on creating filters, please refer to the [Creating a Filter](#) section of this page.

Name starts with %systems
Account Name (Systems) Reset Cancel Save

AND vs OR

When searching in the List View search, Sugar uses the "and" operator. This means that if you are searching against multiple fields in your filter option, Sugar will place an "and" in between each search field returning only records matching all (as opposed to any) of your search criteria. For example, if you select "My Accounts" in the Filter options and enter an account name, Sugar will only return account records with a matching name that are assigned to you.

Filter My Accounts Smith & Sons

Name	City	Billing Country	Phone	User	Email Address
Smith & Sons	San Francisco	USA	(415) 785-3...	Max Jensen	smith.sons...

The only time Sugar will use the "or" operator is when using a multi-select option in the search criteria. For example, you can create a custom filter for the Accounts list view search and select "Type", "is any of", then add "Customer", "Partner", and "Analyst". If you perform a search based on this new filter, the system will return account records that match any one of the values specified in the filter. For more information on creating custom filters, please refer to the [Creating a Filter](#) section of this page.

Type is any of Customer Partner Analyst
Account Type Reset Cancel Save

Please note that if any additional fields (e.g. industry, status, etc.) are added to the custom filter, the operators between the Type field and the other fields will be an "and" operator.

Filter

Module search provides a Filter option which allows users to narrow their search further using the available options on the list.

The following options are available to users when filtering their List View search:

- **Create** : Create a new custom filter which you can use to filter your search
- **All "Module Name"** : Returns all records in the module to which you have access
- **My "Module Name"** : Returns only records assigned to you
- **My Favorites** : Returns only records you have marked as favorites
- **Recently Created** : Returns only records you created in the module within the last 7 days
- **Recently Viewed** : Returns only records you have viewed in the module within the last 7 days

When you choose a filter and run a search, Sugar returns records with a matching name from within the filtered list view results. You can use one of the default filter options from the list or create a custom filter if you wish to have more complex filters options when searching.

Note: Only the fields that you have permission to view and that the administrator has configured to be available will appear in the Filter list when creating a search filter. For more information on field-level permissions, please refer to the [Role Management](#) documentation in the Administration Guide. For more information on adding and removing fields to filters in list view, please refer to the [Studio](#) documentation in the Administration Guide.

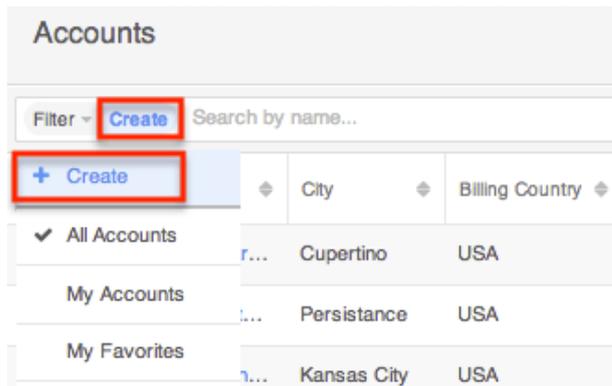
When you run a search using a filter, the search will be preserved when you navigate away from the module. Returning to the list view will automatically display the results of your last filter. In contrast, searches performed using only the list view's Search box are not preserved when navigating away.

Creating a Filter

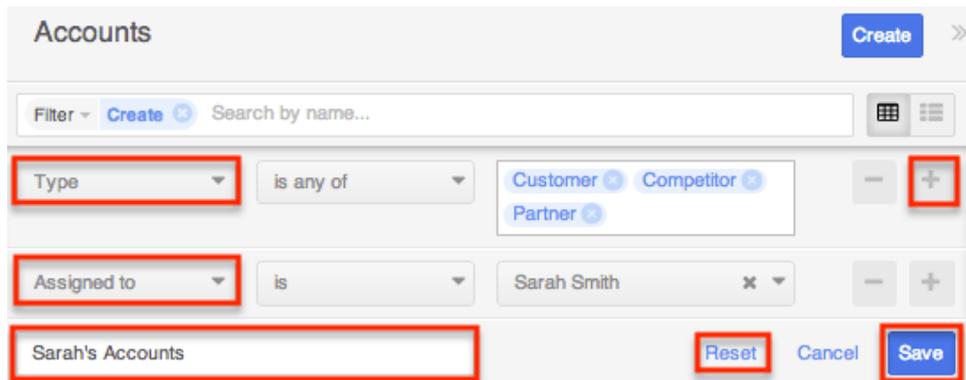
Users can create and save new filters via the Create option in the Filter list of the search bar. Filters may contain one or more fields and operators (e.g. is any of, is, starts with, etc.) along with their desired value(s). All of a filter's criteria must evaluate as true for a record to appear in the list view search result. Filters may also be saved as templates with empty field values to be completed at the time the filter is run. This is useful for searches that must be performed often against the same fields but with varying values.

The following steps cover creating a filter for accounts with a type of "Customer", "Competitor", or "Partner" and assigned to Sara Smith as an example:

1. Click the Filter option on the Accounts search bar then select "Create".
 - **Note:** You can also click "Create" to the right of the Filter option.



2. Select "Type" as the filter field and select the "is any of" operator then add "Customer", "Competitor", "Partner" as the search values. As you create the new filter criteria, it will be applied to the list view concurrently to display the matching results.
 - **Note:** The "is any of" operator allows the system to pull up records that match any one of the set values (customer, competitor, partner).
 - To remove specific filter values (e.g. customer, partner, etc.), you can simply click the "x" to the right of the field or you can select "Reset" to the left of the Save button to clear all filter values.
3. To add additional fields (e.g. Assigned to) to the new filter, click the Plus button to the right of the filter.
 - **Note:** Only the fields that you have permission to view and that the administrator has configured to be available will appear in the Filter list when creating a search filter. For more information on field-level permissions, please refer to the [Role Management](#) documentation in the Administration Guide. For more information on adding and removing fields to filters in list view, please refer to the [Studio](#) documentation in the Administration Guide.
4. Select "Assigned to" as the secondary filter field and select the "is" operator then add "Sarah Smith".
5. Enter a descriptive title for the filter (e.g. Sarah's Accounts) in the field that contains "Enter new filter name...".
6. Click "Save" to add this filter to the module's Filter options.



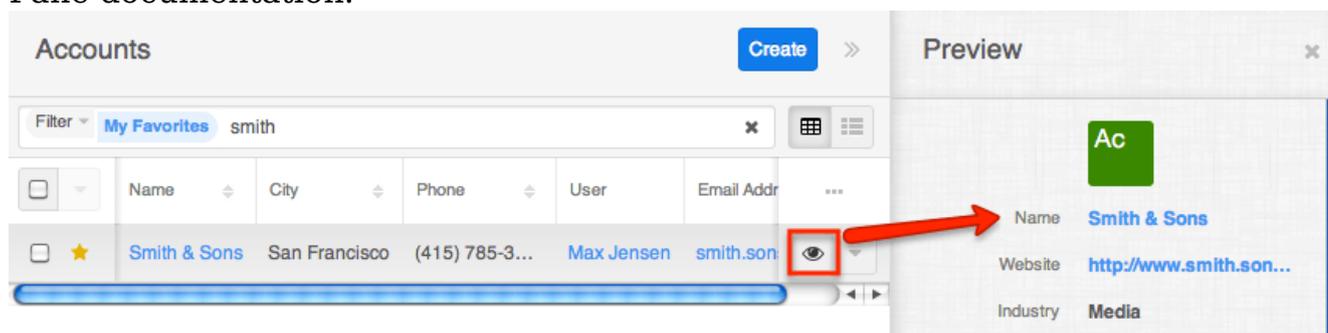
You can also create and save a filter without entering any filter values (e.g. Customer) if you wish to enter new values each time you utilize the filter. When re-using the filter simply enter the appropriate filter value(s) and the list view will display the matching results. Once you are done with the filter, click "Reset" to the far right of the filter's name to clear the filter value(s).

The custom filter can always be edited as necessary by selecting the filter and updating the fields, conditions, values, etc. via the filter details panel. Once the necessary updates have been made, click "Save" to preserve the changes.

Please note that you can easily delete custom filters by selecting the filter (e.g. Sarah's Accounts) from the Filter list, clicking the filter's name on the Search bar, then clicking "Delete" on the filter details panel.

Preview

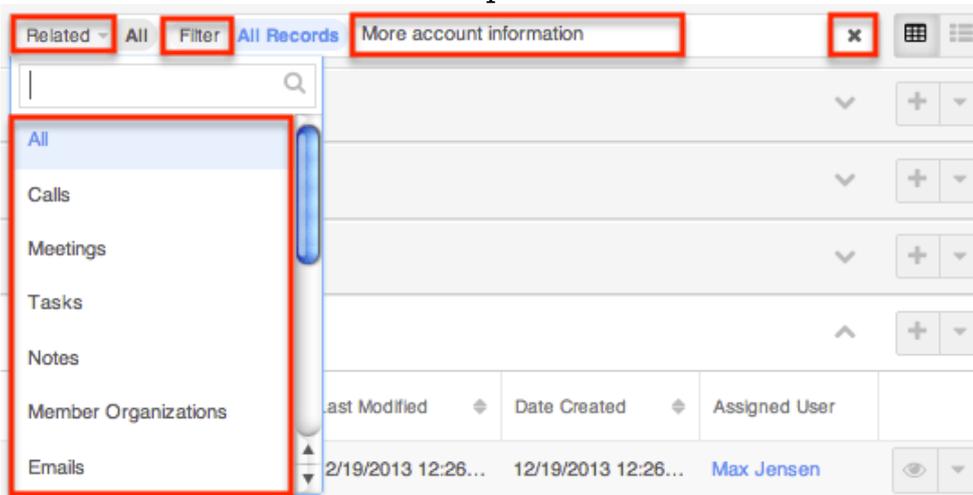
Once the list view displays the search results, users can easily view the record's details directly from the module's list view by clicking the Preview icon to the far right of the record's row. The record's detail will display in the intelligence pane to the right of the list view and provide users with key information regarding the record as well as the related activity stream information. For more information on viewing previews, please refer to the [Viewing Previews](#) section of the Intelligence Pane documentation.



Record View Search (Sidecar Modules)

Users also have the ability to search for related records which appear in the subpanels of the record view. The Search bar appears below the record's fields and you can filter the view to only display a specific module (e.g. Leads, Contacts, etc.). You can search by a record name by entering the keyword into the Search bar, and the subpanel(s) with the matching record(s) will appear below. Please note that the system will retrieve records from the subpanel that start with the keyword entered in the search box. To clear the search, simply click the "x" to the right of the search keyword and all records meeting the search criteria will display in the corresponding subpanel(s). When you run a search using a saved or created filter, the search will be preserved when you navigate away from the page.

To filter, simply click the Related option to the far left of the Search bar and select the module whose subpanel you wish to view. For more information on how to filter records for search, please refer to the [Filter](#) section of this page. Please note that filter and search may be combined to only display matching records within the selected module's subpanel. To see all subpanels to which you have access, simply select "All" in the Related dropdown list.

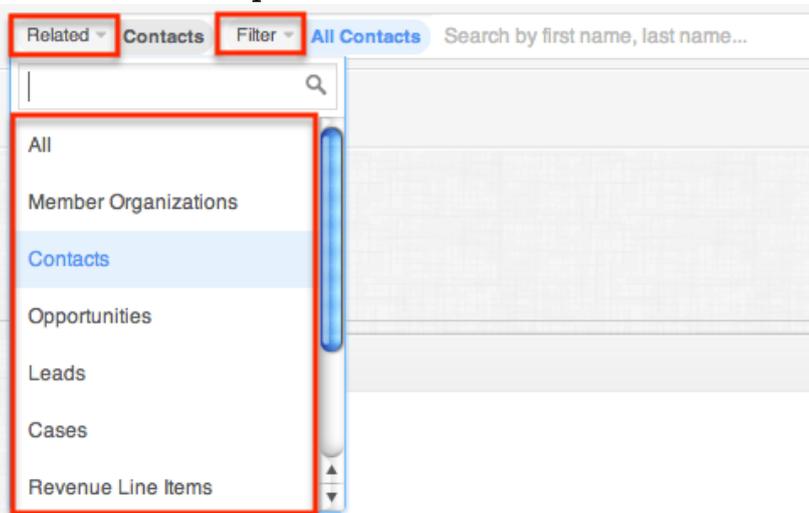


Related Records Search

Users can search for related records simply by entering in the name of the record in the Record View's search box. Please note that the system will only search for related records which appear in the subpanels of the record view. The relevant record(s) meeting the search criteria will display in their respective subpanels. Users have the option to filter the view to only display a specific module if they wish by selecting the module (e.g. Contacts, Leads, etc.) from the Related list. For more information on searching within a specific module, please refer to the [Related Module](#) section of this page.

Related Module

When searching for records which appear in the subpanels of the record view, you can filter the view to only display a specific module (e.g. Leads, Contacts, etc.). Simply click the Related option to the far left of the Search bar then select the module whose subpanel you wish to view. Please note that you can narrow your search further using the Filter option to the right of the Related option. For more information on searching using the Filter option, please refer to the [Filter](#) section of this page. To see all subpanels to which you have access, simply select "All" in the Related dropdown list.



Wildcards

Wildcards can be used to search for criteria without including the entire word in the search. Use a wildcard character in place of characters you do not require in your search. You may use any combination of wildcard characters in the search box as you desire.

The following wildcard characters can be used when searching for related module records in record view:

Character	Wildcard Use
%	Matches any number of characters, including zero
_	Matches only one character

Please note that module search automatically appends the wildcard character (%) to the end of your search phrase for each text field. This allows the system to pull up all records that include the keyword entered in the search. If performing a

multiple word search, the wildcard is only appended to the last word and not all words.

The following are example searches using wildcards in record search:

Search Criteria	Would Match	Would Not Match
rob	Rob, Robert, Robin	Bob, Jacob
%bert	Albert, Bert, Robert	Bart
r_b	Robert, Ruby	Bob, Raab
%s_i	Dustin, Christi, Smith	Sophie, Josephine
_it	Nita, Littrell	Schmitt
r_b% smit%	Robert Smith, RobSmite	Bob Smith, Robert Phillip
rob smit	Rob Smith, Rob Smite	John Smith

When performing a search, Sugar will try to match your search text to the beginning of a record's field. So, if an account name starts with an article like "A" or "The", this must be accounted for in the search by adding a wildcard (%) at the beginning of your text. For example, to properly pull up an account named "The ABC Company", you will have to enter "%abc" for Sugar to find a match in the system.

In addition, you can use the wildcard character when specifying the search criteria for custom filters with the "starts with" operator. Please note that the wildcard character will only work with the "starts with" operator. For example, if you wish to find all related records containing the word "smith", then you can use the "starts with" operator and type "%smith" as the filter value. For more information on creating filters, please refer to the [Creating a Filter](#) section of this page.

The screenshot shows a search filter configuration interface. A red box highlights the search criteria field where 'Last Name' is selected, the operator is 'starts with', and the search value is '%smith'. Below this, a preview shows 'Last Name: Smith' and buttons for 'Reset', 'Cancel', and 'Save'.

Filter

Record view search provides a Filter option which allows users to narrow their search further using the available options on the list.

The following options are available to users when filtering their Record View search:

- **Create** : Create a new custom filter which you can use to filter your search.

-
- **All "Module Name"** : Returns all records in the module to which you have access
 - **My "Module Name"** : Returns only records assigned to you
 - **My Favorites** : Returns only records you have marked as favorites
 - **Recently Created** : Returns only records you created in the module within the last 7 days
 - **Recently Viewed** : Returns only records you have viewed in the module within the last 7 days

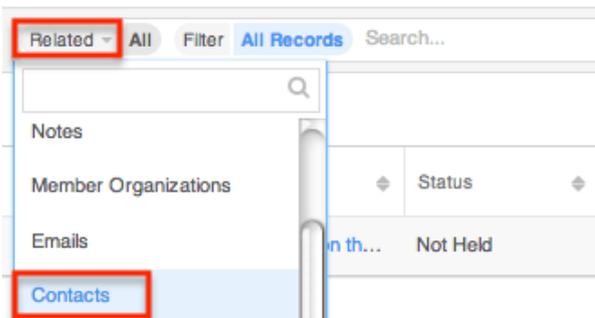
While in the record view, users can search for records which appear in subpanels beneath the record's fields and filter the view to only display a specific subpanel (e.g. Contacts, Accounts, etc.). When you choose a filter and run a search, Sugar returns records matching the search criteria for the specified related module in the record view. You can use one of the default filter options from the list or create a custom filter if you wish to have more complex filter options when searching.

Creating a Related Records Filter

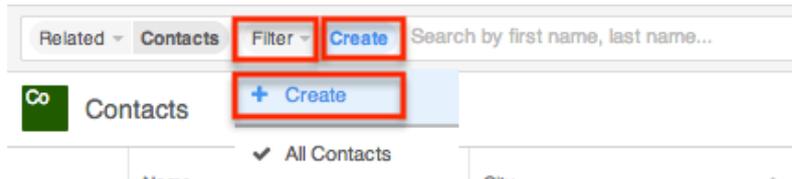
Users can also create new filters via the Create Filter option in the Filter list of the search bar. This allows users to add custom, complex filter options when searching in the module's record view. You have the option to add multiple fields to your new filter and set select operators (e.g. is any of, is, starts with, etc.) along with the value(s) it must contain. Please note that each one of the filter's criteria need to be true for a record in order for it to appear in the subpanel view's search result. Unlike creating a filter for the list view search, you must first select a module from the Related list then select the Create option as it is specific to that module.

The following steps cover creating a filter for the related Contacts module located in the state of "CA" as an example:

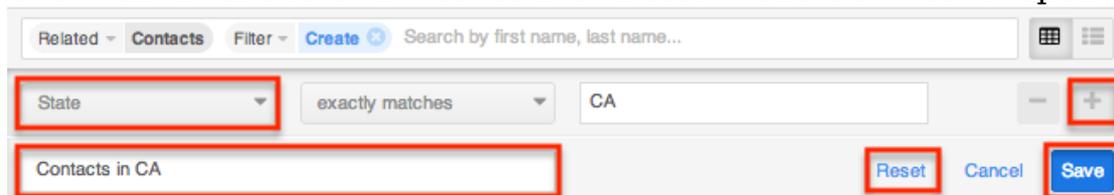
1. Click the Related option on a module record view's (e.g. Accounts) search bar then select "Contacts".



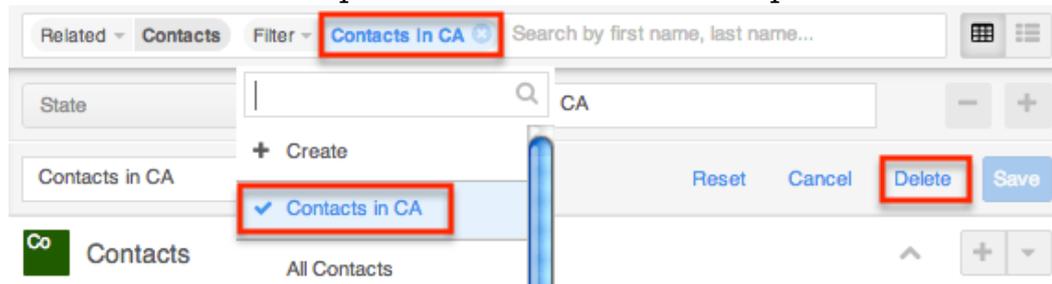
2. Click the Filter option on the Search bar then select "Create".
 - You can also click "Create" to the right of the Filter option.



3. Select "State" as the filter field and select the "exactly matches" operator then enter "CA" as the search value. As you add in the filter criteria's, it will be applied to the subpanel view concurrently to display any matching results.
 - To clear any filter values (e.g. CA), simply select "Reset" to the left of the Save button.
 - You can also remove filter values by clicking the "x" within the search value (if applicable).
4. To add additional fields (e.g. Assigned to) to the new filter, click the Plus button to the right of the filter dropdown list.
5. Enter a descriptive title for the new filter (e.g. "Contacts in CA") in the field that contains "Enter new filter name...".
6. Click "Save" to add this filter to the related module's Filter dropdown list.



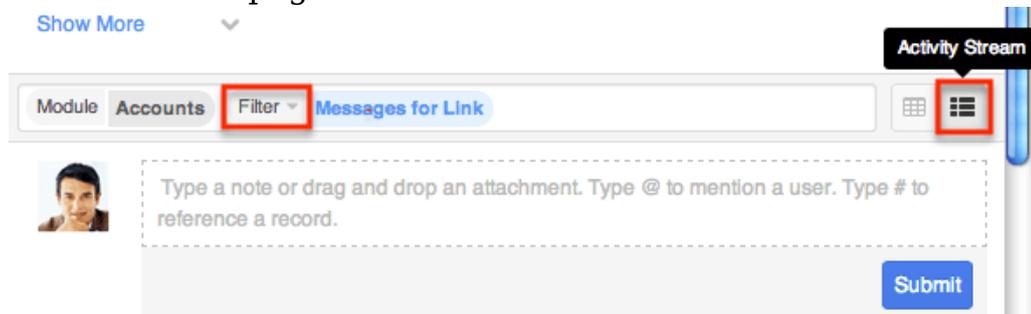
The filter will now appear as an option in the Filter list when "Contacts" is selected as the related module. Please note that you can easily delete custom filters by selecting the filter from the Filter list of the related module (e.g. Contacts), clicking the filter's name (e.g. Contacts in CA) on the search bar, then clicking "Delete" on the filter details panel. You can also edit the custom filter as necessary via the filter details panel then click "Save" to preserve the changes.



Activity Stream Search

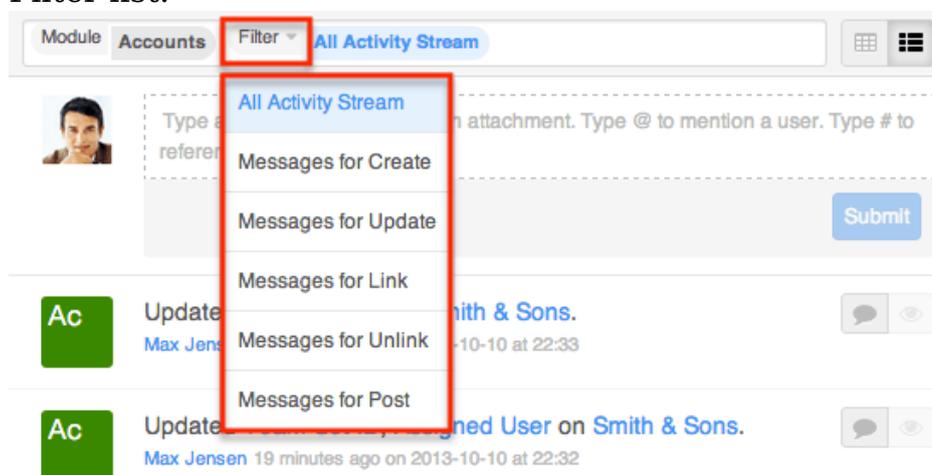
The record view's activity stream displays all posts specific to the current record you are viewing. Please note that users can view all post's in the record view's activity stream even if they do not follow the record in Sugar. To access the record view's activity stream, navigate to the module's record view (e.g. ABC Company)

then click the Activity Stream button below the module's fields. For more information on activity streams, please refer to the [Activity Streams](#) documentation. You can filter the posts on the activity stream based on the activity type by selecting one of the available options on the Filter list. For more information on filtering the activity stream, please refer to the [Activity Type Filter](#) section of this page.



Activity Type Filter

The record view activity stream can be filtered to only display certain messages (e.g. Messages for Create, Messages for Update, etc.) by clicking "Filter" above the post input box then selecting the desired message type. This enables users to filter the activity stream to only display specific activity type's they wish to view. To view all posts in the activity stream, simply select the All Activity Stream option in the Filter list.



Preview

Once the subpanel view displays the search results, users can easily view the related record's details directly from the record view by clicking the Preview icon to the far right of the record's row. The record's detail will display in the intelligence pane to the right of the record view and provide users with key

information regarding the record as well as the related activity stream information. For more information on viewing previews, please refer to the [Viewing Previews](#) section of the Intelligence Pane documentation.

The screenshot displays a CRM interface. On the left, a contact record for 'Smith & Sons' is shown with details like Website, Industry, Member of, Assigned to, and Office Phone. Below this is a 'Related' section with a search filter for 'cedric'. A table of contacts is visible, with the first row for 'Cedric Stein...' having a red box around the 'View' icon. On the right, a 'Preview' window shows details for 'Cedric Steinhauer', including Name, Title, Mobile, Department, Account Name, and Email. A red arrow points from the 'View' icon in the table to the 'Preview' window.

List View Search (Legacy Modules)

Modules using the Legacy user interface in Sugar has a list view with basic and advanced search functionality to help you find records easily and effectively in a module specific manner. These module-specific searches differ from global search in that you search by specific fields in a specific module, instead of across your entire Sugar database.

Much like global search, module search has the ability to use wildcards and automatically appends a wildcard character (%) to the end of your search phrase. For more information regarding using wildcards in module searches, please refer to the [Wildcards](#) section of this page.

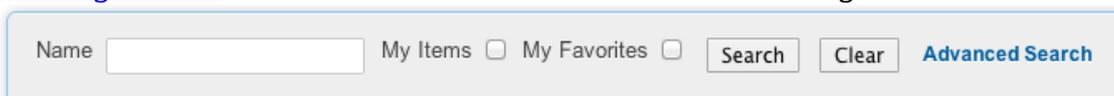
Basic Search

Basic search offers a few, commonly used fields for a simplified search experience. From the Basic Search panel, you can click "Advanced Search" to access additional search functionality as needed.

The buttons and checkboxes available in Basic Search panel have the following functions:

-
- **Search** : Click the Search button or press your Return/Enter key to perform the search.
 - **Clear** : Click the Clear button to clear all criteria from the searchable fields.
 - **My Items** : Select this box to return only records assigned to you.
 - **My Favorites** : Select this box to return only records you have marked as favorites.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "My Items" and enter a record name, Sugar will only return records with a matching name that are assigned to you. Once the search is complete, the relevant results will populate in the list view below the search panel. To see all records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.



The image shows a search interface with a light blue border. On the left, there is a label "Name" followed by a white text input field. To the right of the input field are two checkboxes: "My Items" and "My Favorites". Further right are three buttons: "Search" (a simple button), "Clear" (a simple button), and "Advanced Search" (a button with blue text).

Administrators can configure what fields appear on the Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Advanced Search

Advanced Search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. The search fields are context-sensitive and will vary depending on the module you are searching. From the Advanced search panel, you can click "Basic Search" for simplified searching. The buttons, checkboxes, and dropdowns available in Advanced Search have the following functions:

The buttons, checkboxes, and dropdowns available in Advanced Search have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Favorites** : Select this box to return only records you have marked as favorites.

- **Layout Options** : Use the expandable Layout Options section to configure your list view. For more information, please refer to the [Layout Options](#) section of this page.
- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of this page.

Advanced search allows users to perform ranged searches on certain date or numeric fields. Ranged search fields include a dropdown to select the type of predefined search including the following options:

The screenshot shows an advanced search form with the following fields and options:

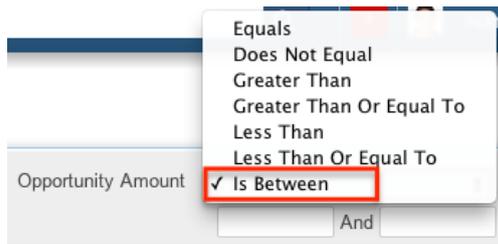
- Name, Website, Any Phone, Any Email, Any Address, City, State, Postal Code, Country
- Type: Analyst, Competitor, Customer, Integrator, Investor
- Industry: Apparel, Banking, Biotechnology, Chemicals, Communications
- Assigned to: Administrator, Chris Olliver, Jim Brennan, Max Jensen, Mark Everidge, Sally Bronsen
- My Favorites:
- Layout Options: Save search as: Save Modify current search: Update Delete
- Buttons: Search, Clear, Basic Search, Saved Searches, --none--

- **Date Fields** : Equals, Last 7 Days, Last Month, Is Between, etc. Depending on the option selected, there will be zero (e.g. Last 7 Days, Next 7 Days, etc.), one (e.g. Equals, Not On, etc.), or two (e.g. Is Between) input boxes to search on.

The screenshot shows a search dropdown menu for 'Search Opportunity' with the following options:

- Equals
- Not On
- After
- Before
- Last 7 Days
- Next 7 Days
- Last 30 Days
- Next 30 Days
- Last Month
- This Month
- Next Month
- Last Year
- This Year
- Next Year
- Is Between (highlighted with a red box)

- **Numeric Fields** : Equals, Greater Than, Less Than, Is Between, etc. Depending on the option selected, there will be one (e.g. Equals, Does Not Equal, etc.) or two (e.g. Is Between) input boxes to search on.



Fields can be enabled or disabled to allow range searches via Admin > Studio. For more information on how to enable or disable range searches on a field, please refer to the [Studio](#) documentation in the Administration guide.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields for which you have given a value. For example, if you select "My Favorites" and enter a record name to search, Sugar will only return records with a matching name that you have marked as favorites. When searching by a multiselect or dropdown field (e.g. "Assigned to"), however, Sugar will return records matching any of these selections. Once the search completes, the relevant results will populate in the list view below the search panel. To see all records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

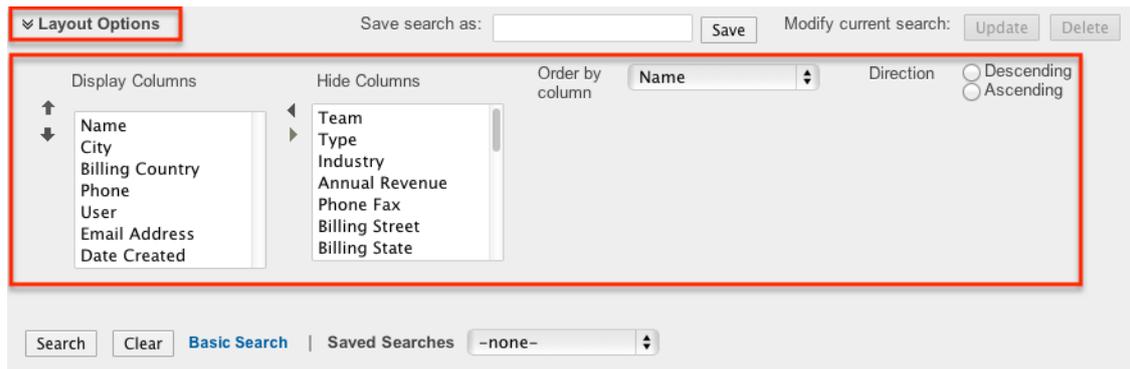
Administrators can configure what fields appear on the Advanced Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Layout Options

Sugar gives users the ability to personalize the list view of each module through the advanced search layout options feature. Users can pick which fields are displayed in the list view, the order they are displayed in, and which column the records are ordered by.

Use the following steps to personalize the list view for a module using the layout options from the advanced module search:

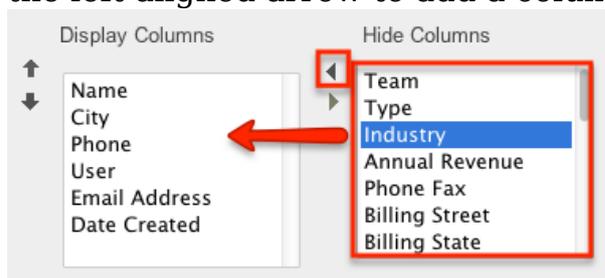
1. Click on the Layout Options link to expand the available options below.



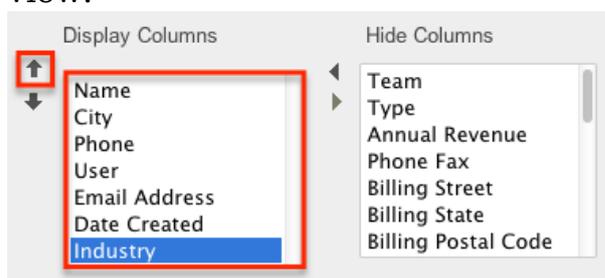
2. Select any column name in the Display Columns panel and click the right aligned arrow to remove the column from the list view.



3. Alternatively, select any column name in the Hide Columns panel and click the left aligned arrow to add a column to the list view.



4. Select any column name in the Display Columns panel and click the up or down aligned arrow to move a column left or right respectively in the list view.



5. In the Order By column dropdown, select a field to order your results by. Only columns in the Display panel will be available to order by and some columns (e.g. Email Address) are not available for sorting.
6. Select a direction you wish to order the fields by: Ascending : 1-10, A-Z; Descending : 10 -1, Z-A

Note: Clicking on a column header in the list view will temporarily override the sort selected here. In order to order by the selection made here again,

simply click the Search button.



7. Click Search to execute the search.



Not all columns in each module can be used in the layout options by default. If there is a column you desire to add to your list view or order by, please contact your Sugar administrator to enable the desired fields. For more information on how to add or remove fields as options in the layout options section, please refer to the [Studio](#) documentation in the Administration guide.

Note: The layout options configured here supersede the default list view settings configured in Studio for the specified module.

Sugar remembers the last search run when you return to each module including whether or not the Layout Options panel was exposed. After changing your layout options, click "Layout Options" again to hide the expanded panel and click Search. Running a search locks in place whatever options you currently have on the search screen. Now the next time you run a search, the new options will be remembered and the Layout Options will be hidden. Click the Clear and the Search buttons to revert back to the default layout options.

Saved Search

Sugar gives users the ability to save any layout option changes and search criteria for easy access to perform the same search at a later time. A common example of this would be a manager saving a search where only his or her employees are the Assigned Users on the record. This way, the manager can review all of their team's records at the click of a button. You can save an unlimited number of search results and the Saved Searches dropdown displays the last saved search at the top of the list.

Note: Saved searches are user specific and can not be seen or shared by other users.

Use the following steps to save a personalized search from the advanced module search:

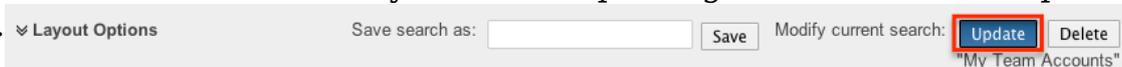
1. Enter any number of search criteria you desire.
2. Enter a descriptive title for the search in the "Save search as" textbox and click "Save".

Note: Any layout option changes made will also be saved with the saved search.

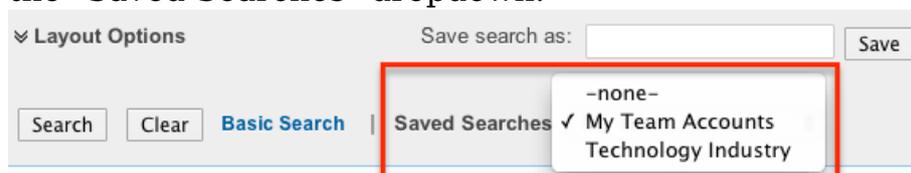


3. The search is saved and executed. You now have the ability to modify any search criteria or layout options. After any necessary modifications are made click the Update button next to "Modify current search".

Note: The name of the search you will be updating shows below the Update button.



4. There is no way to modify the name of a saved search. Alternatively you can execute a saved search, enter a new name into the "Save search as" textbox and click save. This will create a new saved search with the same criteria as the original with the new name. You may then proceed to delete the old saved search.
5. To execute a previously saved search, simply select the desired search from the "Saved Searches" dropdown.



6. This immediately executes the saved search.
7. If you wish to remove a saved search, simply click the Delete button after executing a previously saved search.

Note: The name of the search you will be deleting shows below the Delete button.



AND vs OR

When searching in the Basic or Advanced module search, Sugar uses the "and" operator, not "or". This means that if you are searching against multiple fields,

Sugar will place an "and" in between each search field returning only records matching all of your search criteria. For example, a search performed for a record name "sugar" and the "My Items" checkbox will only return records where the record name contains "sugar" and the Assigned To field is the user currently logged in.

The only time Sugar will use the "or" operator is when using the mutiselect options in the search criteria. For example, a search performed in the Accounts module for the Industry field will allow you to select multiple options to search by. Performing a search on the industry field with Apparel, Banking, and Chemicals selected will return any records where industry is "Apparel" or "Banking" or "Chemicals".

If any other field is added into the search criteria the operators between the industry field and any other field will remain an "and" operator.

Wildcards

Wildcards can be used to search for criteria without including the entire word in the search. Use a wildcard character in place of characters you do not require in your search. You may use any number of wildcard characters in any combination you desire. Search operators can be combined for queries, but if quotation marks and wildcard characters are used together, the quotation marks will supersede the wildcard, resulting in a search for an exact match. The following wildcard characters can be used in the related module filters in Sugar:

Character	Wildcard Use
%	Use this wildcard to match any number of characters, including zero

_	Use this wildcard to match a single character
---	---

Please note that a wildcard is implied at the end of all search queries. For example, searching for "Acme" will match account names like Acme Industries or Acme Funds. Insert a wildcard before your search query with a % sign (%Acme) to match account names that begin with or contain the query, such as "ABC Acme Industries". If performing a multiple word search, the wildcard is only appended to the last word and not all words.

The following are example searches using wildcards in related record search:

Search Criteria	Matches	Does Not Match
rob	Rob, Robert, Robin	Bob, Jacob
%bert	Albert, Bert, Robert	Bart
r_b	Robert, Ruby	Bob, Raab
%s_i	Dustin, Christi, Smith	Sophie, Josephine
_it	Nita, Littrell	Schmitt
r_b% smit%	Robert Smith, RobSmite	Bob Smith, Robert Phillip
rob smit	Rob Smith, Rob Smite	John Smith

When performing a search, Sugar will try to match your search text to the beginning of a record's field. Therefore, if an account name starts with an article like "A" or "The", this must be accounted for in the search by adding a wildcard (%) at the beginning of your text. For example, to properly return an account named "The ABC Company", you should enter "%abc" for Sugar to find a match in the system.

Search Memory

Sugar by default automatically saves your most recent search criteria when leaving the module then repopulates the search fields the next time you return. For example: Perform a search in the Accounts module for "sugar". Navigate away from the Accounts module and then return back to the Accounts module. The search for "sugar" will automatically be shown and the relevant results will be shown below in the list view.

Note: This can be an unintended result if a user is unaware of this functionality. For example, a search may have an assigned user selected that is not currently visible in the scrolling selection box. When running a new search, best practice is to click the Clear button before entering your search criteria.

Module search memory can be set to one of the following options:

- **Remember last search** : This is the default behavior in Sugar
- **Populate only** : This will populate the search criteria, but will not execute the search.
Note : This is recommended for systems experiencing performance issues.
- **Do not remember last search** : Search will be cleared and executed every time the search is loaded

Note: These options are global settings and will affect all users. Please be sure to inform users of any behavior change before making modifications.

Admin Configuration

A Sugar administrator has many options for configuring legacy module search. You have the ability to add, remove, and order fields on either the basic or advanced search layouts through Admin > Studio. For more information on how to change the basic and advanced search layouts, please refer to the [Studio](#) documentation in the Administration guide.

The module search results are controlled through the list view layout in Admin > Studio. Here you can also control the possible fields a user can add to their personalized list view. For more information on how to change the list view layout, please refer to the [Studio](#) documentation in the Administration guide.

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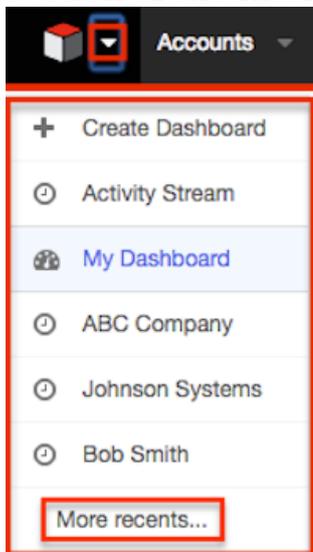
Home

Overview

Sugar's Home page houses the dashboard and activity stream which allows users to view pertinent record information via various dashlets and activity stream posts. Every user in Sugar can configure their dashlets based on the display options and filters available from their dashboard. Users can also personalize their activity stream to only view posts specific to records that are important to them. This documentation will go over the basics of the Home page as well as the various options available to customize the Home page to best fit your individual needs.

Home Module Tab

The Home module tab (Sugar cube icon) is the first tab on the navigation bar at the top of any Sugar screen. Users can click this tab to easily navigate back to their Home page as they are working in Sugar. You may also click the triangle next to the Sugar cube icon to access the activity stream, dashboards (e.g. "My Dashboard"), create new dashboards, as well as view up to ten most recently viewed records across all modules. Please note that the menu will display your three most recently viewed records across all modules, and you can click the "More recents..." link to view the other recently viewed records (up to ten total). Click the record's name (e.g. ABC Company) in the list to open it in record view. If you wish to minimize the list of recently viewed records back to the default (three), simply click the "Less recents" link. A user's dashboards (e.g. My Favorites Dashboard) will also appear in the list with a display limit of 20 dashboards. For more information on creating dashboards, please refer to the [Creating Dashboards](#) section of the Intelligence Pane documentation.



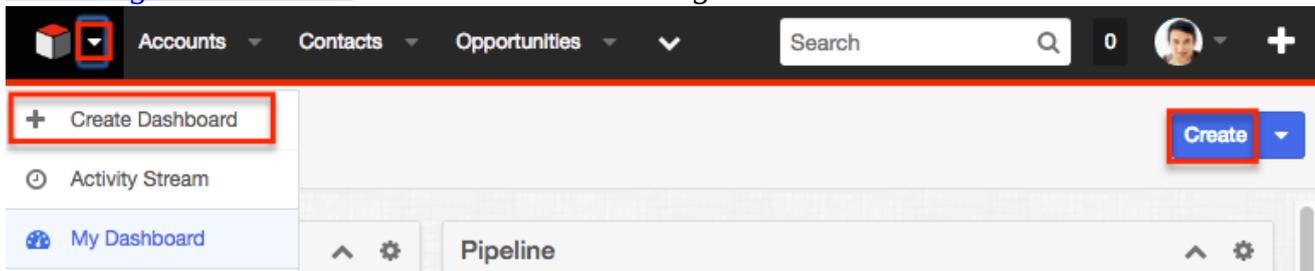
Dashboards

Sugar's Home page dashboard is where certain dashlets are grouped together based on the information that users would like to view. By default, the "My Dashboard" comes out-of-the-box with Sugar to display on the Home page. Users have the option to modify the dashboard layout, rename dashboards, delete dashboards, as well as create new dashboards on their Home page if they wish.

Instances that are upgraded from Sugar 6.x to Sugar 7.x will have their legacy dashboards migrated over. Users will be able to view these by selecting "My Legacy Dashboard" from the Sugar cube icon. For more information regarding the legacy dashboard, please refer to the [My Legacy Dashboard](#) section.

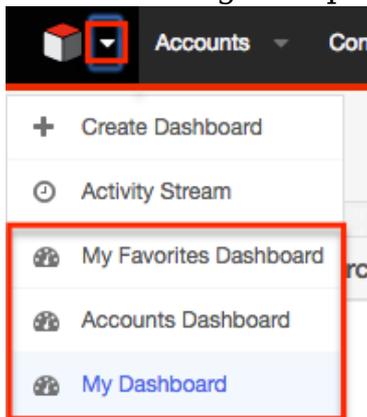
Creating Dashboards

Users can create new dashboards on their Home page if they wish to group a different set of dashlets together outside of the default dashboard (e.g. "My Dashboard"). This will allow you to quickly and easily view the information you need in one place via the specific dashlets grouped under each dashboard. There are two ways you can create dashboards on your Home page. You can either click the triangle next to the Sugar cube icon on the upper left of the screen then select "Create Dashboard" or click the Create button on the upper right of your current dashboard. For more information on creating dashboards, please refer to the [Creating Dashboards](#) section of the Intelligence Pane documentation.



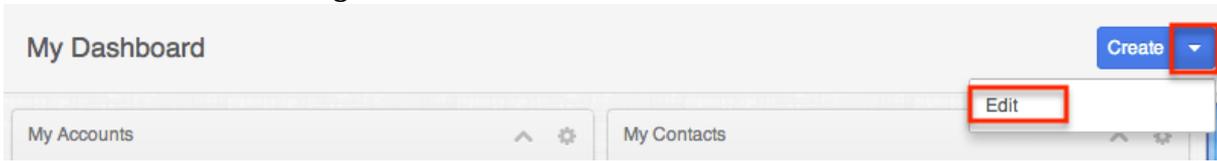
Switching Between Dashboards

Multiple dashboards can be created on the Home page to house various dashlets per the user's viewing preference. For more information on creating new dashboards, please refer to the [Creating Dashboards](#) section of the Intelligence Pane documentation. Once a dashboard is created, users can easily access them by clicking the triangle next to the Sugar cube icon on the upper left of the screen then selecting the specific dashboard's name.



Renaming Dashboards

Users can change their existing dashboards to display different names if they wish by clicking the triangle next to the Create button then selecting "Edit". Once the dashboards edit layout opens, you can enter in the new name in the open text box on the upper left of the page then click "Save" to preserve the change. For more information on renaming dashboards, please refer to the [Renaming Dashboards](#) section of the Intelligence Pane documentation.

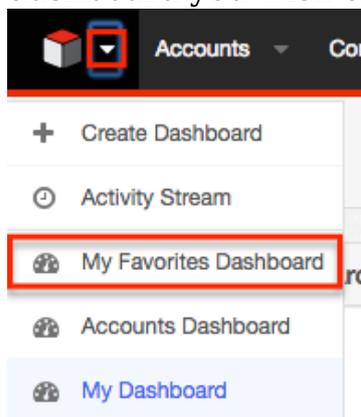


Changing Dashboard Layouts

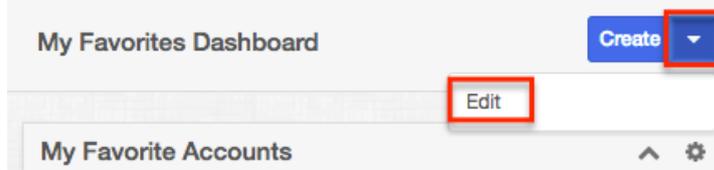
Users can change the number of columns that dashlets are displayed on the dashboard depending on how they wish to view the information. You can set the dashboard to display one column at a time or up to three at once.

The following steps cover changing the My Favorites Dashboard to display two columns as an example:

1. Click the triangle next to the Sugar cube icon then select the specific dashboard you wish to change the layout.

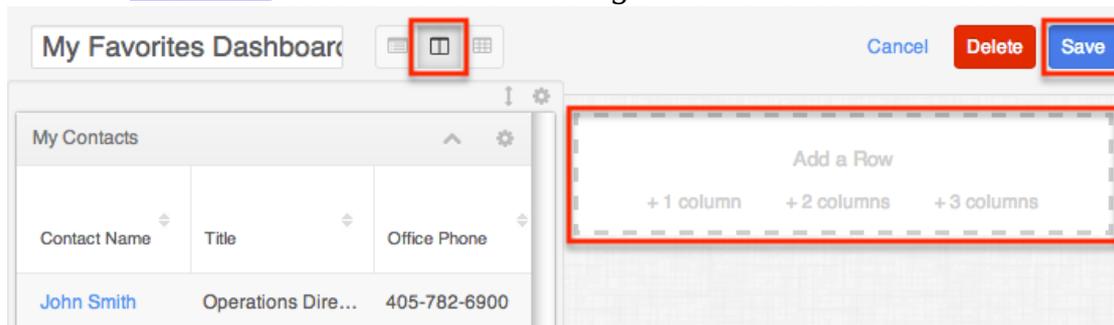


2. Click the triangle next to the Create button then select "Edit".

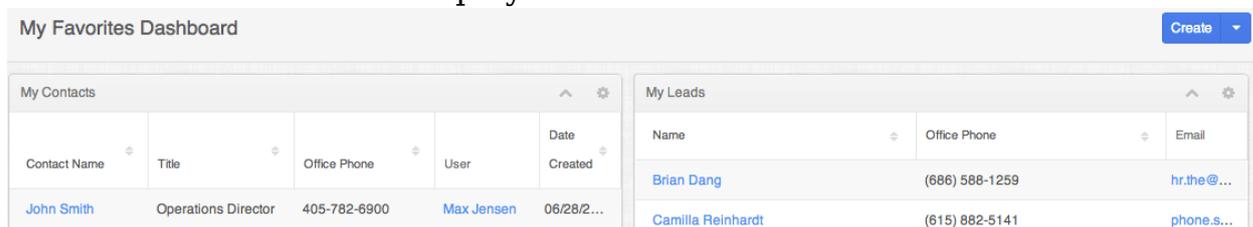


3. Select the two column layout icon on the upper left of the dashboard.
 - The second column will open up to the right of the existing column allowing users to add a new dashlet or move an existing one into it.

For more information on adding dashlets, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation.



4. Click "Save" once the appropriate changes have been made to the dashboard.
5. The dashboard will now display the dashlets across two columns.



Deleting Dashboard Rows

Users can also delete specific dashboard rows, which will remove all dashlets in the row they no longer wish to view. For more information on deleting dashboard rows, please refer to the [Deleting Dashboard Rows](#) section of the Intelligence Pane documentation. Please note that deleted dashlets are not permanently removed and can be added back by editing the dashboard. For more information on adding dashlets to your dashboard, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation.

Deleting Dashboards

Users can easily delete dashboards they no longer wish to view on their Home page by editing the specific dashboard then clicking the Delete button. For more information on deleting dashboards, please refer to the [Deleting Dashboards](#) section of the Intelligence Pane documentation. Please note that the dashlets housed within the dashboard(s) are not permanently removed and can be added to other new and existing dashboards as desired. For more information on adding dashlets to dashboards, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation.

Dashlets

Dashlets reside within the dashboard and provides users with valuable information regarding record's for their organization. By default, there are stock dashlets that come out-of-the-box with Sugar and users can easily add them to various dashboards per their viewing preference. Please note that each dashlet can be configured to display the necessary information you wish to view. For more information on configuring the dashlet, please refer to the [Editing Dashlets](#) section of the Intelligence Pane documentation.

Commonly Used Dashlets

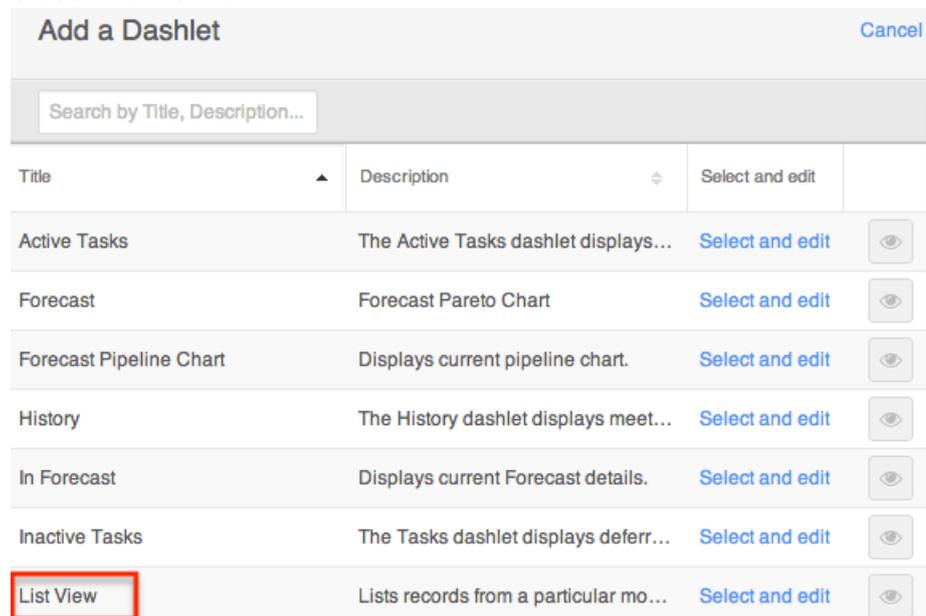
By default, the "My Dashboard" will display on your Home page and include stock dashlets such as "My Contacts", "Pipeline", etc. Users have the option to add various types of dashlets to each dashboard to view information that is of importance to them. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation. The following sections will go over some commonly used dashlets that can be viewed, added, and managed on your Home page.

List View Dashlet

The List View dashlet enables users to view a list of records for a specific module (e.g. Accounts, Contacts, Leads) in Sugar. When configuring the dashlet, simply select the primary module (e.g. Accounts, Contacts, Leads, etc.) you wish to view a list of records for on your Home page. Once added, you can [configure](#) the dashlet by clicking the Gear icon on the upper right if you wish to change the filters, etc. For more information on viewing the List View dashlet, please refer to the [List View Dashlet](#) section of the Intelligence Pane documentation. Please note that any changes made by the administrator to the List View layout in Studio affects the list of available fields in the module's list view dashlet layout. The deployed changes will not display automatically in the corresponding module dashlet and users will need to edit the dashlet in order to view the changes in the Columns field , add new fields to the layout, etc. For more information on editing the List View layout in Studio, please refer to the [Studio](#) documentation in the Administration guide.

Multiple List View dashlets can be added to the Home page if you wish to view the list of records for various modules. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation. Please note that the dashlet title (e.g. My Accounts, My Contacts, etc.) will vary based on the primary module selected when setting up the dashlet . You can also view and add the List View dashlet to each module's intelligence

pane. For more information on viewing and configuring dashlets on the intelligence pane, please refer to the [Dashlets](#) section of the Intelligence Pane documentation



Planned Activities Dashlet

The Planned Activities dashlet provides users with a list of open or upcoming calls and meetings that are assigned to them. The activity types are broken up into two tabs (Meetings, Calls) and displays a number on each tab to indicate the relevant count of planned activity records. You can filter the dashlet to view either the current day's scheduled activities or upcoming activities in the future by toggling between the Today or Future button. In addition, there are two buttons to the right which allow you to toggle between viewing the record's scheduled activities assigned to you and activities assigned to users on your team. Please note that you can use both sets of buttons (Today, Future, one person, multi-group) concurrently to further filter and view the information you need. For example, you can click the one person button plus the Future button if you wish to view all upcoming activities specifically assigned to you for the current record. The Planned Activities dashlet is also available to view via the module's intelligence pane. For more information on viewing, configuring, and creating activities via the dashlet, please refer to the [Planned Activities Dashlet](#) section of the Intelligence Pane documentation.

Add a Dashlet		Cancel
Search by Title, Description..		
Title	Description	Select and edit
Web Page	Web Page	Select and edit
Twitter	See matching twitter user's bio ...	Select and edit
Top 10 Sales Revenue Line Items	Displays top ten Revenue Line I...	Select and edit
Saved Reports Chart Dashlet	Displays any chart from a saved...	Select and edit
Planned Activities	The Planned Activities dashlet ...	Select and edit

Active Tasks Dashlet

The Active Tasks dashlet allows users to view outstanding tasks that require attention and need to be completed on a future or current date. The dashlet is broken up into three tabs, "Due Now", "Upcoming", "To Do", and displays a number on each tab to indicate the relevant count of open tasks falling into each due date range. To view tasks that are due on the current date, simply click the Due Now tab and any tasks that are currently due will be listed. Please note that any open tasks where the due date is prior to the current date will also display under this tab with an Overdue status in red. The Upcoming tab displays all assigned tasks that have a due date in the future. The To Do tab will display tasks that have no due date set. If a task only has a start date defined but no due date, then it will appear under the To Do tab. You can also close tasks as completed directly from the dashlet by clicking the Completed button to the right of the task's row.

The screenshot shows the 'Active Tasks' dashlet. At the top right, there are two icons: a plus sign and a gear. Below these are two more icons: a person and a group of people. The main area has three tabs: 'Due Now' with a count of 2, 'Upcoming' with a count of 1, and 'To Do' with a count of 1. The 'Due Now' tab is selected. Below the tabs, there are two task entries. The first entry is 'Update contract agreement for 2016' by Max Jensen, 4 days ago, with an 'Overdue' status in red. The second entry is 'Send signed contract to Paul' by Max Jensen, in 2 hours. Each task entry has a circular profile picture on the left and two square icons on the right: a circle with a plus sign and a circle with a checkmark.

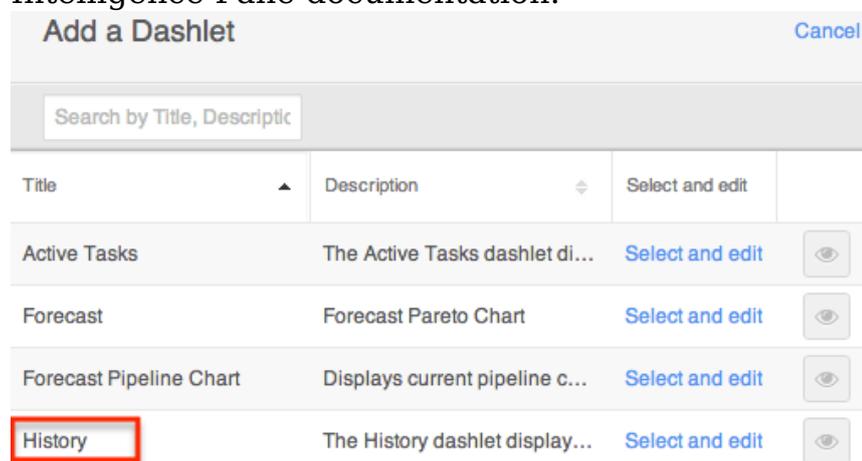
There are two buttons on the upper right of the dashlet which allow you to toggle between viewing tasks assigned to you and tasks assigned to users on your team.

You can click the one person button to quickly view task records for which you are the owner. To view task records assigned to all users on your team, simply click the group button to the right of the one person button. Please note that the Active Tasks dashlet is also available to view via various modules' (e.g. Accounts) intelligence panes. For more information on viewing, configuring, and creating tasks via the dashlet, please refer to the [Active Tasks Dashlet](#) section of the Intelligence Pane documentation

History Dashlet

The History dashlet allows users to view a history of record's related activities (e.g. calls, meetings, emails) that have already taken place. The activity types are broken up into three tabs (Meetings, Emails, Calls) and displays a number on each tab to indicate the relevant count of historical activity records. You can also filter (Last 7 Days, Last 30 Days, Last Quarter) the History dashlet to only display a specific subset of the activities meeting the set time frame. Clicking the Plus icon on the upper right of the dashlet displays the Archive Email option which allows users to manually enter emails for historical purposes and create implicit relationships to records. Simply enter in the required information (e.g. Date Sent, From, Subject, etc.) along with the email body in the Compose Email window then click "Archive" to save the email record.

There are two buttons on the upper right of the dashlet which allow you to toggle between viewing the record's activities assigned to you and activities assigned to users on your team. You can click the one person button to quickly view the record's calls, meetings, and emails for which you are the owner. To view the record's activities for all users on your team, simply click the multi-group button to the right of the one person button. The History dashlet is also available to view via the module's intelligence pane. For more information on viewing, configuring, and creating activities via the dashlet, please refer to the [History Dashlet](#) section of the Intelligence Pane documentation.

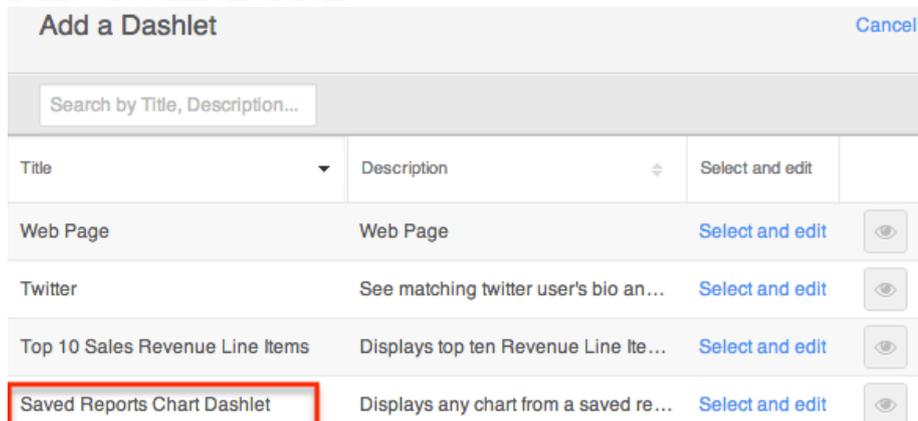


Add a Dashlet		Cancel
Search by Title, Descriptio...		
Title	Description	Select and edit
Active Tasks	The Active Tasks dashlet di...	Select and edit
Forecast	Forecast Pareto Chart	Select and edit
Forecast Pipeline Chart	Displays current pipeline c...	Select and edit
History	The History dashlet display...	Select and edit

Saved Reports Chart Dashlet

The Saved Reports Chart dashlet allows you to view pre-defined report charts as well as charts of your saved reports. There are 17 pre-defined report charts that are available to select in the Saved Reports Chart dashlet. These pre-defined charts allow you to view information such as leads by lead source, calls by team by user, opportunities by lead source, etc. You also have the option to add custom report charts as dashlets by selecting the saved report when configuring the dashlet to add to your Home page. Please note that all report types (Summation Report, Matrix Report, Summation with Details Report) except for Rows and Columns-type reports have the chart option available to view as dashlets .

You can also add and view report charts via the Intelligence Pane dashboard. For more information on adding, viewing, and configuring the Saved Reports Chart dashlet, please refer to the [Saved Reports Chart Dashlet](#) section of the Intelligence Pane documentation.



My Activity Stream Dashlet

The My Activity Stream dashlet displays the user's main Activity Stream within a dashboard, eliminating the need to navigate to the Activity Streams view to monitor the most recent stream activities. As with other dashlets, you can display the most recent 5, 10, 15, or 20 stream items and specify an auto-refresh interval if desired. In addition, the standard Activity Stream filters can be enabled by editing the dashlet. For more information on configuring the dashlet, please refer to the [Editing Dashlets](#) section of the Intelligence Pane documentation.

Like other Activity Stream views, the dashlet supports inline commenting on specific stream activities, but it does not allow record previews. For more information on Activity Streams, please refer to the [Activity Streams](#) documentation.

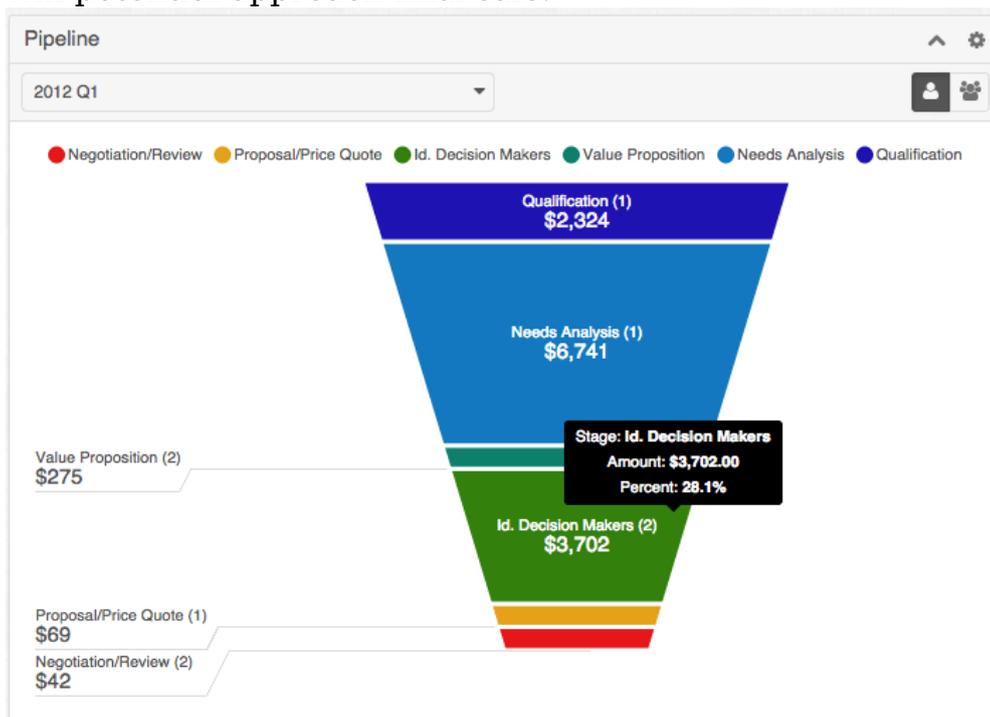
Add a Dashlet
Cancel

Title	Description	
Active Tasks	The Active Tasks dashlet displays due now, upcoming and to do Ta...	
Forecast Bar Chart	Displays the Forecast Bar Chart for a specific Time Period	
Forecast Pipeline Chart	Displays current pipeline chart.	
My Activity Stream	View a list of activities performed on records and create and post co...	
Organization Chart	Displays the employee structure of your organization.	

You can also add the My Activity Stream dashlet to the Intelligence Pane dashboard. For more information on adding, viewing, and configuring the My Activity Stream dashlet, please refer to the [Intelligence Pane](#) documentation.

Forecast Pipeline Chart

The Forecast Pipeline Chart dashlet illustrates the flow of open sales opportunities through the various sales stages by displaying the total dollar amounts for open records grouped by sales stage. The top of the sales funnel is the widest point and represents sales deals that are still in the earliest stage of "Qualification". The funnel narrows as unqualified prospects fall away and opportunities with higher win potential approach final sale.

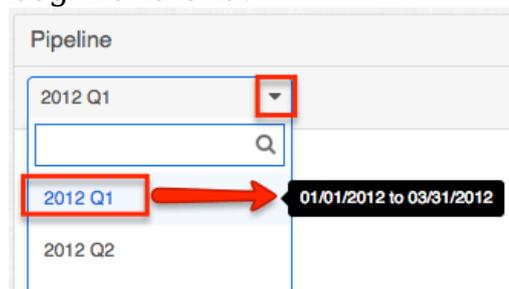


Note: The Forecast Pipeline chart assumes that the sales stages are being used as defined in the out-of-the-box Sales Stage dropdown list. While the dashlet will display custom Sales Stage field values, the out-of-the-box Closed Won and Closed Lost field values must be preserved in order for Sugar's Forecast Pipeline Chart to properly identify open vs. closed business. Any custom stages added to the Sales Stage dropdown by your organization will be displayed at the top of the funnel, regardless of how the stages are sorted within the dropdown.

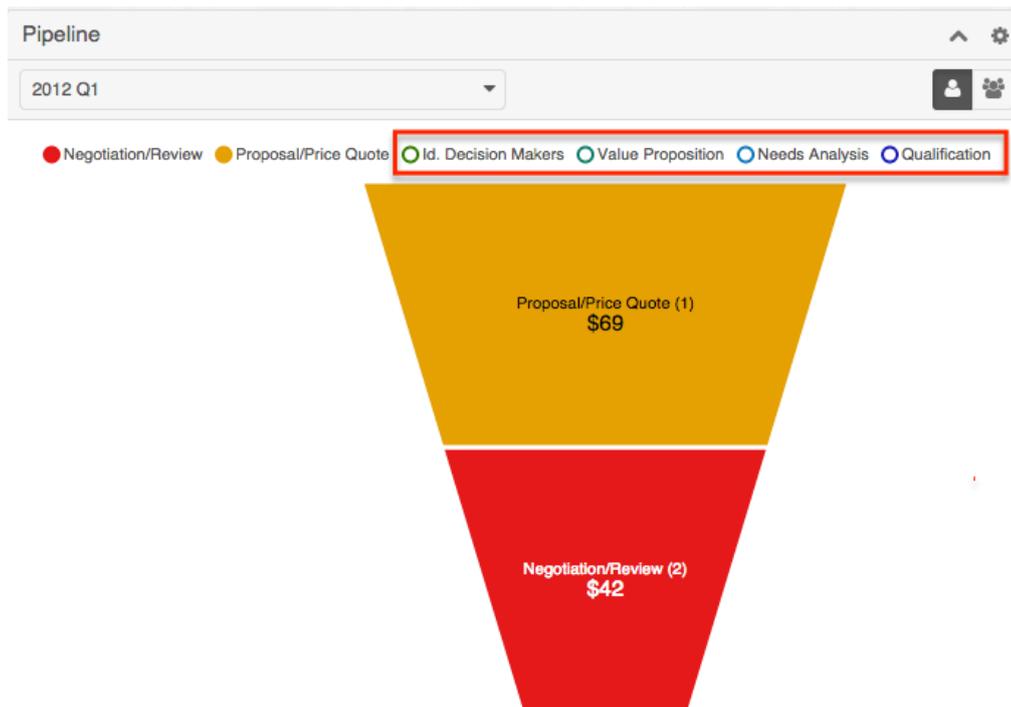
You can customize the Forecast Pipeline Chart to monitor the overall health of your personal funnel or the aggregate funnel for you and all of the users that report to you. After adding this dashlet to the homepage, toggle between "My Pipeline" and "My Team's Pipeline" using the individual and group icons in the corner of the dashlet. "My Pipeline" displays a summary of opportunities or revenue line items for the current user and "My Team's Pipeline" displays a summary of opportunities or revenue line items for the current user plus his direct reports as configured in the "Reports to" field of their user profile.



The pipeline can also be filtered by time periods that have been configured by the administrator in the Forecasts module by clicking on the time period dropdown. The chart will display only records with an expected close date within the specified date range. Hover over the time periods to see the dates that the time periods begin and end.



To further customize the dashlet, users can click on individual sales stage labels to add and remove those stages from the funnel view. In the example pictured below, only the Proposal/Price Quote and Negotiation/Review sales stages are enabled and therefore appear in the legend with solid dots. Sales stages that have been disabled will appear in the legend as empty circles.

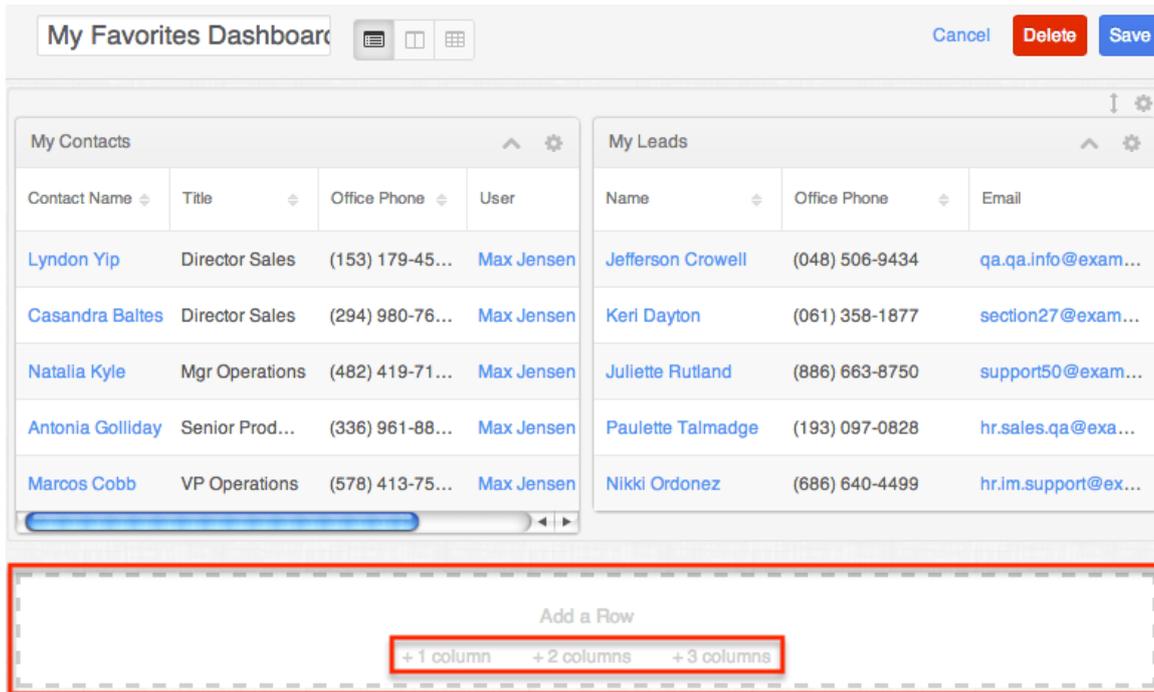


For more detailed information on forecasting, please refer to the [Forecasts](#) documentation.

Adding Dashlets

Additional dashlets can be added by clicking the triangle next to the Create button on the upper right of the dashboard then selecting "Edit". The dashboards edit layout will display open Add a Row boxes where you can add new dashlets. For each row you add, you will also have the option to select columns (+1 column, +2 columns, +3 columns) based on the number of dashlets you wish to display per row. You can select and add from the list of available dashlets (e.g. My Accounts, Sales by Country, etc.) to the specific column on the dashboard row. For more information on adding dashlets to dashboards, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation.

Please note that you can add the same dashlet multiple times in the dashboard with different configurations to show different records or information.



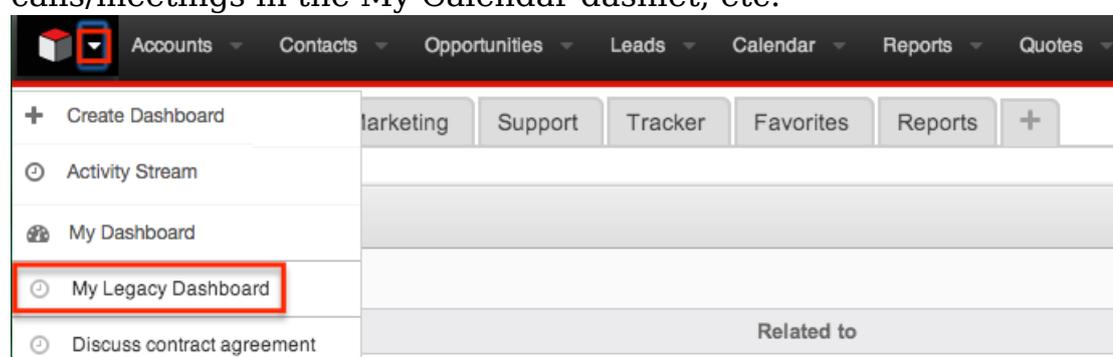
Working With Dashlets

There are various options available when working with dashlets on your Home page including editing dashlets, rearranging dashlets, refreshing dashlets, deleting dashlets, etc. Dashlets on the Home page can easily be configured to display specific information users want to view. Simply click the Gear icon at the top of the dashlet menu bar then select "Edit", which will display the Edit Options page to configure the dashlet per your viewing preference. Users also have the option to rearrange dashlets to place them in different positions on their dashboard. You can easily swap positions between two dashlets by dragging and dropping the dashlets across your dashboard. Please keep in mind that dashlets in Sugar also need to be refreshed in order to view any updated data and there are various options available for users to refresh. In addition, you can also delete dashlets you no longer wish to view on your dashboard by clicking the Gear icon at the top of the dashlet menu bar then selecting "Remove". Please note that deleted dashlets are not permanently removed and can be added back by editing the dashboard. For more information on editing, rearranging, refreshing, and deleting your dashlets, please refer to the [Intelligence Pane](#) documentation.

My Legacy Dashboard

The users existing dashboard in 6.x will be migrated over to 7.x upon upgrade and can be viewed via the My Legacy Dashboard on the Home page. The My Legacy Dashboard enables users to view information from their existing 6.x dashlets and

allows them to similarly configure dashlets (e.g. My Accounts, My Calls, etc.) that are supported for 7.x in the new dashboard (e.g. My Dashboard). The overall layout of the legacy dashboard will be the same as it was in 6.x, but dashlets such as My Activity Stream, My Project Tasks, and any forecast-specific dashlets will not appear as they are not compatible with 7.x. Please note that the My Activity Stream dashlet does not appear upon upgrade as it is replaced with the new activity stream view on the 7.x Home page. For more information on viewing and managing the activity stream, please refer to the [Activity Streams](#) documentation. The legacy dashlets will migrate over with the same configurations applied and will function in similar fashion. For example, you can close meetings from the My Meetings dashlet by clicking the Close icon, click the Pencil icon next to records in the dashlet to edit via the module's record view/detail view, create new calls/meetings in the My Calendar dashlet, etc.



Simply click the triangle next to the Sugar cube icon and select "My Legacy Dashboard" to view and access your 6.x dashboard. Please note that you will not be able to configure (e.g. change layout, add tabs, add dashlets, etc.) the legacy dashboard, but will be able to modify the existing dashlets by clicking the Edit icon at the top of the dashlet menu bar. This will display the pop-up Options box with various options (e.g. Title, Display Rows, etc.) and filters (e.g. Only My Items, Assigned to, etc.) to make any necessary changes. Unlike 6.x, administrators will not be able to configure the Filters options or the dashlet list view display columns via Admin > Studio as the Sugar Dashlet layout in Studio is not available.

Activity Stream

Sugar's activity stream allows users to view a list of activities performed on records, create posts, preview posts, comment on posts, etc. Users can easily track the most recent updates across their entire organization via the record and user posts on the Home page activity stream. You can also personalize the activity stream by specifying which records' posts you wish to view in the activity stream. Please note that the modules currently enabled to generate record posts for the activity stream are Accounts, Contacts, Leads, Opportunities, Revenue Line Items, Bugs, and Cases. For more information on viewing posts, creating posts, etc. via the activity stream, please refer to the [Activity Streams](#) documentation.

Module **All** Filter ▾ **All Activity Stream**   

Type a note or drag and drop an attachment. Type @ to mention a user. Type # to reference a record. Submit

Ac Updated [Office Phone](#) on [T-Squared Techs.](#)  
[Administrator](#) a few seconds ago

Ta Linked [Champion](#) to [T-Squared Techs.](#)  
[Administrator](#) a few seconds ago

 **Will Westin** FYI... on [T-Squared Techs.](#)  
[Administrator](#) a minute ago

 **Sarah Smith** Will you review the support agreement for [Extended Support 5k](#) ? on [T-Squared Techs.](#)  
[Administrator](#) a minute ago

Op Linked [Extended Support 5k](#) to [T-Squared Techs.](#)  
[Administrator](#) 15 hours ago

Last Modified: 2017-05-12 22:13:34

Leads

Overview

Sugar's Leads module consists of individual prospects who may be interested in a product or service your organization provides. In addition to standard creation options, leads can provide their own details to you via a [web-to-lead form](#). Once the lead is qualified according to your organization's practices, it can be [converted](#) into a contact, opportunity, account, or other record. This documentation will cover information and actions specific to the Leads module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting leads, please refer to the [Working With Leads](#) section of this page.

Please note that you will only be able to see lead records as allowed by your team membership, user access type, and assigned roles. For more information on teams

and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Lead Fields

The Leads module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Account Description	A description or other information about the lead account
Account Name	The account to which the lead belongs Note: Unlike the Contacts module, the Account Name field is not a relate field in the Leads module. When you convert the lead, you will have the option to create the account as a related record.
Alternate Address	The lead's alternate address (e.g. billing, shipping)
Assigned to	The Sugar user assigned to the lead
Assistant	The name of the lead's assistant within his or her company
Assistant Phone	The assistant's phone number
Avatar	The lead's profile image
Birthdate	The lead's date of birth
Campaign	The campaign, if any, from which the lead originated
Converted	Indication that the lead has been converted to a contact, opportunity, or account
D&B Principal ID	Unique ID number associated to the individual in D&B
Date Created	The date the lead record was created
Date Modified	The date the lead record was last

	modified
Department	The lead's department within their company
Description	A description or other information about the lead
Do Not Call	Indication that the lead should not be called
Email Address	The lead's email address
Facebook Account	The lead's Facebook account information
Fax	The lead's fax number
First Name	The lead's first name
Google Plus ID	The lead's Google Plus ID
Home Phone	The lead's residence number
Last Name	The lead's last name
Lead Source	The source from which this lead originated
Lead Source Description	A description or other information about the lead source
Mobile	The lead's mobile number
Name	When viewing, the lead's full name
Office Phone	The lead's office number
Opportunity Amount	The expected opportunity amount for the potential business with the lead
Opportunity Name	The opportunity name associated with the lead
Other Phone	The lead's alternate phone number
Primary Address	The lead's primary address
Referred By	The name of the individual or organization that referred the lead
Salutation	Standard greeting for the lead (e.g. Mr., Ms., Mrs., etc.)
Status	The current status of the lead Note: The converted status cannot be set directly in the Status field. Rather, the conversion process must be completed.

Status Description	A description or other information about the lead's status
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the lead record
Title	The lead's business title
Twitter Account	The lead's Twitter account information
Website	The website URL associated with the lead's organization

Working With Leads

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Leads section describe Leads-specific behaviors and functionality.

Content Link	Description
Creating Leads Basic Lead Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Leads	The Creating Records section covers the various methods of creating new lead records, including via the Create button in the Leads module, the Quick Create menu on the upper right of every Sugar page, via the Leads subpanel on related module records, duplication of an existing lead record, and importing a list of leads into Sugar using a .csv spreadsheet.
Viewing Leads Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	The Viewing Records section describes the various methods of viewing lead records, including via the Leads list view and record view, the Recently Viewed menu in the Leads module tab, list view dashlets showing lead information, activity stream entries concerning lead updates or where a

	<p>user mentions a lead, previewing leads in the right hand side panel, and reports displaying lead data.</p>
<p>Searching for Leads Global Search List View Search Creating a Filter Saving a Filter</p>	<p>The Searching for Records section provides an introduction to the two searching methods for locating leads: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Leads module.</p>
<p>Leads List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Leads Activity Stream Intelligence Pane</p>	<p>The List View section walks through the many elements of the Leads List View layout which contains a filterable list of all lead records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Leads list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
<p>Leads Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane</p>	<p>The Record View section walks through the many elements of the Leads Record View layout which contains detailed information about a single lead record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Leads record view are described in the Record View Actions Menu section of this page.</p>
<p>Editing Leads Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View</p>	<p>The Editing Records section describes the various methods of editing existing lead records, including inline via the Leads record view, in full edit mode on the record view, inline via the Leads subpanel on related module records,</p>

Editing Fields	<p>inline via the Leads list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Leads Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted leads, including via the Leads record view, an individual record's Actions menu on the Leads list view, and the Mass Actions menu on the list view.</p>
Emailing Leads Emailing via Email Address Fields Emailing via List View Emailing via Quick Create Emailing via Emails Module Emailing via Workflows	<p>The Emailing Records section describes the various methods of emailing lead records as recipients, including clicking any email address within Sugar, via the Mass Actions menu on the Leads list view, via the Quick Create menu, via the Emails module using the Related To field, and via workflows which can automatically send emails according to conditions configured by administrator users.</p>
Exporting Leads	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of leads and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Recalculating Calculated Values	<p>The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.</p>
Finding Duplicate Leads	<p>The Finding Duplicate Records section provides instructions for locating duplicate lead records. If searching on matching fields (e.g. Last Name) identifies one or more duplicates, they can be merged into a single record.</p>
Merging Leads Merging via List View	<p>The Merging Records section provides instructions for merging duplicate leads which will combine field values and related records into a single lead.</p>

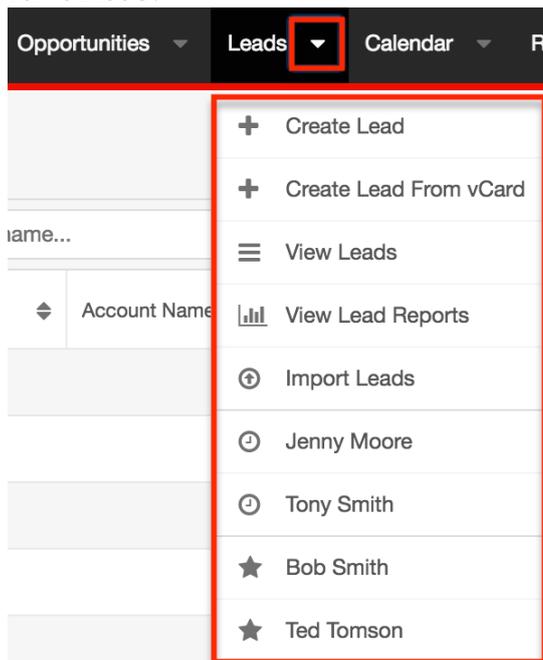
Viewing Lead Historical Summaries	<p>The Viewing Record Historical Summaries section describes the Historical Summary record view option which displays quick details of the lead record's related calls, meetings, emails, notes, and tasks.</p>
Viewing Lead Change Logs	<p>The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the lead's audited fields.</p>
Lead PDFs Downloading Lead PDFs Emailing Lead PDFs	<p>The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of lead information as configured by an administrator via Admin > PDF Manager.</p>
Favoriting Leads Favoriting via List View Favoriting via Record View Favoriting via Subpanel	<p>The Favoriting Records section describes the various methods of marking leads as favorites, including via the Leads list view, Leads record view, or any Leads subpanel appearing on the record view of a related module. Favoriting a lead allows you to easily access it from list views, dashlets, or the Leads module tab.</p>
Following Leads Following via List View Following via Record View	<p>The Following Records section describes the various methods of marking leads as "Following", including via the Leads list view and record view. Following a lead causes its activity stream updates to be included on your Home page and Leads list view activity streams so that you can easily keep up with changes and user posts on the record.</p>
Sharing Leads	<p>The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the lead record. If the recipient is logged into Sugar, clicking the link will bring them directly to the lead's record view.</p>

Lead Menus

The Leads module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Leads-specific functionality, within this page.

Module Tab Menus

The Leads module tab is typically located on the navigation bar at the top of any Sugar screen. Click the tab to access the Leads list view. You may also click the triangle in the Leads tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of leads you most recently viewed. The [Favorites menu](#) displays the list of leads you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Lead	Opens the record view layout to create a new lead
Create Lead From vCard	Imports a vCard file from your computer to create a new lead
View Leads	Opens the list view layout to search and

	display leads
View Lead Reports	Displays existing reports based on the Leads module
Import Leads	Opens the import wizard to create or update leads using external data

If you do not see the Leads module tab in Sugar, please check the following:

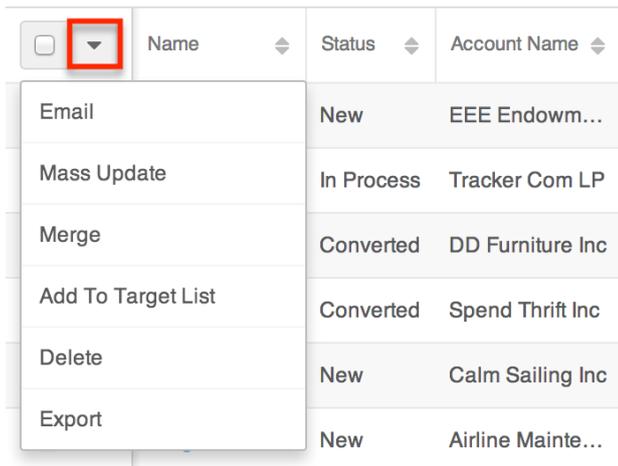
- The Leads module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Leads module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Leads module for your entire Sugar instance. Reach out to your Sugar administrator to have the Leads module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Leads [list view](#) displays all lead records and allows for searching and filtering to locate specific leads. You can view the basic details of each record within the field columns of the list view or click a lead's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual lead records or click the checkbox in the list header to select all records displayed on the current set of list view results.



The options in the Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Email	Email one or more leads at a time
Mass Update	Mass update one or more leads at a time
Merge	Merge two or more duplicate leads
Add to Target List	Add one or more leads to a target list
Delete	Delete one or more leads at a time
Export	Export one or more leads to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual lead directly from the list view.

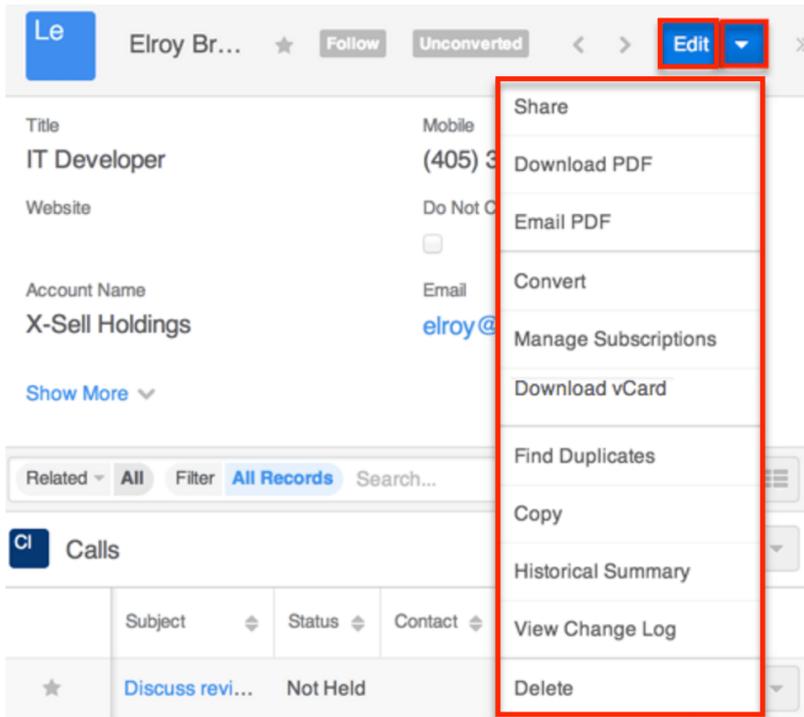
Name	Status	Account Name	Office Phone	Email	...
Augustus H...	New	Avery Softw...	(503) 749-9...	augustus@e...	 
Jane Key	Assigned	JJ Resource...	(457) 591-4...	Edit	
Cornelius Pi...	In Process	Aim Capital Inc	(786) 411-1...	Follow	
Lynette Trahan	Dead	J.K.M. Corp ...	(128) 469-2...	Delete	
Cedric Ivory	Recycled	Tri-State Me...	(891) 731-0...	Convert	

The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this lead in the intelligence pane
Edit	Edit this lead
Follow	Receive updates about changes to this lead in your activity stream
Delete	Delete this lead
Convert	Convert a qualified lead into a contact, account, or opportunity

Record View Actions Menu

The Leads [record view](#) displays a single lead in full detail including its fields, subpanels of related records, and activity stream. To access a lead's record view, simply click a hyperlinked lead name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this lead
Share	Share a link to this lead via email
Download PDF	Download lead information as a PDF file
Email PDF	Email lead information as a PDF attachment
Convert	Convert a qualified lead into a contact, account, or opportunity
Manage Subscriptions	Manage this lead's campaign subscriptions
Download vCard	Download a vCard from Sugar and transfer this lead's information to another application (e.g. Outlook)
Find Duplicates	Locate potential duplicates of this lead
Copy	Duplicate this lead
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this lead
View Change Log	View a record of changes to this lead

Delete	Delete this lead
------------------------	------------------

Lead Creation via Web-to-Lead Form

Sugar provides a simple way to allow visitors to your website or other online location to become leads in your Sugar instance. You can create a web-to-lead form in Sugar and place the form on an external website. Then when a visitor to your site completes and submits the form, their information is entered into Sugar as a new lead record. For more information on creating and managing web-to-lead forms, please refer to the [Web-To-Lead Forms](#) documentation.

Converting Leads

Sugar enables you to convert leads into contacts once they qualify according to your organization's practices (e.g. after an evaluation/qualification process or upon entering into business with the individual). You can convert leads via the [Leads record view](#) as well as the Leads subpanel in a related module record (e.g. Accounts). To initiate the conversion process from the Leads subpanel, simply select "Convert" from the Actions menu on the far right of the lead record's row in the subpanel. When the lead is converted, a new contact record is created in Sugar with a relationship to the original lead record. The Convert Lead page also gives you the option to create an account and opportunity record.

Note: The converted status cannot be set directly in the Status field. Rather, the conversion process must be completed.

Administrators have the ability to configure the Convert Lead layout via Admin > Studio to mark modules as required for conversion, add additional modules (e.g. Notes, Tasks, etc.) to the convert layout, remove modules, etc. For more information on configuring the convert layout, please refer to the [Studio](#) documentation in the Administration Guide.

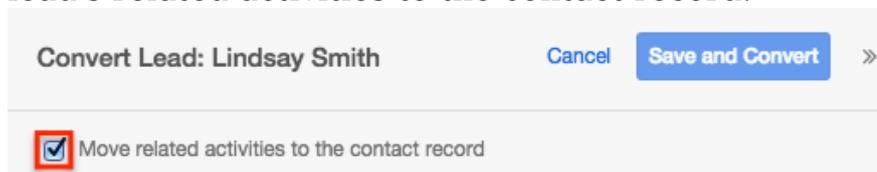
Lead Conversion Options

The lead's activities can be moved to the contact record created during conversion or left attached only to the lead depending on the lead conversion option selected by your administrator via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.

The lead conversion options available to be enabled by your administrator are as follows:

-
- **Move** : This option allows all of the lead's activities to be moved the contact record created during the conversion. When enabled, the "Move related activities to the contact record" checkbox will be displayed on the Convert Lead page.
 - **Do Nothing** : This option leaves the lead's activities only related to the converted lead.

If the Move option is enabled by your administrator, then the "Move related activities to the contact record" option will be displayed at the top of the Convert Lead page. Please note that the checkbox will be marked by default, but users can simply uncheck the box before converting the lead if they do not wish to move the lead's related activities to the contact record.



Convert Lead: Lindsay Smith Cancel Save and Convert »

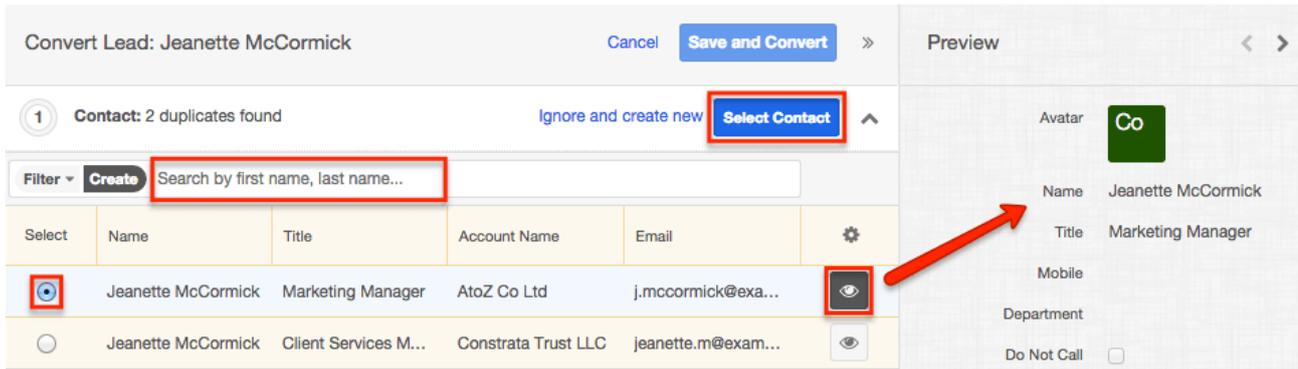
Move related activities to the contact record

Please note that even if "Do Nothing" is selected, emails associated with the lead will still appear under the created contact as long as the lead and contact share the same email address. This is because emails carry an implicit relationship with any record containing an email address matching an address in the From, To, or CC lines of the email record.

Duplicate Record Check

Sugar automatically checks for any duplicate records (e.g. Contacts) in the system when converting the lead. The Convert Lead page will display any records that are detected as duplicates in a list view within the panels (e.g. Contact, Account). The first record in the list view will be automatically selected and you can simply click the Select button (e.g. Select Contact) on the upper right of the panel if you wish to relate the existing record to the lead. You can also preview the duplicate record(s) by clicking the Preview icon to the far right of the record's row. For more information on previewing records, please refer to the [Preview](#) section of this page.

In addition, the Search bar is available if you wish to perform a list view search for other existing records to relate to the lead. For more information on performing searches, please refer to the [Search](#) documentation. Please note that the duplicate check feature is enabled by default in Sugar and cannot be disabled by administrators or users.

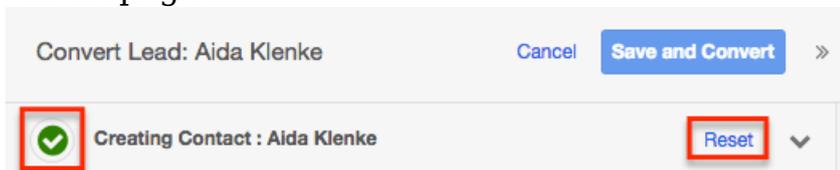


If none of the suggested duplicates are valid, simply click "Ignore and create new". If there are no duplicate records found for required modules (e.g. Contacts, Accounts) in lead conversion, the new record will be automatically associated to the lead and the panel will be collapsed. The record view layout will be pre-populated with the associating record's (e.g. Leads) values (e.g. address).

Steps to Convert a Lead

Once the lead has been evaluated and qualified, it is ready to be converted to a contact. The panels (e.g. Account) on the Convert Lead page will indicate if any duplicate records are found and display the record(s) in the list view within the panel. If no duplicate records are found, the record (e.g. ABC Company) will be automatically associated to the lead.

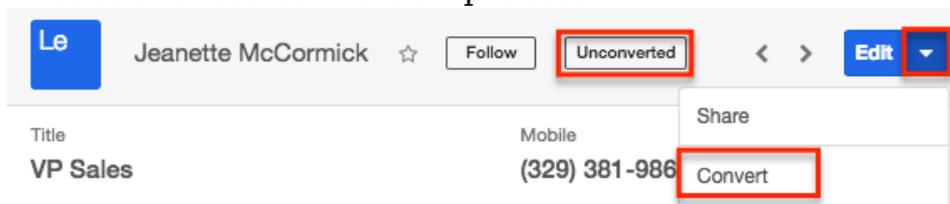
As the records are associated to the lead, the panel will collapse and display a check mark to the left of the header. If you wish to reset the association and complete the panel again, simply click the Reset link to the far right of the header, and the check mark will disappear. Please note that the panel you are currently viewing (e.g. Contact) will collapse as you open up a different panel (e.g. Account) on the page.



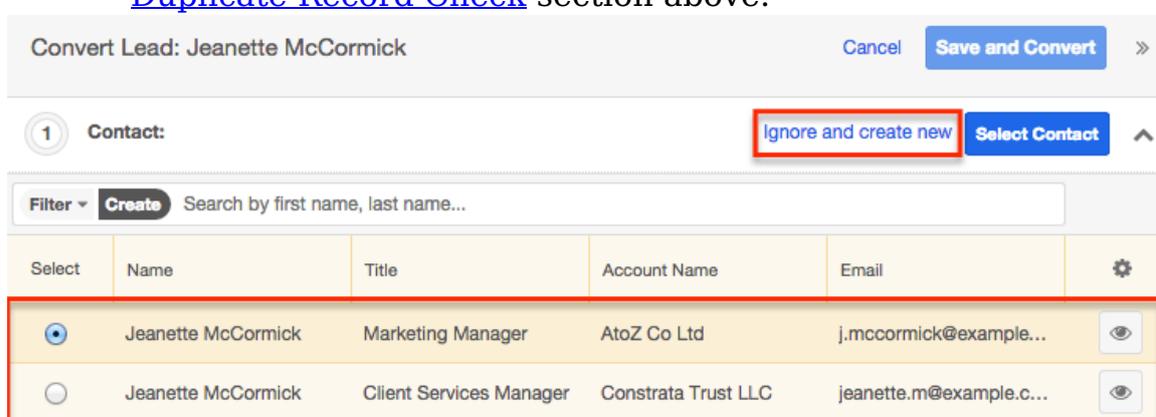
Note: The required modules (Contacts, Accounts) must be associated to the lead before you can save and convert the lead successfully. For more information on enabling and requiring modules for lead conversion, please refer to the [Studio](#) documentation in the Administration Guide.

Use the following steps to convert a lead via the Leads record view:

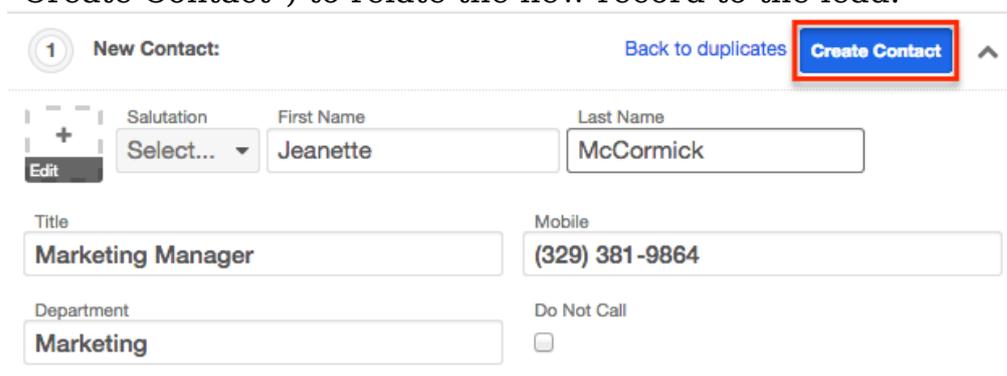
1. Navigate to a Leads record view.
2. Select "Convert" from the Actions menu or click the Unconverted button to initiate the lead conversion process.



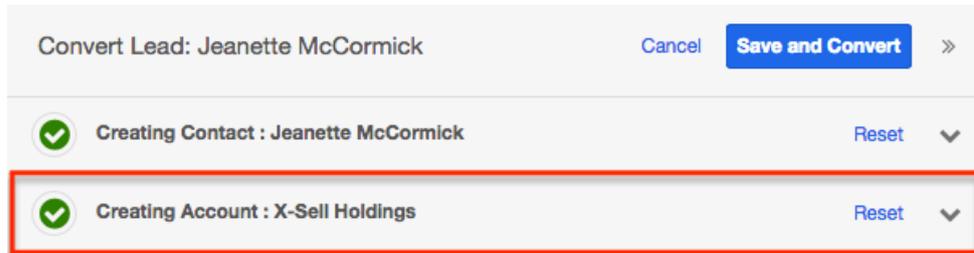
3. Sugar will perform a duplicate check for any existing records in the various modules.
 - The duplicate records (if any) will be displayed in a list view within each panel. For more information on duplicate record checks and selecting the record to associate to the lead, please refer to the [Duplicate Record Check](#) section above.



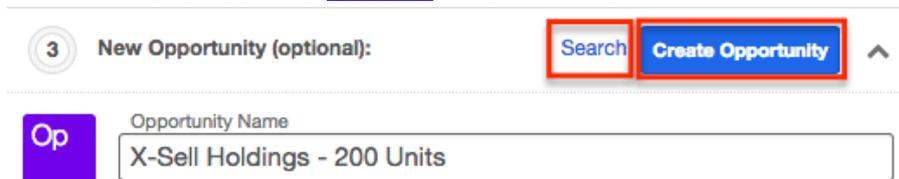
4. To create a new Contact record, click "Ignore and create new" on the upper right of the panel. The displayed record view will be pre-populated with the lead's values. Update any necessary fields then click the Create button (e.g. "Create Contact") to relate the new record to the lead.



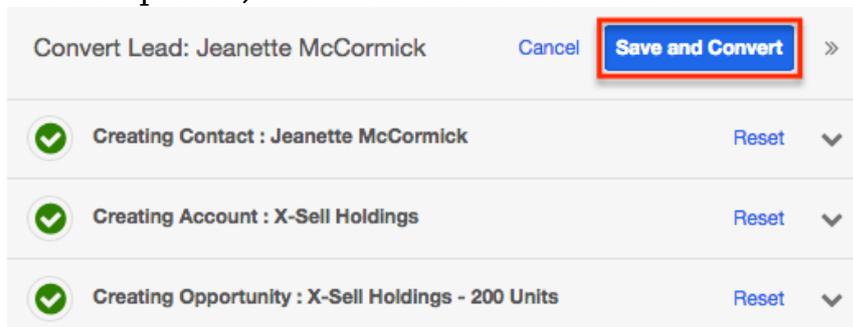
5. If there are no duplicate records found for a required module (e.g. Accounts) in lead conversion, the new record will be automatically associated to the lead and the panel will be collapsed.
 - **Note:** The record view layout will be pre-populated with the lead's values (e.g. Address). Simply click the arrow to the far right of the header if you wish to expand the panel and view or alter the new record's details.



6. New or existing opportunity records can be related to the lead accordingly. If you wish to relate an existing opportunity to the lead, click "Search" to perform a list view search within the panel. If you wish to create a new record, simply complete the record view in the panel then click "Create Opportunity".
 - **Note:** If the Opportunity panel is marked as optional, then no opportunity is required to convert the lead. For more information on setting modules as required on the Convert Lead layout, please refer to the [Studio](#) documentation in the Administration Guide.



7. Once all of the necessary information is entered and the appropriate panels are completed, click "Save and Convert".



Once the lead has been converted successfully, the lead's record view will display the converted contact, account, and opportunity information below the record's detail. You can click the Preview icon to the far right of each record's row to view the details of the converted records.

Please note that the lead conversion can only be performed once in Sugar and once a lead is converted, the lead's status field will display "Converted". The status field becomes read-only upon conversion and cannot be manually changed for the lead.

Le Jeanette McCormick ☆ Follow **Converted** Edit ▾ »

Title **Marketing Manager** Mobile **(329) 381-9864**

Website Do Not Call

Account Name **X-Sell Holdings** Email jeanette@example.com

Tags

[Show more...](#)

Contact: [Jeanette McCormick](#)

Account: [X-Sell Holdings](#)

Opportunity: [X-Sell Holdings - 200 Units](#)

Emails and Leads

Leads include an email address which can be used to email the lead as a recipient. The methods for doing so are covered in the [Emailing Records](#) section of the User Interface documentation. Leads may also be recipients of campaigns which allow you to send email messages to a large group of recipients as well as to track the results of that message. Please refer to the [Campaigns and Leads](#) section of this page for more information. In addition to being a recipient or sender of an email, leads may be related to emails by being selected in the email's Related To field. These relationships allow the lead to display all relevant email correspondence in the [Emails subpanel](#) and [History dashlet](#) on a cases's record view.

New leads can be created from any email in Sugar using the Quick Create menu while viewing an email in the Emails module. For more information, please refer to the [Creating Leads via Emails](#) section below.

Emails Subpanel

The Emails subpanel in the Leads module displays emails which are associated with the lead record in a variety of ways:

- **Explicitly related to the lead** : If the lead is selected in the email's Related To field, the email and lead are explicitly related, and the email will

appear in the lead's Emails subpanel and History dashlet. Instructions for using this flex relate field are available in the [Emails](#) documentation.

- **Implicitly related to the lead** : If one of the lead's email addresses appears in the email's From, To, or Cc fields, the email and lead are implicitly related, and the email will appear in the lead's Emails subpanel and History dashlet. This implicit relationship is made for emails sent from Sugar as well as any email imported into Sugar via Inbound email leads or email archiving.

The Emails subpanel allows the following functions to be performed:

- **Email Details** : To view the details of an email, click the subject to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **Compose a New Email** : Click the Plus button on the upper right of a subpanel to create a new email with, by default, both an implicit and explicit relationship to the lead you are currently viewing. The email will automatically select the lead in the Related To field as well as add the lead's primary email address as a recipient in the To field.
 - **Note:** Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **More Records** : By default, Sugar displays up to five records in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More emails...") at the bottom of the subpanel to load the next set of

records.

Subject	Status	Date Created	Date Modified
Initial discussion	Sent	2015-08-04 16:38	2015-08-04 16:38
Initial discussion	Sent	2015-08-04 16:39	2015-08-04 16:39
Introduce all players	Sent	2015-08-04 16:39	2015-08-04 16:39
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40

Creating Leads via Emails

The Emails module enables users to create new lead records from external and imported emails using the Quick Create option. Simply click the Quick Create button above the selected email header then select "Lead".

From: Max Jensen
Subject: Meeting Confirmation
Date Sent by Sender: 08/02/2013 02:41pm
To: Joseph Guterrez

Quick Create

- Bug
- Case
- Contact
- Opportunity
- Lead

A pop-up window will open with the quick create form where you can enter relevant values for the new lead. The First Name, Last Name, Email, and Description fields are populated by default based on the email's header, body, etc. All required fields are marked with a red asterisk and must be completed prior to saving. Once the necessary information is entered, click "Save". For more information on how to create, send, and manage emails, please refer to the [Emails](#) documentation.

Please note that the selected email will be imported, if it is not already imported, and automatically related to the new lead. The email record will appear within the Emails subpanel and History dashlet of the Leads record view.

Calls, Meetings, and Leads

Leads can be related to calls and meetings in two ways. First, they can be selected in the event's Related To field, indicating that the lead was the topic of the call or

meeting. Second, they can be included as invitees to the call or meeting.

Calls and Meetings Subpanels

Each lead's record view includes a Calls subpanel and a Meetings subpanel. These subpanels display all calls and meetings which include the lead as an attendee. If the lead is not an attendee but is selected in the call's or meeting's Related To field, the call or meeting will not appear in the subpanels.

When relating an existing call or meeting to a lead via the subpanels on a lead's record view, the lead will automatically be added as an invitee. When creating a call or meeting from the subpanels, the lead will automatically be added as an attendee and the lead's account will automatically be set in the event's Related To field.

Campaigns and Leads

Sugar's Campaigns module can be used to send mass emails or a series of newsletter emails to Sugar accounts, contacts, leads, and targets. The results of each campaign are recorded to measure its impact. Leads are not related directly to campaigns. Rather, each campaign is related to several target list records, and each target list is related to leads and other recipients. To send a campaign email to a lead, the lead should belong to a default-type target list associated to the campaign. To prevent a lead from receiving emails from a campaign, the lead should belong to the campaign's suppression list-type target list. Once a campaign is sent, the results specific to a particular lead will appear in the Campaign Log Subpanel on the lead's record view as described in the [Campaign Log Subpanel](#) section of this page.

Leads can be added to target lists via the target list record itself, from the Leads list view using the Add To Target List option, or from the Leads record view using the Manage Subscription option. Instructions for using the [Add To Target List](#) and [Manage Subscriptions](#) options in the Leads module are provided in the sections below. For instructions on other available methods of adding to target lists, please refer to the [Target Lists](#) documentation.

Adding to a Target List via Leads List View

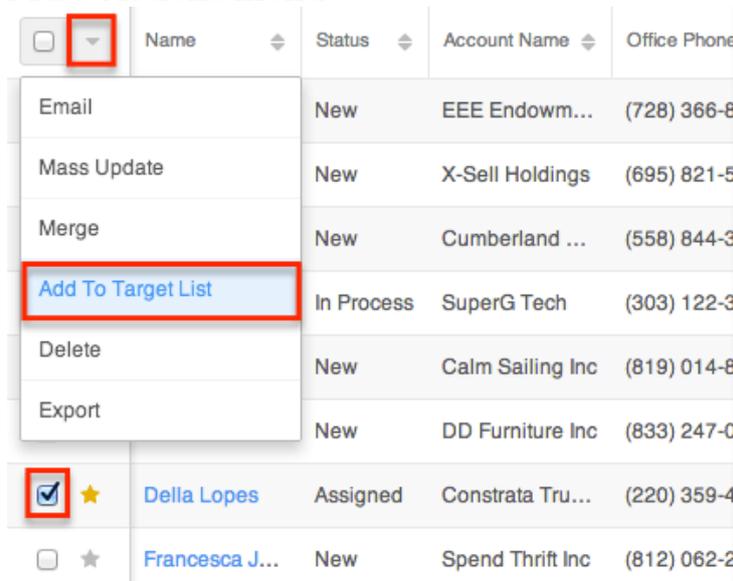
A target list consists of a group of individuals or organizations you wish to be included or excluded on a mass marketing campaign. These targets are typically identified based on a set of predetermined criteria such as being a prospect or existing customer, age group, industry, etc. There are various ways to add leads to

a target list in Sugar including using the Add To Target List option from the Lead list view's Mass Actions Menu. For more information on target lists and other methods of adding leads, please refer to the [Target Lists](#) documentation.

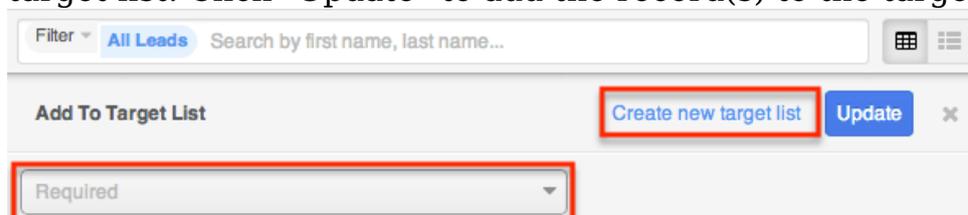
You can use the [Select All](#) feature in the list view when adding to a target list, which will allow you to easily select the first 1000 records in the result set. If you wish to add more than 1000 records or add a specific group of records to the target list, please use the [filter option](#) in list view search to perform the additions in smaller batches.

Use the following steps to add leads to a target list via the Leads list view:

1. Navigate to the Leads list view by clicking the Leads module tab.
2. Use the [List View Search](#) to find the Lead records you wish to add to a target list.
3. Select the desired lead records then choose "Add to Target List" from the Mass Actions menu.



4. Below the search bar, locate and select the desired target list in the dropdown list or click "Create new target list" to add the leads to a new target list. Click "Update" to add the record(s) to the target list.



In order to view the leads that have been added, you can navigate to the Target Lists module. Click the target list's name to open the record view, and you will see the lead records within the Leads subpanel.

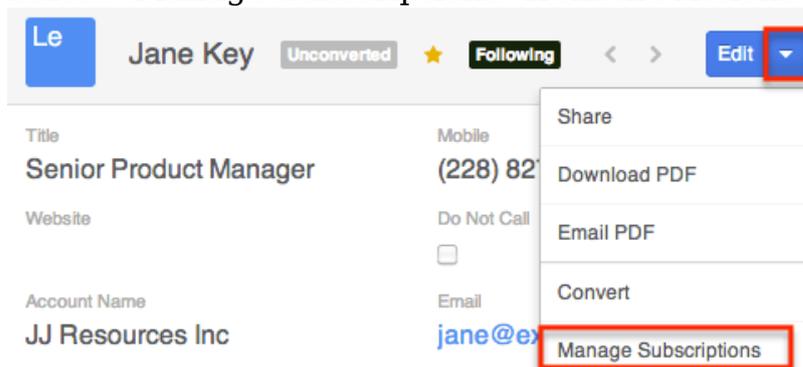
Leads (2)						+	▼
	Name	Referred By	Lead Source	Office Phone	Email		
☆	Francesca Johnson		Conference	(812) 062-2250	francesca@exam	👁	▼
☆	Delia Lopes		Trade Show	(220) 359-4921	delia@example.c	👁	▼

Managing Lead Subscriptions

Leads who receive newsletter-type campaign emails from your Sugar instance are considered subscribers to that newsletter. Users can manage these newsletter subscriptions from the Leads record view using the Manage Subscriptions option in the Actions menu. Please note that you can only manage subscriptions for newsletter-type campaigns. A newsletter campaign you have created will have one or more default-type target lists. Leads are added to these target lists in order to receive your newsletter. The Manage Subscriptions option allows you to add a lead to the default-type or suppression-type target lists of your newsletter campaigns without leaving the Leads module. For more information on newsletter subscriptions, please refer to the [Campaigns](#) documentation.

Use the following steps to manage lead subscriptions via a lead's record view:

1. Navigate to a lead's record view.
2. Select "Manage Subscriptions" from the Actions menu.



3. To add the lead to a newsletter subscription mailing list, select the newsletter from the Available/Newsletters Unsubscribed To list and drag it to the Newsletters Subscribed To list. This will add the lead to the campaign's default target list.
4. To remove the lead from the newsletter subscription mailing list, select the newsletter from the Newsletters Subscribed To list and drag it to the Available/Newsletters Unsubscribed To list. This will add them to the suppression-type unsubscription target list for the newsletter campaign which will prevent the lead from receiving the newsletter. Please note that

the lead will not be removed from the campaign's default target list.

Manage Subscriptions



5. Click "Save" to preserve your changes.

Campaign Log Subpanel

The Campaign Log subpanel contains historical information regarding a lead's interaction with all Sugar campaigns. When a mass marketing campaign is sent to a lead (or manually marked as sent in the case of non-email campaigns), the related campaign activity information will appear within the Campaign Log subpanel on the contact's record view. This information mirrors the "View Status" page available from within each individual campaign and shows activities such as when a campaign was sent, when the recipient viewed the campaign message, when the recipient clicked a tracked link within the campaign, etc. Since this subpanel contains historical campaign interactions for the lead, it cannot be used to associate a lead with a campaign or otherwise manage a campaign or target list. For more information on associating a lead with a campaign, please refer to the [Adding to a Target List via Leads List View](#) section of this page. For more information on campaigns, please refer to the [Campaigns](#) documentation.

The Campaign Log subpanel allows the following functions to be performed:

- **Campaign Details** : To view the details of a campaign, click its name to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note**: Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size.

Please note that the column width will not be preserved when you navigate away from the page.

- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **More Records** : By default, Sugar displays up to five records in each subpanel though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. More campaign log...) at the bottom of the subpanel to load the next set of records.

Campaign	Activity Type	Activity Date	Related
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials

[More campaign log...](#)

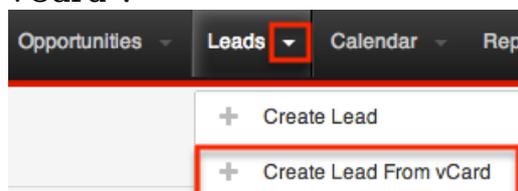
vCards and Leads

vCards are electronic business cards that are exchanged between applications such as email and web browsers. Leads may be [created from vCards](#) generated by another application or [saved as vCards](#) for use in other software.

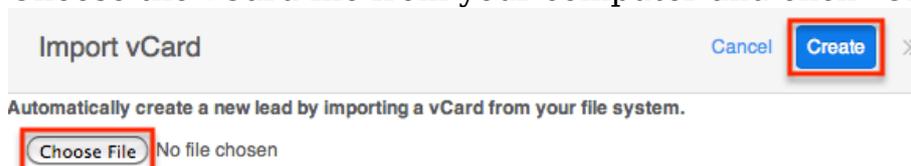
Creating Leads via vCard

Use the following steps to create a lead in Sugar via vCard:

1. Click the triangle in the Leads module tab and select "Create Lead From vCard".



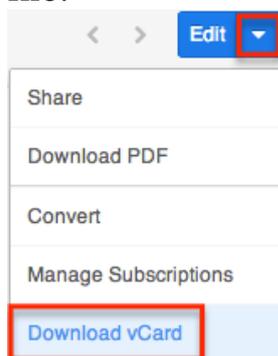
2. Choose the vCard file from your computer and click "Create".



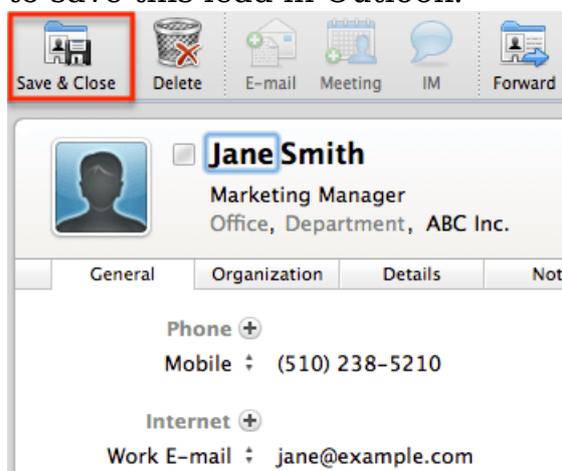
Downloading a Lead's vCard

The following steps cover downloading a vCard and saving it as a contact in Microsoft Outlook as an example:

1. Navigate to a Leads record view.
2. Select "Download vCard" from the Actions menu to download the vCard file.



3. Open the downloaded file in your mail or address book application. For this example, double clicking opens the vCard in Outlook.
4. Make any necessary changes to the information, then click "Save & Close" to save this lead in Outlook.



Last Modified: 2017-05-15 18:02:16

Contacts

Overview

Sugar's Contacts module consists of individual people with whom your organization has an established relationship. Sugar enables you to [convert lead](#) records to contact records according to your organization's qualification process. Contact records are typically related to an account record, and multiple contacts may be associated to a single account. Each contact record may then relate to other Sugar records such as meetings, cases, opportunities, and many others, making the contact record a hub for viewing and continuing your interaction with the individual. This documentation will cover information and actions specific to the Contacts module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting contacts, please refer to the [Working With Contacts](#) section of this page.

Please note that you will only be able to see contact records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Contact Fields

The Contacts module contains a number of stock fields which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Account Name	The account to which the contact belongs
Alternate Address	The contact's alternate address (e.g. billing or shipping)
Assigned To	The Sugar user assigned to the contact
Assistant	The name of the contact's assistant within his or her company
Assistant Phone	The assistant's phone number
Birthdate	The contact's date of birth
Campaign	The campaign, if any, from which the contact originated
Confirm Portal Password	When editing, confirmation of the contact's password for accessing Sugar Portal

D&B Principal ID	Unique ID number associated to the contact in D&B
Date Created	The date the contact record was created
Date Modified	The date the contact record was last modified
Department	The contact's department within his or her company
Description	A description or other information about the contact
Do Not Call	Indication that the contact should not be called
Email Address	The contact's email address
Facebook Account	The contact's Facebook account information
Fax	The contact's fax number
First Name	The contact's first name
Google Plus ID	The contact's Google Plus ID
Home	The contact's residence number
Last Name	The contact's last name
Lead Source	The source from which the contact originated
Mobile	The contact's mobile number
Name	When viewing, the contact's full name
Office Phone	The contact's office number
Other Phone	The contact's alternate phone number
Picture	An image for the contact (e.g. business card or profile picture)
Portal Active	Indication that the contact is enabled to access Sugar Portal
Portal Application	The portal application name. Only used when integrating a custom portal solution with Sugar.
Portal Name	The contact's user name for accessing Sugar Portal
Portal Password	The contact's password for accessing Sugar Portal
Preferred Language	The contact's preferred language when

	accessing Sugar Portal
Primary Address	The contact's primary address
Reports To	The contact's manager in his or her company
Salutation	Standard greeting for the contact (e.g. Mr., Ms., Mrs., etc.)
Sync to mail client	Indication that the contact should be synced to mail client when using the Sugar Plug-in for Outlook / Lotus Notes / etc. Note: This field must be set on a per-user basis.
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the contact record
Title	The contact's title within his or her company
Twitter Account	The contact's Twitter account information

Working With Contacts

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Contacts section describe Contacts-specific behaviors and functionality.

Content Link	Description
Creating Contacts Basic Contact Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Contacts	The Creating Records section covers the various methods of creating new contact records, including via the Create button in the Contacts module, the Quick Create menu on the upper right of every Sugar page, via the Contacts subpanel on related module records, duplication

	of an existing contact record, and importing a list of contacts into Sugar using a .csv spreadsheet.
Viewing Contacts Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	The Viewing Records section describes the various methods of viewing contact records, including via the Contacts list view and record view, the Recently Viewed menu in the Contacts module tab, list view dashlets showing contact information, activity stream entries concerning contact updates or where a user mentions a contact, previewing contacts in the right hand side panel, and reports displaying contact data.
Searching for Contacts Global Search List View Search Creating a Filter Saving a Filter	The Searching for Records section provides an introduction to the two searching methods for locating contacts: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Contacts module.
Contacts List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Contacts Activity Stream Intelligence Pane	The List View section walks through the many elements of the Contacts List View layout which contains a filterable list of all contact records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Contacts list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.
Contacts Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels	The Record View section walks through the many elements of the Contacts Record View layout which contains detailed information about a single contact record. While the generic menu options are described in the User Interface sections linked to the left, the

Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	<p>options specifically available in the Contacts record view are described in the Record View Actions Menu section of this page.</p>
Editing Contacts Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing contact records, including inline via the Contacts record view, in full edit mode on the record view, inline via the Contacts subpanel on related module records, inline via the Contacts list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Contacts Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted contacts, including via the Contacts record view, an individual record's Actions menu on the Contacts list view, and the Mass Actions menu on the list view.</p>
Emailing Contacts Emailing via Email Address Fields Emailing via List View Emailing via Quick Create Emailing via Emails Module Emailing via Workflows	<p>The Emailing Records section describes the various methods of emailing contact records as recipients, including clicking any email address within Sugar, via the Mass Actions menu on the Contacts list view, via the Quick Create menu, via the Emails module using the Related To field, and via workflows which can automatically send emails according to conditions configured by administrator users.</p>
Exporting Contacts	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of contacts and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Recalculating Calculated Values	<p>The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option</p>

	to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.
Finding Duplicate Contacts	The Finding Duplicate Records section provides instructions for locating duplicate contact records. If searching on matching fields (e.g. Last Name) identifies one or more duplicates, they can be merged into a single record.
Merging Contacts Merging via List View	The Merging Records section provides instructions for merging duplicate contacts which will combine field values and related records into a single contact.
Viewing Contact Historical Summaries	The Viewing Record Historical Summaries section describes the Historical Summary record view option which displays quick details of the contact record's related calls, meetings, emails, notes, and tasks.
Viewing Contact Change Logs	The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the contact's audited fields.
Contact PDFs Downloading Contact PDFs Emailing Contact PDFs	The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of contact information as configured by an administrator via Admin > PDF Manager.
Favoriting Contacts Favoriting via List View Favoriting via Record View Favoriting via Subpanel	The Favoriting Records section describes the various methods of marking contacts as favorites, including via the Contacts list view, Contacts record view, or any Contacts subpanel appearing on the record view of a related module. Favoriting a contact allows you to easily access it from list views, dashlets, or the Contacts module tab.
Following Contacts Following via List View	The Following Records section describes the various methods of marking contacts

[Following via Record View](#)

as "Following", including via the Contacts list view and record view. Following a contact causes its activity stream updates to be included on your Home page and Contacts list view activity streams so that you can easily keep up with changes and user posts on the record.

[Sharing Contacts](#)

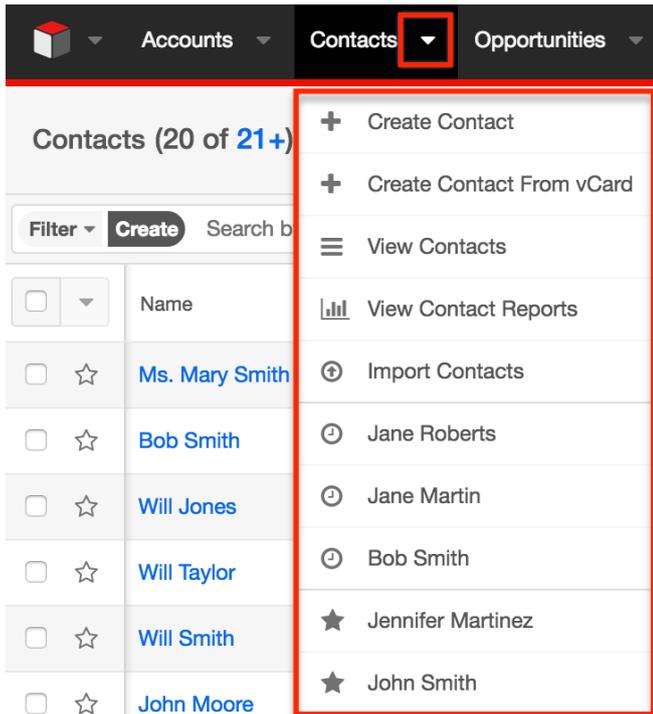
The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the contact record. If the recipient is logged into Sugar, clicking the link will bring them directly to the contact's record view.

Contact Menus

The Contacts module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Contacts-specific functionality, within this page.

Module Tab Menus

The Contacts module tab is typically located on the navigation bar at the top of any Sugar screen. Click the tab to access the Contacts list view. You may also click the triangle in the Contacts tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important operations within the module. The [Recently Viewed menu](#) displays the list of contacts you most recently viewed. The [Favorites menu](#) displays the list of contacts you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Contact	Opens the record view layout to create a new contact
Create Contact From vCard	Imports a vCard file from your computer to create a new contact
View Contacts	Opens the list view layout to search and display contacts
View Contact Reports	Displays existing reports based on the Contacts module
Import Contacts	Opens the import wizard to create or update contacts using external data

If you do not see the Contacts module tab in Sugar, please check the following:

- The Contacts module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Contacts module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.

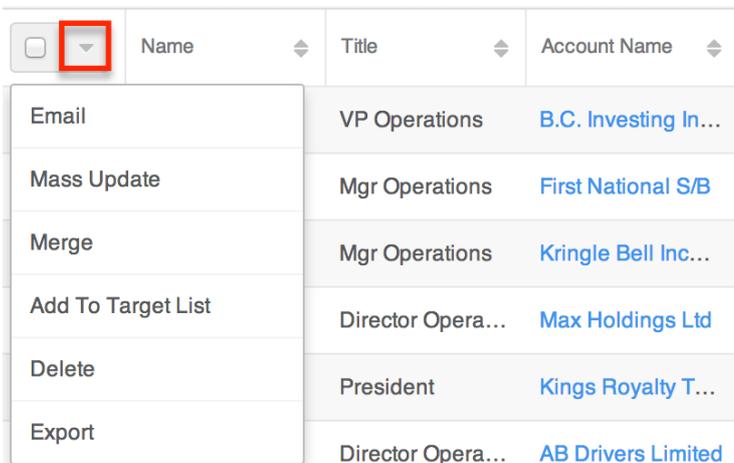
- The administrator may have disabled the Contacts module for your entire Sugar instance. Reach out to your Sugar administrator to have the Contacts module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Contacts [list view](#) displays all contact records and allows for searching and filtering to locate specific contacts. You can view the basic details of each record within the field columns of the list view or click a contact's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual contact records or click the checkbox in the list header to select all records displayed on the current set of list view results.



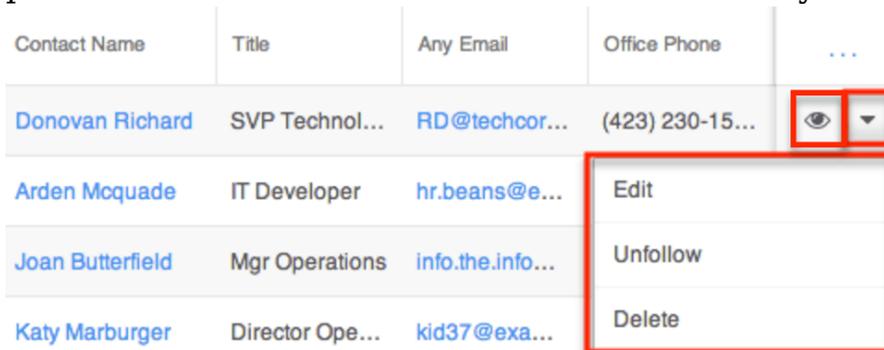
The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Email	Email one or more contacts at a time
Mass Update	Mass update one or more contacts at a time
Merge	Merge two or more duplicate contacts

Add to Target List	Add one or more contacts to a target list
Delete	Delete one or more contacts at a time
Export	Export one or more contacts to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual contact directly from the list view.



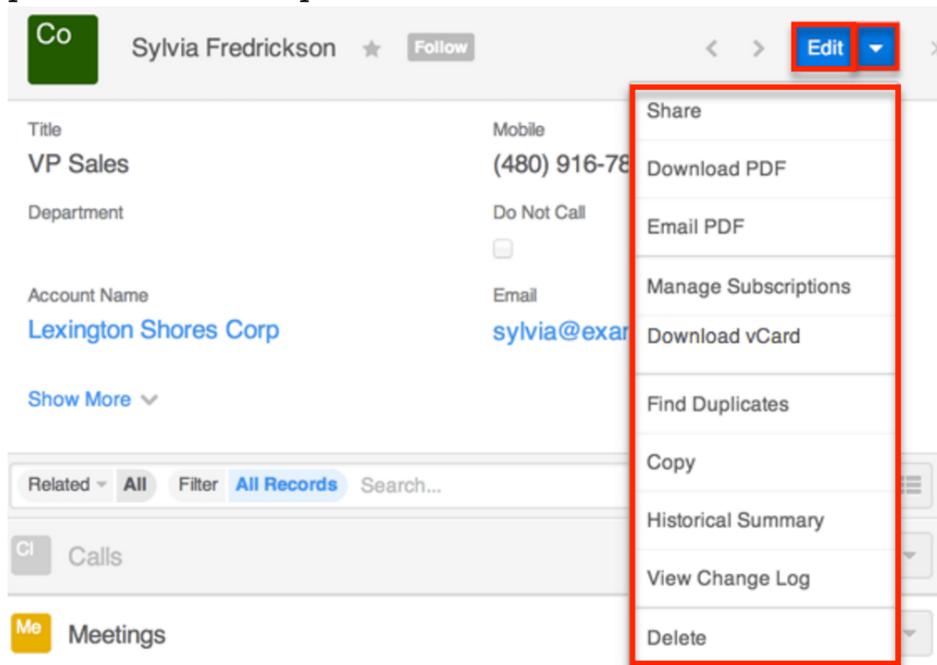
The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this contact in the intelligence pane
Edit	Edit this contact
Follow	Follow this contact
Delete	Delete this contact

Record View Actions Menu

The Contacts [record view](#) displays a single contact in full detail including its fields, subpanels of related records, and activity stream. To access a contact's record view, simply click a hyperlinked contact name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to

perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this contact
Share	Share a link to this contact via email
Download PDF	Download contact information as a PDF file
Email PDF	Email contact information as a PDF attachment
Manage Subscriptions	Manage this contact's newsletter campaign subscriptions
Download vCard	Download a vCard from Sugar and transfer this contact's information to another application (e.g. Outlook)
Find Duplicates	Locate potential duplicates of this contact
Copy	Duplicate this contact to create a new contact
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this contact
View Change Log	View a record of changes to this contact

Delete	Delete this contact
------------------------	---------------------

Emails and Contacts

Contacts include an email address which can be used to email the contact as a recipient. The methods for doing so are covered in the [Emailing Records](#) section of the User Interface documentation. Contacts may also be recipients of campaigns which allow you to send email messages to a large group of recipients as well as to track the results of that message. Please refer to the [Campaigns and Contacts](#) section of this page for more information. In addition to being a recipient or sender of an email, contacts may be related to emails by being selected in the email's Related To field. These relationships allow the contact to display all relevant email correspondence in the [Emails subpanel](#) and [History dashlet](#) on a contact's record view.

New contacts can be created from any email in Sugar using the Quick Create menu while viewing an email in the Emails module. For more information, please refer to the [Creating Contacts via Emails](#) section below.

Emails Subpanel

The Emails subpanel in the Contacts module displays emails which are associated with the contact record in a variety of ways:

- **Explicitly related to the contact** : If the contact is selected in the email's Related To field, the email and contact are explicitly related, and the email will appear in the contact's Emails subpanel and History dashlet. Instructions for using this flex relate field are available in the [Emails](#) documentation.
- **Implicitly related to the contact** : If one of the contact's email addresses appears in the email's From, To, or Cc fields, the email and contact are implicitly related, and the email will appear in the contact's Emails subpanel and History dashlet. This implicit relationship is made for emails sent from Sugar as well as any email imported into Sugar via Inbound email contacts or email archiving.

The Emails subpanel allows the following functions to be performed:

- **Email Details** : To view the details of an email, click the subject to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the

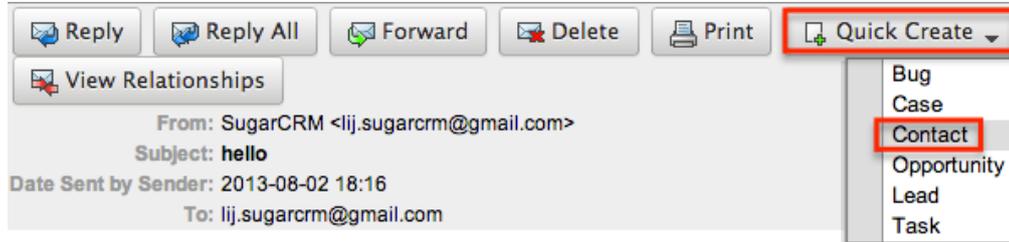
number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.

- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **Compose a New Email** : Click the Plus button on the upper right of a subpanel to create a new email with, by default, both an implicit and explicit relationship to the contact you are currently viewing. The email will automatically select the contact in the Related To field as well as add the contact's primary email address as a recipient in the To field.
 - **Note:** Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **More Records** : By default, Sugar displays up to five records in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More Emails...") at the bottom of the subpanel to load the next set of records.

Subject	Status	Date Created	Date Modified
Initial discussion	Sent	2015-08-04 16:38	2015-08-04 16:38
Initial discussion	Sent	2015-08-04 16:39	2015-08-04 16:39
Introduce all players	Sent	2015-08-04 16:39	2015-08-04 16:39
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40

Creating Contacts via Emails

The Emails module enables users to create new contact records from external and imported emails using the Quick Create option. Simply click the Quick Create button above the selected email header then select "Contact".



A pop-up window will open where you can enter relevant values for the new contact. The First Name, Last Name, Email Address, and Description fields are populated by default based on the email's header, body, etc. All required fields are marked with a red asterisk and must be completed prior to saving. Once the necessary information is entered, click "Save". For more information on how to create, send, and manage emails, please refer to the [Emails](#) documentation.

Please note that the selected email will be imported, if it is not already imported, and automatically related to the new contact. The email record will appear within the Emails subpanel and History dashlet of the contact's record view.

Calls, Meetings, and Contacts

Contacts can be related to calls and meetings in two ways. First, they can be selected in the event's Related To field, indicating that the contact was the topic of the call or meeting. Second, they can be included as invitees to the call or meeting.

Calls and Meetings Subpanels

Each contact's record view includes a Calls subpanel and a Meetings subpanel. These subpanels display all calls and meetings which include the contact as an attendee. If the contact is not an attendee but is selected in the call's or meeting's Related To field, the call or meeting will not appear in the subpanels.

When relating an existing call or meeting to a contact via the subpanels on a contact's record view, the contact will automatically be added as an invitee. When creating a call or meeting from the subpanels, the contact will automatically be added as an attendee and the contact's account will automatically be set in the event's Related To field.

Campaigns and Contacts

Sugar's Campaigns module can be used to send mass emails or a series of newsletter emails to Sugar accounts, contacts, leads, and targets. The results of each campaign are recorded to measure its impact. Contacts are not related directly to campaigns. Rather, each campaign is related to several target list records, and each target list is related to contacts and other recipients. To send a campaign email to a contact, the contact should belong to a default-type target list associated to the campaign. To prevent a contact from receiving emails from a campaign, the contact should belong to the campaign's suppression list-type target list. Once a campaign is sent, the results specific to a particular contact will appear in the Campaign Log Subpanel on the contact's record view as described in the [Campaign Log Subpanel](#) section of this page.

Contacts can be added to target lists via the target list record itself, from the Contacts list view using the Add To Target List option, or from the Contacts record view using the Manage Subscriptions option. Instructions for using the [Add To Target List](#) and [Manage Subscriptions](#) options in the Contacts module are provided in the sections below. For instructions on other available methods of adding to target lists, please refer to the [Target Lists](#) documentation.

Adding to a Target List via Contacts List View

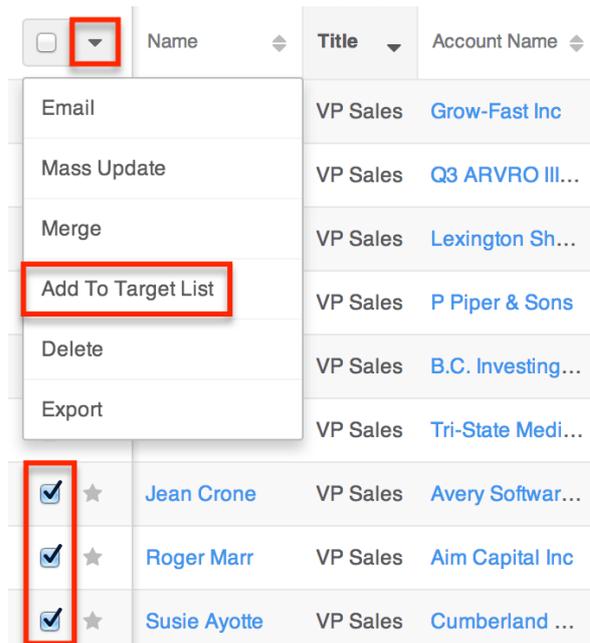
A target list consists of a group of individuals or organizations you wish to be included or excluded on a mass marketing campaign. These targets are typically identified based on a set of predetermined criteria such as being a prospect or existing customer, age group, industry, etc. There are various ways to add contacts to a target list in Sugar including using the Add To Target List option from the Contact list view's Mass Actions Menu. For more information on target lists and other methods of adding contacts, please refer to the [Target Lists](#) documentation.

You can use the [Select All](#) feature in the list view when adding to a target list, which will allow you to easily select the first 1000 records in the result set. If you wish to add more than 1000 records or add a specific group of records to the target list, please use the [filter option](#) in list view search to perform the additions in smaller batches.

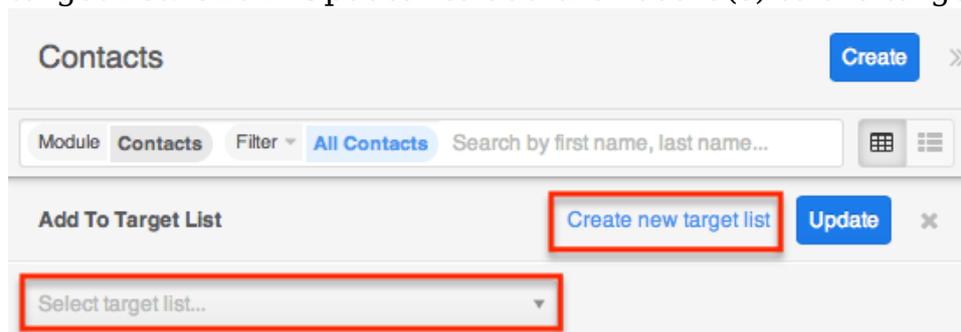
Use the following steps to add accounts to a target list via the Contacts list view:

1. Navigate to the Contacts list view by clicking the Contacts module tab.
2. Use the [List View Search](#) to find the Contact records you wish to add to a target list.
3. Select the desired contact records then choose "Add to Target List" from

the Mass Actions menu.



4. Below the search bar, locate and select the desired target list in the dropdown list or click "Create new target list" to add the contacts to a new target list. Click "Update" to add the record(s) to the target list.



In order to view the contacts that have been added, you can navigate to the Target Lists module. Click the target list's name to open the record view, and you will see the contact records within the Contacts subpanel.

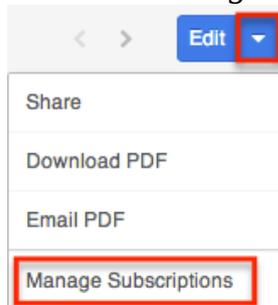
Contacts (3)					+ ▼
	Name	Account Name	Email	Office Phone	
☆	Susie Ayotte	Cumberland	susie@example.com	510-226-9875	👁️ ▼
☆	Roger Marr	Aim Capital inc	roger@example.com	810-975-8945	👁️ ▼
☆	Jean Crone	Avery Software	jean@example.com	415-815-9710	👁️ ▼

Managing Contact Subscriptions

Contacts who receive newsletter-type campaign emails from your Sugar instance are considered subscribers to that newsletter. Users can manage these newsletter subscriptions from the Contacts record view using the Manage Subscriptions option in the Actions menu. Please note that you can only manage subscriptions for newsletter-type campaigns. A newsletter campaign you have created will have one or more default-type target lists. Contacts are added to these target lists in order to receive your newsletter. The Manage Subscriptions option allows you to add a contact to the default-type or suppression-type target lists of your newsletter campaigns without leaving the Contacts module. For more information on newsletter subscriptions, please refer to the [Campaigns](#) documentation.

Use the following steps to manage contact subscriptions via a contact's record view:

1. Navigate to a contact's record view.
2. Select "Manage Subscriptions" from the Actions menu.



3. To add the contact to a newsletter subscription mailing list, select the newsletter from the Available/Newsletters Unsubscribed To list and drag it to the Newsletters Subscribed To list. This will add the contact to the campaign's default target list.
4. To remove the contact from the newsletter subscription mailing list, select the newsletter from the Newsletters Subscribed To list and drag it to the Available/Newsletters Unsubscribed To list. This will add them to the suppression-type unsubscription target list for the newsletter campaign which will prevent the contact from receiving the newsletter. Please note that the contact will not be removed from the campaign's default target list.

Manage Subscriptions

The screenshot shows a 'Manage Subscriptions' interface. At the top left is a 'Save' button with a dropdown arrow. Below it are two columns: 'Newsletters Subscribed To' and 'Available/Newsletters Unsubscribed To' (with an information icon). The 'Summer Newsletter' is listed in the 'Subscribed To' column. A red arrow points from the 'Summer Newsletter' entry to the 'Available/Newsletters Unsubscribed To' column. At the bottom left is another 'Save' button with a dropdown arrow.

5. Click "Save" to preserve your changes.

Campaign Log Subpanel

The Campaign Log subpanel contains historical information regarding a contact's interaction with all Sugar campaigns. When a mass marketing campaign is sent to a contact (or manually marked as sent in the case of non-email campaigns), the related campaign activity information will appear within the Campaign Log subpanel on the contact's record view. This information mirrors the "View Status" page available from within each individual campaign and shows activities such as when a campaign was sent, when the recipient viewed the campaign message, when the recipient clicked a tracked link within the campaign, etc. Since this subpanel contains historical campaign interactions for the contact, it cannot be used to associate a contact with a campaign or otherwise manage a campaign or target list. For more information on associating a contact with a campaign, please refer to the [Adding to a Target List via Contacts List View](#) section of this page. For more information on campaigns, please refer to the [Campaigns](#) documentation.

The Campaign Log subpanel allows the following functions to be performed:

- **Campaign Details** : To view the details of a campaign, click its name to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.

- **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths :** Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort :** Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **More Records :** By default, Sugar displays up to five records in each subpanel though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More campaign log...") at the bottom of the subpanel to load the next set of records.

Campaign	Activity Type	Activity Date	Related
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials

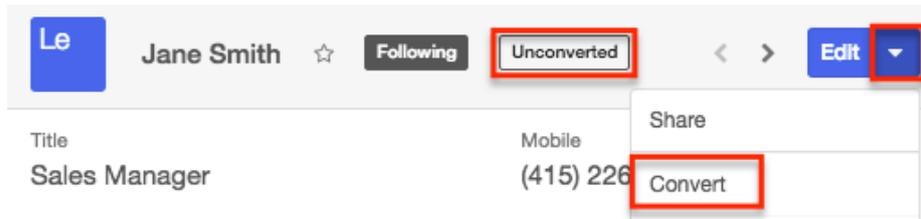
[More campaign log...](#)

Converting Leads to Contacts

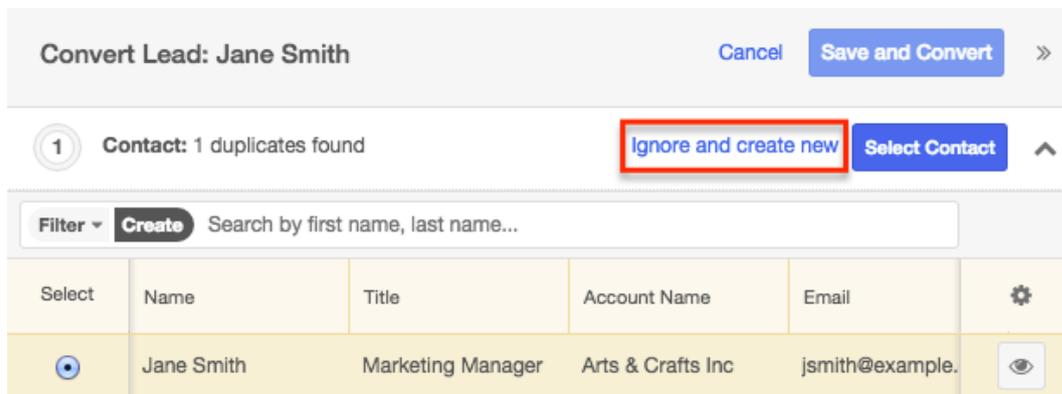
Sugar enables you to convert lead records to contact records as you determine that they qualify for your organization's definition of a contact (e.g. after an evaluation/qualification process or upon entering into business with the individual). When the lead is converted, a new contact record is created with a relationship to the original lead record. For more information on converting leads, please refer to the [Leads](#) documentation.

Use the following steps to convert leads into contacts:

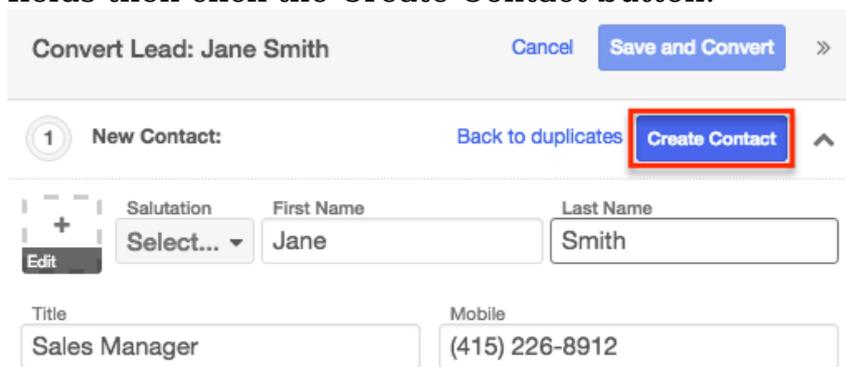
1. Navigate to a lead's record view.
2. Select "Convert" from the Actions menu or click the Unconverted button to initiate the lead conversion process.
 - **Note:** Sugar will automatically perform a duplicate check for the modules (e.g. Contacts) on the Convert Lead page.



3. If there are no duplicate records found for a module (e.g. Contacts), the new record will be automatically marked for creation on the Convert Lead page and associated to the lead. The panel will be collapsed as well, but you can click the header to open the panel and view the record's details.
4. If there are duplicate records found for a module (e.g. Contacts), they will display in a list view within the panel. You can select an existing contact, or if none of the suggested duplicates are valid, simply click "Ignore and create new" to create a new contact record.

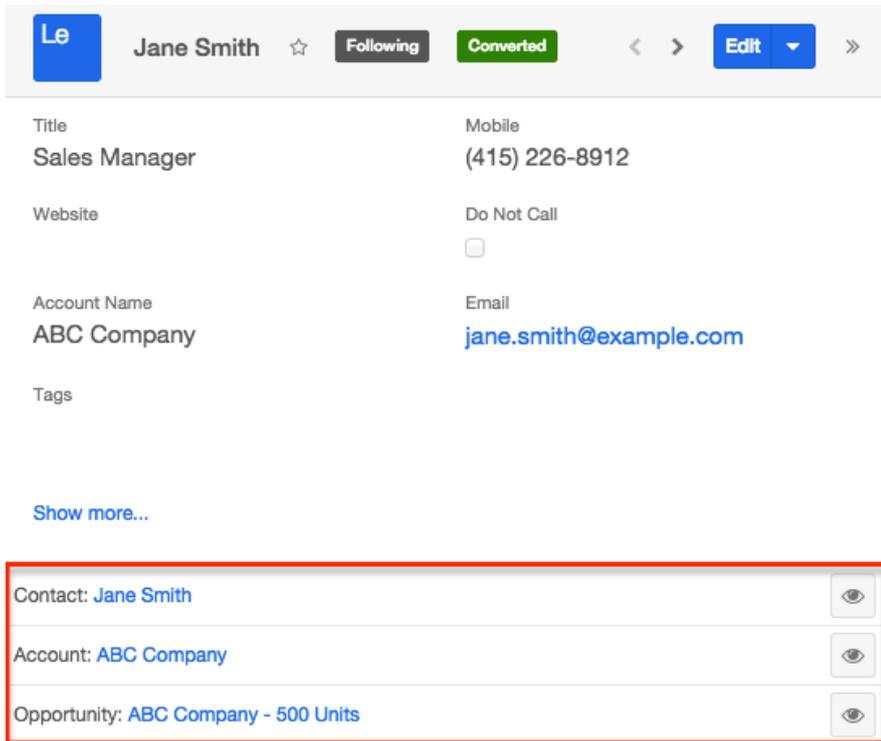


5. Some of the fields (e.g. address, phone, etc.) on the displayed record view will be pre-populated with the lead's values. Simply update any necessary fields then click the Create Contact button.



6. Complete the other module panels (Accounts, Opportunities) accordingly on the Convert Lead page.
7. Once all of the necessary information is entered and the appropriate panels are completed, click "Save and Convert".

Once the lead has been converted successfully, the lead's record view will display the converted contact, account, and opportunity information below the record's detail. You can click the Preview icon to the far right of each record's row to view the details of the converted contact and other records.



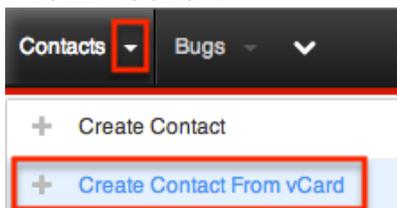
vCards and Contacts

vCards are electronic business cards that are exchanged between applications such as email and web browsers. Contacts may be [created from vCards](#) generated by another application or [saved as vCards](#) for use in other software.

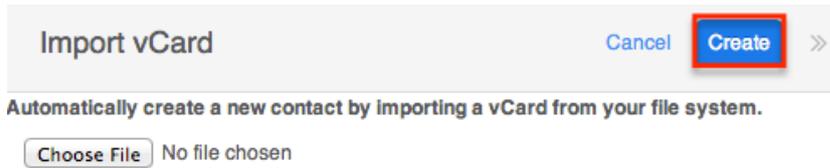
Creating Contacts via vCard

Use the following steps to create a contact in Sugar via vCard:

1. Click the triangle in the Contacts module tab and select "Create Contact From vCard".



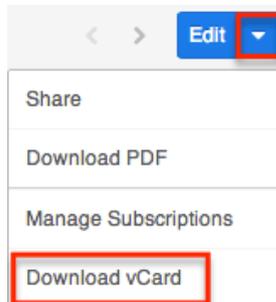
2. Choose the vCard file from your computer and click "Create".



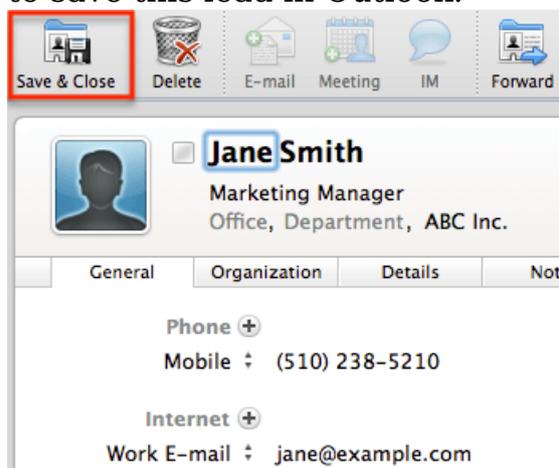
Downloading a Contact's vCard

The following steps cover downloading a vCard and saving it as a contact in Microsoft Outlook as an example:

1. Navigate to a Contacts record view.
2. Select "Download vCard" from the Actions menu to download the vCard file.



3. Open the downloaded file in your mail or address book application. For this example, double clicking opens the vCard in Outlook.
4. Make any necessary changes to the information, then click "Save & Close" to save this lead in Outlook.



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Accounts

Overview

Sugar's Accounts module consists of companies with whom your organization has a relationship. It is generally seen as the hub for managing and analyzing your business' interactions with each company. Each account record may then relate to other Sugar records such as contacts, meetings, cases, opportunities, and many others as your relationship with the customer matures. This documentation will cover information and actions specific to the Accounts module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting accounts, please refer to the [Working With Accounts](#) section of this page.

Please note that you will only be able to see account records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Account Fields

The Accounts module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Alternate Phone	The account's alternate phone
Annual Revenue	The company's annual revenue
Assigned To	The Sugar user assigned to the account
Billing Address	The account's billing address
Campaign	The campaign, if any, from which the account originated
Copy Address From Left	Select the box to copy the account's billing address to the shipping address field
Date Created	The date the account record was created

Date Modified	The date the account record was last modified
Description	A description or other information about the account
DUNS	Unique 9-digit number associated to the company in D&B
Email Address	The account's email address
Employees	The number of employees at the company
Facebook Account	The account's Facebook account information
Fax	The account's fax number
Google Plus ID	The account's Google Plus ID
Industry	The industry type to which the company belongs
Name	When viewing, the account's name
Office Phone	The account's office number
Ownership	Indicate if the company is privately or publicly owned
Member Of	Designate a parent-child relationship between the account and another account in Sugar
Rating	The rating for the company compared to other companies in Sugar
Shipping Address	The account's shipping address
SIC Code	The Standard Industrial Classification (SIC) code for the account
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the account record
Ticker Symbol	The stock trading symbol for the company
Twitter Account	The account's Twitter account information

Type	The account type (e.g. customer, investor, etc.)
Website	The website URL associated with the account

Working With Accounts

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Accounts section describe Accounts-specific behaviors and functionality.

Content Link	Description
Creating Accounts Basic Account Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Accounts	The Creating Records section covers the various methods of creating new account records, including via the Create button in the Accounts module, the Quick Create menu on the upper right of every Sugar page, via the Accounts subpanel on related module records, duplication of an existing account record, and importing a list of accounts into Sugar using a .csv spreadsheet.
Viewing Accounts Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	The Viewing Records section describes the various methods of viewing account records, including via the Accounts list view and record view, the Recently Viewed menu in the Accounts module tab, list view dashlets showing account information, activity stream entries concerning account updates or where a user mentions an account, previewing accounts in the right hand side panel, and reports displaying account data.
Searching for Accounts Global Search List View Search Creating a Filter Saving a Filter	The Searching for Records section provides an introduction to the two searching methods for locating accounts: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Accounts module.

Accounts List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Accounts Activity Stream Intelligence Pane	<p>The List View section walks through the many elements of the Accounts List View layout which contains a filterable list of all account records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Accounts list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
Accounts Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	<p>The Record View section walks through the many elements of the Accounts Record View layout which contains detailed information about a single account record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Accounts record view are described in the Record View Actions Menu section of this page.</p>
Editing Accounts Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing account records, including inline via the Accounts record view, in full edit mode on the record view, inline via the Accounts subpanel on related module records, inline via the Accounts list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Accounts Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted accounts, including via the Accounts record view, an individual record's Actions menu on the Accounts</p>

	list view, and the Mass Actions menu on the list view.
Emailing Accounts Emailing via Email Address Fields Emailing via List View Emailing via Quick Create Emailing via Emails Module Emailing via Workflows	The Emailing Records section describes the various methods of emailing account records as recipients, including clicking any email address within Sugar, via the Mass Actions menu on the Accounts list view, via the Quick Create menu, via the Emails module using the Related To field, and via workflows which can automatically send emails according to conditions configured by administrator users.
Exporting Accounts	The Exporting Records section provides an introduction to the export functionality which allows you to download a list of accounts and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).
Recalculating Calculated Values	The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.
Finding Duplicate Accounts	The Finding Duplicate Records section provides instructions for locating duplicate account records. If searching on matching fields (e.g. Name) identifies one or more duplicates, they can be merged into a single record.
Merging Accounts Merging via List View	The Merging Records section provides instructions for merging duplicate accounts which will combine field values and related records into a single account.
Viewing Account Historical Summaries	The Viewing Record Historical Summaries section describes the Historical Summary record view option which displays quick details of the account record's related calls, meetings, emails, notes, and tasks.
Viewing Account Change Logs	The Viewing Record Change Logs

	<p>section describes the View Change Log record view option which displays a history of changes to the account's audited fields.</p>
<p>Account PDFs Downloading Account PDFs Emailing Account PDFs</p>	<p>The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of account information as configured by an administrator via Admin > PDF Manager.</p>
<p>Favoriting Accounts Favoriting via List View Favoriting via Record View Favoriting via Subpanel</p>	<p>The Favoriting Records section describes the various methods of marking accounts as favorites, including via the Accounts list view, Accounts record view, or any Accounts subpanel appearing on the record view of a related module. Favoriting an account allows you to easily access it from list views, dashlets, or the Accounts module tab.</p>
<p>Following Accounts Following via List View Following via Record View</p>	<p>The Following Records section describes the various methods of marking accounts as "Following", including via the Accounts list view and record view. Following an account causes its activity stream updates to be included on your Home page and Accounts list view activity streams so that you can easily keep up with changes and user posts on the record.</p>
<p>Sharing Accounts</p>	<p>The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the account record. If the recipient is logged into Sugar, clicking the link will bring them directly to the account's record view.</p>

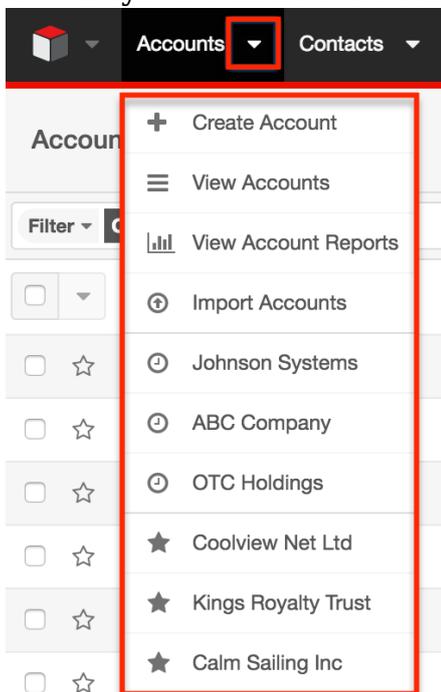
Account Menus

The Accounts module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following

sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Accounts-specific functionality, within this page.

Module Tab Menus

The Accounts module tab is typically located on the navigation bar at the top of any Sugar screen. Click the tab to access the Accounts list view. You may also click the triangle in the Accounts tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important operations within the module. The [Recently Viewed menu](#) displays the list of accounts you most recently viewed. The [Favorites menu](#) displays the list of accounts you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Account	Opens the record view layout to create a new account
View Accounts	Opens the list view layout to search and display accounts
View Account Reports	Displays existing reports based on the Accounts module
Import Accounts	Opens the import wizard to create or update accounts using external data

If you do not see the Accounts module tab in Sugar, please check the following:

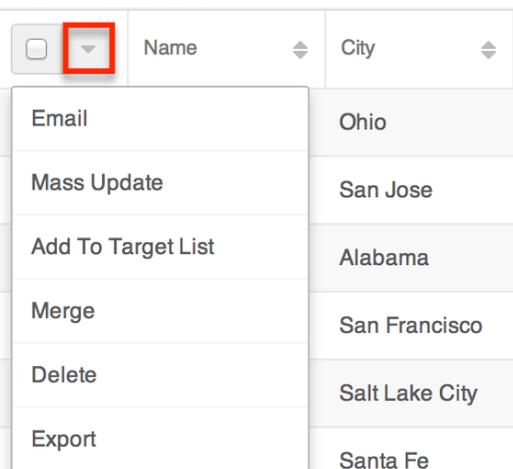
- The Accounts module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Accounts module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Accounts module for your entire Sugar instance. Reach out to your Sugar administrator to have the Accounts module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Accounts [list view](#) displays all account records and allows for searching and filtering to locate specific accounts. You can view the basic details of each record within the field columns of the list view or click an account's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual account records or click the checkbox in the list header to select all records displayed on the current set of list view results.



<input type="checkbox"/>	Name	City
<input type="checkbox"/>	Email	Ohio
<input type="checkbox"/>	Mass Update	San Jose
<input type="checkbox"/>	Add To Target List	Alabama
<input type="checkbox"/>	Merge	San Francisco
<input type="checkbox"/>	Delete	Salt Lake City
<input type="checkbox"/>	Export	Santa Fe

The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Email	Email one or more accounts at a time
Mass Update	Mass update one or more accounts at a time
Add to Target List	Add one or more accounts to a target list
Merge	Merge two or more duplicate accounts
Delete	Delete one or more accounts at a time
Export	Export one or more accounts to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual account directly from the list view.

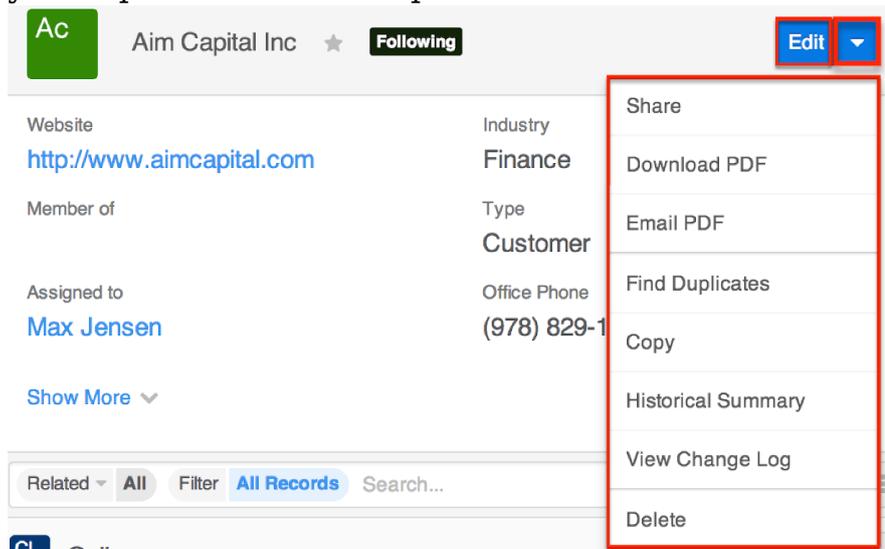
Name	City	Phone	User	Email Address	...
T-Squared T...	Santa Fe	(423) 230-1...	Jim Brennan	tsquared@e...	 
Avery Softw...	Cupertino	(320) 213-8...	Max Jensen		<ul style="list-style-type: none"> Edit
Calm Sailin...	Cupertino	(296) 710-6...	Sarah Smith		<ul style="list-style-type: none"> Follow
Lexington S...	Santa Fe	(641) 347-6...	Sally Bronsen		<ul style="list-style-type: none"> Delete

The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this account in the intelligence pane
Edit	Edit this account
Follow	Follow this account
Delete	Delete this account

Record View Actions Menu

The Accounts [record view](#) displays a single account in full detail including its fields, subpanels of related records, and activity stream. To access an account's record view, simply click a hyperlinked account name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this account
Share	Share a link to this account via email
Download PDF	Download account information as a PDF file
Email PDF	Email account information as a PDF attachment
Find Duplicates	Locate potential duplicates of this account
Copy	Duplicate this account to create a new account
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this account
View Change Log	View a record of changes to this account

[Delete](#)

Delete this account

Emails and Accounts

Accounts include an email address which can be used to email the account as a recipient. The methods for doing so are covered in the [Emailing Records](#) section of the User Interface documentation. Accounts may also be recipients of campaigns which allow you to send email messages to a large group of recipients as well as to track the results of that message. Please refer to the [Campaigns and Accounts](#) section of this page for more information. In addition to being a recipient or sender of an email, accounts may be related to emails by being selected in the email's Related To field. These relationships allow the account to display all relevant email correspondence in the [Emails subpanel](#) and [History dashlet](#) on an account's record view. An account's Emails subpanel and History dashlet may also display emails belonging to the contacts related to the account.

Emails Subpanel

The Emails subpanel in the Accounts module displays emails which are associated with the account record in a variety of ways:

- **Explicitly related to the account** : If the account is selected in the email's Related To field, the email and account are explicitly related, and the email will appear in the account's Emails subpanel and History dashlet. Instructions for using this flex relate field are available in the [Emails](#) documentation.
- **Implicitly related to the account** : If one of the account's email addresses appears in the email's From, To, or Cc fields, the email and account are implicitly related, and the email will appear in the account's Emails subpanel and History dashlet. This implicit relationship is made for emails sent from Sugar as well as any email imported into Sugar via Inbound email accounts or email archiving.
- **Related to the account's related contacts** : If the email is related, either explicitly or implicitly, to a contact record which belongs to the account, the email will appear in the account's Emails subpanel and History dashlet.
 - **Note:** Administrators can enable or disable an account from displaying related contact emails via Admin > Related Contacts Emails. For more information, please refer to the [Emails](#) documentation in the Administration guide.

The Emails subpanel allows the following functions to be performed:

-
- **Email Details** : To view the details of an email, click the subject to open it in detail view.
 - **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
 - **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
 - **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
 - **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
 - **Compose a New Email** : Click the Plus button on the upper right of a subpanel to create a new email with, by default, both an implicit and explicit relationship to the account you are currently viewing. The email will automatically select the account in the Related To field as well as add the account's primary email address as a recipient in the To field.
 - **Note:** Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
 - **More Records** : By default, Sugar displays up to five records in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More Emails...") at the bottom of the subpanel to load the next set of records.

Em Emails (5 of 6+) +				
Subject	Status	Date Created	Date Modified	
Initial discussion	Sent	2015-08-04 16:38	2015-08-04 16:38	
Initial discussion	Sent	2015-08-04 16:39	2015-08-04 16:39	
Introduce all players	Sent	2015-08-04 16:39	2015-08-04 16:39	
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40	
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40	

[More emails...](#)

Campaigns and Accounts

Sugar's Campaigns module can be used to send mass emails or a series of newsletter emails to Sugar accounts, contacts, leads, and targets. The results of each campaign are recorded to measure its impact. Accounts are not related directly to campaigns. Rather, each campaign is related to several target list records, and each target list is related to accounts and other recipients. To send a campaign email to an account, the account should belong to a default-type target list associated to the campaign. To prevent an account from receiving emails from a campaign, the account should belong to the campaign's suppression list-type target list. Once a campaign is sent, the results specific to a particular account will appear in the Campaign Log Subpanel on the account's record view as described in the [Campaign Log Subpanel](#) section of this page.

Accounts can be added to target lists via the target list record itself or from the Accounts list view as described below. For instructions on other available methods of adding to target lists, please refer to the [Target Lists](#) documentation.

Adding to a Target List via Accounts List View

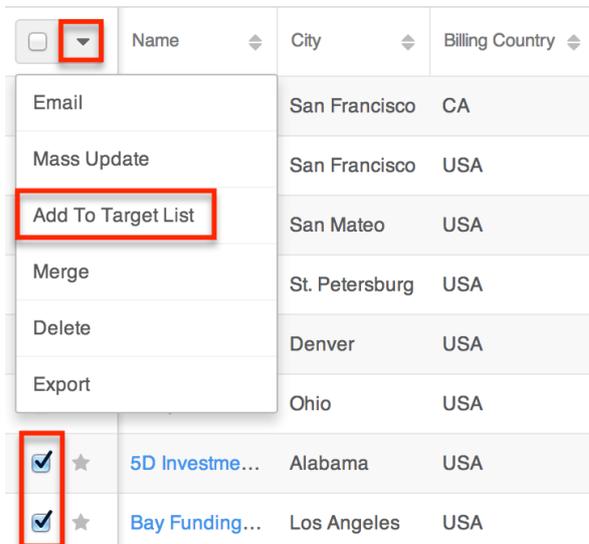
A target list consists of a group of individuals or organizations you wish to be included or excluded on a mass marketing campaign. These targets are typically identified based on a set of predetermined criteria such as being a prospect or existing customer, age group, industry, etc. There are various ways to add accounts to a target list in Sugar including using the Add To Target List option from the Account list view's Mass Actions Menu. For more information on target lists and other methods of adding accounts, please refer to the [Target Lists](#) documentation.

You can use the [Select All](#) feature in the list view when adding to a target list,

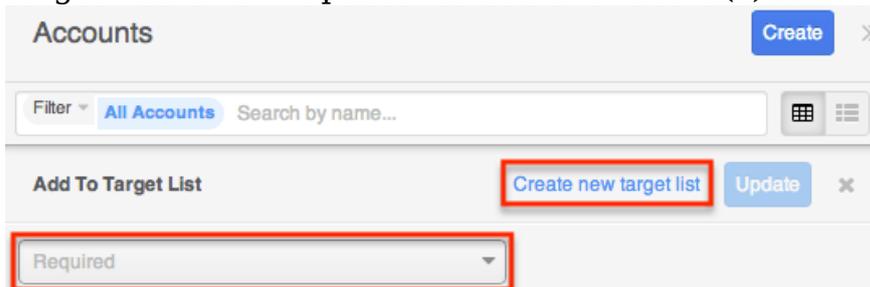
which will allow you to easily select the first 1000 records in the result set. If you wish to add more than 1000 records or add a specific group of records to the target list, please use the [filter option](#) in list view search to perform the additions in smaller batches.

Use the following steps to add accounts to a target list via the Accounts list view:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [List View Search](#) to find the Account records you wish to add to a target list.
3. Select the desired account records then choose "Add to Target List" from the Mass Actions menu.



4. Below the search bar, locate and select the desired target list in the dropdown list or click "Create new target list" to add the accounts to a new target list. Click "Update" to add the record(s) to the target list.



In order to view the accounts that have been added, you can navigate to the Target Lists module. Click the target list's name to open the record view, and you will see the account records within the Accounts subpanel.



Accounts (3)



	Name	City	Billing Country	Phone	
☆	ABC Company	Cupertino	USA	555892	
☆	Calm Sailing Inc	Santa Fe		296710	
☆	Super Star Holdings Inc	Persistence	USA	(496) 7	

Campaign Log Subpanel

The Campaign Log subpanel contains historical information regarding an account's interaction with all Sugar campaigns. When a mass marketing campaign is sent to an account (or manually marked as sent in the case of non-email campaigns), the related campaign activity information will appear within the Campaign Log subpanel on the account's record view. This information mirrors the "View Status" page available from within each individual campaign and shows activities such as when a campaign was sent, when the recipient viewed the campaign message, when the recipient clicked a tracked link within the campaign, etc. Since this subpanel contains historical campaign interactions for the account, it cannot be used to associate an account with a campaign or otherwise manage a campaign or target list. For more information on associating an account with a campaign, please refer to the [Adding to a Target List via Accounts List View](#) section of this page. For more information on campaigns, please refer to the [Campaigns](#) documentation.

The Campaign Log subpanel allows the following functions to be performed:

- **Campaign Details** : To view the details of a campaign, click its name to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size.

Please note that the column width will not be preserved when you navigate away from the page.

- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **More Records** : By default, Sugar displays up to five records in each subpanel though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More campaign log...") at the bottom of the subpanel to load the next set of records.

The screenshot shows a subpanel titled "Campaign Log (2 of 3+)" with a table of records. The table has columns: Campaign, Activity Type, Activity Date, and Related. Two records are visible, both for "Summer 2015 Specials" with "Message Sent/Attempted" activity on "2015-08-05 09:51". A "More campaign log..." link is located below the table.

Campaign	Activity Type	Activity Date	Related
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials

[More campaign log...](#)

Leads and Accounts

Once a lead has been evaluated and qualified, it can be converted into an account in addition to a contact and opportunity. Please note that Sugar automatically checks for any duplicate records in the system when converting the lead. So the Convert Lead page will display any records that are detected as duplicates in a list view within the module panels (e.g. Account). You can either select the existing record or create a new record as necessary. For more information on lead conversion and creating new records, please refer to the [Leads](#) documentation.

The screenshot shows the "Convert Lead: John Smithson" page. It includes a "Cancel" button and a "Save and Convert" button. Below this, a status bar shows "Creating Contact : John Smithson" with a "Reset" button. A warning message states "Account: 1 duplicates found" with two buttons: "Ignore and create new" and "Select Account". Below the warning is a search bar with "Filter" and "Create" options, and a search input field. A table of accounts is displayed below the search bar.

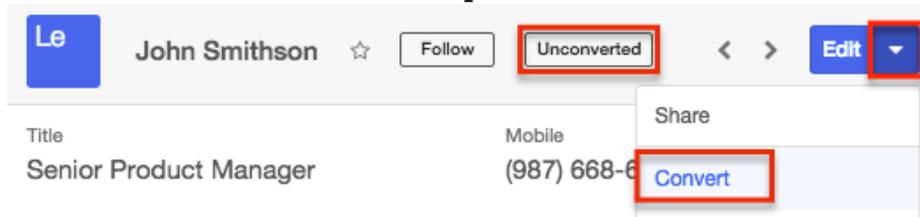
Select	Name	City	Billing Country	
<input type="radio"/>	ABCCA Corporation	Sunnyvale	USA	

Creating via Lead Conversion

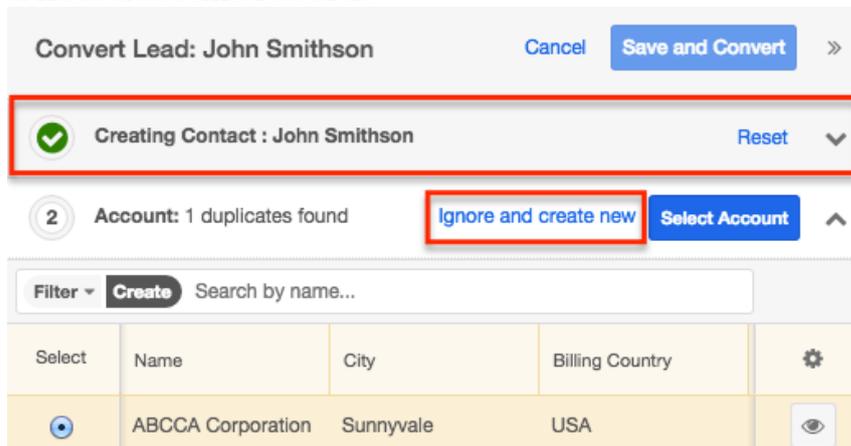
Sugar enables you to create a new account record during the lead conversion process. For more information about lead conversion, please refer to the [Leads](#) documentation.

Use the following steps to create an account during lead conversion:

1. Navigate to a Leads record view.
2. Select "Convert" from the Actions menu or click the Unconverted button to initiate the lead conversion process.



3. If there are no duplicate records found for a module (e.g. Contacts) in lead conversion, the new record will be automatically marked for creation on the Convert Lead page and associated to the lead. The panel will be collapsed as well, but you can click the header to open the panel and view the record's details.
4. If there are duplicate records found for a module (e.g. Accounts), you can either select an existing account or create a new account record if none of the suggested duplicates are valid. Click "Ignore and create new" to create a new account record.



5. Some of the fields (e.g. address, phone, etc.) on the displayed record view will be pre-populated with the lead's values. Simply update any necessary fields then click the Create Account button.
 - **Note:** You can click "Save and Convert" at the top of the page if you wish to convert the lead at this point. However, if you wish to create or relate an opportunity record to the lead as well, please complete the Opportunity panel on the Convert Lead page before saving and converting.

Convert Lead: John Smithson Cancel Save and Convert >>

✔ Creating Contact : John Smithson Reset ▾

2 New Account: Back to duplicates Create Account ▲

Ac Name
ABCCA Corporation

Website Industry x ▾

Member of Type x ▾

Once the lead has been converted successfully, the lead's record view will display the converted contact, account, and opportunity information below the record's detail. You can click the Preview icon to the far right of each record's row to view the details of the converted account and other records.

Le John Smithson ☆ Follow Converted < > Edit ▾ >>

Title Senior Product Manager Mobile (987) 668-6750

Website Do Not Call

Account Name ABCCA Corporation Email sam@example.com

Tags

[Show more...](#)

Contact: [John Smithson](#) 

Account: [ABCCA Corporation](#) 

Opportunity: [ABCCA Corporation - 250 Units](#) 

Last Modified: 2017-05-15 18:01:59

Opportunities

Overview

Sugar's Opportunities module allows you to track individual sales from start to finish. Each opportunity record represents a prospective sale and includes relevant sale data as well as relating to other important records such as quotes, contacts, etc. An opportunity will typically progress through several Sales Stages until it is marked either "Closed Won" or "Closed Lost". Opportunities can be leveraged even further by using Sugar's Forecasts module to understand and predict sales trends as well as focus work to achieve sales quotas. For more information on the Forecasts module, please refer to the [Forecasts](#) documentation.

You can view opportunity information in opportunity-based dashlets such as "My Closed Opportunities". Clicking an opportunity's name or bubble from any dashlet will open the Opportunities record view while hovering on the bubble will display key details in a tooltip. For more information on using dashlets and viewing opportunity records via dashlets, please refer to the [Intelligence Pane](#) documentation.

This documentation will cover information and actions specific to the Opportunities module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting calls, please refer to the [Working With Opportunities](#) section of this page.

Please note that you will only be able to see opportunity records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Opportunity Fields

The Opportunities module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Account Name	The account to which the opportunity

	belongs
Assigned to	The Sugar user assigned to the opportunity
Best	<p>The opportunity's most optimistic total amount</p> <p>The amount will display in the system default currency or, if your Show Preferred Currency option is enabled on your user profile, in your preferred currency. If the record's selected currency differs, you will also see a grey box with the value displayed using the record's selected currency. For more information, please refer to the Currencies and Opportunities section of this page.</p>
Campaign	<p>The campaign, if any, from which the opportunity originated</p> <p>Note: This is an optional field as not all opportunities will have a campaign.</p>
Currency	The currency used to define the transaction amount
Date Created	The date the opportunity record was created
Date Modified	The date the opportunity record was last modified
Description	A description or other information about the opportunity
Expected Close Date	The opportunity's expected or actual close date
Forecast	<p>The opportunity's commit range for forecasting (e.g. "Include", "Exclude", etc.)</p> <p>Note: The available values are determined by the Ranges configuration in Admin > Forecasts. For more information on configuring forecasting ranges, please refer to the Forecasts documentation in the Administration</p>

	Guide.
Lead Source	The source (e.g. Trade Show) from which the opportunity originated
Likely	<p>The opportunity's most likely total amount</p> <p>The amount will display in the system default currency or, if your Show Preferred Currency option is enabled on your user profile, in your preferred currency. If the record's selected currency differs, you will also see a grey box with the value displayed using the record's selected currency. For more information, please refer to the Currencies and Opportunities section of this page.</p>
Next Step	The succeeding stage of the opportunity's sales cycle
Opportunity Name	The name of the opportunity
Probability (%)	<p>The opportunity's current likelihood of being won</p> <p>Note: This value is calculated based on the selected Sales Stage and cannot be edited.</p>
Sales Stage	The opportunity's current sales stage (e.g. Prospecting, Qualification, etc.)
Teams	The Sugar team(s) assigned to the opportunity record
Type	The type (e.g. new business, existing business) of opportunity
Worst	<p>The opportunity's least optimistic total amount</p> <p>The amount will display in the system default currency or, if your Show Preferred Currency option is enabled on your user profile, in your preferred currency. If the record's selected currency differs, you will also see a grey box with the value displayed using the</p>

record's selected currency. For more information, please refer to the [Currencies and Opportunities](#) section of this page.

Sales Stages

A sales stage identifies the current stage (e.g. Prospecting, Qualification, etc.) that the opportunity is in during the sales cycle. When you select a sales stage in the opportunity record, the system automatically populates the corresponding probability value (e.g. 10, 20, etc.) in the Probability (%) field. These probability values are a useful tool as it helps calculate and predict your sales forecast for a specified time period. For more information on the Forecasts module, please refer to the [Forecasts](#) documentation. Administrators have the ability to configure the sales stage and probability values for each sales stage via Admin > Dropdown Editor. For more information, please refer to the [Adding Custom Sales Stages and Probabilities to Opportunities](#) article.

Please note that the below values are only guidelines for defining your sales stage and you can skip one or more stages based on your organization's needs.

Sales Stage	Probability	Suggested Definition
Prospecting	10	This is the first stage in the sales process and indicates that the opportunity or revenue line item with this prospect is new and needs to be qualified by a sales representative.
Qualification	20	The sales representative is currently interacting with the prospect to determine if a sales opportunity exists.
Needs Analysis	25	After determining that the prospect has an interest in the products or services, the sales representative now uncovers the prospect's business challenges.

Value Proposition	30	After uncovering the prospect's business challenges, the sales representative now maps the company's products and/or services to the prospect's business challenges and describes the value of the solution.
Id. Decision Makers	40	After determining that there is a match between the prospect's business challenges and the company's products and/or services, the sales representative now identifies the decision makers necessary to close this opportunity or revenue line item.
Perception Analysis	50	The sales representative analyzes the prospect's perceived value of the company's solution at this stage in order to prepare the appropriate combination of products and services for the sales quote.
Proposal/Price Quote	65	The sales representative delivers the proposal, sometimes called the price quote, to the prospect.
Negotiation/Review	80	The sales representative reviews and negotiates the proposal with the prospect.
Closed Won	100	The sales representative has won this opportunity or revenue line item and the company can now bill the customer.
Closed Lost	0	The sales representative has lost this opportunity

		or revenue line item.
--	--	-----------------------

Working With Opportunities

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Opportunities section describe Opportunities-specific behaviors and functionality.

Content Link	Description
Creating Opportunities Basic Opportunity Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Opportunities	The Creating Records section covers the various methods of creating new opportunity records, including via the Create button in the Opportunities module, the Quick Create menu on the upper right of every Sugar page, via the Opportunities subpanel on related module records, duplication of an existing opportunity record, and importing a list of opportunities into Sugar using a .csv spreadsheet.
Viewing Opportunities Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	The Viewing Records section describes the various methods of viewing opportunity records, including via the Opportunities list view and record view, the Recently Viewed menu in the Opportunities module tab, list view dashlets showing opportunity information, activity stream entries concerning opportunity updates or where a user mentions an opportunity, previewing opportunities in the right hand side panel, and reports displaying opportunity data.
Searching for Opportunities Global Search List View Search Creating a Filter Saving a Filter	The Searching for Records section provides an introduction to the two searching methods for locating opportunities: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Opportunities module.

[Opportunities List View](#)
[Total Record Count](#)
[Create Button](#)
[List View Search](#)
[Checkbox Selection](#)
[Mass Actions Menu](#)
[Favorite Designation](#)
[Column Reordering](#)
[Column Resizing](#)
[Column Sorting](#)
[Column Selection](#)
[Preview](#)
[Record Actions Menu](#)
[More Opportunities](#)
[Activity Stream](#)
[Intelligence Pane](#)

The List View section walks through the many elements of the Opportunities List View layout which contains a filterable list of all opportunity records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Opportunities list view are described in the [List View Mass Actions Menu](#) and [List View Record Actions Menu](#) sections of this page.

[Opportunities Record View](#)
[Favorite Designation](#)
[Following Designation](#)
[Next or Previous Record](#)
[Actions Menu](#)
[Show More](#)
[Subpanels](#)
[Related Record Subpanels](#)
[Filtering Subpanels](#)
[Reordering Subpanels](#)
[Activity Stream](#)
[Intelligence Pane](#)

The Record View section walks through the many elements of the Opportunities Record View layout which contains detailed information about a single opportunity record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Opportunities record view are described in the [Record View Actions Menu](#) section of this page.

[Editing Opportunities](#)
[Editing Inline via Record View](#)
[Editing via Record View](#)
[Editing Inline via Subpanels](#)
[Editing Inline via List View](#)
[Mass Editing via List View](#)
[Editing Fields](#)

The Editing Records section describes the various methods of editing existing opportunity records, including inline via the Opportunities record view, in full edit mode on the record view, inline via the Opportunities subpanel on related module records, inline via the Opportunities list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.

[Deleting Opportunities](#)
[Deleting via Record View](#)
[Deleting via List View](#)
[Mass Deleting via List View](#)

The Deleting Records section describes the various methods of deleting unwanted opportunities, including via the opportunities record view, an individual record's Actions menu on the

	<p>Opportunities list view, and the Mass Actions menu on the list view.</p> <p>Note: An opportunity may be deleted only if its Status field is not set to "Closed Won" or "Closed Lost". For data integrity purposes, closed opportunities may not be deleted.</p>
Exporting Opportunities	The Exporting Records section provides an introduction to the export functionality which allows you to download a list of opportunities and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).
Recalculating Calculated Values	The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.
Finding Duplicate Opportunities	The Finding Duplicate Records section provides instructions for locating duplicate opportunity records. If searching on matching fields (e.g. Opportunity Name) identifies one or more duplicates, they can be merged into a single record.
Merging Opportunities Merging via List View	The Merging Records section provides instructions for merging duplicate opportunities which will combine field values and related records into a single opportunity.
Viewing Opportunity Historical Summaries	The Viewing Record Historical Summaries section describes the Historical Summary record view option which displays quick details of the opportunity record's related calls, meetings, emails, notes, and tasks.
Viewing Opportunity Change Logs	The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the opportunity's

	audited fields.
Opportunity PDFs Downloading Opportunity PDFs Emailing Opportunity PDFs	The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of opportunity information as configured by an administrator via Admin > PDF Manager.
Favoriting Opportunities Favoriting via List View Favoriting via Record View Favoriting via Subpanel	The Favoriting Records section describes the various methods of marking opportunities as favorites, including via the Opportunities list view, Opportunities record view, or any Opportunities subpanel appearing on the record view of a related module. Favoriting an opportunity allows you to easily access it from list views, dashlets, or the Opportunities module tab.
Following Opportunities Following via List View Following via Record View	The Following Records section describes the various methods of marking opportunities as "Following", including via the Opportunities list view and record view. Following an opportunity causes its activity stream updates to be included on your Home page and Opportunities list view activity streams so that you can easily keep up with changes and user posts on the record.
Sharing Opportunities	The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the opportunity record. If the recipient is logged into Sugar, clicking the link will bring them directly to the opportunity's record view.

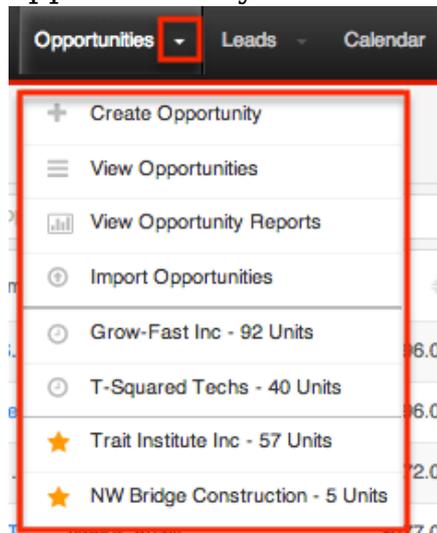
Opportunity Menus

The Opportunities module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Opportunities-specific

functionality, within this page.

Module Tab Menus

The Opportunities module tab is typically located on the navigation bar at the top of any Sugar screen. Click the tab to access the Opportunities list view. You may also click the triangle in the Opportunities tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important operations within the module. The [Recently Viewed menu](#) displays the list of opportunities you most recently viewed. The [Favorites menu](#) displays the list of opportunities you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Opportunity	Opens the record view layout to create a new opportunity
View Opportunities	Opens the list view layout to search and display opportunities
View Opportunity Reports	Displays existing reports based on the Opportunities module
Import Opportunities	Opens the import wizard to create or update opportunities using external data

If you do not see the Opportunities module tab in Sugar, please check the following:

- The Opportunities module may be marked as hidden in your user preferences which will prevent the module tab from being displayed.

Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Opportunities module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.

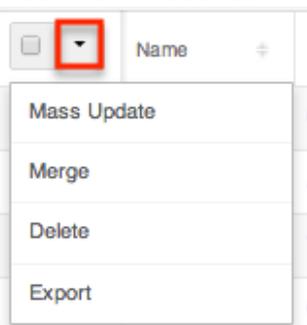
- The administrator may have disabled the Opportunities module for your entire Sugar instance. Reach out to your Sugar administrator to have the Opportunities module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Opportunities [list view](#) displays all opportunity records and allows for searching and filtering to locate specific opportunities. You can view the basic details of each record within the field columns of the list view or click an opportunity's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual opportunity records or click the checkbox in the list header to select all records displayed on the current set of list view results.



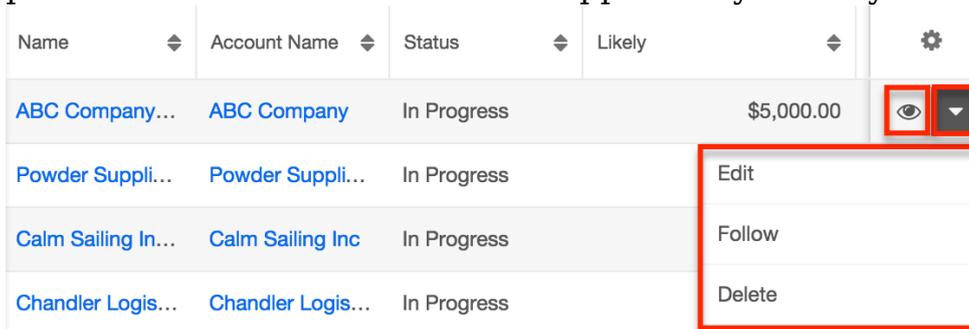
The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update two or more opportunities at a time
Merge	Merge two or more duplicate

	opportunities
Delete	Delete one or more opportunities at a time
Export	Export one or more opportunities to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual opportunity directly from the list view.



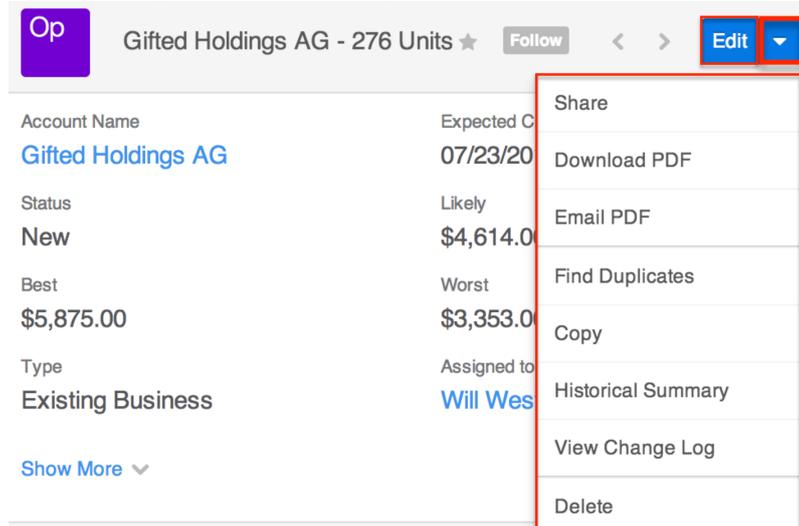
The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this opportunity in the intelligence pane
Edit	Edit this opportunity
Follow	Follow this opportunity
Delete	Delete this opportunity

Record View Actions Menu

The Opportunities [record view](#) displays a single opportunity in full detail including its fields, subpanels of related records, and activity stream. To access an

opportunity's record view, simply click a hyperlinked opportunity name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this opportunity
Share	Share a link to this opportunity via email
Download PDF	Download opportunity information as a PDF file
Email PDF	Email opportunity information as a PDF attachment
Find Duplicates	Locate potential duplicates of this opportunity
Copy	Duplicate this opportunity
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this opportunity
View Change Log	View a record of changes to this opportunity
Delete	Delete this opportunity

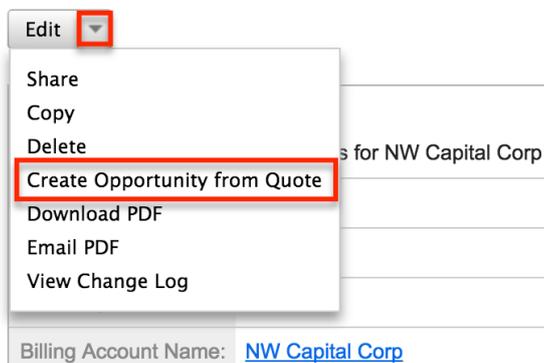
Quotes and Opportunities

Quotes and opportunities both track sales throughout their lifecycle, but the two modules serve different purposes. Quotes allow you to communicate the details of a sale with customers while opportunities allow you to forecast potential sales and the possible ranges of their dollar amounts. To aid in using both modules, Sugar allows you to generate an opportunity from a quote.

Generating Opportunities From Quotes

To generate an opportunity from a quote, choose "Create Opportunity from Quote" in the actions menu on the quote's detail view. Once the operation completes, you will be navigated to the new opportunity's record view. The opportunity will be pre-populated with the original quote's values in the Name, Account Name, Expected Close Date, Best, Likely, and Worst fields. The opportunity's type will default to "New Business", the sales stage to "Proposal/Price Quote", and the lead source to "Self Generated". Because the probability defaults to 65%, the opportunity will, by default, have a Forecast field value of "Exclude" meaning it will not be included in forecasts. You can edit the opportunity record to modify any of these values as needed. The original quote will be related to the new opportunity and can be found in the Quotes subpanel on the opportunity's record view. For more information on creating an opportunity from a quote, please refer to the [Creating Opportunities from Quotes](#) section of the Quotes documentation.

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Emails and Opportunities

Opportunities may be related to emails by being selected in the email's Related To field. These relationships allow the opportunity to display all relevant email correspondence in the [Emails subpanel](#) and [History dashlet](#) on an opportunity's record view. An opportunity's Emails subpanel and History dashlet may also display emails belonging to the contacts related to the opportunity. Additionally,

new opportunities can be created from any email in Sugar using the Quick Create menu while viewing an email in the Emails module. For more information, please refer to the [Creating Opportunities via Emails](#) section below.

Emails Subpanel

The Emails subpanel in the Opportunities module displays emails which are associated with the opportunity record in a variety of ways:

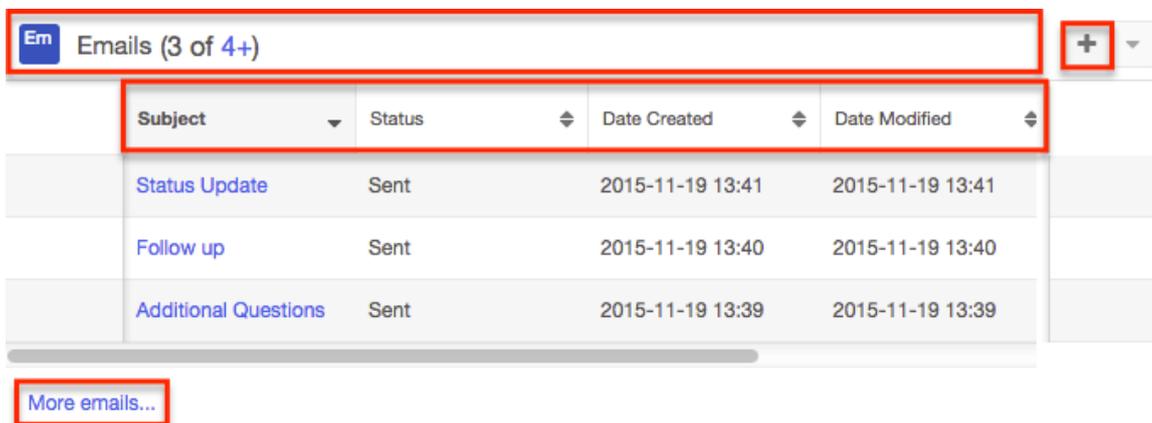
- **Related to the opportunity** : If the opportunity is selected in the email's Related To field, the email and opportunity are explicitly related, and the email will appear in the opportunity's Emails subpanel and History dashlet. Instructions for using this flex relate field are available in the [Emails](#) documentation.
- **Related to the opportunity's related contacts** : If the email is related, either explicitly or implicitly, to a contact record which is related to the opportunity, the email will appear in the opportunity's Emails subpanel and History dashlet.
 - **Note:** Administrators can enable or disable an opportunity from displaying related contact's emails via Admin > Related Contacts Emails. For more information, please refer to the [Email](#) documentation in the Administration Guide.

The Emails subpanel allows the following functions to be performed:

- **Email Details** : To view the details of an email, click the subject to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g.

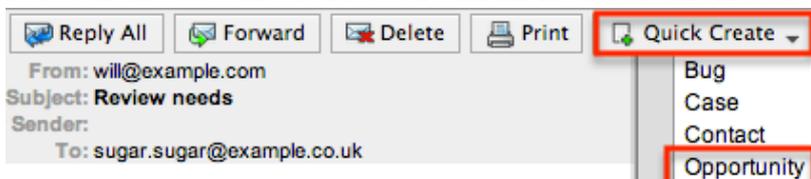
from ascending to descending).

- **Compose a New Email** : Click the Plus button on the upper right of a subpanel to create a new email with, by default, a relationship to the opportunity you are currently viewing. The email will automatically select the opportunity in the Related To field.
 - **Note**: Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **More Records** : By default, Sugar displays up to five records in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More emails...") at the bottom of the subpanel to load the next set of records.



Creating Opportunities via Emails

The Emails module enables users to create new opportunity records from external and imported emails using the Quick Create option. Simply click the Quick Create button above the selected email header then select "Opportunity".



A pop-up window will open where you can enter relevant values for the new opportunity. The Opportunity Name and Description fields for the opportunity are populated by default with the subject and body of the email. All required fields are marked with a red asterisk and must be completed prior to saving. Once the necessary information is entered, click "Save". For more information on how to create, send, and manage emails, please refer to the [Emails](#) documentation.

Please note that the selected email will be imported, if it is not already imported, and automatically related to the new opportunity. The opportunity and email will be related using the email's Related To field. The email record will appear within the Emails subpanel and History dashlet on the opportunity's record view.

Leads and Opportunities

Once a lead has been evaluated and qualified, it can be converted into an opportunity in addition to a contact and account. Depending on how your administrator has configured the Lead Conversion layout, it may be possible or even required to create an opportunity or relate to an existing opportunity during lead conversion. For more information on opportunities and lead conversion, please refer to the [Leads](#) documentation.

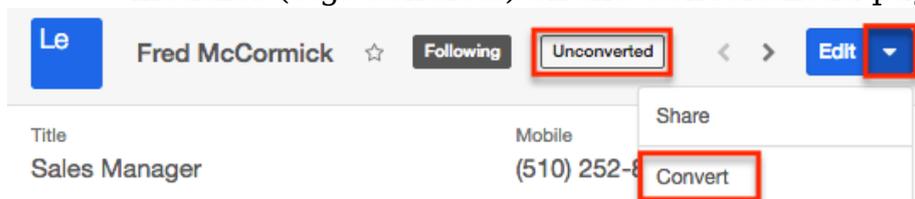


Creating via Lead Conversion

Sugar enables you to create a new opportunity record during the lead conversion process. For more information about lead conversion, please refer to the [Leads](#) documentation.

Use the following steps to create an opportunity during lead conversion:

1. Navigate to a Leads record view.
2. Select "Convert" from the Actions menu or click the Unconverted button to initiate the lead conversion process.
 - **Note:** Sugar will automatically perform a duplicate check for the modules (e.g. Contacts) on the Convert Lead page.



3. If there are no duplicate records found for the required modules (Contacts, Accounts) in lead conversion, the new records will be automatically marked for creation on the Convert Lead page and associated to the lead. The panel will be collapsed as well, but you can click the header to open the panel and view the record's details.

-
- **Note:** If there are duplicate records detected for a module, you can either select an existing record or create a new record. For more information, please refer to the [Leads](#) documentation.
4. Once the Contact and Account panels are completed, you can proceed to the Opportunity panel to create an opportunity record.
 5. Enter the relevant information on the displayed record view then click "Create Opportunity". Please note that some opportunity fields will not be editable as they are based on the revenue line item you entered.
 - **Note:** Some opportunity fields (e.g. Expected Close Date, etc.) will not be editable as they are based on the related revenue line item(s).

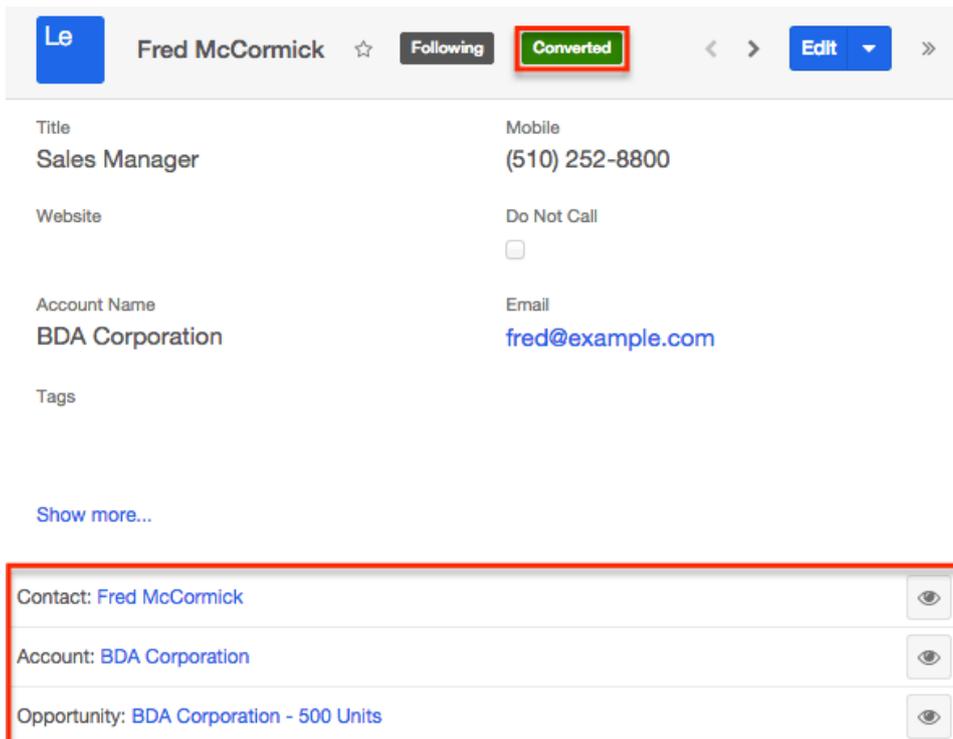
Convert Lead: Fred McCormick Cancel **Save and Convert** »

✓	Creating Contact : Fred McCormick	Reset	▼
✓	Creating Account : BDA Corporation	Reset	▼
3	New Opportunity (optional):	Search	Create Opportunity ▲

Op Opportunity Name
BDA Corporation - 500 Units

6. Once all the appropriate panels are complete, click "Save and Convert" to convert the lead.

Once the lead has been converted successfully, the lead's record view will display the Converted badge in the header and show the converted contact, account, and opportunity below the record's detail. You can click the Preview icon to the far right of each record's row to view the details of the converted opportunity and other records.



The image shows a user profile card for Fred McCormick. At the top, there is a blue profile picture placeholder with the letters 'Le', the name 'Fred McCormick', a star icon, a 'Following' button, a 'Converted' button (highlighted with a red box), and navigation arrows. Below this, the profile details are listed in two columns: Title (Sales Manager), Mobile ((510) 252-8800), Website, Do Not Call (checkbox), Account Name (BDA Corporation), Email (fred@example.com), and Tags. A 'Show more...' link is at the bottom left. Below the profile card, a red box highlights a list of related records: 'Contact: Fred McCormick', 'Account: BDA Corporation', and 'Opportunity: BDA Corporation - 500 Units', each with a preview icon on the right.

Forecasts and Opportunities

Sugar's Forecasts module incorporates opportunity records to build forecasting worksheets and predict sales. Forecasts are based on the monetary value of the opportunities in Sugar. Users can work towards sales quotas at the individual, team, and sales organization level. Before users can access the Forecasts module to begin building forecasting worksheets, a user with administrator access must configure the Forecasts module with the organization's desired Time Periods, Ranges, and Scenarios. For more information on setting up the Forecasts module, please refer to the [Forecast Configuration](#) documentation in the Administration Guide.

Based on the chosen filters (include, exclude, etc.), you will see all or some of your assigned opportunities for the currently selected time period. The Forecast column displays an automatic category indicating whether or not the opportunity's amounts are included in the totals for the specified time period. You can work directly with your opportunity records by inline editing their probabilities and amounts from the Forecasts module or by clicking the Name field to open a record in record view where you can make additional edits. You can also view an opportunity's details directly from the forecast worksheet by clicking the Preview icon to the far right of each row. For more information on editing and managing forecasts, please refer to the [Forecasts](#) documentation.

Max Jensen Save Draft Commit

In Forecast
Time Period
Q3 2013

Likely: **↑ \$50,000.00**
Best: **↑ \$52,000.00**

Last Commit: 21 hours ago at 12:09
\$2,308.22 \$3,280.44

Filter Include

Forecast	Opportunity Name	Account Name	Expected Close Date	Stage	...
Include	Q.R.&E. Corp - 7...	Q.R.&E. Corp	07/04/2013	Closed Won	👁
Include	RR. Talker Co - 5...	RR. Talker Co	09/22/2013	Negotiation/Review	👁
Include	Max Holdings Lt...	Max HoldIn...	08/11/2013	Closed Won	👁

Contacts and Opportunities

Each opportunity can relate to one or more contacts which are displayed in a subpanel on the Opportunities record view. The Contacts subpanel allows users to select a role (e.g. Primary Decision Maker, Business Evaluator, etc.) for each related contact to help you classify how each individual will ultimately factor into the buying decision. To select a role, simply choose "Edit" from the Actions menu on the far right of the record's row in the subpanel. The record's row will open up within the subpanel allowing you to edit the individual fields. Select the appropriate role for the contact then click "Save".

Co Contacts + ▼

Name	Account Name	Role
Select... ▼ Cleora	Forbes	Tracker Com LP × ▼ Primary Decision... × ▼

Cancel Save

Currencies and Opportunities

Sugar allows your organization to perform business around the world by supporting multiple currencies. Administrators must first add desired currencies and exchange rates to Sugar via Admin > Currencies. They also have the ability to set the instance's default currency via Admin > Locale. This is typically the currency of the country where the majority of business is conducted. For more information, please refer to the [System](#) documentation in the Administration Guide.

Users can specify their own preferred currency in their user profiles. If they choose to also enable the Show Preferred Currency option in their profiles, currency fields throughout Sugar will display in their chosen currency. For more information, please refer to the [Getting Started](#) documentation. Finally, each opportunity record has a Currency field where you will specify the currency being used for this particular business transaction.

Filtering on Currency Fields

Currency fields are filtered according to the record's set currency rather than being standardized to the user's preferred or system default currency. In the list view, filtering opportunities by a currency field allows you to specify the filter's currency. Only records matching both the chosen currency and amount range will be returned. For example, if you filter based on a Likely value that equals 500 in US Dollars, then the search result will return all opportunities with a Likely value of \$500 but will exclude values of €500 or other currency values which are equivalent to \$500. When filtering in reports, you will only specify the amount range, and any record matching that amount, regardless of the record's currency, will be returned. For example, if one opportunity's Likely value is \$500 in US Dollars and another's is €500 in Euros, filtering for a Likely value of exactly 500 will return both records in the report.

The screenshot shows the 'Opportunities (3)' list view. A filter is applied to the 'Likely' field with the value '500.00' and the currency '\$ (USD)'. The filter is highlighted with a red box. Below the filter, a table lists three opportunities, all with a 'Likely' value of '\$500.00', which is also highlighted with a red box.

	Name	Account Name	Status	Likely	Type	
<input type="checkbox"/>	Aim Capital Inc...	Aim Capital Inc	In Progress	\$500.00	Existing Business	<input type="checkbox"/>
<input type="checkbox"/>	BBA Company ...	ABC Company	In Progress	\$500.00	New Business	<input type="checkbox"/>
<input type="checkbox"/>	ABC Company...	ABC Company	In Progress	\$500.00	New Business	<input type="checkbox"/>

Updating Currency Rates

When saving an opportunity in a currency that differs from the system-defined default currency, Sugar will store the conversion rate for that currency at the record level. This conversion rate is used to calculate the converted Likely, Best, and Worst amounts when the field is set to use the system default currency (as opposed to the user's preferred currency which is explained below). To keep amounts historically accurate, the conversion rate will only update on an

opportunity provided the sales stage is not set to "Closed Won" or "Closed Lost". If the opportunity is in any other sales stage, the conversion rate will update under the following scenarios:

- The opportunity undergoes a save event (e.g. mass update, manual save, etc.) and the record's currency has a different conversion rate defined in Admin > Currencies than is currently saved in the opportunity.
- An administrator updates the currency exchange rate under Admin > Currencies. This will trigger a scheduled job which updates all opportunities saved with that currency to the new rate.

When the viewing user's profile has the Show Preferred Currency option selected, the converted Likely, Best, and Worst amounts display in the user's preferred currency. In this case, the conversion rate used to calculate the converted amounts is drawn directly from the conversion rate at the system level rather than any conversion rate stored on the record. This means that the value will always use the current conversion rate regardless of the opportunity's sales stage. For this reason, the converted amount fields should not be considered historically accurate for closed opportunities when it is using the user's preferred currency. For information about setting a user's Preferred Currency and Show Preferred Currency options, please refer to the [Getting Started](#) documentation.

For more information about currency exchange rates, please refer to the [System](#) documentation in the Administration Guide.

Last Modified: 2018-09-11 13:37:44

Forecasts

Overview

Sugar's Forecasts module incorporates opportunity records to build forecasting worksheets and predict sales. Users can work towards sales quotas at the individual, team, and sales organization level.

Before users can access the Forecasts module to begin building forecasting worksheets, a user with administrator access must configure the Forecasts module with the organization's desired Time Periods, Ranges, and Scenarios. For more information on setting up the Forecasts module, please refer to the [Forecast Configuration](#) documentation in the Administration Guide.

Sales representatives use the Forecasts module to work with their assigned opportunities as the current time period progresses. These users will commit total predictions for their personal sales based on the opportunities they expect to close. For instructions specific to a sales representative's use of the module, please refer to the [Sales Representatives](#) section of this documentation.

Sales managers work with their own opportunity records similarly to other sales representatives. In addition, they aggregate their reportees' committed forecast amounts to predict their total team's sales and work towards the team's quota for each time period. In order for a user to have a designated manager that aggregates their forecast amounts, they must have the manager selected in the Reports To field on their user record. For instructions specific to a sales manager's use of the module, please refer to the [Sales Managers](#) section of this documentation.

Additional insights are offered by the elements of the expandable Intelligence Pane including analysis for an individual's worksheet and analysis for a manager's team worksheets. For more information, please refer to the [sales representative Intelligence Pane](#) and the [sales manager Intelligence Pane](#) sections of this documentation.

Forecast Fields

The Forecasts module contains the following fields which enable users to work with opportunity records to forecast sales for a given time period. Users with administrator or developer access have the ability to enable fields for use in the Forecasts module via Admin > Forecasts. Many [opportunity fields](#) are available to be added to the forecasting worksheet. For more information please refer to the [Forecast Configuration](#) documentation in the Administration Guide.

Field	Description
Account Name	The account to which the opportunity belongs; cannot be in-line edited from the Forecasts module
Best	The opportunity's Best field representing the most optimistic total amount; automatically set to match Likely when Sales Stage is "Closed - Lost" or "Closed - Won"
Best (Adjusted)	For managers, the Best value with an optional, manual adjustment above or below your reportee's committed Best total and your own worksheet's Best

	total; reported to your manager as the Best value when committing your forecast
Expected Close Date	The opportunity's expected date of completion
Forecast	The opportunity's commit range (e.g. "Include", "Exclude", etc.) based on the opportunity's initial probability and the user's edits; controls whether the opportunity is counted in the forecast's totals and allows for filtering; automatically set to "Included" when Sales Stage is "Closed - Won" and "Excluded" when Sales Stage is "Closed - Lost"
Likely	The opportunity's Likely field representing the most likely total amount
Likely (Adjusted)	For managers, the Likely value with an optional, manual adjustment above or below your reportee's committed Likely total and your own worksheet's Worst total; reported to your manager as the Likely value when committing your forecast
Opportunity Name	The opportunity's related opportunity; cannot be in-line edited from the Forecasts module
Probability	The opportunity's current probability of being won Note: This value is calculated based on the selected Sales Stage and cannot be edited.
Quota	For sales representatives, your individual quota for this sales time period as assigned by your manager For managers, your quota for this sales time period as assigned by your manager
Quota (Adjusted)	For mid-level managers, your team's quota with an optional, manual increase

	above your team's assigned quota; when assigning quota to your reportees, this is the quota value they will receive
Opportunity Name	The opportunity's name; cannot be in-line edited from the Forecasts module
Stage	The opportunity's current sales stage
Tags	User-created keywords or phrases used to find, group, and classify data by common attributes
Worst	The opportunity's Worst field representing the least optimistic total amount; automatically set to match Likely when Sales Stage is "Closed - Lost" or "Closed - Won"
Worst (Adjusted)	For managers, the Worst value with an optional, manual adjustment above or below your reportee's committed Worst total and your own worksheet's Worst total; reported to your manager as the Worst value when committing your forecast

Forecasts Module Tab

The Forecasts module tab is typically located under the More tab on the navigation bar at the top of any Sugar screen to the right of the home cube icon. Depending on your settings, you may have to click "Show More" in order to see the Forecasts module tab. Click the tab to access the Forecasts module. A user with administrator access must first configure the Forecasts module before it can be accessed and used. For more information on setting up the Forecasts module, please refer to the [Forecast Configuration](#) documentation in the Administration guide.

If you do not see the Forecasts module tab in Sugar, please check the following:

- The Forecasts module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Forecasts module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout](#)

[Options](#) section of the Getting Started documentation.

- The administrator may have disabled the Forecasts module for your entire Sugar instance. Reach out to your Sugar administrator to have the Forecasts module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Forecast Actions

Forecast actions are available at the top of the Forecasts module page and allow users to perform the following operations:

Menu Item	Description
Save Draft	Saves changes to the user's worksheet but does not make these changes available to the user's manager
Commit	Saves changes to the current worksheet and pushes these changes to the user's manager's team worksheet or, in the case of a manager committing a personal worksheet, to his or her own team worksheet. For managers viewing a team worksheet, the Commit button will be enabled after any committed change to his or her own worksheet or a reportee's worksheet.
Assign Quota	For managers, pushes quota changes to reportees' forecasting worksheets.
Export CSV	Exports the rows of the current forecasts worksheet
Settings	For users with administrator access, opens the Forecast Configurations wizard

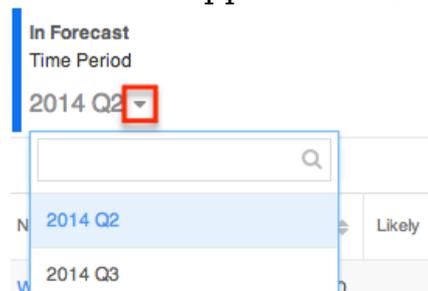
Sales Representatives

Sales representatives use the Forecasts module to work with their assigned opportunities as the current time period progresses. These users will commit total predictions for their personal sales based on the opportunities they expect to close.

When you access the Forecasts module as a sales representative, you will see your name at the top left of the screen. Sales representatives who do not have any reportees will only be able to see and work with his or her own opportunities. Below your name, you will see a [time period](#) selection, [summary and commit history](#), [filter](#), and [worksheet](#). On the right side of each page is an expandable [Intelligence Pane](#) which offers additional insight into your forecasting worksheet.

Time Periods

Below your name, you will see the current time period for which you are forecasting opportunities to meet a quota. The length and start date of this time period depends on the [Time Periods](#) configuration set up by your administrator. Clicking the arrow to the right of the current time period allows you to choose a future or past time period, the availability of which is also determined by the administrator's [Time Periods](#) configuration. Select a past or future time period to work with opportunities and forecast for those periods.



Summary and Commit History

To the right below the Time Period selection, you will see a summary of your current forecasting numbers for the time period currently in view. The large numbers are your current worksheet's Quota, Likely, Best, and Worst predictions. The smaller numbers show your most recent commit's Likely, Best, and Worst predictions. Any red or green arrows next to the large numbers show whether you worksheet's current (uncommitted) numbers are higher or lower than your most recent commit. Please note that you may or may not see a Best and Worst depending on your administrator's [Scenarios](#) configuration.

Quota	Worst	Likely	Best
\$12,241.33	↑ \$10,116.33	↑ \$12,001.11	↑ \$13,885.89
	\$8,316.33	\$10,201.11	\$12,085.89

Last Commit: 15 days ago ▲

2016-03-29 08:50 Updated Forecast worst up ↑ \$1,386.06 to \$8,316.33, likely up ↑ \$1,700.19 to \$10,201.11, and best up ↑ \$2,014.31 to \$12,085.89

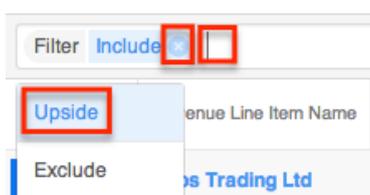
2016-03-29 08:50 Setup Forecast worst up ↑ \$6,930.28 to \$6,930.28, likely up ↑ \$8,500.93 to \$8,500.93, and best up ↑ \$10,071.57 to \$10,071.57

To the left of these summary numbers, you will see the date of your most recent commit. There will be no date shown if you have not yet committed for this time period. By clicking the arrow to the right of the latest commit date, a dark grey panel will appear showing the timestamp of the last commit with a history of your commits for this time period along with the changes for each forecasting number from the previous commit.

Filters

Below the summary and commit history, you will see a filter bar which controls what kinds of opportunities are displayed. By default, the "Include" filter will be active, meaning that only the opportunities with a probability falling within the Include range specified during the administrator's [Ranges](#) configuration will be displayed. To add additional filters, click within the Filters bar and choose additional ranges. The filter(s) (e.g. Include, Exclude) added to the Filters bar will be preserved when you navigate away from the module. Returning to the Forecasts module will automatically display the opportunities based on the filter(s) you last applied.

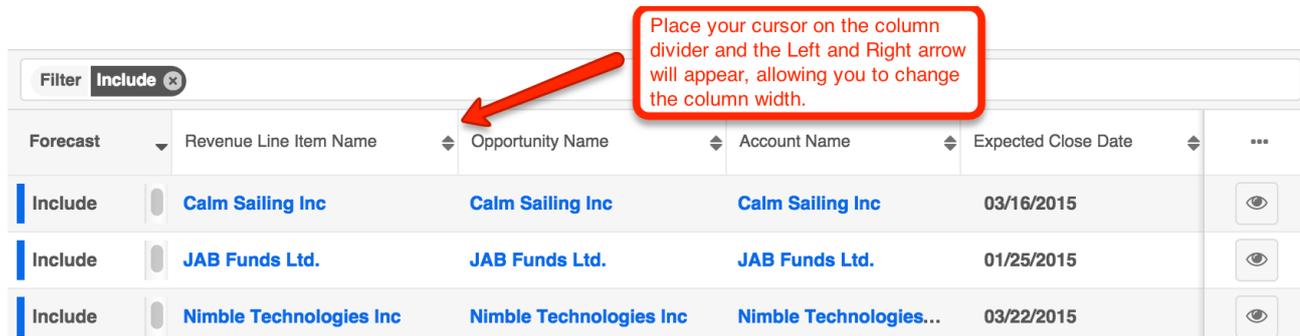
Please note the Upside range may or may not be available depending on the administrator's [Ranges](#) configuration. To remove ranges from the filter, click the "x" for each filter name. Removing all filters will display all of your assigned opportunities.



Column Resizing

You can easily adjust the size of columns in the forecasting worksheet based on your viewing preference. Simply place your cursor on the column divider, and when the Left and Right arrow appears, click and drag the column to the desired size. The set column width will be preserved when you navigate away from the page. Sugar will render the preferred column size across sessions until the user removes or resets the relevant browser cookies.

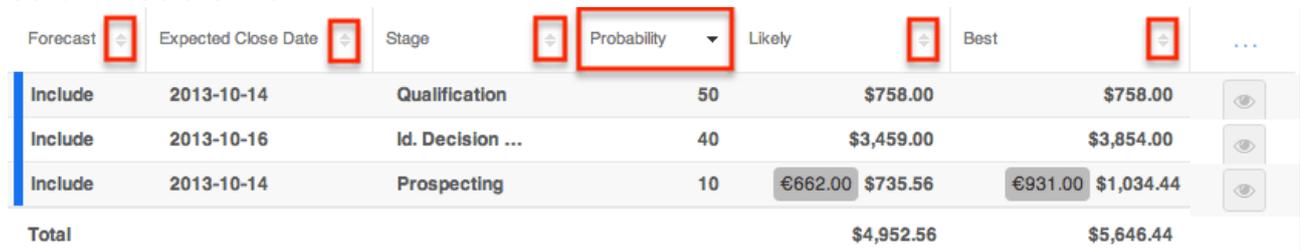
Note: Sugar enforces a minimum width for currency fields (e.g. Best, Likely, etc.) in list view columns which prevents the columns from being collapsed beyond this limit.



Forecast	Revenue Line Item Name	Opportunity Name	Account Name	Expected Close Date	...
Include	Calm Sailing Inc	Calm Sailing Inc	Calm Sailing Inc	03/16/2015	👁
Include	JAB Funds Ltd.	JAB Funds Ltd.	JAB Funds Ltd.	01/25/2015	👁
Include	Nimble Technologies Inc	Nimble Technologies Inc	Nimble Technologies...	03/22/2015	👁

Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. Please note that the list view may only be sorted by one column at a time.



Forecast	Expected Close Date	Stage	Probability	Likely	Best	...
Include	2013-10-14	Qualification	50	\$758.00	\$758.00	👁
Include	2013-10-16	Id. Decision ...	40	\$3,459.00	\$3,854.00	👁
Include	2013-10-14	Prospecting	10	€662.00 \$735.56	€931.00 \$1,034.44	👁
Total				\$4,952.56	\$5,646.44	

Column Selection

Sugar gives users the ability to personalize the list view by specifying which fields they want displayed in the list view. You can click the Column Selection icon to the far right of the list view column headers to see the list of available fields. Click a field name to toggle whether or not it is included as a column on your list view.

Please note that administrators have the ability to configure what fields are available to display on the forecasting worksheet. For more information, please refer to the [Forecast Configuration](#) documentation in the Administration Guide.

Forecast	Revenue Line Item Name	Opportunity Name	Account Name	Expected Close Date	Product	...
Include	Kaos Trading Ltd	Kaos Trading...	Kaos Tradin...	08/18		<input checked="" type="checkbox"/> Forecast <input checked="" type="checkbox"/> Revenue Line Item Name <input checked="" type="checkbox"/> Opportunity Name <input checked="" type="checkbox"/> Account Name
Include	Kaos Trading Ltd	Kaos Trading...	Kaos Tradin...	08/06		
Include	Kaos Trading Ltd	Kaos Trading...	Kaos Tradin...	07/23		
Include	Start Over Trust	Start Over Tr...	Start Over T...	08/21		

Line Items and Totals

Based on the chosen filters, you will see all or some of your assigned opportunities for the currently selected time period listed below the Filters bar. On the far left of each row, a blue bar will appear to indicate whether or not the row's amounts are included in the totals for this time period. The presence of the blue bar indicates the row is being counted. In addition to the range called "Include", multiple forecast ranges may be counted towards your totals depending on how your administrator has configured forecast ranges for the instance. For more information about making more than one range included in totals, please refer to the [Forecast Configuration](#) documentation in the Administration Guide. The range and thus the inclusion of each row can be [changed manually](#) via this view. You can work directly with your opportunity records by in-line [editing their probabilities and amounts](#) from the Forecasts module or by clicking the Name field to open a record in the Opportunities module where you can make additional edits. To the right of each row is a preview button which will allow you to view details about the opportunity record in your intelligence pane.

Forecast	Revenue Line Item Name	Expected Close Date	Stage	Probability	Worst	Likely	Best	...
Include	5D Investments	10/20/2014	Negotia...	80	\$4,100.00	\$4,500.00	\$5,100.00	
Include	Airline Maintenance ...	10/24/2014	Negotia...	80	\$6,672.00	\$7,398.00	\$8,124.00	
Include	A.D. Importing Com...	10/29/2014	Negotia...	80	\$40,100.33	\$47,216.33	\$48,316.33	
Displayed Total					\$50,872.33	\$59,114.33	\$61,540.33	
Overall Total					\$81,396.60	\$99,457.27	\$111,701.93	

At the bottom of the list, the "Displayed Total" and "Overall Total" rows display sums of the Worst, Likely, and Best amount columns. The Displayed Total row shows the sum of the Worst, Likely, and Best amounts (both included and excluded) displayed on the worksheet based on the filters currently applied. The Overall Total row displays the totals (both included and excluded) of all

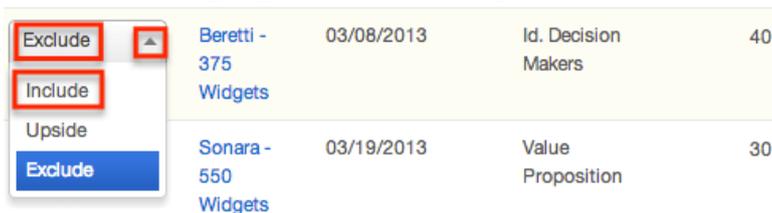
opportunities' amounts in this time period regardless of any filters currently applied.

Editing Forecast Inclusion

The first time an opportunity is loaded to a worksheet, Sugar will assign it a category of either "Include", "Exclude", or "Upside" (optional) range based on the [Ranges](#) configured by your administrator. The opportunities with a higher probability of being won are typically assigned to the Include range while those with a lower probability of being won are designated for the Exclude range. Your administrator may have chosen to use the Upside range each with their own non-overlapping range of probabilities.

Since one or more ranges may be considered as included depending on your administrators' configuration, the blue bars to the left of each row will update to reflect which items are included and which are excluded based on your updates to each's forecast range.

You may wish to alter the category automatically assigned to your opportunities by these administrator-configured ranges especially as each opportunity moves forward in the sales process and becomes more likely to be won. To do this, simply click on the opportunity's current category in the Forecast column and choose the desired category from the dropdown menu.



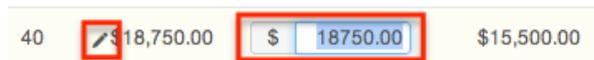
Exclude	Beretti - 375 Widgets	03/08/2013	Id. Decision Makers	40
Exclude	Sonara - 550 Widgets	03/19/2013	Value Proposition	30

Changing an opportunity's Forecast column to an included range such as "Include" will cause its Likely, Best, and Worst fields to be added to your totals while choosing an excluded range such as "Exclude" will remove the opportunity's numbers from your totals. Changing which opportunities are included on your worksheet requires you to [save a draft](#) or [commit](#) in order to preserved.

Note: All opportunities in a Closed Won stage will be included in the worksheet and cannot have their Forecast column altered. All opportunities in a Closed Lost stage will be excluded from the worksheet and cannot have their Forecast column altered.

Editing Opportunity Fields

In addition to editing the inclusion, you can make in-line changes to each opportunity's fields including Sales Stage, Likely, Best, and Worst. To do so, simply click any field which shows a pencil icon when being hovered over, and enter the new amount. Keep in mind that your worksheet may or may not include "Best" and "Worst" depending on your administrator's [Scenarios](#) configuration.



Clicking outside the text box or pressing Enter/Return will save your change to the line and update the worksheet's totals, summary, and [Intelligence Pane](#). Clicking the [Save Draft](#) or [Commit](#) button will also update the opportunity records themselves and make your changes visible when viewing the opportunity in other places in Sugar. Saving a draft or committing is also required to preserve these changes to your worksheet and, in the case of committing, make the changes visible in your manager's Forecasts module.

Currency Support

If you use a currency different from your Sugar instance's default currency, your Likely, Best, and Worst amounts will be displayed in the system's default currency in the Forecasts module. Clicking to edit these amount values will, however, display and allow for editing in your chosen currency.

Intelligence Pane

To the right of the forecasting worksheet you will find an expandable Intelligence Pane which provides additional insights for planning and forecasting. If the pane is hidden, click the double-arrow button to expand it. Clicking the button again will hide it when you wish to see your worksheet at full width. The My Dashboard displays in the intelligence pane and contains two default dashlets which help provide additional insight into your forecasting worksheet, the [In Forecast](#) and [Forecast Bar Chart](#) dashlets. Users may create other dashboards for use with the Forecasts module by clicking the Create button. If you have more than one dashboard in the intelligence pane, you can easily access the other dashboards by clicking the triangle to the right of the current dashboard's name (e.g. My Dashboard) and selecting the desired dashboard. To make changes and add additional dashlets (e.g. Saved Reports Chart Dashlet) to the dashboard, select "Edit" from the Actions menu on the upper right. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation.

Max Jensen Save Draft Commit > My Dashboard Create

In Forecast
Time Period
2014 Q2 ▾

	Quota	Likely	Best
	\$17,628.00	\$29,579.89	\$34,248.11
		\$29,579.89	\$34,248.11

Last Commit: 6 days ago at 15:17 ▾

Filter Include

Forecast	Revenue Line Item Name	Opportunity Name	Account Name	Exp	...
----------	------------------------	------------------	--------------	-----	-----

In Forecast ^ ⚙

Quota \$17,628.00

Closed Won \$11,951.89

Deficit \$5,676.11

Likely \$17,628.00	Best \$20,912.00
-----------------------	---------------------

Exceed by 68%
(\$11,951.89)

Exceed by 86%
(\$15,235.89)

In Forecast Dashlet

The In Forecast dashlet appears at the top of the Intelligence Pane and gives a breakdown of how your opportunities match up to your quota. Keep in mind that your In Forecast dashlet may or may not include "Best" and "Worst" depending on your administrator's [Scenarios](#) configuration.

In Forecast ^ ⚙

Quota \$30,000.00

Closed Won \$20,333.00

Deficit \$9,667.00

Worst \$3,657.80	Likely \$7,424.44	Best \$8,584.11
---------------------	----------------------	--------------------

Short by 20% (\$6,009.20)	Short by 7% (\$2,242.56)	Short by 4% (\$1,082.89)
-------------------------------------	------------------------------------	------------------------------------

The In Forecast dashlet's values are calculated based on the most recent updates to your worksheet even if the changes have not yet been saved as a draft or committed. The values take all of your opportunities into account regardless of any filters currently being used in your worksheet. Their meanings are as follows:

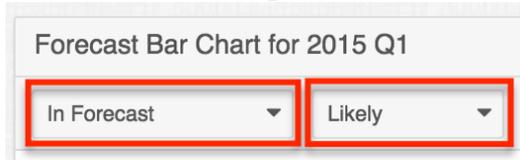
Field	Description
Quota	Your personal quota for this sales time

	period as assigned by your manager
Closed Won	The total amount of your Closed Won opportunities
Deficit	The difference between your quota and the total amount of your Closed Won opportunities; the additional revenue needed to be won in order to meet your quota
Likely	The total of the Likely amounts for the included opportunities which are not yet Closed Won
(Likely Colored Box)	When summing your Closed Won amounts and your Likely amounts for included opportunities, in red, the remaining quota shortage and percentage of quota still outstanding or, in green, the quota overage and percentage exceeded above quota
Best	(Optional) The total of the Best amounts for the included opportunities which are not yet Closed Won
(Best Colored Box)	(Optional) When summing your Closed Won amounts and your Best amounts for included opportunities, in red, the remaining quota shortage and percentage of quota still outstanding or, in green, the quota overage and percentage exceeded above quota
Worst	(Optional) The total of the Worst amounts for the included opportunities which are not yet Closed Won
(Worst Colored Box)	(Optional) When summing your Closed Won amounts and your Worst amounts for included opportunities, in red, the remaining quota shortage and percentage of quota still outstanding or, in green, the quota overage and percentage exceeded above quota

Forecast Bar Chart Dashlet

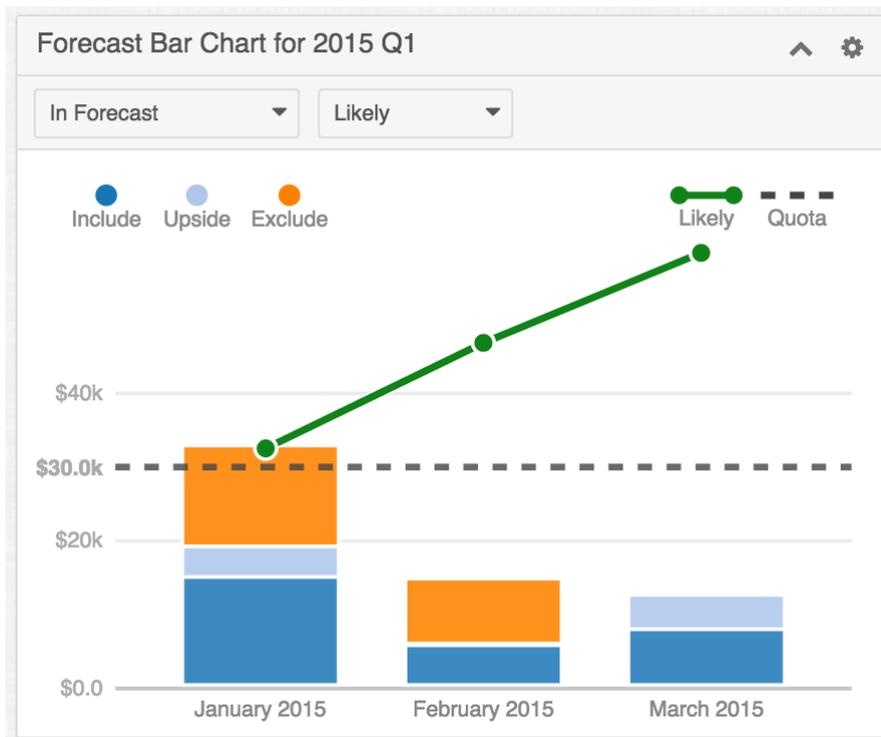
The Forecast Bar Chart appears on the bottom of the Intelligence Pane and provides a configurable chart showing different cuts of your forecasting data over the course of the selected time period. Each opportunity's Expected Close Date field determines in which sub-period it appears. Only the opportunities currently appearing on your worksheet will appear in your chart meaning that the chart respects your current filters. The Forecast Bar Chart dashlet's values are calculated based on the most recent updates to your worksheet even if the changes have not yet been saved as a draft or committed. Throughout all chart configurations, the dotted black line represents your quota for the given time period and can be hovered over to view the quota amount.

Use the two dropdown menus to control what is displayed in the chart.



When "Likely" is chosen, each green point represents the total Likely amounts for all opportunities currently appearing in your filtered worksheet for that sub-period and any previous sub-periods falling within the selected time period. Choosing "Best" or "Worst" shows the same points using the opportunities' Best or Worst amounts instead. A green line connects these points showing the change in your possible cumulative amounts.

Each sub-period also displays bars which represent the Likely, Best, or Worst amounts (depending on the chosen dropdown option) for the opportunities currently appearing in your filtered worksheet. Choosing "In Forecast" will color code segments of these bars according to each opportunity's Forecast field (i.e. "Include", "Exclude", etc). Choosing "Sales Stage" will color code the bars according to the Stage field of each opportunity. Choosing "Probability" will color code the bars according to the Probability field of each opportunity.



Note: You may or may not see "Best" and "Worst" as options in the second dropdown depending on your administrator's [Scenarios](#) configuration.

Sales Managers

Sales managers work with their own opportunity records similarly to other sales representatives. In addition, they aggregate their reportees' committed forecast amounts to predict their total team's sales and work towards the team's quota for the each time period. The Reports To field on the user record specifies a user's manager; this relationship is what determines who a sales representative reports to and, conversely, who a sales manager's reportees are.

When you access the Forecasts module as a sales manager, you will see your name at the top left of the page along with an arrow which allows you to [drill down](#) into your personal worksheet, your team worksheet, and your reportees' worksheets hierarchically. While working with your personal worksheet works similarly to how a regular sales representatives works with their opportunity, you will also have options such as [time period](#) selection, [summary and commit history](#), and [filters](#) when working with your team worksheet and your reportees' forecasting data. On the right side of each page is an expandable [intelligence pane](#) which offers additional insight into your forecasting worksheet.

Note: Only administrators can edit the Reports To field. For more information on the field and how it is used in Sugar, refer to the [User Management](#)

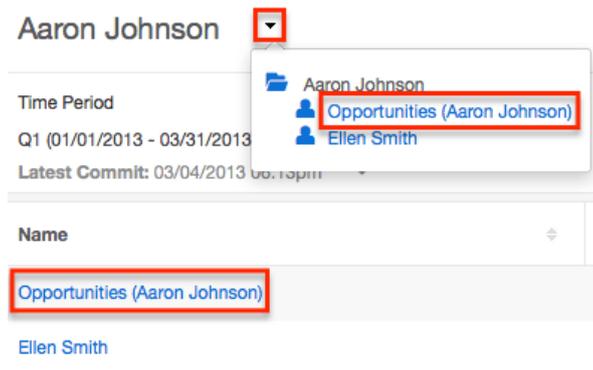
documentation.

Forecast Drilldown

Because sales managers are able to see and work with their reportees' opportunities in addition to their own, these users will see an arrow next to their name at the top left of the Forecasts module. This allows them to drill into team forecasting data and individual sales representatives' opportunities. By default, Aaron will enter the Forecasts module viewing his team worksheet which includes the total committed amounts and quotas for each immediate reportee and himself.

Own Line Items

As a manager, Aaron can see and work with his own opportunities by selecting "Aaron Johnson (me)" from the menu next to his name or from the Name column in his team worksheet below.



While working with his own opportunities, he will have the same options on his worksheet as a regular sales representative has. For more information on working with a manager's forecasting worksheet, please refer to the [Line Items and Totals](#) section of this documentation. Aaron will need to commit his new opportunities or changes to his opportunities on his worksheet before the amounts will be reflected on his team worksheet.

Reportee's Line Items

Since Aaron is Ellen's manager, Aaron also has the ability to work with Ellen's committed forecast and opportunities. He can navigate to her committed worksheet by selecting "Ellen Smith" from the menu next to his name or from the Name column in his team worksheet below.

Aaron Johnson

Time Period
Q1 (01/01/2013 - 03/31/2013)
Latest Commit: 03/04/2013

Name

Opportunities (Aaron Johnson)

Ellen Smith

While viewing his reportee's worksheet, Aaron will not be able to edit any of the opportunities' amounts or probabilities. He is able to [filter](#) for various ranges, change the [time period](#), and view Ellen's [summary and commit history](#) for each time period.

Team Worksheet

Aaron can return to his team worksheet by choosing his own name from the Drilldown menu.

Ellen Smith

Time Period
Q1 (01/01/2013 - 03/31/2013)
Latest Commit: 03/04/2013

Aaron Johnson

Opportunities (Aaron Johnson)

Ellen Smith

While viewing his team worksheet, he has the ability to set each team member's quota as well as to set adjusted Likely, Best, and Worst amounts. Please note that your worksheets may or may not include "Best" and "Worst" depending on your administrator's [Scenarios](#) configuration. To edit an adjusted amount or quota, click on the number, enter a new value, and click outside the text box or press Return/Enter. Clicking "Save Draft" will preserve these changes in the worksheet but will not push the changes to other Sugar users. Upon clicking "Commit", these adjusted amounts will be pushed to Aaron's manager thus appearing in Joy's worksheet as his committed amounts. Any changes to quotas will also be pushed to his reportees' worksheets.

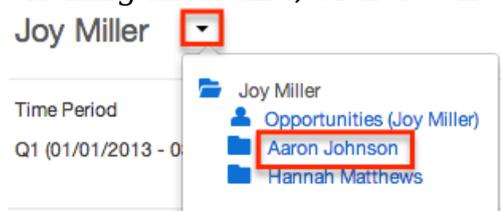
Likely Case	Likely (Adjusted)	Best Case	Best (Adjusted)	Worst Case	Worst (Adjusted)	
\$40,000.00	\$ 0.00	\$40,000.00	\$0.00	\$30,000.00	\$0.00	ⓘ
\$46,500.00	\$46,500.00	\$49,500.00	\$49,500.00	\$37,500.00	\$37,500.00	ⓘ
\$86,500.00	\$46,500.00	\$89,500.00	\$49,500.00	\$67,500.00	\$37,500.00	

From the team worksheet, managers will see an "i" icon on the far right of each row where there are newly committed changes. Clicking the "i" opens the most recent commit history for that team member.

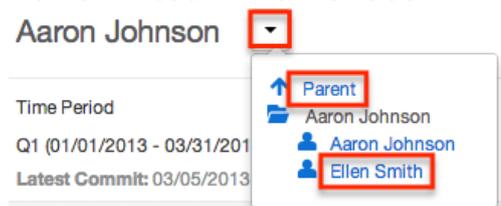
Note: Although it is possible for Aaron to set or alter his own personal quota, it is recommended that intermediate managers not make changes to their personal quota. Rather, Aaron's manager, Joy, should set the quota for his entire team from her team worksheet.

Management Hierarchy

The ability to drill into a reportee's team worksheet and opportunities continues up the management chain. Joy is Aaron's manager and views her own team worksheet by default when first opening the Forecasts module. She is also able to drill into her own opportunities by clicking her own name, Aaron's team worksheet by clicking his name, or her other reportee's team worksheet.



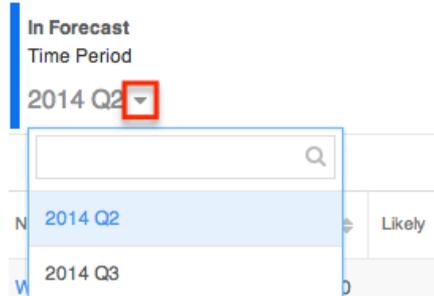
When Joy navigates to her reportee Aaron's team worksheet, Aaron's name now appears and his team worksheet is displayed in read-only mode. Joy can further drill down to see the worksheets of Aaron's team's members in read-only mode. This drilling can continue recursively down through the management chain as needed. Clicking "Parent" will move up one level of hierarchy, bringing Joy back to her own team worksheet.



Time Periods

Below the currently selected drilldown name, you will see the time period for which you are forecasting to meet the time period's quota for your team. The length and start date of this time period depends on the [Time Periods](#) configuration set up by your administrator. At every level of drilldown, sales managers can click the arrow to the right of the current time period and choose a

future or past time period, the availability of which is also determined by the administrator's [Time Periods](#) configuration. Select a past or future time period to work with opportunities and forecast for those periods.



Summary and Commit History

To the right below the Time Period selection, you will see a summary of the current forecasting numbers for the time period and drilldown level currently in view. The large numbers are your current worksheet's Quota, Likely, Best, and Worst predictions. The smaller numbers show your most recent commit's Likely, Best, and Worst predictions. Any red or green arrows next to the large numbers on a manager's personal worksheet or own team worksheet show whether your worksheet's current (uncommitted) numbers are higher or lower than the most recent commit. Please note that you may or may not see a Best and Worst depending on your administrator's [Scenarios](#) configuration.

Quota	Worst	Likely	Best
\$12,241.33	↑ \$10,116.33	↑ \$12,001.11	↑ \$13,885.89
	\$8,316.33	\$10,201.11	\$12,085.89

Last Commit: 15 days ago

2016-03-29 08:50 Updated Forecast worst up ↑ \$1,386.06 to \$8,316.33, likely up ↑ \$1,700.19 to \$10,201.11, and best up ↑ \$2,014.31 to \$12,085.89

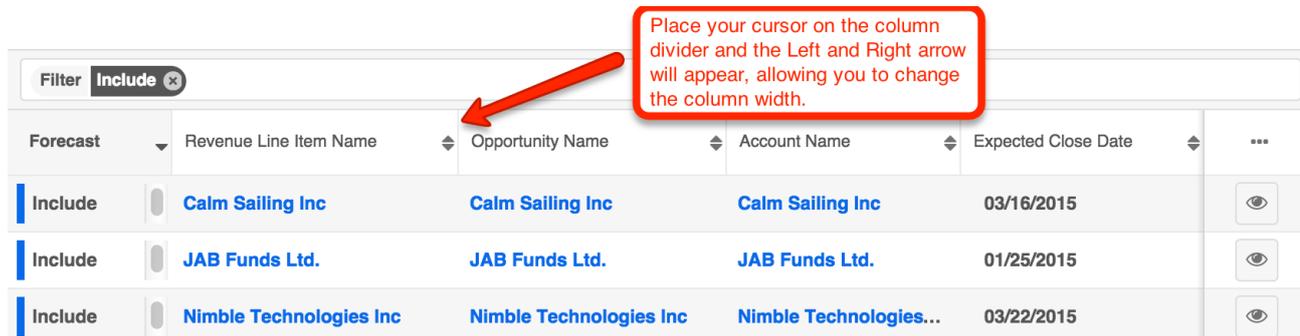
2016-03-29 08:50 Setup Forecast worst up ↑ \$6,930.28 to \$6,930.28, likely up ↑ \$8,500.93 to \$8,500.93, and best up ↑ \$10,071.57 to \$10,071.57

To the left of these summary numbers, you will see the date of the most recent commit. On a manager's personal worksheet and own team's worksheet, there will be no date shown if you have not yet committed for this time period. By clicking the arrow to the right of the latest commit date, a dark grey panel will appear showing the timestamp of the last commit with a history of the commits for the worksheet currently in view for this time period along with the changes for each forecasting number from the previous commit.

Column Resizing

You can easily adjust the size of columns in the forecasting worksheet based on your viewing preference. Simply place your cursor on the column divider, and when the Left and Right arrow appears, click and drag the column to the desired size. The set column width will be preserved when you navigate away from the page. Sugar will render the preferred column size across sessions until the user removes or resets the relevant browser cookies.

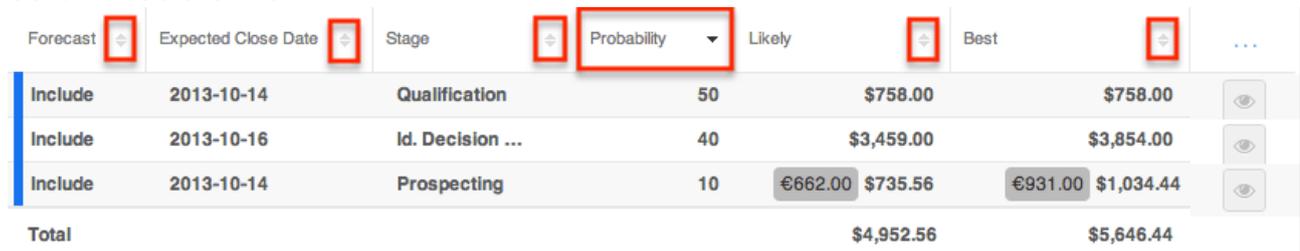
Note: Sugar enforces a minimum width for currency fields (e.g. Best, Likely, etc.) in list view columns which prevents the columns from being collapsed beyond this limit.



Forecast	Revenue Line Item Name	Opportunity Name	Account Name	Expected Close Date	...
Include	Calm Sailing Inc	Calm Sailing Inc	Calm Sailing Inc	03/16/2015	👁
Include	JAB Funds Ltd.	JAB Funds Ltd.	JAB Funds Ltd.	01/25/2015	👁
Include	Nimble Technologies Inc	Nimble Technologies Inc	Nimble Technologies...	03/22/2015	👁

Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. Please note that the list view may only be sorted by one column at a time.



Forecast	Expected Close Date	Stage	Probability	Likely	Best	...
Include	2013-10-14	Qualification	50	\$758.00	\$758.00	👁
Include	2013-10-16	Id. Decision ...	40	\$3,459.00	\$3,854.00	👁
Include	2013-10-14	Prospecting	10	€662.00 \$735.56	€931.00 \$1,034.44	👁
Total				\$4,952.56	\$5,646.44	

Column Selection

Sugar gives users the ability to personalize the list view by specifying which fields they want displayed in the list view. You can click the Column Selection icon to the far right of the list view column headers to see the list of available fields. Click a field name to toggle whether or not it is included as a column on your list view.

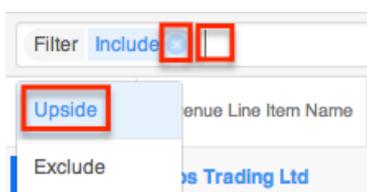
Please note that administrators have the ability to configure what fields are available to display in the list view via Admin > Studio. For more information on configuring fields to display in the list view, please refer to the [Studio](#) documentation in the Administration guide.

Forecast	Revenue Line Item Name	Opportunity Name	Account Name	Expected Close Date	Product	...
Include	Kaos Trading Ltd	Kaos Trading...	Kaos Tradin...	08/18	✓ Forecast	
Include	Kaos Trading Ltd	Kaos Trading...	Kaos Tradin...	08/06	✓ Revenue Line Item Name	
Include	Kaos Trading Ltd	Kaos Trading...	Kaos Tradin...	07/23	✓ Opportunity Name	
Include	Start Over Trust	Start Over Tr...	Start Over T...	08/21	✓ Account Name	

Filters

Below the summary and commit history of each worksheet, managers will see a filter bar which controls what kinds of opportunities are displayed. By default, the "Include" filter will be active, meaning that only the opportunities with a probability falling within the Include range specified during the administrator's [Ranges](#) configuration will be displayed. To add additional filters, click within the Filters bar and choose additional ranges. The filter(s) (e.g. Include, Exclude) added to the Filter bar will be preserved when you navigate away from the module. Returning to the Forecasts module will automatically display the opportunities based on the filter(s) you last applied.

Please note the Upside range may or may not be available depending on the administrator's [Ranges](#) configuration. To remove ranges from the filter, click the "x" for each filter name. Removing all filters will display all of your assigned opportunities. Please note that when viewing your reportee's worksheets, only the opportunities they have committed as included will be visible.



Intelligence Pane

To the right of the forecasting worksheet you will find an expandable Intelligence Pane which provides additional insights for planning and forecasting. If the pane is hidden, click the double-arrow button to expand it. Clicking the button again will

hide it when you wish to see your worksheets at full width. The "My Dashboard" displays in the intelligence pane and contains two default dashlets which help provide additional insight into your forecasting worksheet, the [In Forecast](#) and [Forecast Bar Chart](#) dashlets. Users may create other dashboards for use with the Forecasts module by clicking the Create button. If you have more than one dashboard in the intelligence pane, you can easily access the other dashboards by clicking the triangle to the right of the current dashboard's name (e.g. My Dashboard) and selecting the desired dashboard. To make changes and add additional dashlets (e.g. Saved Reports Chart Dashlet) to the dashboard, select "Edit" from the Actions menu on the upper right. For more information on adding dashlets, please refer to the [Adding Dashlets](#) section of the Intelligence Pane documentation.

The screenshot shows the 'My Dashboard' interface. At the top, there are buttons for 'Save Draft', 'Commit', and 'Create'. The 'In Forecast' dashlet is active, showing a summary table with the following data:

Quota	Likely	Best
\$24,393.69	\$63,800.86	\$74,047.00
	\$63,800.86	\$74,047.00

Below the summary table, there is a table with columns: Name, Quota (Adjusted), Likely, Likely (Adjusted), Best, and an action menu. The data rows are:

Name	Quota (Adjusted)	Likely	Likely (Adjusted)	Best	...
Sarah Smith...	\$1,213.78	\$13,606.89	\$17,008.61	\$15,47...	ⓘ
Sally Bronsen	\$5,551.91	\$13,769.89	\$17,212.36	\$16,36...	ⓘ

At the bottom of the dashlet, there is a 'Surplus' of \$6,477.87. Below this, there are two green boxes indicating 'Exceed by 162%' (\$39,407.17) and 'Exceed by 204%' (\$49,653.31).

In Forecast Dashlet

The In Forecast dashlet appears at the top of the Intelligence Pane and gives a breakdown of how your team's opportunities match up to your quota. Please keep in mind that the In Forecast dashlet may or may not include "Best" and "Worst" depending on your administrator's [Scenarios](#) configuration.

In Forecast ^ ⚙		
Quota	\$23,043.06	
Quota (Adjusted)	\$28,803.83	
Closed Won	\$20,333.00	
Deficit	\$8,470.83	
Worst \$24,106.91	Likely \$27,873.56	Best \$29,033.22
Exceed by 54% (\$15,636.08)	Exceed by 67% (\$19,402.73)	Exceed by 71% (\$20,562.39)

The In Forecast dashlet's values are calculated based on the most recent updates to the worksheet even if the changes have not yet been saved as a draft or committed. The values take all of your and your team's opportunities into account regardless of any filters currently being used in your worksheet. Their meanings are as follows:

Field	Description
Quota	Your team's quota for this sales time period as assigned by your manager
Quota (Adjusted)	For mid-level managers, your team's quota with an optional, manual increase above your team's assigned quota; when assigning quota to your reportees, this is the quota value they will receive
Closed Won	The total amount of your team's Closed Won opportunities
Deficit	The difference between your team's adjusted quota and the total amount of your team's Closed Won opportunities; the additional revenue needed to be won in order to meet your adjusted quota
Likely	The total of the Likely amounts for the included opportunities which are not yet Closed Won

(Likely Colored Box)	When summing your team's Closed Won amounts and Likely amounts for included opportunities, in red, the remaining quota shortage and percentage of quota still outstanding or, in green, the quota overage and percentage exceeded above quota
Best	(Optional) The total of the Best amounts for the included opportunities which are not yet Closed Won
(Best Colored Box)	(Optional) When summing your team's Closed Won amounts and Best amounts for included opportunities, in red, the remaining quota shortage and percentage of quota still outstanding or, in green, the quota overage and percentage exceeded above quota
Worst	(Optional) The total of the Worst amounts for the included opportunities which are not yet Closed Won
(Worst Colored Box)	(Optional) When summing your team's Closed Won amounts and Worst amounts for included opportunities, in red, the remaining quota shortage and percentage of quota still outstanding or, in green, the quota overage and percentage exceeded above quota

When drilled into your own or a reportee's forecasting worksheet, the Quota (Adjusted) row will not be displayed and the dashlet will function as it does for sales representatives without reportees. For more information on the meanings and configuration of the table while viewing you or a reportee's worksheet, please refer to the [In Forecast](#) dashlet section within the Sales Representatives section of this documentation.

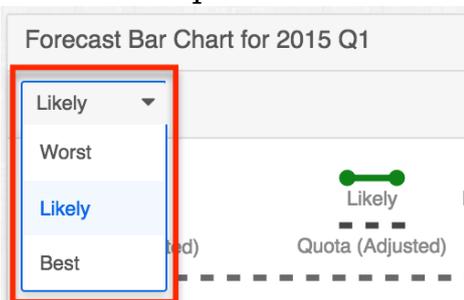
Forecast Bar Chart Dashlet

The Forecast Bar Chart appears on the bottom of the Intelligence Pane and provides a configurable chart showing different cuts of your team members' forecasting data. Throughout all chart configurations, the dotted black line represents your adjusted quota for the given time period and can be hovered over to view the quota amount.

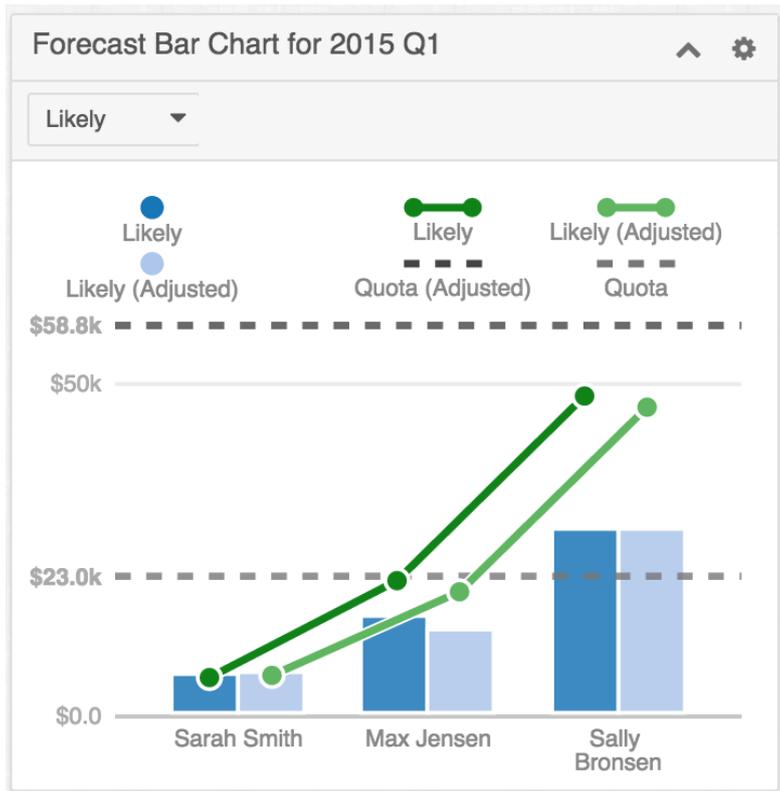
While viewing your or a reportee's worksheet, the charts will display the relevant opportunities over the course of the selected time period. In these views, the charts function in the same way as they do for support representatives without reportees. For more information on the meanings and configuration of the chart while viewing your or a reportee's worksheet, please refer to the [Forecast Bar Chart](#) section within the Sales Representative section of this documentation.

While viewing your or a reportee's team worksheet, the charts will display the current worksheet's totals in bars grouped according to user. Throughout all chart configurations, the dotted black line represents the worksheet's adjusted quota for the given time period and can be hovered over to view the quota amount.

Use the dropdown menu to configure what is displayed in the chart.



When "Likely" is chosen, each dark blue bar represents the total committed Likely amount for each user within the current team worksheet. Each light blue bar represents the total adjusted Likely amounts for each user. The dark green dots show the cumulative Likely total of the team built user-by-user from left to right with the rightmost point representing the total Likely amount for the entire team. The light green dots and line do the same using the adjusted Likely team total.



Choosing "Best" shows similar chart elements except that the Best and adjusted Best amounts are used. Choosing "Worst" does the same with Worst and adjusted Worst amounts.

Note: You may or may not see "Best" and "Worst" as options in the second dropdown depending on your administrator's [Scenarios](#) configuration.

Saving Forecast Drafts

Whenever new information is added or changes are made to your current forecasting worksheet, the Save Draft button will become activated. Click this button to save your changes to the current worksheet without submitting these changes to your manager. This provides an opportunity to work with your forecast data before pushing more finalized amounts up the management chain. Clicking "Save Draft" will also cause any changes to your personal opportunities' amounts and/or probability to alter the opportunity record itself, making these new numbers visible on the opportunity in other areas of Sugar.



Committing Forecasts

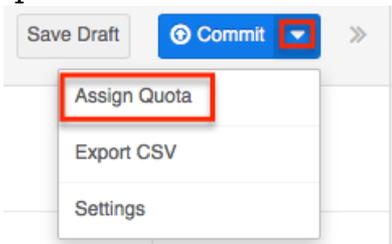
Whenever new information is added or changes are made to your current forecasting worksheet, the Commit button will become activated. Click this button to save your changes to the current worksheet and to submit these changes to your manager or to the team worksheet if you are a manager working on your personal worksheet. Clicking "Commit" will also cause any changes to your personal opportunity' amounts and/or probability to alter the opportunity record itself, making these new numbers visible on the opportunity in other areas of Sugar.

For sales managers, changes to your reportees' quotas will appear in their Forecasts module when you perform a commit or when using the Assign Quota option. Either action will also update your quota and your reportees' quotas in the [In Forecasts dashlet](#).



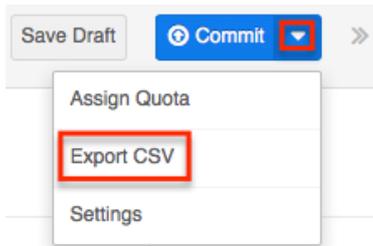
Assigning Quotas

After a manager makes changes to the quotas for his or her reportees, the new quota will become visible in the reportee's Forecasts module when the manager clicks Assign Quota from the Actions menu in addition to when they commit their forecast. Either action will also cause changes to your quota and your reportees' quotas to be reflected in the [In Forecasts dashlet](#).



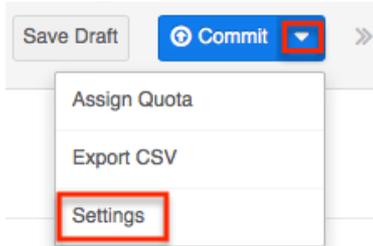
Exporting Forecasts

The Export option is available on every forecasting page and exports every line of the current worksheet. The resulting CSV file can be used in other programs such as Microsoft Excel to view and manipulate your forecasting data. To export your current worksheet, click "Export CSV" in the Actions menu.



Configuring Forecasts

Users with administrator access will have a Settings option available within the Forecasts module. Choosing "Settings" will open the Forecast Configuration wizard which is also available by navigating to Admin > Forecasts. For more information on configuring the Forecasts module, please refer to the [Forecast Configuration](#) documentation in the Administration Guide.



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Quotes

Overview

Sugar's Quotes module consists of quotes which specify the quantity and the price per unit for products or services that your organization is selling to clients. You can select a product directly from the product catalog or manually enter a product that is not in the catalog during quote creation. There are various ways you can create quotes in Sugar such as via the Quotes module and duplication. Once created, you can generate the quote as a document in PDF format and send it to your clients. This documentation will go over the basics of the Quotes module as well as the various options available in performing the actions related to the module.

For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting quote records, please refer to the [Working With Quotes](#) section of this page.

Please note that you will only be able to see quote records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Quote Fields

The Quotes module contains a number of stock fields which come out-of-the-box with Sugar. The following definitions are suggested meanings for the fields, but some fields can be leveraged differently to meet your organization's needs. Users with administrator or developer access have the ability to alter, add, or remove some fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration guide.

Field Name	Description
Actual Close Date	The date on which the quote is accepted or rejected
Assigned User	The Sugar user assigned to the quote
Billing Account Name	The Sugar account to which the quote should be billed
Billing Address	The billing address of the account to be billed for the product or service Note: This group of fields will automatically populate from the related billing account record but can be edited on the quote without affecting the address on the related account record.
Billing Contact Name	The primary contact at the billing account for this order
Converted Amount	The quote's total amount after it has been converted to the system's default currency as configured via Admin > Currencies or in the user's preferred currency when the user has "Display Preferred Currency" enabled in their user profile Note: If the applied exchange rate is modified via Admin > Currencies, the

	Converted Amount value will be automatically updated by a scheduled process. For more information on how currency changes affect the Converted Amount value, please refer to the Updating Currency Rates section. For more information on the Converted Amount field, please refer to the Transaction Amount vs. Converted Amount section.
Date Created	The date a user created the quote record in Sugar
Date Modified	The date the quote record was last modified in Sugar
Date Shipped	The date the order shipped to the buyer
Description	A description or other information about the quote
Discount	The discounted amount (if applicable) for the quote
Discounted Subtotal	The sum of quoted line items after any discounts have been applied
Display Line Numbers	A checkbox that controls whether the quote record's line items should be sequentially numbered
Grand Total	The sum of groups and line items after any tax, discounts, or shipping charges are applied
Opportunity Name	The name of the opportunity related to the quote
Order Stage	The current order stage (Pending, Confirmed, etc.) of the quote
Original P.O. Date	The date on which a purchase order was issued
Payment Terms	The time period within which the buyer must pay for the product or service
Purchase Order Num	The purchase order (P.O.) number given by the buyer as proof of payment authorization
Quote Number	The unique, system-generated number used to reference the quote

Quote Stage	The current stage of the quote's life cycle (Draft, Closed Won, etc.)
Quote Subject	A brief summary of the product or service to be quoted
Shipping	The shipping charge for the order Note: Value must be manually added in the Shipping field at the bottom of the quote's worksheet and saved via the quote record's Save button at the top of the page.
Shipping Account Name	The Sugar account where the product or service will be delivered
Shipping Address	The shipping address of the account that will receive the product or service Note: This group of fields will automatically populate from the related shipping account record but can be edited on the quote without affecting the address on the related account record.
Shipping Contact Name	The primary contact at the shipping account for this order
Shipping Provider	The shipping method for the order Note: Shipping providers are configured by the administrator via Admin > Shipping Providers. Only shipping providers marked "Active" are displayed as options on the quote record.
Subtotal	The sum of quoted line items before any tax, discounts, or shipping charges are applied
Tax	The tax rate to apply to the quote's taxable subtotal Note: Tax rates are configured by the administrator via Admin > Tax Rates. Only tax rates marked "Active" are displayed as options on the quote record.
Teams	The Sugar team(s) assigned to the quote record
Total Discount	The order's total discount as a currency

	amount
Total Discount Percentage	The order's total discount as a percentage of the total amount Note: This value is shown under the "Total Discount" label to the left of the Total Discount amount
Transaction Amount	The quote's total value in the currency in which the quote was last saved Note: For more information, please refer to the Transaction Amount vs. Converted Amount section.
Valid Until	The date that the quote expires

Quote Stages

The Quote Stage field represents the quote's position in its life cycle. There are eight quote stages which come out-of-the-box with Sugar, and users with administrator or developer access have the ability to modify the quote stages via the quote_stage_dom list in Admin > Dropdown Editor. For more information on modifying dropdown lists, please refer to the [Developer Tools](#) documentation in the Administration guide. The following definitions are suggested meanings for each quote stage, but the stages can be leveraged differently to meet your organization's needs.

Quote Stage	Description
Draft	The quote is not yet final
Negotiation	The quote has been presented to the client and the client has requested modifications
Delivered	The quote has been presented to the client for consideration
On Hold	Activity related to the quote has been temporarily suspended
Confirmed	The quote has been approved for sale
Closed Accepted	The client has accepted the terms of the quote and agreed to proceed with the sale
Closed Lost	The client has not accepted the terms of the quote and the sale has been lost

Closed Dead	The client has neither accepted nor rejected the terms of the quote, but the sale has been presumed lost
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Order Stages

The Order Stage field is typically used to track the status of an order resulting from a Closed Accepted quote. There are five order stages which come out-of-the-box with Sugar, but users with administrator or developer access have the ability to modify the order stages via the order_stage_dom list in Admin > Dropdown Editor. For more information on modifying dropdown lists, please refer to the [Developer Tools](#) documentation in the Administration guide. The following definitions are suggested meanings for each order stage, but the stages can be leveraged differently to meet your organization's needs.

Quote Stage	Description
Pending	The order has been sent to your internal production team or supplier
Confirmed	The order has been accepted by your internal production team or supplier
On Hold	Processing on this order has been paused
Shipped	The order has been released to the customer
Cancelled	The customer has canceled this order

Calculated Fields

A quote's worksheet area is located just above the subpanels on a quote's record view. Users can add line items to the worksheet and then Sugar applies Sugar Logic to calculate the sum of the line items relative to applicable tax rates and any shipping charges or discount amounts that the user has specified. Several calculated fields contribute to the bottom line of a quote. These fields are shown at the top of the worksheet in the Totals bar and will instantly adjust for user-inputted data. The calculated fields are Total Discount, Discounted Subtotal, Total Tax, and Grand Total.

+		Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total
		5.00% \$40.45	\$768.55	\$63.41	\$0.00	\$831.96
☐ ⋮	Quantity	Line Item	Part Number	Unit Price	Discount	Line Item Total
☐ ⋮	1 1.00	Eustolia Gadget	24/7 Couriers 184759...	\$809.00		\$768.55
Discounted Subtotal						\$768.55
Tax						\$63.41
Shipping						0.00
Grand Total						\$831.96

In addition to the quote's calculated fields, each line item displays a calculated value labeled "Line Item Total". The value of each "Line Item Total" field's value is stored in the database in the Quoted Line Items module as total_amount and labeled "Calculated Quoted Line Item Amount" by default.

+		Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total
		1.75% \$40.45	\$2,268.55	\$187.16	\$0.00	\$2,455.71
☐ ⋮	Quantity	Line Item	Part Number	Unit Price	Discount	Line Item Total
☐ ⋮	1 1.00	Eustolia Gadget	24/7 Couriers 184759...	\$809.00	€566.30 5.00%	\$768.55
☐ ⋮	2 1.00	Custom Product	n/a	\$1,500.00	€1,050.00 0.00%	\$1,500.00
Discounted Subtotal						\$2,268.55
Tax						\$187.16
Shipping						\$0.00
Grand Total						\$2,455.71

Note: The value for a quote's Shipping charge is not a calculated value. It must be manually entered in the lower portion of the quote worksheet and saved via the quote record's Save button. You can click on the field to edit it or you can click the "Edit" button at the top of the record view. To save the value, click the "Save" button at the top of the record view.

Working With Quotes

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Quotes section describe Quotes-specific behaviors and functionality.

Content Link	Description
Creating Quotes Basic Quote Creation	The Creating Records section covers the various methods of creating new quotes, including via the Create button in the Quotes module or from the Quotes

	<p>subpanel on related opportunity records or related shipping account or billing account records.</p> <p>Note: In contrast with other Sidecar modules in Sugar, when a user creates a quote record, they are immediately directed to the quote's full record view and remain on the quote's record view after saving.</p>
<p>Viewing Quotes Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Reports</p>	<p>The Viewing Records section describes the various methods of viewing quote records, including via the Quotes list view and record view, the Recently Viewed menu in the Quotes module tab, list view dashlets showing quote information, and reports displaying quote data.</p>
<p>Searching for Quotes Global Search List View Search Creating a Filter Saving a Filter</p>	<p>The Searching for Records section provides an introduction to the two searching methods for locating quotes: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Quotes module.</p>
<p>Quotes List View Total Record Count Create Button List View Search Checkbox Selection Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Quotes Intelligence Pane</p>	<p>The List View section walks through the Quotes List View layout, which contains a filterable list of all quote records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Quotes list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
<p>Quotes Record View Favorite Designation Next or Previous Record Actions Menu Show More</p>	<p>The Record View section walks through the Quotes Record View layout, which contains detailed information about a single quote record. While the generic menu options are described in the User</p>

Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Intelligence Pane	<p>Interface sections linked to the left, the options specifically available in the Quotes record view are described in the Record View Actions Menu section of this page.</p>
Editing Quotes Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing quote records, including inline via the Quotes record view, in full edit mode on the record view, inline via the Quotes subpanel on related module records, inline via the Quotes list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Quotes Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted quotes, including via the Quotes record view, an individual record's Actions menu on the Quotes list view, and the Mass Actions menu on the list view.</p>
Emailing Quotes Emailing via Email Address Fields Emailing via List View Emailing via Quick Create Emailing via Emails Module Emailing via Workflows	<p>The Emailing Records section describes the various methods of emailing quote records as recipients, including clicking any email address within Sugar, via the Mass Actions menu on the Quotes list view, via the Quick Create menu, via the Emails module using the Related To field, and via workflows which can automatically send emails according to conditions configured by administrator users.</p>
Exporting Quotes	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of quotes and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Recalculating Calculated Values	<p>The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update the calculated field values in</p>

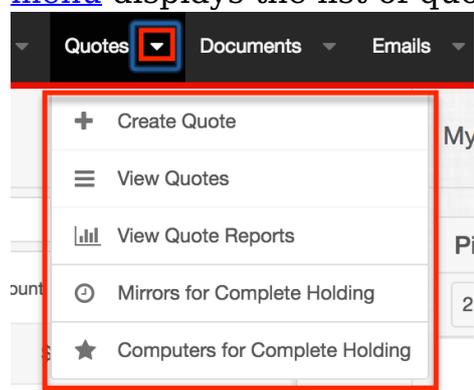
	the module.
Finding Duplicate Quotes	The Finding Duplicate Records section provides instructions for locating duplicate quote records. If searching on matching fields (e.g. Name) identifies one or more duplicates, they can be merged into a single record.
Viewing Quote Historical Summaries	The Viewing Record Historical Summaries section describes the Historical Summary record view option which displays quick details of the quote record's related calls, meetings, emails, notes, and tasks.
Viewing Quote Change Logs	The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the quote's audited fields.
Downloading Quotes as PDFs	The PDF section explains how to download .pdf files of quote information as configured by an administrator via Admin > PDF Manager.
Favoriting Quotes Favoriting via List View Favoriting via Record View Favoriting via Subpanel	The Favoriting Records section describes the various methods of marking quotes as favorites, including via the Quotes list view, Quotes record view, or any Quotes subpanel appearing on the record view of a related module. Favoriting a quote allows you to easily access it from list views, dashlets, or the Quotes module tab.
Sharing Quotes	The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the quote record. If the recipient is logged into Sugar, clicking the link will bring them directly to the quote's record view.

Quote Menus

The Quotes module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Quotes-specific functionality, on this page.

Module Tab Menus

The Quotes module tab is typically located on the navigation bar at the top of any Sugar screen. Click the tab to access the Quotes list view. You may also click the triangle in the Quotes tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu displays options for creating and viewing quotes. The [Recently Viewed menu](#) displays the list of quotes you last visited. The [Favorites menu](#) displays the list of quotes you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Quote	Opens the record view layout to create a new quote
View Quotes	Opens the list view layout to search and display quotes
View Quote Reports	Directs you to the Reports list view filtered to display only reports based on the Quotes module

If you do not see the Quotes module tab in Sugar, please check the following:

- The Quotes module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Quotes module in the Hide Modules

list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.

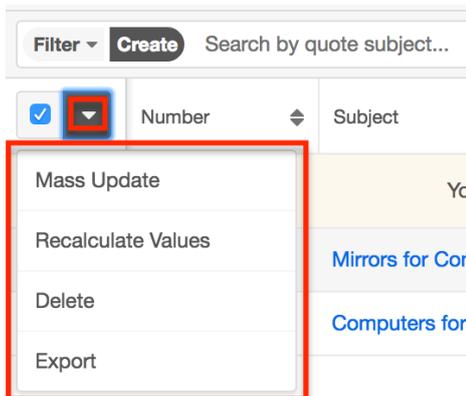
- The administrator may have disabled the Quotes module for your entire Sugar instance. Reach out to your Sugar administrator to have the Quotes module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Quotes [list view](#) displays all quote records and allows for searching and filtering to locate specific quotes. You can view the basic details of each record within the field columns of the list view or click on a quote's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual quote records or click the checkbox in the list header to select all records displayed on the current set of list view results.



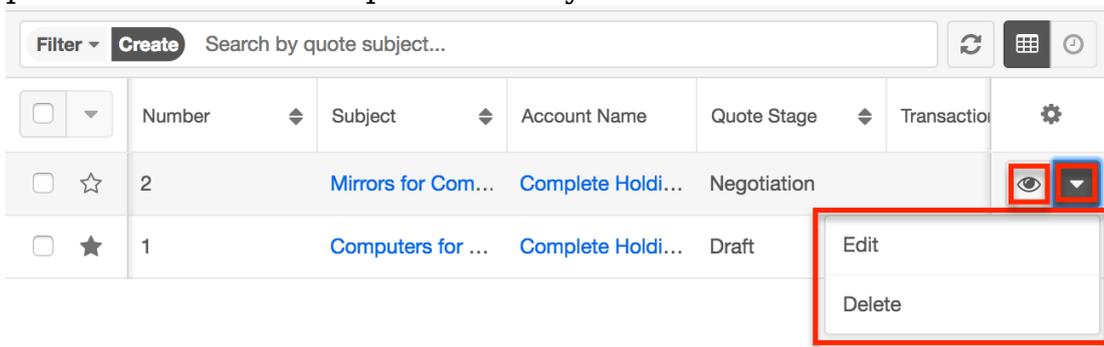
The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more quotes at a time
Delete	Delete one or more quotes at a time

Export	Export one or more quotes to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on a quote directly from the list view.

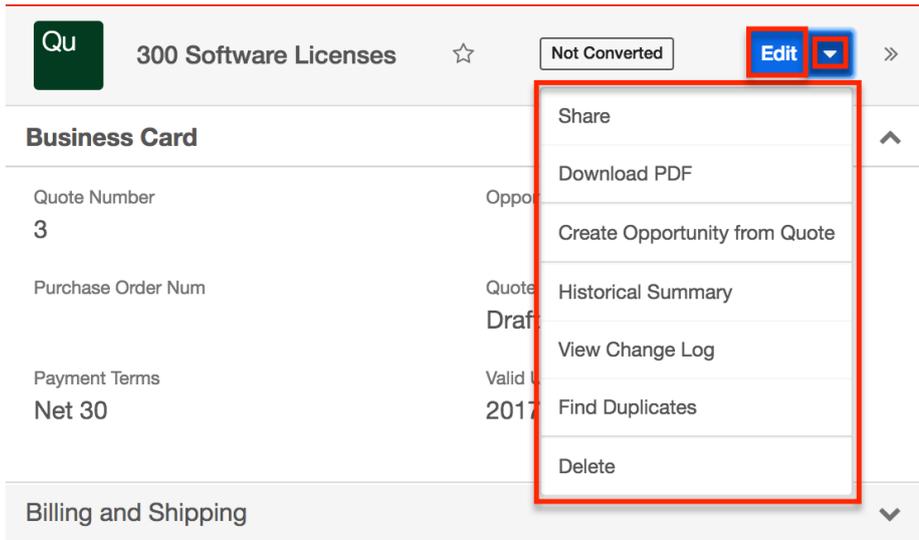


The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this quote in the intelligence pane
Edit	Edit this quote
Delete	Delete this quote

Record View Actions Menu

The Quotes [record view](#) displays a single quote in full detail including its fields, quote worksheet, and subpanels of related records. To access a quote's record view, simply click a hyperlinked quote name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this quote
Share	Share a link to this quote via email
Download PDF	Download the quote to your computer as a PDF file Note: Clicking on this menu item will expand and contract the menu to reveal or hide the available PDF templates.
Create Opportunity from Quote	Copy the details of this quote to a new opportunity record
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this quote
View Change Log	View a record of changes to this quote
Delete	Delete this quote

Quote Worksheet Options and Menus

Below the quote record, the quote's worksheet contains several options and menus specific to the worksheet, its groups, and rows. In the following image, the blue section is the Totals bar, which displays the calculated totals for the worksheet; the yellow section contains the column headers for all of the line items that you may add; and the pink section is an example of a group, which can contain any

number of quoted line items and comments. The totals for all groups on the worksheet are added to the shipping charge and calculated tax to reach a grand total.

		Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total
		5.00% \$115.45	\$2,193.55	\$180.97	\$0.00	\$2,374.52
Quantity	Line Item	Part Number	Unit Price	Discount	Line Item Total	
Use the + create menu to add a line item, comment, or group to this Quote.						
Gadgets						
1	1.00	Eustolia Gadget	24/7 Couriers 184759...	\$809.00	€566.30 5.00%	\$768.55
2	1.00	Custom Product	n/a	1,500.00	5.00 %	\$1,425.00
Group Total						\$2,193.55
Discounted Subtotal						\$2,193.55
Tax						\$180.97
Shipping						\$0.00
Grand Total						\$2,374.52

The following table describes the options and menus available on the example quote worksheet pictured above:

	Option	Description
	Create on Worksheet	Add a new group or create ungrouped line items and comments
	Select All	Select or deselect all rows on the worksheet
	Mass Actions	Group or delete all selected rows
	Create in Group	Add a new comment or line item to the group
	Group Actions	Edit the group name or delete the group (does not delete the group's rows)
	Select Row	Select the line item or comment
	Row Actions	Edit or delete the line item or comment
	Row Save/Cancel	Save (□) a new or edited row or cancel (x) creating or editing the row

Building Quotes

When creating quotes in Sugar, the full edit view layout opens which includes all of the quote fields in expandable panels labeled "Business Card", "Billing and Shipping", "Quote Settings", and "Show More". Beneath the panels, there is a quote worksheet where product groups and line items can be configured, rearranged, and tallied along with any discounts, taxes, or shipping fees. For more information on the worksheet's layout, please refer to the [Quote Worksheet Options and Menus](#) section of this page.

Note: Only the layouts for the panels above the worksheet can be configured by administrators via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

The following sections cover using the quote's worksheet to calculate the quote's grand total.

Quoted Line Item Groups

The quote's worksheet allows users to add products from the product catalog and arrange them in groups. Groups may also contain comments. Groups are optional for quote records so you can omit them altogether in favor of independent line items or create one or more groups to organize similar products or services together. For example, a quote for software might have a group labeled "Services" to contain the quoted line items for implementation and extended support.

Creating Groups

Empty groups can be created via the worksheet's Create menu. Alternatively, users can create a group from existing comments and quoted line items. The next two sections explain each method.

Creating Empty Groups

Use the following steps to add a new group to the quote's worksheet:

1. After filling in and saving the quote's fields, scroll down to the quote's worksheet and click on the Create (+) button to access the worksheet's available actions and select "+ Group".

Billing and Shipping						▼
Quote Settings						▼
Show More						▼
+	Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total	
	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	
+ Quoted Line Item	Quantity	Line Item	Part Number	Unit Price		
+ Comment	Add a line item, comment, or group to this Quote.					
+ Group						
					Discounted Subtotal	\$0.00
					Tax	\$0.00
					Shipping	\$0.00
					Grand Total	\$0.00

2. Enter an optional name for the new group and then click the Save icon. To create an unnamed group, just click the Save icon without entering any text.

Note: To cancel without creating a new group, click on the Cancel (x) icon.

+	Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total	
	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/>	Quantity	Line Item	Part Number	Unit Price		
Use the + create menu to add a line item, comment, or group to this Quote.						
<input checked="" type="checkbox"/>	Licenses					

You now have a new group and can start [adding line items](#) to the group.

Creating Groups from Quoted Line Items

If a quote already has line items and you want to move some or all of those line items into a new group together, follow these steps to create a new group from the quoted line items:

1. From the quote's worksheet area, identify the quoted line items that you would like to group together and place a checkmark in the empty checkbox next to each item's row.
2. Next, click on the worksheet's Actions button (three vertical dots in the Totals bar) and select "Group Selected".

+		Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total
		0.00%	\$0.00	\$1,621.00	\$0.00	\$1,621.00
<input type="checkbox"/>	⋮	Quantity	Line Item	Part Number	Unit Price	
<input type="checkbox"/>			tem			
<input checked="" type="checkbox"/>			Alita Gadget	360 Vacations 422402..		
<input checked="" type="checkbox"/>		2	Daphne Gadget	Spindle Broadcast Co...		

3. Enter an optional name for the new group and then click the Save icon. To create an unnamed group, just click the Save icon without entering any text.

Note: To cancel without creating a new group, click on the Cancel (x) icon.

x		Gadgets			
<input checked="" type="checkbox"/>		1	1.00	Alita Gadget	360 Vacations 422402..
<input type="checkbox"/>		2	1.00	Daphne Gadget	Spindle Broadcast Co...

4. The selected items now exist within the new group:

+		Gadgets			
<input type="checkbox"/>		1	1.00	Alita Gadget	360 Vacations 422402..
<input type="checkbox"/>		2	1.00	Daphne Gadget	Spindle Broadcast Co...

Editing Groups

To edit a group's name, click on the group's Actions button (three vertical dots to the left of the group name) and then select "Edit".

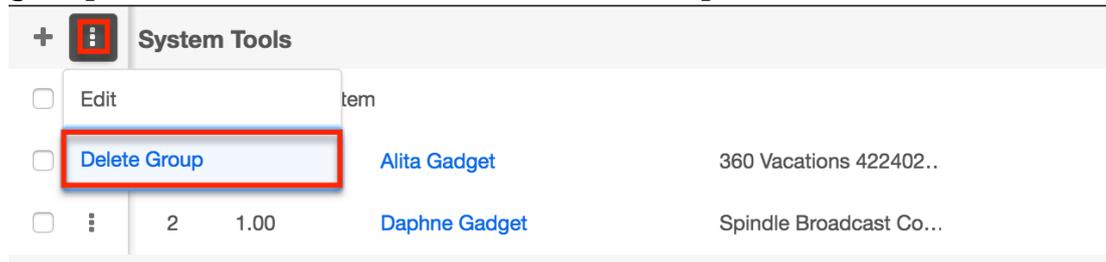
+		System Tools			
<input type="checkbox"/>			tem		
<input type="checkbox"/>			Alita Gadget	360 Vacations 422402..	
<input type="checkbox"/>		2	Daphne Gadget	Spindle Broadcast Co...	

To edit the position of quoted line items and comments in a group, you can simply drag and drop the rows to the desired location. Line items and comments can be rearranged within the group, moved to a new group, or moved out of groups to independent lines on the quote worksheet. For more information, please refer to the [Moving Quoted Line Items](#) and [Moving Comments](#) sections.

Deleting Groups

When you delete a group from a quote's worksheet, any quoted line items that

were in the deleted group will simply become ungrouped on the quote. To delete a group, click on the group's Actions button (three vertical dots to the left of the group name) and then select "Delete Group".



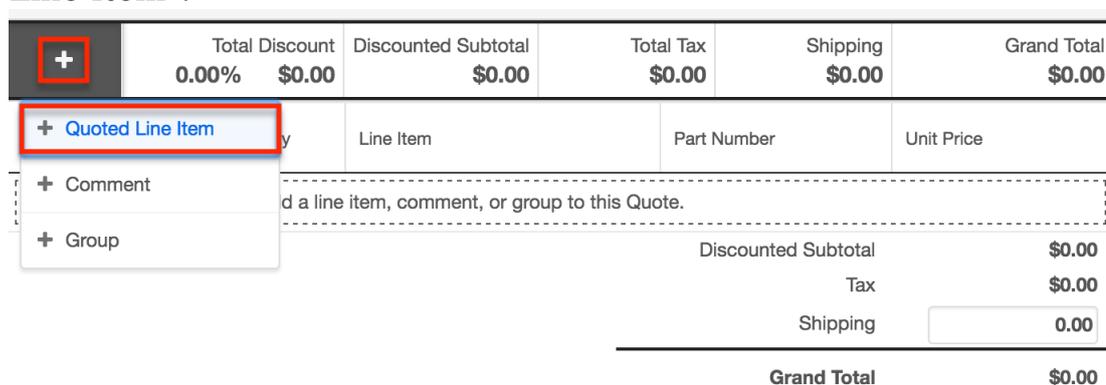
Quoted Line Items

Quoted line items represent the specific products or services on the quote. You can create line items as independent rows on the quote or they may be included in a group, which typically contains additional, related line items. For more information on creating quote groups, please refer to the [Adding Groups](#) section of this page.

Note: You can only relate quoted line items with a quote by creating them directly from a quote record's worksheet as described in the following sections. Quoted line items created directly in the Quoted Line Items module via the Actions menu or Create button cannot be linked with a quote record.

Creating Quoted Line Items

To create a line item as an independent row on the quote worksheet, click on the Create (+) button to access the worksheet's available actions and select "+ Quoted Line Item":



To create a line item inside a group on the quote worksheet, click on the group's Create (+) button to access the group's available actions and select "+ Quoted Line Item":

+		Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total								
		4.45%	\$40.45	\$71.66	\$0.00	\$940.21								
Quantity	Line Item	Part Number	Unit Price	Di										
Use the + create menu to add a line item, comment, or group to this Quote.														
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center; background-color: #f0f0f0; padding: 2px;"> + Hardware </div> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; align-items: center; margin-bottom: 2px;"> + Quoted Line Item </div> <div style="display: flex; align-items: center; margin-bottom: 2px;"> + Comment </div> </div> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 15%;"></td> <td style="width: 45%;">Eustolia Gadget</td> <td style="width: 20%;">24/7 Couriers 184759...</td> <td style="width: 20%; text-align: right;">\$809.00</td> </tr> <tr> <td></td> <td>Custom item</td> <td></td> <td style="text-align: right;">\$100.00</td> </tr> </table>								Eustolia Gadget	24/7 Couriers 184759...	\$809.00		Custom item		\$100.00
	Eustolia Gadget	24/7 Couriers 184759...	\$809.00											
	Custom item		\$100.00											

Please note that line numbers are only visible next to quoted line items when the "Display Line Numbers" field is enabled in the quote record's Quote Settings panel. This option is enabled by default.

Quote Settings ^

Currency
\$ (USD)

Tax Rate
8.25 - Cupertino, CA

Display Line Numbers

When adding products as quoted line items, you may [select a product from your database's Product Catalog](#) module or you may [manually enter a new product](#) on the fly. Either way, each line item added to a quote will create a new record in the Quoted Line Items module.

Creating Quoted Line Items via Product Catalog

If you need to add a line item for a product that is in the Product Catalog, you can easily select the product directly from the line item on the quote worksheet. When you select an item from the Product Catalog, you cannot modify the line item's tax class, cost, or other pricing and manufacturer information because the values have been determined by your administrator.

Note: A system administrator or user with developer access to the Quoted Line Items module must create and add products via Admin > Product Catalog before users can select products when adding line items. For more information on adding and modifying products in the product catalog, please refer to the [Product and Quotes](#) documentation.

Follow these steps to create a line item using the Product Catalog for a quote:

1. Choose "+ Quoted Line Item" from the worksheet's Create (+) menu or

from the group's Create (+) menu as explained in the [Creating Quoted Line Items](#) section of this page.

2. Click on the Line Item dropdown field in the new row and begin typing the product that you would like to use as a line item. When you enter the first letter of a product, Sugar will begin to display recommendations from the Product Catalog that begin with the same letter. Click on the product name when it appears. Alternatively, click on "Search and Select" to find the product by its name, category, or type.
3. The line item's fields will instantly populate with the part number and Unit Price, which are copied from the Product Catalog. These fields are grayed out and cannot be edited.

	Quantity	Line Item	Part Number	Unit Price	Discount	Line Item Total
✕ ✓	1	1.00	Eustolia Gadget ✕	24/7 Couriers 184759X	€566.30	\$768.55

4. Modify the quantity field if the default value of "1" is not correct. Please note that users may enter line items with a quantity of zero to denote optional products, previously-paid items, or to handle other situations. Rows with zero quantity will not affect the value of the quote.
5. Optionally, apply a discount to the line item. By default, the discount field accepts a percentage value, but users can enter an absolute discount amount by toggling the Unit button from "%" to the currency symbol.

	Quantity	Line Item	Part Number	Unit Price	Discount	Line Item Total
✕ ✓	1	1.00	Eustolia Gadget	24/7 Couriers 184759...	\$809.00 €566.30	5.00% \$768.55
✕ ✓	2	1.00	Deonna Gadget ✕	South Sea Plumbing P...	€571.20	0.00% \$816.00
					Discounted Subtotal	\$ US Dollars
					Tax	% Percent
					Shipping	
Grand Total						\$1,715.28

6. After completing the line item, click the blue checkmark next to the row to save the line item.

This will save the row to Sugar's database as a new quoted line item record.

Creating Custom Quoted Line Items

If you need to add a line item for a product that is not in the Product Catalog, you can instantly create a custom line item directly from the quote worksheet. Custom line items are stored in Sugar as quoted line item records but are not added to the Product Catalog.

Follow these steps to create a custom line item for a quote:

1. Choose "+ Quoted Line Item" from the worksheet's Create (+) menu or from the group's Create (+) menu as desired. For more information, please refer to the [Quoted Line Items](#) section of this page.

- Click on the Line Item dropdown field in the new row and begin typing the product that you would like to use as a line item. When you enter the first letter of a product, Sugar will begin to display recommendations from the Product Catalog that begin with the same letter. To ignore the recommendations and create an entirely new product, completely type out the name of the product as you would like it to appear on the quote and then click on the New Quoted Line Item menu option or press the Enter key.

	Quantity	Line Item	Part Number	Unit Price	Disco
1	1.00	Eustolia Gadget	24/7 Couriers 184759...		\$809.00
2	1.00	Required		0.00	
				Discounted Subtotal	\$768.55
				Tax	\$63.41
				Shipping	\$0.00
				Grand Total	\$831.96

- Enter the quantity, unit price, and remaining line item fields as needed. For more information, please refer to the [Quoted Line Items](#) documentation.
- Click the blue checkmark next to the row to save the line item.

1	1.00	Eustolia Gadget	24/7 Couriers 184759...	\$809.00	5.00%	\$768.55
2	1.00	Custom item	1234567	100.00	0.00 %	\$100.00

This will save the row to Sugar's database as a quoted line item record but will not affect the Product Catalog. After adding a quoted line item to a quote, you can navigate to the quoted line item's record view by clicking its hyperlinked name on the quote worksheet. For more information on quoted line item records, please refer to the [Quoted Line Items](#) documentation.

Editing Quoted Line Items

To change the editable values of a quoted line item, click on the row's Actions button (three vertical dots to the left of the line item) and then select "Edit".

Gadgets						
Ship before April 1:						
1	1.00	Custom Product	n/a	\$1,500.00	€1,050.00	
<div style="border: 1px solid red; padding: 2px;">Edit</div>						
Delete						
		Eustolia Gadget	24/7 Couriers 184759...	\$809.00	€566.30	

Custom line items are fully editable. The quantity and discount are editable for line items from the product catalog, or you may change the selected product, which will reset the row's values appropriately. After updating the quoted line item, click

the blue checkmark to apply the changes or click the Cancel (x) icon to cancel any changes and revert the row's values. If the line item's value has changed, the quote's totals will automatically recalculate. If the edited line item is in a group, then the group's totals will recalculate, as well.

Moving Quoted Line Items

Users can move quoted line items to a new position on a worksheet. Simply save the row and then click and hold anywhere on the line item until the mouse tip changes to a four-directional arrow. Drag the row to the preferred position on the worksheet and then release the mouse button.

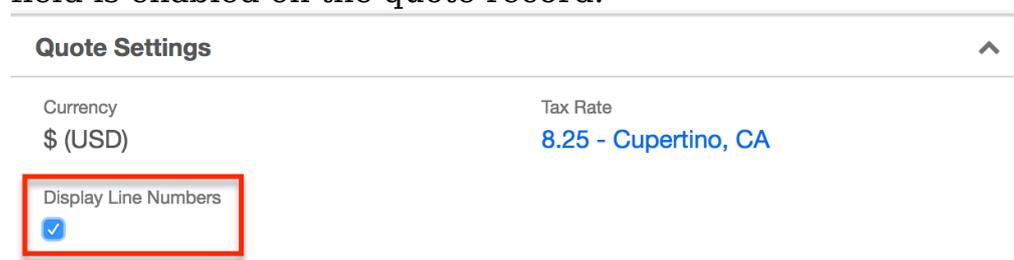
Note: Quoted line items cannot be moved when they are in edit mode.

Line items can be moved within a group, from one group to another group, or out of a group to an independent row. When you change the position of a line item, its line number will adjust accordingly and so will the line numbers for any other rows affected by the change. Upon moving line items into or out of a group, the group's totals will automatically recalculate.



Gadgets										
<input type="checkbox"/>	:	Ship before April 1:								
<input type="checkbox"/>	:	1	1.00	Custom ...	n/a		\$1,500.00	€1,050.00	.00%	
<input type="checkbox"/>	:	Ship before May 1:								
<input type="checkbox"/>	:	2	1.00	Eustolia Gadget		24/7 Couriers 184759...	\$809.00	€566.30		

Please note that line numbers are only visible when the "Display Line Numbers" field is enabled on the quote record.



Quote Settings	
Currency	Tax Rate
\$ (USD)	8.25 - Cupertino, CA
<input checked="" type="checkbox"/> Display Line Numbers	

Moving a quoted line item into or out of a group is audited by the quoted line item record's activity stream, but changing the position of a line item within a single group is not tracked.

Deleting Quoted Line Items

If you delete a line item from a quote's worksheet, you cannot get it back. You will delete the record from the Quoted Line Items module. The quote worksheet allows you to delete a single quoted line item or to use a mass action for deleting several line items at once. Upon deleting line items, the quote's totals will recalculate automatically. If the deleted line items were in a group, the group totals will recalculate, too.

To delete a single quoted line item, click on the line item row's Actions button (three vertical dots to the left of the line item's name) and then select "Delete".

+ ⋮		Hardware					
<input type="checkbox"/>	⋮	1	1.00	Eustolia Gadget	24/7 Couriers 184759...	\$809.00	
<input type="checkbox"/>	⋮	2	1.00	Custom item		\$100.00	
		Edit Delete					
						Discounted Subtotal	\$868.55
						Tax	\$71.66
						Shipping	\$0.00
						Grand Total	\$940.21

To delete multiple line items at once, identify the quoted line items that you would like to delete and place a checkmark in the empty checkbox next to each item's row. Click on the worksheet's Actions button (three vertical dots in the Totals bar) and select "Delete Selected".

+ ⋮		Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total
		4.45%	\$40.45	\$71.66	\$0.00	\$940.21
<input type="checkbox"/>	⋮	Quantity	Line Item	Part Number	Unit Price	
		Use Group Selected to add, remove, comment, or group to this Quote.				
		Delete Selected				
<input checked="" type="checkbox"/>	⋮	1	Eustolia Gadget	24/7 Couriers 184759...		\$809.00
<input checked="" type="checkbox"/>	⋮	2	Custom item			\$100.00

Comments

Comments are user-created notes on the quote worksheet. Comments are included on the default quote PDF templates. You can create comments as independent rows on the quote or they may be included in a group. For more information on creating quote groups, please refer to the [Adding Groups](#) section of this page. Because comments, like quoted line items, occupy rows on the worksheet, they can be added, edited, moved, and deleted from the sheet in the same way as quoted line items.

Creating Comments

To create a comment as an independent row on the quote worksheet, click on the Create (+) button to access the worksheet's available actions and select "+ Comment":

+	Total Discount 0.00% €0.00	Discounted Subtotal €0.00	Total Tax €0.00	Shipping €0.00	Grand Total €0.00
+ Quoted Line Item	Quantity	Line Item	Part Number	Unit Price	
+ Comment	Add a line item, comment, or group to this Quote.				
+ Group					Discounted Subtotal €0.00
				Tax	€0.00
				Shipping	0.00
Grand Total					€0.00

To create a comment inside a group on the quote worksheet, click on the group's Create (+) button to access the group's available actions and select "+ Comment":

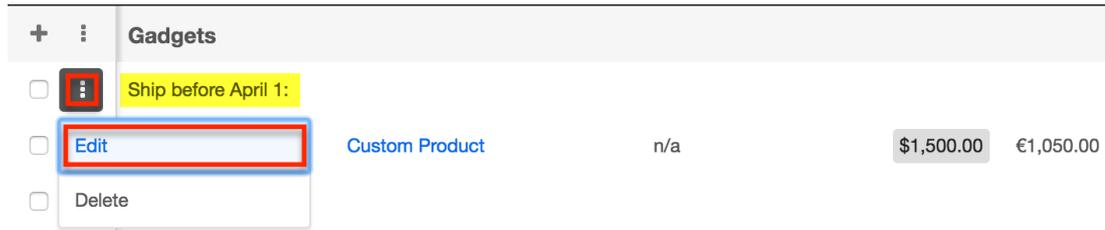
+	Total Discount 5.00% \$115.45	Discounted Subtotal \$2,193.55	Total Tax \$180.97	Shipping \$0.00	Grand Total \$2,374.52
<input type="checkbox"/> ⋮	Quantity	Line Item	Part Number	Unit Price	
Use the + create menu to add a line item, comment, or group to this Quote.					
+ ⋮	Gadgets				
+ Quoted Line Item		Custom Product	n/a	\$1,500.00	€1,050.00
+ Comment		Eustolia Gadget	24/7 Couriers 184759...	\$809.00	€566.30

Type the comment into the text box and then click the blue checkmark to save the comment as a new row or click the Cancel (x) icon to remove the comment's row:

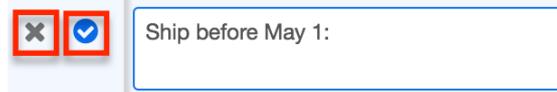
+ ⋮	Gadgets				
<input type="checkbox"/> ⋮	Ship before April 1:				
<input type="checkbox"/> ⋮	1	1.00	Custom Product	n/a	\$1,500.00 €1,050.00 5.00% \$1,425.00
<input checked="" type="checkbox"/> +	Ship before May 1:				
<input type="checkbox"/> ⋮	2	1.00	Eustolia Gadget	24/7 Couriers 184759X...	\$809.00 €566.30 5.00% \$768.55

Editing Comments

To edit a comment's text, click on the comment row's Actions button (three vertical dots to the left of the comment) and then select "Edit".



After updating the comment, click the blue checkmark to preserve the changes or click the Cancel (x) icon to cancel any changes and revert the text.



Moving Comments

Users can move comments to a new position on a worksheet. Simply save the comment and then click and hold anywhere on the comment row until the mouse tip changes to a four-directional arrow. Drag the comment to the preferred position on the worksheet and then release the mouse button. Comments can be moved within a group, from one group to another group, or out of a group to an independent row.

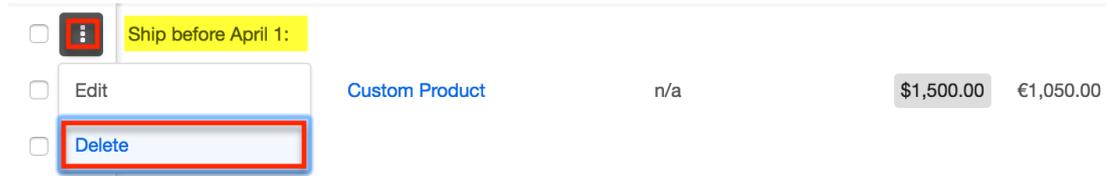
+		Total Discount	Discounted Subtotal	Total Tax	Shipping	Grand Total
		5.00% \$115.45	\$2,193.55	\$180.97	\$0.00	\$2,374.52
☐ ⋮		Quantity	Line Item	Part Number	Unit Price	
Use the + create menu to add a line item, comment, or group to this Quote.						
+		Gadgets				
☐	⋮	Ship before April 1:				
☐	⋮	1 1.00	Custom Product	n/a	\$1,500.00	€1,050.00
☐	⋮	Ship before May 1:				
☐	⋮	2 1.00	Eustolia Gadget	24/7 Couriers 184759...	\$809.00	€566.30

Note: Comments cannot be moved when they are in edit mode.

Deleting Comments

To delete a comment from the quote worksheet, click on the comment row's

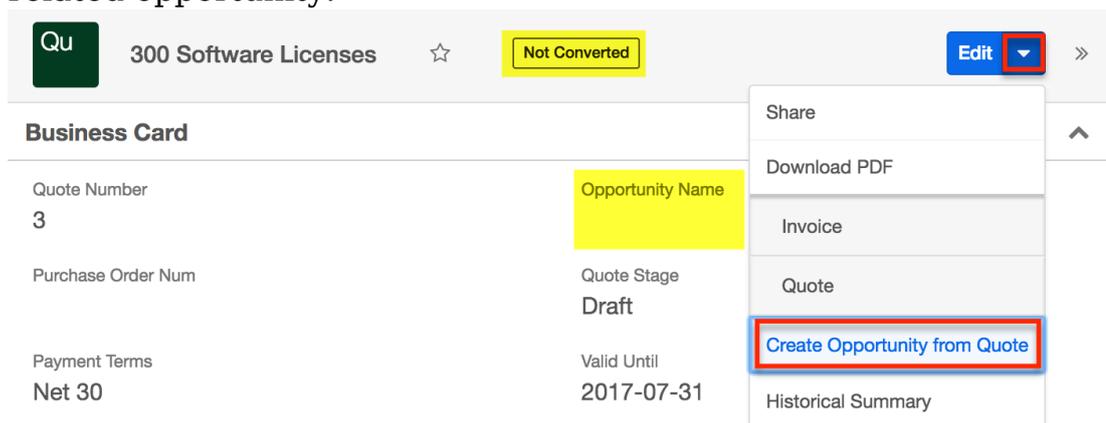
Actions button (three vertical dots to the left of the comment) and then select "Delete".



Creating Opportunities from Quotes

Opportunity records in Sugar represent prospective sales. As you interact with your client and present the quote for your products and services, you can create an opportunity from the quote's detail view to track the quote's progression through your organization's sales stages. The new opportunity is populated with the original quote's values to reflect the opportunity name, account name, expected close date, best, likely, and worst amounts. Any other populated fields will be based on the default values as they are defined in Studio for the Opportunities module. On save, the new opportunity record will automatically be related to the quote record in Sugar, and the quote record will show that it has been converted.

To create an opportunity from a quote, navigate to a quote's record view. Select "Create Opportunity from Quote" from the Actions menu. If the option is grayed out in the menu, confirm that the quote's Opportunity Name field is empty and that the quote record is labeled "Not Converted". Quotes that already relate to an opportunity are considered converted and cannot be converted into another related opportunity.



Sugar will instantly create and save a new, related opportunity and redirect you to the opportunity's record view. You may update the opportunity if needed by clicking "Edit" and then saving the changes. The opportunity's Quotes subpanel will display the originating quote record. Click on the quote's name and the quote will now display the related opportunity's name in the Opportunity Name field and

the quote's label will display "Converted".

The screenshot shows a quote record for '300 Software Licenses'. The quote is marked as 'Converted' in a green box. There is an 'Edit' button with a dropdown arrow. Below the quote title, the 'Business Card' subpanel is visible, showing 'Quote Number 3' and 'Opportunity Name 300 Software Licenses'.

Downloading Quotes as PDFs

Users can download Sugar quote records in PDF format via the quote's Actions menu or from any Quotes subpanel on a related record. By default, the quote can be formatted as either a quote or an invoice, but administrators may create new quote PDF templates or modify the default templates via Admin > PDF Manager. For more information, please refer to the [PDF Manager](#) documentation in the Administration Guide.

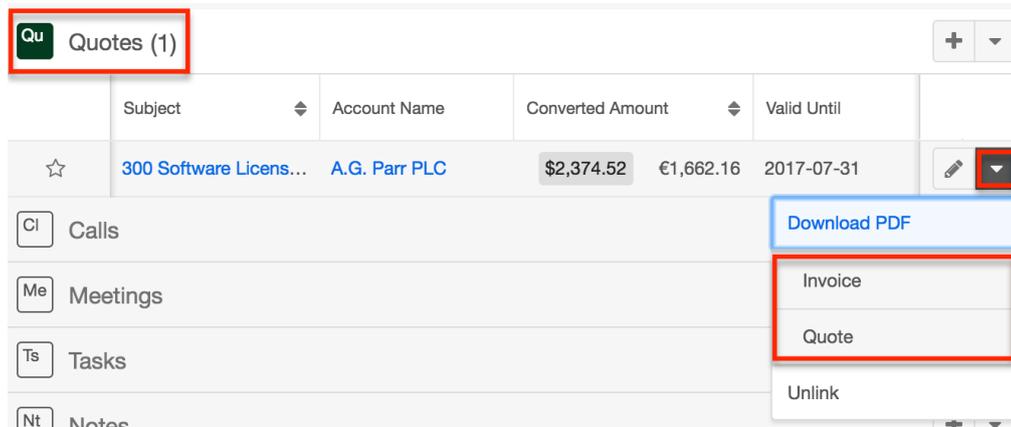
The Download PDF option enables you to easily download the quote to your machine and email or print and mail it to your client outside of the Sugar application. The default PDF formats list the details (e.g. quantity, product name, etc.) of the items or services for purchase as well as any comments and pricing information. Once the client approves the quote's terms and agrees to purchase your product or service, you can generate an invoice for payment.

To download a PDF from the quote's record view, find the Download PDF option in the quote record's Actions menu and the available PDF formats will be listed in the subsequent rows. If the PDF options are hidden, simply click on "Download PDF" to expand the PDF options. Click on the PDF format that you prefer (e.g. Invoice or Quote).

The screenshot shows the same quote record as above, but with the 'Edit' dropdown menu expanded. The 'Download PDF' option is highlighted in a blue box, and the 'Invoice' and 'Quote' options are highlighted in a red box.

To download a PDF from a related record's Quotes subpanel, expand the Actions menu for the quote record in the subpanel and find the Download PDF option. The available PDF formats will be listed in the subsequent rows. If the PDF options are hidden, simply click on "Download PDF" to expand the PDF options. Click on the

PDF format that you prefer (e.g. Invoice or Quote).

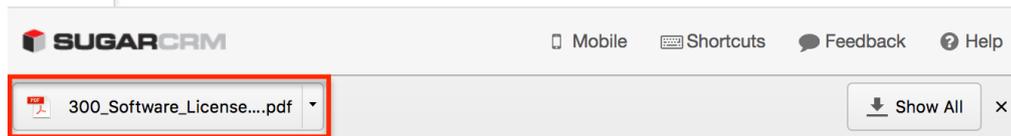


The screenshot shows the SugarCRM interface for the 'Quotes' module. A table lists quote records with columns for Subject, Account Name, Converted Amount, and Valid Until. A dropdown menu is open for the selected quote, showing options: 'Download PDF', 'Invoice', 'Quote', and 'Unlink'. The 'Quote' option is highlighted with a red box.

Subject	Account Name	Converted Amount	Valid Until
300 Software Licens...	A.G. Parr PLC	\$2,374.52 €1,662.16	2017-07-31

- Download PDF
- Invoice
- Quote
- Unlink

After downloading the file, locate the PDF in your browser's footer or in your computer's Downloads folder. It will be named Quote_Name.pdf where Quote_Name is the name of the quote record with underscores in place of space characters (e.g. a quote named "300 Software Licenses" will export with the file name 300_Software_Licenses.pdf).



The screenshot shows a browser's download bar at the bottom of the page. The SugarCRM logo is visible in the top left. The download bar contains a single entry: '300_Software_License...pdf'. A red box highlights this entry.

SUGARCRM Mobile Shortcuts Feedback Help

300_Software_License...pdf Show All x

The .pdf document will contain all of the information from the quote's worksheet as well as the quote number, assigned user's name, and billing and shipping information.



10050 N Wolfe Rd.
SW2-130
Cupertino, CA 95014

Quote

Quote number: 3
Sales Person: Administrator
Valid until: 2017-07-31

Bill To | Ship To

A.G. Parr PLC
1715 Scott Dr
Santa Monica, CA, 35211
USA

A.G. Parr PLC
1715 Scott Dr
Santa Monica, CA, 35211
USA

Gadgets

Quantity	Part Number	Quoted Line Item	List Price	Unit Price	Ext. Price	Discount:
1.00	n/a	Ship before April 1: Custom Product	\$0.00	\$1,500.00	\$1,500.00	5.00%
1.00	24/7 Couriers 184759XYZ987	Ship before May 1: Eustolia Gadget js	\$990.00	\$809.00	\$809.00	5.00%
					Subtotal:	\$2,309.00
					Discount:	\$115.45
					Discounted	\$2,193.55
					Subtotal:	
					Total	\$2,193.55

Currencies and Quotes

Sugar allows your organization to perform business around the world by supporting multiple currencies. Administrators must first add desired currencies and exchange rates to Sugar via Admin > Currencies. They also have the ability to set the instance's default currency via Admin > Locale. This is typically the currency of the country where the majority of business is conducted. For more information, please refer to the [System](#) documentation in the Administration Guide.

Each quote record has a Currency field where you will specify the currency being used for this particular business transaction. However, line items built from product catalog items will use the product catalog item's selected currency rather than the quote's currency.

There are two situations where the displayed values are in a currency that differs from the line item's currency. In both cases, fields with a "Yes" in the last column of the following chart will display the transactional amount, in the currency of the line item, in a grey box next to the converted amount. The two situations are as follows:

- The user viewing the quote has configured their profiles so that:
 - Their preferred currency differs from the line item's currency.

- Their "Show Preferred Currency" option is enabled.
- The instance's default currency, specified in Admin > Locale, differs from the line item's currency.

The currencies used and displayed for each amount field of a quote are as follows:

Quote Area	Transactional Currency	Fields	Converted Currency Displayed
Line item based on product catalog	Product catalog item's selected currency	Unit Price Discount	Yes
		Line Item Total	No
Line item manually entered	Quote's selected currency	Unit Price Discount	Yes
		Line Item Total	No
Line item totals	Quote's selected currency	Line Item Total	No
Group and grand totals	Quote's selected currency	Group Total Discounted Subtotal Tax Shipping Grand Total	No

In the following example, the quote's selected currency is pounds (£) while the system default currency is U.S dollars (\$). The first line item was created from a product catalog item, so its transactional values use the catalog item's currency, dollars. The second line item was manually entered, so its transactional values are in pounds. Because the second line item's transactional currency differs from the system default currency, it shows the transactional values in grey boxes. The same behavior would occur if the user's preferred currency differed from the transactional currency, and the user had enabled "Show Preferred Currency".

+		Total Discount 1.64%	Discounted Subtotal £10.00	Total Tax £0.00	Shipping £0.00	Grand Total £600.90				
<input type="checkbox"/>	:	Quantity	Line Item	Part Number	Unit Price	Discount	Line Item Total			
<input type="checkbox"/>	:	1	1.00	Angella Gadget	Powell Funding 27558..	\$655.00	0.00%	\$655.00		
<input type="checkbox"/>	:	2	1.00	Manually Entered Item		£100.00	\$128.21	£10.00	\$12.82	£90.00
						Discounted Subtotal	£600.90			
						Tax	£0.00			
						Shipping	£0.00			
						Grand Total	£600.90			

For more information about converted currency amounts, please refer to the [Updating Currency Rates](#) section of this page. For more information about user preferred currencies, please refer to the [Getting Started](#) documentation. For more information on creating and managing the Product Catalog, refer to the [Products and Quotes](#) documentation in the Administration Guide.

Transaction Amount vs Converted Amount

The stock Quotes list view contains two fields, Transaction Amount and Converted Amount, that differ in functionality. When the viewing user's Show Preferred Currency option is selected in their user profile, the Converted Amount field will be displayed in the user's preferred currency. When it is unchecked, the Converted Amount field will be displayed in the system default currency. For information about setting a user's Preferred Currency and Show Preferred Currency options, please refer to the [Getting Started](#) documentation.

The primary differences between these fields and options are as follows:

Field Name	Value Displayed	Method to Update Value
Transaction Amount	Transactional amount; the currency and value in which the quote was last saved	Updated by editing the quote record
Converted Amount (system default currency)	Transaction Amount converted to the system default currency based on the system-defined conversion rate	Updated by a scheduled process when the relevant exchange rate is modified via Admin > Currencies. For more information on how currency changes affect the Converted Amount value please see Updating Currency Rates
Converted Amount (user's preferred currency)	Transaction Amount converted to the viewing user's preferred currency as specified in their user profile based on the system-defined conversion rate	Updated by modifying the relevant exchange rate via Admin > Currencies. For more information on how currency changes affect the Converted Amount value please see Updating Currency Rates

Updating Currency Rates

When saving a quote in a currency that differs from the system-defined default currency, Sugar will store the conversion rate for that currency at the record level. This conversion rate is used to calculate the converted amounts when the quote's currency differs from the system default currency. To keep amounts historically accurate, the conversion rate will only update on a quote provided the quote stage is not set to "Closed Accepted", "Closed Lost", or "Closed Dead". If the quote is in any other stage, the conversion rate will update under the following scenarios:

- The quote undergoes a save event (e.g. mass update, manual save, etc.) and the record's currency has a different conversion rate defined in Admin > Currencies than is currently saved in the quote.
- An administrator updates the currency exchange rate under Admin > Currencies. This will trigger a scheduled job which updates all quotes saved with that currency to the new rate.

When the viewing user's profile has the Show Preferred Currency option selected, the Converted Amount field displays the Transactional Amount in the user's preferred currency. In this case, the conversion rate used to calculate the Converted Amount's value is drawn directly from the conversion rate at the system level rather than any conversion rate stored on the record. This means that the value will always use the current conversion rate regardless of the opportunity's sales stage. For this reason, the Converted Amount field should not be considered historically accurate for closed quotes when it is using the user's preferred currency. For information about setting a user's Preferred Currency and Show Preferred Currency options, please refer to the [Getting Started](#) documentation.

For more information about currency exchange rates, please refer to the [System](#) documentation in the Administration guide.

Filtering on Currency Fields

Amount fields are filtered according to the record's set currency rather than being standardized to the user's preferred or system default currency. In the list view, filtering quotes by a currency field allows you to specify the filter's currency. Only records matching both the chosen currency and amount range will be returned. For example, if you filter based on a Total value of 500 in US Dollars, then the search result will return a quote with a Total value of \$500 but will exclude values of €500 or other currency values which are equivalent to \$500.

The screenshot shows the 'Quotes (1)' interface. At the top right is a 'Create' button. Below it is a search bar with the text 'Search by quote subject...'. A filter is applied to 'Total' with the condition 'is equal to' and the value '\$ (USD) 500.00'. Below the search bar is a text input for 'Enter new filter name...' with 'Reset', 'Cancel', and 'Save' buttons. A table below shows columns: Number, Subject, Account Name, Quote Stage, Transaction Amount, and Converter. The first row has the value '3' in the Number column, 'R R Talker July' in Subject, 'NW Capital Corp' in Account Name, 'Draft' in Quote Stage, and '\$500.00' in Transaction Amount.

When filtering in reports, you will only specify the amount range, and any record matching that amount, regardless of the record's currency, will be returned. For example, if one quote's Total value is \$500 in US Dollars and another's is €500 in Euros, a report filtering for a Total value of exactly 500 will return both records.

Last Modified: 2017-12-04 21:12:38

Quoted Line Items

Overview

Sugar's Quoted Line Items module consists of the individual line items which make up your organization's sales quotes. These line items are all of the products that have already been sold or are in the process of being sold to clients along with a quantity, price, and potential discounts. Since a quote is made up of one or more quoted line items, you will most often create quoted line items while creating the quote itself. You can view the quoted line item's details in record view by clicking the line item in a quote or by navigating to it directly via the Quoted Line Items module if your administrator has enabled the module to appear in Sugar's navigation bar. For more information about how quotes and quoted line items interact, please refer to the [Quotes and Quoted Line Items](#) section of this page.

Each quoted line item will include a product that is being sold. The product can be selected from the product catalog or can be typed in manually. For more information, please refer to the [Products and Quoted Line Items](#) section of this page.

This documentation will cover information and actions specific to the Quoted Line Items module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting line items,

please refer to the [Working With Quoted Line Items](#) section of this page.

Please note that you will only be able to see quoted line item records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Quoted Line Item Fields

The Quoted Line Items module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Users with administrator or developer access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Account Name	The account related to the quoted line item's quote
Assigned To	The Sugar user assigned to the quoted line item record
Calculated Quoted Line Item Amount	Displayed on the quoted line item's related quote worksheet, the Total Line Amount after any discount is applied
Contact Name	The contact related to the quoted line item's quote
Cost ^{1, 2}	The actual cost of the quoted line item's product
Date Created	The date the quoted line item record was first saved
Date Modified	The date the quoted line item record was last modified
Description	A description or other information about the quoted line item
Discount Amount	The quoted line item's discount amount
Discount Amount (Unit)	Unit (e.g. USD or percentage) applied to the Discount Amount
List Price ^{1, 2}	The quoted list price of the product
Name	The product's name as selected from the product catalog list or manually entered

	as new
Part Number ¹	The manufacturer's part number for the quoted line item's product
Product Template	The product catalog record, if any, related to the quoted line item
Quantity	The number of products being purchased
Quote Name	The quote to which the quoted line item relates Note: Quoted line items will only be related to quotes when they are created from the quote's worksheet.
Status	The current status of the quoted line item
Subtotal	The list price multiplied by the line item's quantity before any discount is applied
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the quoted line item record
Unit Price ²	The unit price of the product

1. When a quoted line item is related to a product catalog record, this value automatically populates from the related product and cannot be modified on the quoted line item record. For more information on creating and managing records in the Product Catalog, please refer to the [Products and Quotes](#) documentation in the Administration Guide.
2. The displayed currency is based on the locale settings configured in the logged-in user's [User Preferences](#). If the user has enabled "Show Preferred Currency" in their preferences, then Sugar will display the value in their preferred currency. If the user has disabled "Show Preferred Currency" in their preferences, then Sugar will display the value in the system's default currency as configured by the Administrator. If the quoted line item was last saved using a currency that differs from the displayed currency, Sugar will show the alternative currency's value in a gray box adjacent to the user's preferred currency. For more information, please refer to the [Updating Currency Rates](#) section of this page.

In addition to the fields listed above, quoted line items that are related to a product catalog record inherit the following field values from the product:

- Asset Number
- Book Value
- Book Value Date
- Pricing Formula
- Product URL
- Serial Number
- Support Contact
- Support Description
- Support Expires
- Support Starts
- Support Term
- Support Title
- Tax Class
- Vendor Part Number
- Weight

For more information on Product Catalog fields, please refer to the [Products and Quotes](#) documentation.

Working With Quoted Line Items

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Quoted Line Items section describe Quoted Line Items-specific behaviors and functionality.

Content Link	Description
Creating Quoted Line Items Basic Quoted Line Item Creation	<p>The most common way to create quoted line items in Sugar is via the quote worksheet under a quote record, which is covered in detail in the Quotes documentation.</p> <p>The links to the left will take you to the User Interface documentation, which covers how to create new records via the Create button in the Quoted Line Items module. Please note that creating quoted line items from any location outside of the quote worksheet will prevent you from relating the line item</p>

	to a quote in Sugar.
Viewing Quoted Line Items Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	<p>The most common place to view quoted line items in Sugar is via the quote worksheet under a quote record, which is covered in detail in the Quotes documentation.</p> <p>The links to the left will take you to the User Interface documentation, which covers viewing quoted line item records via the Quoted Line Items list view and record view, the Recently Viewed menu in the Quoted Line Items module tab, list view dashlets showing quoted line item information, activity stream entries concerning quoted line item updates or where a user mentions a quoted line item, previewing quoted line items in the right-hand side panel, and reports displaying quoted line item data.</p>
Searching for Quoted Line Items List View Search Creating a Filter Saving a Filter	<p>The Searching for Records section provides an introduction to the two searching methods for locating quoted line items: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Quoted Line Items module.</p>
Quoted Line Items List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Quoted Line Items Activity Stream Intelligence Pane	<p>The List View section walks through the many elements of the Quoted Line Items List View layout, which contains a filterable list of all quoted line item records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Quoted Line Items list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>

[Quoted Line Items Record View](#)
[Favorite Designation](#)
[Following Designation](#)
[Next or Previous Record](#)
[Actions Menu](#)
[Show More](#)
[Subpanels](#)
[Related Record Subpanels](#)
[Filtering Subpanels](#)
[Reordering Subpanels](#)
[Activity Stream](#)
[Intelligence Pane](#)

The Record View section walks through the many elements of the Quoted Line Items Record View layout which contain detailed information about a single quoted line item record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Quoted Line Items record view are described in the [Record View Actions Menu](#) section of this page.

[Editing Quoted Line Items](#)
[Editing Inline via Record View](#)
[Editing via Record View](#)
[Editing Inline via Subpanels](#)
[Editing Inline via List View](#)
[Mass Editing via List View](#)
[Editing Fields](#)

The most common way to edit quoted line items in Sugar is via the quote worksheet under a quote record, which is covered in detail in the [Quotes](#) documentation.

The links to the left will take you to the User Interface documentation, which describes the various methods of editing records including inline via the Quoted Line Items record view, in full edit mode on the record view, and via the Mass Update option on the list view.

[Deleting Quoted Line Items](#)
[Deleting via Record View](#)
[Deleting via List View](#)
[Mass Deleting via List View](#)

The Deleting Records section describes the various methods of deleting unwanted quoted line items, including via the Quoted Line Items record view, an individual record's Actions menu on the Quoted Line Items list view, and the Mass Actions menu on the list view.

[Exporting Quoted Line Items](#)

The Exporting Records section provides an introduction to the export functionality which allows you to download a list of quoted line items and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).

[Recalculating Calculated Values](#)

The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed

	the field's formula via Admin > Studio.
Finding Duplicate Quoted Line Items	The Finding Duplicate Records section provides instructions for locating duplicate quoted line item records. If searching on matching fields (e.g. Name) identifies one or more duplicates, they can be merged into a single record.
Merging Quoted Line Items Merging via List View	The Merging Records section provides instructions for merging duplicate quoted line items which will combine field values and related records into a single quoted line item.
Viewing Quoted Line Item Change Logs	The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the quoted line item's audited fields.
Favoriting Quoted Line Items Favoriting via List View Favoriting via Record View Favoriting via Subpanel	The Favoriting Records section describes the various methods of marking quoted line items as favorites, including via the Quoted Line Items list view, Quoted Line Items record view, or any Quoted Line Items subpanel appearing on the record view of a related module. Favoriting a quoted line item allows you to easily access it from list views, dashlets, or the Quoted Line Items module tab.
Following Quoted Line Items Following via List View Following via Record View	The Following Records section describes the various methods of marking quoted line items as "Following", including via the Quoted Line Items list view and record view. Following a quoted line item causes its activity stream updates to be included on your Home page and Quoted Line Items list view activity streams so that you can easily keep up with changes and user posts on the record.
Sharing Quoted Line Items	The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the quoted line item record. If the recipient is logged into Sugar,

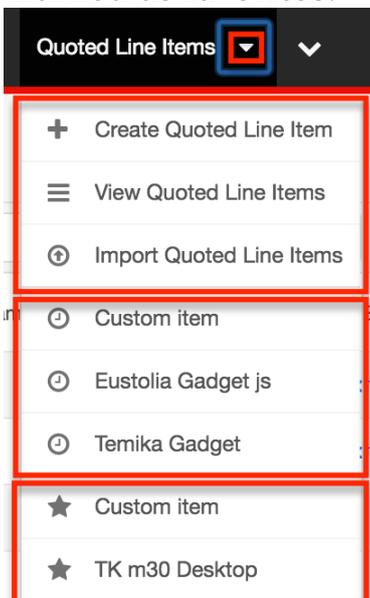
clicking the link will bring them directly to the quoted line item's record view.

Quoted Line Item Menus

The Quoted Line Items module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Quoted Line Items-specific functionality, within this page.

Module Tab Menus

The Quoted Line Items module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Quoted Line Items" to access the list view. Once the Quoted Line Items tab displays on the navigation bar, you can click the triangle within the tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of quoted line items you most recently viewed. The [Favorites Menu](#) displays the list of quoted line items you most recently marked as favorites.



The Actions menu allows you to perform the following operations:

Menu Item	Description
-----------	-------------

Create Quoted Line Item	Opens the record view layout to create a new quoted line item Note: You can only relate quoted line items with a quote by creating them directly from a quote worksheet. For more information, please refer to the Quotes documentation.
View Quoted Line Items	Opens the list view layout to search and display quoted line items
Import Quoted Line Items	Opens the import wizard to create or update quoted line items using external data

If you do not see the Quoted Line Items module tab in Sugar, please check the following:

- The Quoted Line Items module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Quoted Line Items module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Quoted Line Items module for your entire Sugar instance. Reach out to your Sugar administrator to have the Quoted Line Items module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

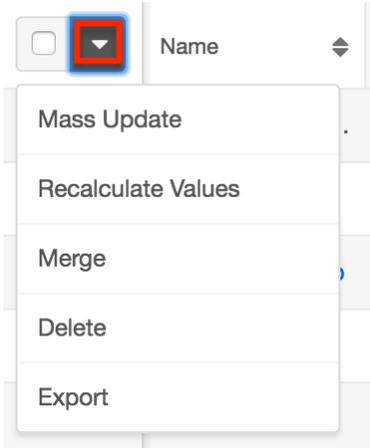
List View Menus

The Quoted Line Item [list view](#) displays all quoted line item records and allows for searching and filtering to locate specific quoted line items. You can view the basic details of each record within the field columns of the list view or click a quoted line item's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page..

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual quoted line item records or click the checkbox in the list header to select all records displayed on the current

set of list view results.

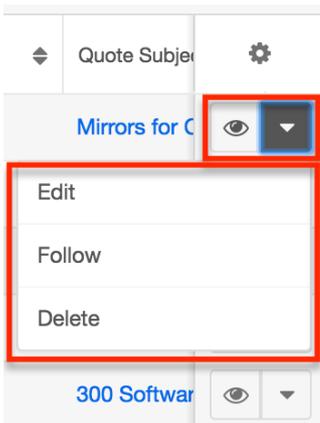


The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more quoted line items at a time
Recalculate Values	Mass update the calculated quote values to reflect changes made in Studio
Merge	Merge two or more duplicate quoted line items
Delete	Delete one or more quoted line items at a time
Export	Export one or more quoted line items to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual quoted line item directly from the list view.

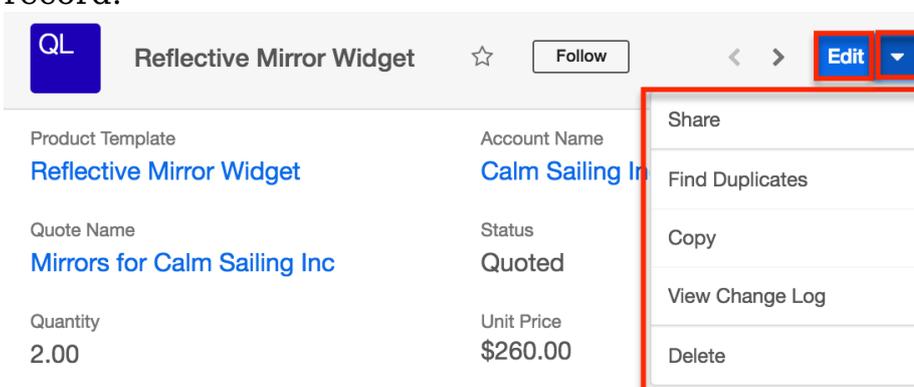


The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this quoted line item in the intelligence pane
Edit	Edit this quoted line item
Follow	Follow this quoted line item
Delete	Delete this quoted line item

Record View Actions Menu

The Quoted Line Items [record view](#) displays a single quoted line item in full detail including its fields, subpanels of related records, and activity stream. To access a quoted line item's record view, simply click a hyperlinked quoted line item name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this quoted line item
Share	Share a link to this quoted line item via email
Find Duplicates	Locate potential duplicates of this quoted line item
Copy	Duplicate this quoted line item
View Change Log	View a record of changes to this quoted line item
Delete	Delete this quoted line item

Quotes and Quoted Line Items

Quotes are often an integral part of an organization's negotiation and completion of sales. In Sugar, the Quotes module serves as a header for the sale and includes information about the entire transaction such as the billing address, total amounts, and stage. Each quote contains one or more quoted line items which represent each kind of item or service that is being sold. Quoted line items include the quantity, prices, and discounts specific to a single product.

Creating Quoted Line Items via Quotes

Since a quote is made up of one or more quoted line items, you will most often create quoted line items while creating or editing the quote itself. The Quotes detail view layout allows you to add line items and select products. For more information about products, please refer to the [Products and Quoted Line Items](#) section of this page. Each line added to a quote becomes a new quoted line item record upon save. For more information on adding quoted line items to quote line items, please refer to the [Quotes](#) documentation.

After adding a quoted line item to a quote, you can navigate to the quoted line item's record view by clicking its hyperlinked name on the quote worksheet.

+		Total Discount 0.00% \$0.00	Discounted Subtotal \$5,363.00	Total Tax \$442.45	Shipping \$0.00	Grand Total \$5,805.45
<input type="checkbox"/>	⋮	Quantity	Line Item	Part Number	Unit Price	
Use the + create menu to add a line item, comment, or group to this Quote.						
+		Computers				
<input type="checkbox"/>	⋮	TK Desktop Computers				
<input type="checkbox"/>	⋮	1	1.00	TK 1000 Desktop	XYZ7890122222	\$800.00
<input type="checkbox"/>	⋮	2	2.00	TK m30 Desktop	ABCD123456890	\$1,625.00

Note: Quoted line items only appear on a quote record when it is created directly from the Quotes module. For more information, please refer to the [Quotes](#) documentation.

Products and Quoted Line Items

Sugar's Product Catalog module contains a list of all products or services that your organization sells. This module provides the Quoted Line Items module with the template used when creating products to be used for [Quotes](#), including pricing and cost information as well as information about the manufacturer. The Product Catalog is maintained by administrators via Admin > Products and Quotes. For more information, please refer to the [Products and Quotes](#) documentation in the Administration Guide.

When adding products as quoted line items, you may select a product from your database's Product Catalog module or you may manually enter a new product on the fly. Either way, each line item added to a quote will create a new record in the Quoted Line Items module. After adding a quoted line item to a quote, you can navigate to the quoted line item's record view by clicking its hyperlinked name on the quote worksheet.

If you selected a product from the product catalog, the Product Template field will be populated with the product's name on the quoted line item's record view. However, if you manually entered a product to your quoted line item, then the Product Template field will not be populated since the product does not exist in the product catalog.

 **Office Chairs** ☆ ▼

Product Template Office Chairs	Account Name ABC Company
Quote Name Chairs for ABC Company	Status Quoted

Currencies and Quoted Line Items

Sugar allows your organization to perform business around the world by supporting multiple currencies. Administrators must first add desired currencies and exchange rates to Sugar via Admin > Currencies. They also have the ability to set the instance's default currency via Admin > Locale. This is typically the currency of the country where the majority of business is conducted. For more information, please refer to the [System](#) documentation in the Administration Guide.

Users can specify their own preferred currency in their user profiles. If they choose to also enable the Show Preferred Currency option in their profiles, currency fields throughout Sugar will display in their chosen currency. For more information, please refer to the [Getting Started](#) documentation. Finally, each quoted line item record has a Currency field where you will specify the currency being used for this particular business transaction.

Filtering on Currency Fields

When you are filtering quoted line items in the list view, currency fields (e.g. Cost) will be filtered according to each record's selected currency. So for example, if you filter based on a Likely value that equals 500 in US Dollars, then the search result will return all quoted line item records with a Likely value of \$500. When filtering in reports, the quoted line items' values will not be standardized to the user's preferred or system default currency. For example, if one quoted line item's cost is \$50 in US Dollars and another's is €50 in Euros, filtering for a cost of exactly 50 will return both records in the report result.

Quoted Line Items (2) Create >>

Filter Create Search by name...

Cost is equal to \$ (USD) 500.00 - +

Enter new filter name... Reset Cancel Save

<input type="checkbox"/>	Name	Account Name	Status	Quantity	Cost	<input type="checkbox"/>
<input type="checkbox"/>	TK m30 Desktop	Spindle Broadc...	Quoted	2.00	\$500.00	<input type="checkbox"/>
<input type="checkbox"/>	TK 1000 Desktop	Spindle Broadc...	Quoted	1.00	\$500.00	<input type="checkbox"/>

Updating Currency Rates

When saving a quoted line item in a currency that differs from the system-defined default currency, Sugar will store the conversion rate for that currency at the record level. This conversion rate is used to calculate the converted amounts when they are set to use the system default currency (as opposed to the user's preferred currency which is explained below). To keep amounts historically accurate, the conversion rate will only update on a quoted line item provided the status is not set to "Shipped". If the line item is in any other sales stage, the conversion rate will update under the following scenarios:

- The quoted line item undergoes a save event (e.g. mass update, manual save, etc.) and the record's currency has a different conversion rate defined in Admin > Currencies than is currently saved in the line item.
- An administrator updates the currency exchange rate under Admin > Currencies. This will trigger a scheduled job which updates all quoted line items saved with that currency to the new rate.

When the viewing user's profile has the Show Preferred Currency option selected, the converted amount fields display in the user's preferred currency. In this case, the conversion rate is drawn directly from the conversion rate at the system level rather than any conversion rate stored on the record. This means that the value will always use the current conversion rate regardless of the quoted line item's status. For this reason, the Price and List fields should not be considered historically accurate for closed business when it is using the user's preferred currency. For information about setting a user's Preferred Currency and Show Preferred Currency options, please refer to the [Getting Started](#) documentation.

Last Modified: 2017-12-04 21:30:39

Contracts

Overview

Sugar's Contracts module consists of individual business arrangements your organization has with vendors, customers, or association. There are various ways you can create contracts in Sugar such as via the Contracts module, importing contracts, duplication, etc. Once the contract record is created, you can view and edit information pertaining to the contract via the Contracts detail view. Each contract record may then relate to other Sugar records such as opportunities, documents, quotes, and many others. This documentation will cover how to use the Contracts module as well as the various actions and options available from within the module.

Note: This module is hidden by default. The administrator must display it for your use.

Contract Fields

The Contracts module contains a number of stock fields which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Users with administrator or developer access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration guide.

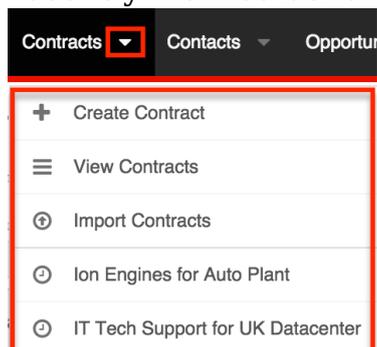
Field	Description
Account Name	The account to which the contract belongs
Assigned To	The Sugar user assigned to the contract
Company Signed Date	Date on which your organization signed the contract
Contract Name	The name or designation of the contract
Contract Term	Calculation of days between the start and end date of the contract
Contract Value	The value of the contract for the specified currency
Currency	The currency used to represent the

	contract value
Customer Signed Date	Date on which the account signed this contract
Date Created	The date the contract record was created
Date Modified	The date the contract record was last modified
Description	A description or other information about the contract
End Date	Date on which this contract expires
Expiration Notice	Date and time to send a reminder to the assigned user indicating that this contract will expire shortly Note : Assignment notifications must be turned on and the "Process Workflow Tasks" scheduler must be running.
Opportunity Name	The opportunity if any, from which the contract originated or is related to
Reference Code	The internal designation used to refer to this contract
Start Date	Date on which this contract takes effect
Status	The current status of the contract (e.g. Not Started, In Progress, Signed)
Teams	The Sugar team(s) assigned to the contract record
Type	The type assigned to the contract Note : Types are created in Admin > Contract Types and come with no options by default.

Contracts Module Tab

The Contracts module tab is typically located under the More tab on the navigation bar at the top of any Sugar screen to the right of the home cube icon. Depending on your settings, you may have to click "Show More" in order to see the Contracts module tab. Click the tab to access the Contracts list view. You can also click the triangle on the Contracts module tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed](#) menu displays the list of contracts you last

viewed in the module. The [Favorites menu](#) displays the list of contracts you most recently marked as favorites in the module.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Create Contract	Opens the edit view layout to create a new contract
View Contracts	Opens the list view layout to search and display contracts
Import Contracts	Opens the import wizard to create or update contracts using external data

If you do not see the Contracts module tab in Sugar, please check the following:

- The Contracts module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Contracts module in the Hide Modules list, simply move it to the Display Modules list and save. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Contracts module for your entire Sugar instance. Reach out to your Sugar administrator to have the Contracts module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Creating Contracts

There are various methods for creating contracts in Sugar including via the Contracts module, quick create, duplication, and importing contracts. The full edit view layout opens when creating the contract directly from the Contracts menu and includes all of the relevant fields for your organization's contracts. The quick create form is a shortened version of the contracts edit view and typically contains

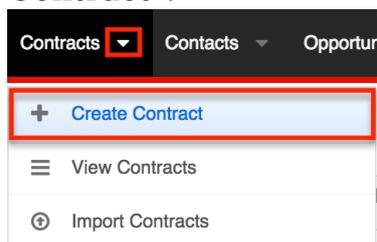
fewer fields. When using quick create to make a contract while viewing an existing record of another module, Sugar automatically creates a relationship between both records. For example, if you are viewing an account record (e.g. ABC Company) and create a new contract via the quick create form, the Account Name field in the contract record will automatically populate with "ABC Company", thus creating the relationship. Both the Edit View and Quick Create layouts can be configured by administrators via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

Creating Via Contracts Module

One of the most common methods of contract creation is via the Create Contract option in the Contracts module tab. This opens up the edit view layout which allows you to enter in all the relevant information for the contract.

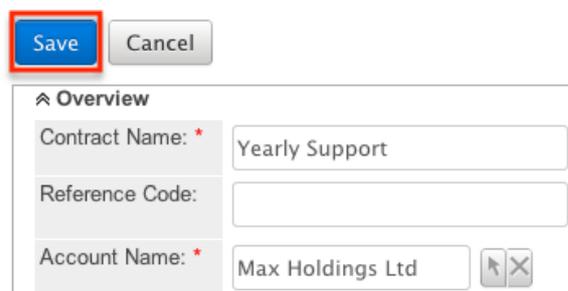
Use the following steps to create a contract via the Contracts module:

1. Click the triangle on the Contracts module tab and select "Create Contract".



2. Enter appropriate values for the fields in the edit view layout. All required fields are marked with a red asterisk and must be completed prior to saving.
3. Once the necessary information is entered, click "Save".

Create

A screenshot of the contract creation form. At the top, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'. Below the buttons is a section titled 'Overview' with a chevron icon. It contains three input fields: 'Contract Name: *' with the value 'Yearly Support', 'Reference Code:' which is empty, and 'Account Name: *' with the value 'Max Holdings Ltd' and a clear button.

Creating Via Quick Create

The Quick Create menu allows you to easily create new records from anywhere in

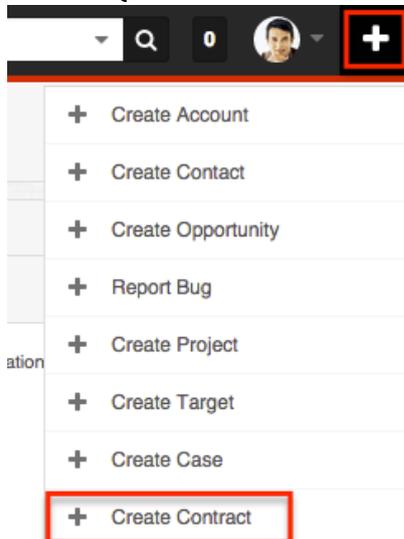
Sugar. Simply click the quick create button on the upper right of all Sugar pages to access the menu. You can also quick create a contract from any Contracts subpanel on related module records.

Note: Quick create for the Contracts module is disabled by default, but can be enabled via Admin > Configure Navigation Bar Quick Create. For more information on how to enable modules to be used for Quick Create, please refer to the [Developer Tools](#) documentation in the Administration guide.

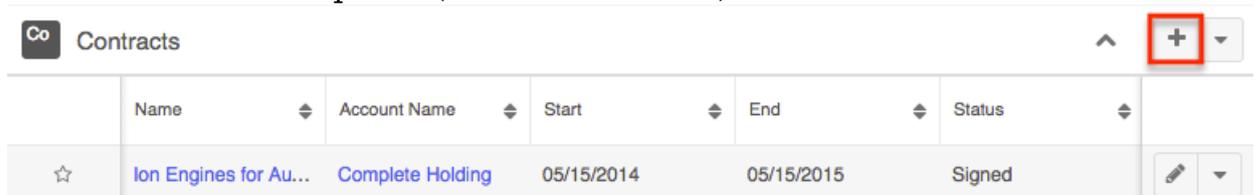
Use the following steps to create a contract via Quick Create:

1. Open the Quick Create menu on the upper right of any Sugar page and select "Create Contract". You can also quick create contracts using the following methods below:

From Quick Create menu:



From Contracts subpanel (Sidecar modules):



From Contracts subpanel (Legacy modules):



2. Enter appropriate values in the [fields](#) in the edit view layout. All required fields are marked with a red asterisk and must be completed prior to saving.
3. If creating the contract via the Contracts subpanel in a Legacy module and additional fields are desired, click the Full Form button to use edit view

instead.

4. Once the necessary information is entered, click "Save".

Create



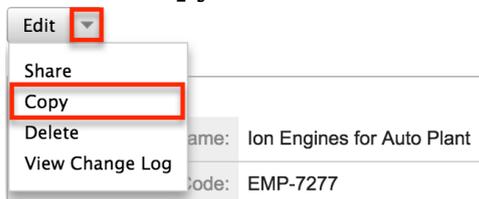
The screenshot shows a 'Create' form with a 'Save' button highlighted in a red box. The form has a 'Cancel' button next to it. Below the buttons is an 'Overview' section with three fields: 'Contract Name: *' with the value 'Contract Agreement 2014', 'Reference Code:' with an empty field, and 'Account Name: *' with the value 'Complete Holding' and a dropdown arrow icon.

Creating Via Duplication

You can also create a new contract by duplicating an existing contract record. The duplicate option is useful if the contract you are creating has similar information to an existing contract.

Use the following steps to create a contract by duplicating an existing record:

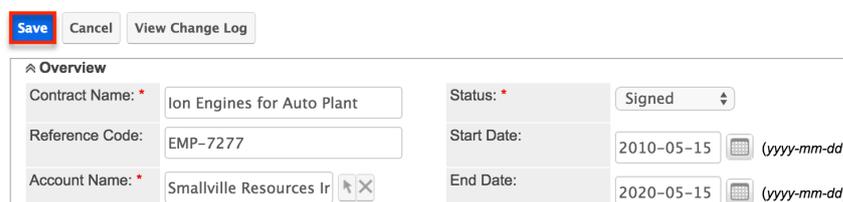
1. Navigate to a contract record's detail view.
2. Select "Copy" from the Actions menu.



The screenshot shows an 'Edit' dropdown menu with the following options: 'Share', 'Copy', 'Delete', and 'View Change Log'. The 'Copy' option is highlighted in a red box. Below the menu, the contract name 'Ion Engines for Auto Plant' and reference code 'EMP-7277' are visible.

3. The displayed edit view is pre-populated with the original contract's values. Update the necessary fields, then click "Save".

Create



The screenshot shows a 'Create' form with a 'Save' button highlighted in a red box. The form has a 'Cancel' button and a 'View Change Log' button. Below the buttons is an 'Overview' section with six fields: 'Contract Name: *' with the value 'Ion Engines for Auto Plant', 'Reference Code:' with the value 'EMP-7277', 'Account Name: *' with the value 'Smallville Resources Ir' and a dropdown arrow icon, 'Status: *' with the value 'Signed' and a dropdown arrow icon, 'Start Date:' with the value '2010-05-15' and a calendar icon, and 'End Date:' with the value '2020-05-15' and a calendar icon. The date format '(yyyy-mm-dd)' is shown next to the date fields.

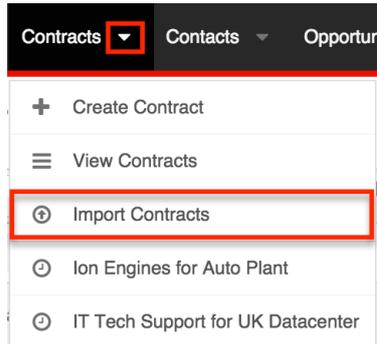
Importing Contracts

The import function allows you to push multiple contract records into Sugar using a comma (or other character) delimited file instead of creating them one-by-one.

For more information on importing, please refer to the [Import](#) documentation.

Use the following steps to import contracts via the Import Contracts option:

1. Click the triangle on the Contracts module tab and select "Import Contracts".



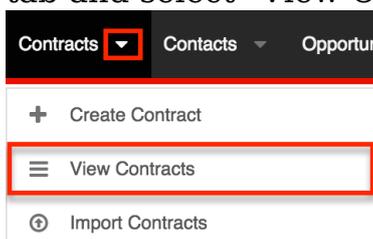
2. In Step 1, select the source of the data you are importing. Click "Next".
3. In Step 2, select the import file and choose "Create new records only". Click "Next".
4. In Step 3, confirm the import file properties. Click "Next".
5. In Step 4, confirm the field mappings for the import. Click "Next".
6. In Step 6, view the import results.
 - The Created Records tab will show all of the new contract records.
 - The Duplicates tab will show any records in the file that were identified as duplicates of existing records and thus not imported.
 - The Errors tab will show records that were not imported due to errors detected during import.

Viewing Contracts

There are various options available for viewing contract records in Sugar including via Contracts list view, Contracts detail view, Contracts Recently Viewed menu, dashlets, and reports. Please note that you will only be able to see contract records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Viewing Via List View

The Contracts list view displays all contract records meeting the current search criteria. To access the list view, simply click the triangle on the Contracts module tab and select "View Contracts".



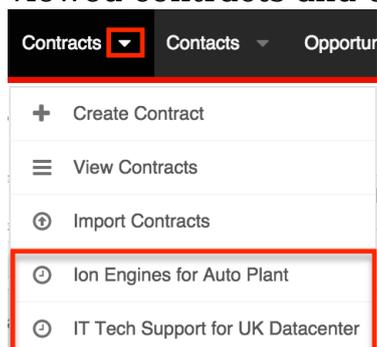
While list view shows key contract fields, you can click the contract's name to open the record in detail view. For more information on viewing contracts via list view, please refer to the [Contracts List View](#) section.

Viewing Via Detail View

The Contracts detail view displays thorough contract information including all contract fields followed by subpanels of the contract's related records belonging to various modules. The detail view can be reached by clicking a contract record's link from anywhere in the application including from the Contracts list view. For more information on viewing contracts via detail view, please refer to the [Contracts Detail View](#) section.

Viewing Via Recently Viewed

As you work, Sugar will keep track of which contracts you have recently viewed. Click the triangle on the Contracts module tab to see a list of your most recently viewed contracts and click each name to open the contract in detail view.



Viewing Via Dashlets

The Home page displays a collection of Sugar Dashlets which allow users to get a quick view of various records, activities, reports, etc. You can view contract information in dashlets based on other modules such as "My Notes". Clicking a contract's name from any dashlet will open the contract in detail view. For more information on using dashlets and viewing contract records via dashlets, please refer to the Dashlets section of the Home documentation.

Notes			My Contracts		
Subject	Related To	Created By	Contract Name	Account Name	Status
Met at SugarCon 2...	IT Tech Support f...	Administrator	IT Tech Support for...	Smallville Resource...	Signed
Attended CRM Ex...	MTM Investment ...	Administrator	Ion Engines for Aut...	Smallville Resource...	Signed

Viewing Via Reports

Users with access to the Reports module can build, run, and manage reports to gather key data regarding contracts and their related records. In addition to only displaying desired fields and relationships, reports can also incorporate complex filters to only display specific subsets of your records. Once the report is run, you will be able to view the contract record's detail view by clicking the contract's name in the report results. Please note that you can only directly access contract detail views with Rows and Columns-type and Summation with Details-type reports as Summation-type and Matrix-type reports do not include hyperlinks in their display columns. For more information on using reports, please refer to the [Reports](#) documentation.

Name: My Contracts
Modules: Contracts
Display Columns: Contract Name, Status, Start Date
Schedule: None
Filters: None

Contract Name	Status
Ion Engines for Auto Plant	Signed
IT Tech Support for UK Datacenter	Signed

Please note that your ability to access reports may be restricted by a role. For more information on roles, please refer to the Users documentation in the Administration guide. Check with your system administrator if you cannot access the Reports module.

Searching Contracts

The Contracts list view includes a Basic and Advanced Search to help you locate records easily and effectively in a module-specific manner. Once the search is performed, the relevant results will be displayed in the Contracts list view below. Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Please note

that Sugar automatically appends the wildcard character (%) to the end of your search phrase. This allows the system to retrieve all records that start with the keyword entered in the search. If you would like to broaden the search, you can use the wildcard at the beginning of your text as well (e.g. %services). This will pull up any record that has the word "services" in the name, regardless of how it starts or ends.

For more information on using the various search methods as well as how wildcards are used in the different methods, please refer to the [Search](#) documentation.

Basic Search

Basic search offers a few, commonly used fields for a simplified search experience. From the Basic Search panel, you can click "Advanced Search" to access additional search functionality as needed.

The buttons and checkboxes available in Basic Search panel have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Items** : Select this box to return only records assigned to you.
- **My Favorites** : Select this box to return only records you have marked as favorites.

Search Contracts



When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "My Items" and enter a contract name, Sugar will only return contract records with a matching name that are assigned to you. Once the search is complete, the relevant results will populate in the list view below the search panel. To see all contract records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see contract records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Administrators can configure what fields appear on the Contracts Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Advanced Search

Advanced Search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. From the Advanced search panel, you can click "Basic Search" for simplified searching. The buttons, checkboxes, and dropdowns available in Advanced Search have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Favorites** : Select this box to return only records you have marked as favorites.
- **Layout Options** : Use the expandable Layout Options section to configure your list view. For more information, please refer to the [Layout Options](#) section of the Search documentation.
- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of the Search documentation.

Search Contracts

The screenshot shows the 'Search Contracts' interface. It features several search criteria fields: 'Contract Name', 'Account Name', 'Start Date', 'End Date', 'Status', and 'Assigned to'. The 'Assigned to' field is a multiselect dropdown showing names like 'Administrator', 'Chris Olliver', 'Jim Brennan', etc. Below the search fields are a 'My Favorites' checkbox, a 'Layout Options' dropdown, and a 'Save search as:' section with a 'Save' button. To the right of the 'Save search as:' section are 'Update' and 'Delete' buttons. At the bottom of the interface, there are buttons for 'Search', 'Clear', 'Basic Search', 'Saved Searches', and 'My Contracts'.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields for which you have given a value. For example, if you select "My Favorites" and enter in a contract name to search, Sugar will only return contract records with a matching name that you have marked as favorites. When searching by a multiselect or dropdown field (e.g. "Assigned to"), however, Sugar will return records matching any of these selections. Once the search completes, the relevant results will populate in the list view below the search panel. To see all contract records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see contract records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Administrators can configure what fields appear on the Contracts Advanced

Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Global Search

Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Beginning with version 6.5.0, Full Text Search may be used with Global Search to search throughout nearly all fields and modules for an enhanced search experience. The Global Search bar is located on the top right hand side of Sugar. You can click the magnifying glass icon or hit Return/Enter to perform your search once the text string is entered in the search box.



To use global search, you need to first enter the keyword into the search box and the pop-up results will begin appearing once you enter in at least one character. Clicking the magnifying glass icon or hitting your Return/Enter key will cause Sugar to return exact matches for your keyword rather than matches with words beginning with your keyword. For more information on using and configuring Global Search, please refer to the [Global Search](#) section of the Search documentation.

Regular Sugar users can configure some aspects of global search such as what modules are displayed in the search results by clicking the down arrow within the Search box then selecting the module(s) to include in the search. For more information on configuring your Global Search, please refer to the [Search](#) documentation. Administrators can control additional elements of global search via Admin > Search and Admin > Studio. For more information on administrator configuration of Global Search, please refer to the [Field Options](#) section of the Studio documentation as well as the [Search](#) section of the System documentation in the Administration guide.

Contracts List View

The Contracts list view displays all contract records meeting the current search criteria and to which your user has access. You can view the basic details of each contract within the field columns. Please note that you will only be able to see contract records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

You have the option to change what fields are displayed in list view by configuring your layout options in the Contracts Advanced Search. For more information on configuring your list view, please refer to the [Layout Options](#) section of the Search

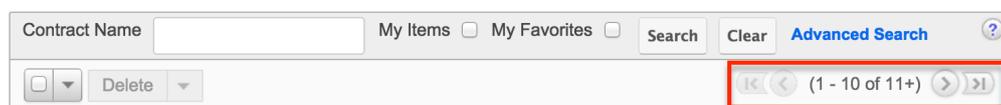
documentation. Users with administrator or developer access also have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Pagination

List view displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. To the right just below the search panel you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results.

By default, Sugar displays 20 records per list view page, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation in the Administration guide.

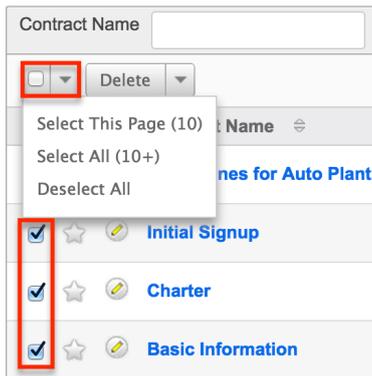
Search Contracts



Checkbox Selection

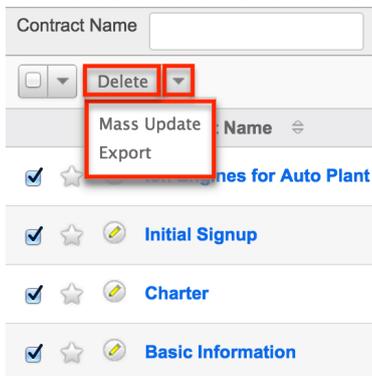
You can perform several actions on contract records directly from the list view by first selecting the desired records. To select individual contract records on the Contracts list view, mark the checkbox on the left of each row. To select or deselect multiple contract records on the list view, use the options in the checkbox dropdown menu:

- **Select This Page** : Selects all records shown on the current page of contract results.
- **Select All** : Selects all records in the current search results across all pages of contract results.
- **Deselect All** : Deselects all records that are currently selected.



Actions Menu

The Actions menu to the right of the checkbox dropdown allows you to perform various actions on the currently selected records.



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Delete	Delete one or more contracts at a time
Mass Update	Mass update one or more contracts at a time
Export	Export one or more contracts to a CSV file

Favorite Designation

Users have the option to mark contract records as favorites via the list view as well as the detail view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via search or from the Contracts module tab. In the Contracts list view, the star on the left of each contract's row is yellow once marked to indicate a favorite contract. For more information on marking records as favorites, please refer to the Favoriting

Contracts section of this documentation.

Contract Name	Account
2011 Yearly Support	Airline M

More Information

Additional details for each contract can be viewed by clicking the "i" icon to the far right of each list view row. This provides users a quick view of additional contract information in addition to what appears in the display column fields. The resulting pop-up window will show the Reference Code, and Description fields by default. The list of fields appearing here may only be configured through a code-level customization.

Due Date	Due Time	Assigned User	Date Created	
04/05/2013	12:00am	Administrator	03/08/2013 02:45pm	i
03/11/2013	03:00pm	Administrator	03/07/2013 12:37pm	i
03/07/2013	02:00pm	Administrator	03/07/2013 12:36pm	i

Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. The list view may be sorted by only one column at a time. You can also set a default order-by column using the layout options in Advanced Search. For more information on setting a default column sort, please refer to the [Layout Options](#) section of the Search documentation.

Contract Name	Account Name	Status
Ion Engines for Auto Plant	Smallville Resources Inc	Signed

Contracts Detail View

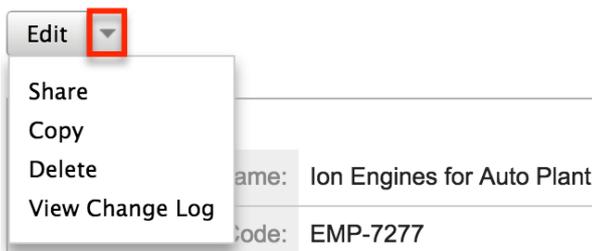
The Contracts detail view displays thorough contract information including all contract fields which are grouped by default into the Overview and Other panels. You can also view a contract's related records (Documents, Notes, Contacts, etc.) which appear in subpanels beneath the contract fields. The detail view can be reached by clicking a contract record's link from anywhere in the application including from the Contracts list view.

Please note that you will only be able to view a contract record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide. Users with administrator or developer access have the ability to change the detail view by configuring the layout via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Actions Menu

The Actions menu on the top left of each contract's detail view allows you to perform various actions on the current record. Administrator users can change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation in the Administration guide.

Ion Engines for Auto Plant 



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this contract
Share	Share a link to this contract via email
Copy	Copy this contract
Delete	Delete this contract
View Change Log	View a record of changes to this contract

Favorite Designation

Users have the option to mark contract records as a favorite via the detail view as well as the list view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via search or from the Contracts module tab. In the Contracts detail view, the star on the right of the contract's name is yellow once marked to indicate a favorite contract. For more information on how to mark records as favorites, please refer to the [Favoriting Contracts](#) section of this documentation.

2013 Yearly Support 

Edit ▾

⤴ Overview

Contract Name: 2013 Yearly Support

Next or Previous Record

On the upper right of the Contracts detail view, there are two buttons that allow you to page through each contract in the Contracts list view's current search results. Clicking the Previous button displays the previous contract of the current search results while clicking the Next button displays the next contract of the current search results. The text in between shows which contract result you are currently viewing within the total number of current results.

Prune Database on 1st of Month 

Edit ▾

 (2 of 12) 

Related Record Subpanels

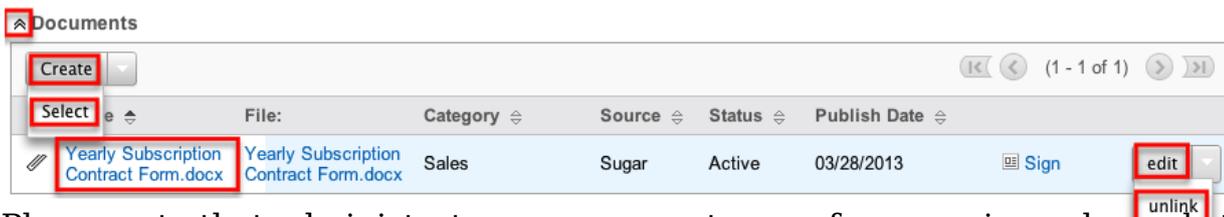
The most common type of subpanels displayed on a contract's detail view contain the contract's related records belonging to various modules. The relationship type determines whether a related record will be displayed in the field listing or in a subpanel. For example, a contract may be related to only one account but related to multiple contacts. This means that the related account will be displayed

amongst the contract's fields while contacts will be displayed in a subpanel beneath the fields.

Users with administrator or developer access have the ability to change the fields (e.g. Name, Assigned User, etc.) and labels of each subpanel by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information on modifying subpanels, please refer to the [Studio](#) documentation in the Administration guide.

Related record subpanels allow the following operations to be performed. Please note that administrators in Sugar can change the subpanel's Action menu to be displayed as separate buttons instead of a dropdown via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration guide.

- To view the details of a related record, click the record's name in the subpanel to open it in detail view.
- To relate an existing record to the contract, choose "Select" from the subpanel's Action menu, then locate and select the desired record.
- To relate a new record to the contract, choose "Create" from the subpanel's Action menu, then complete the Quick Create form and click "Save".
- To edit a related record, choose "Edit" on the far right of the record's row.
- To delete the contract's relationship to a record, choose "Unlink" from the dropdown on the far right of the record's row. This removes the relationship, but does not delete the record itself.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.



Please note that administrators can prevent users from moving subpanels to different locations in the detail view. For more information on preventing rearranging of subpanels, please refer to the [System](#) documentation in the Administration guide. Check with your system administrator if you are not able to rearrange your subpanels.

Signing Documents

The documents subpanel gives users the ability to create and select documents to be attached to the contract record. Template documents give users the ability to perform additional actions on the document through the contracts module. This feature is best used for a standard contract or agreement document that the

organization will have to sign. Once the contract is signed by the organization, users can click "Sign" on the related document record.

Source	Status	Publish Date		
Sugar	Active	04/01/2013	 Sign	edit ▼

This prompts the user to create a new document record for the signed contract, which will be related to the template document as well as the contract record. You will now see both documents, the original contract template and the signed contract, in the documents subpanel of the contract record.

Once a document related to a contract gets revised you have the option of pulling the latest revision to be linked to the contract. Otherwise the version of the document that existed when linked to the contract will remain linked. Click "Get Latest" to link the most recent version of the document to the contract.

Source	Status	Publish Date		
Sugar	Active	04/01/2013	 Get latest	edit ▼
Sugar	Active	04/01/2013	 Sign	edit ▼

Name	File	Category	Source	Status	Publish Date		
 Max Holdings Signed Yearly Subscription Contract.docx	 Max Holdings Signed Yearly Subscription Contract.docx	Sales	Sugar	Active	04/01/2013	 Get latest	edit ▼
 Yearly Subscription Contract Form.docx	 Yearly Subscription Contract Form.docx	Sales	Sugar	Active	04/01/2013	 Sign	edit ▼

Editing Contracts

Contracts may be edited at any time to update or add information to the record. You can make changes to existing contract records via the Contracts edit view and quick create forms. Edit view is available within the Contracts module and includes all of the Contract fields you should need.

Quick create is available for editing contracts from outside the Contracts module and opens as a pop-up without navigating away from your current page. It generally contains fewer fields, but the Full Form button may be used to access the full edit view should you need to edit additional fields.

Please note that your ability to edit contracts in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure both the Contracts edit view and quick create via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

Editing Via Detail View

You can edit contracts via the [detail view](#) by clicking the Edit button on the upper left of the page. Once the edit view layout is open, update the necessary fields, then click "Save" to preserve your changes.

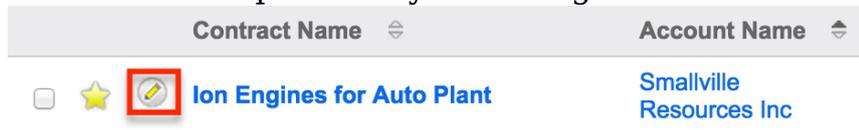
Ion Engines for Auto Plant

Edit

Overview	
Contract Name:	Ion Engines for Auto Plant
Reference Code:	EMP-7277

Editing Via List View

You can edit contracts via the [list view](#) by clicking the Pencil icon to the left of each contract's name. A pop-up window will open with the quick create form which is a shortened version of the edit view layout. Update the necessary fields, then click "Save" to preserve your changes.



Deleting Contracts

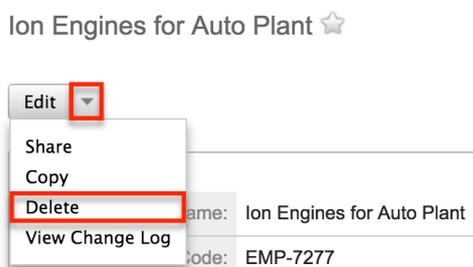
If a contract record is invalid or should no longer appear in your organization's Sugar instance, it may be deleted from either the Contracts detail view or list view. Deleting via the detail view allows you to delete a single record while the list view allows for mass deleting multiple records at once. Deleting contract records will not delete the related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records.

Please note that your ability to delete contracts may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Deleting Via Detail View

Use the following steps to delete a contract record via the detail view:

1. Navigate to a contract record's detail view.
2. Select "Delete" from the Actions menu.

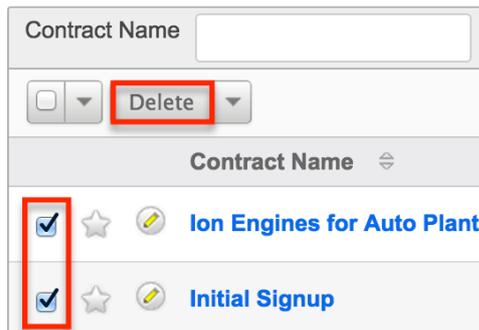


3. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Mass Deleting Via List View

Use the following steps to delete one or more contract records via the list view:

1. Navigate to the Contracts list view by clicking the Contracts module tab.
2. Use the [Basic](#) or [Advanced Search](#) to find the contract records you wish to delete.
3. Select the desired contract records individually or using the [checkbox dropdown's](#) options.
4. Choose "Delete" from the Actions menu.



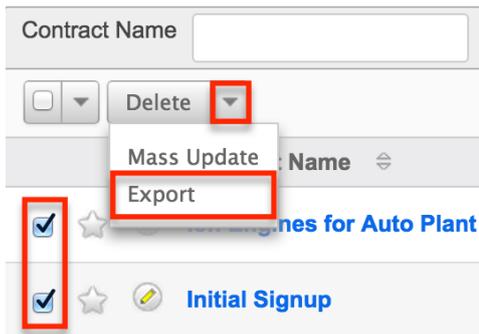
5. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Due to PHP memory limitations on the server, there may be occasions when the application times out while deleting a large number of contract records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Exporting Contracts

Sugar's Export option allows users to download all fields for the selected contracts to their computers as a .CSV (comma-separated values) file. This may be useful when needing to use Contract data with other software such as Microsoft Excel or to update existing records by exporting, making changes, then importing the altered contracts back into Sugar. For more information on updating existing records via import, please refer to the [Import](#) documentation. Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a large number of contract records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Contracts may be exported from the Contracts list view by selecting "Export" from the Actions menu. Users with access to the Reports module also have the option of creating or accessing reports containing specifically chosen fields for contracts and their related record(s). Please note that only Rows and Columns-type reports have the ability to be exported. For more information on exporting records in Sugar, please refer to the [Export](#) documentation.



Please note that your ability to export contracts from Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Export option.

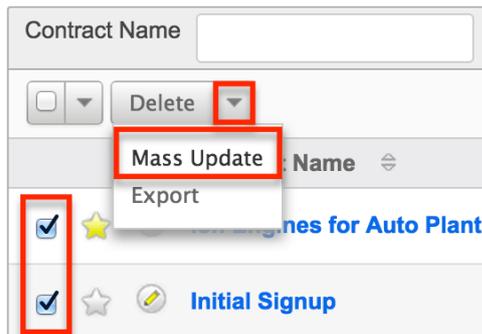
Mass Updating Contracts

Mass Updating allows users to make the same change to multiple contract records at once from the Contracts list view. Users with administrator or developer access can control which fields are available to change during mass update via Admin > Studio. Currently, only fields with the data type of date, datetime, dropdown, multiselect, and radio may be altered during a mass update. For more information on configuring mass update, please refer to the [Studio](#) documentation in the Administration guide. Due to the PHP memory limitations on the server, there may be occasions when the application times out while mass updating a large number of contract records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Please note that your ability to mass update contracts may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Mass Update option.

Use the following steps to mass update contract records from the list view:

1. Navigate to the Contracts list view by clicking the Contracts module tab.
2. Use the list view's [Basic](#) or [Advanced Search](#) to find contracts you wish to modify.
3. Select the desired contracts individually or using the [checkbox dropdown's](#) options.
4. Choose "Mass Update" from the Actions menu.



5. Scroll to the Mass Update panel and set values for the fields you wish to alter.

Note: For the Teams field, use "Replace" to remove existing team assignments before adding those specified here. Use "Add" to add the teams specified here to any existing team assignments.

Mass Update

Assigned User Id	<input type="text"/>	Account Name:	<input type="text"/>
Start Date:	<input type="text"/> (mm/dd/yyyy)	End Date:	<input type="text"/> (mm/dd/yyyy)
Currency:	US Dollars : \$	Status:	--none--
Customer Signed Date:	<input type="text"/> (mm/dd/yyyy)	Company Signed Date:	<input type="text"/> (mm/dd/yyyy)
Type	--none--	Teams	<input type="text"/> <input type="button" value="Primary"/>

Replace Add

6. Click "Update" to save the changes to all of the currently selected contract records.

Favoriting Contracts

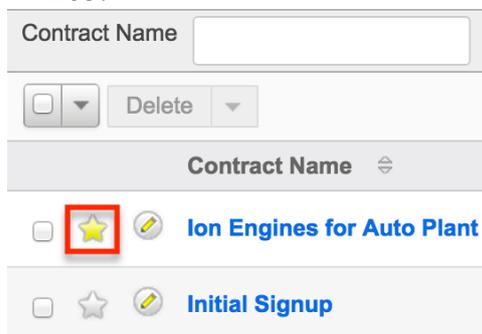
Each Sugar user has the option to designate their own favorite contracts which are important or will be viewed often. Once records are marked as favorites, use the My Favorites checkbox in the Contracts [Basic](#) or [Advanced Search](#) to retrieve your favorites or select from your most recent favorites directly from the [Contracts module tab](#).

Favoriting Via List View

Use the following steps to mark records as favorites via the Contracts list view:

1. Navigate to the Contracts list view by clicking the Contracts module tab.

-
2. Use the [Basic](#) or [Advanced Search](#) to find the contract records you wish to mark as favorites.
 3. Click the star icon on the left of each desired contract's row.
 4. To remove the contract as a favorite, click the star again to revert it to white.

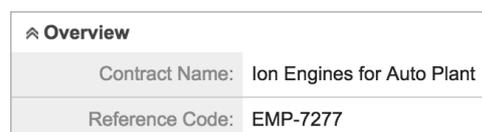


Favoriting Via Detail View

Use the following steps to mark records as favorites via the Contracts detail view:

1. Navigate to a contract record's detail view.
2. Click the star icon to the right of the contract's name in the upper left of the detail view to designate it as a favorite.
3. To remove the contract as a favorite, click the star again to revert it to white.

Ion Engines for Auto Plant



Favoriting Via Subpanel

Use the following steps to mark contract records as favorites via the subpanel in related modules:

1. Navigate to a related module's record view (e.g. Contacts).
2. Click the star icon to the left of the desired record's row in the Contracts subpanel.

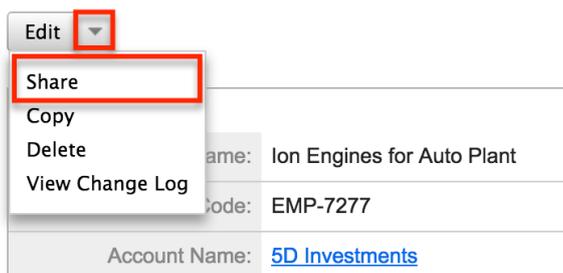
Co Contracts						+	-
Name	Account Name	Start	End	Status			
 Calm Sailin...	Calm Sailing Inc	10-14-2013	10-31-2013	Not Star	Unlink		

- To remove the contract as a favorite, click the star again to revert it to gray.

Sharing Contracts

Individual Contract records can be shared with other users in your organization by sending an email with the record's link directly from the detail view. In the contract's detail view, select "Share" from the Actions menu which will open a Compose Email window including the URL of the account record. Enter the recipient(s) email address in the To field then click "Send".

Ion Engines for Auto Plant 



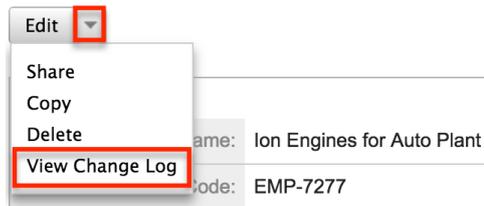
Account Name: [5D Investments](#)

Users can simply click the link in the email to access the contract record in Sugar. Please note that the user must be logged into Sugar in order to access the record. Users will only be able to view the shared record as allowed by their team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Viewing Contract Change Logs

Changes made to each contract record are tracked over time, and users are able to view the history of changes via the change log in each contract's detail view. To view the change log, navigate to a contract in detail view and select "View Change Log" from the Actions menu. Please note that only fields marked as "Audit" in Admin > Studio will be displayed in the change log. For more information on designating for audit, please refer to the [Studio](#) documentation in the Administration guide.

Ion Engines for Auto Plant ☆



Last Modified: 2017-04-20 22:46:42

Documents

Overview

Sugar's Documents module gives your users a way to access and update company-specific files. These files can range from internal policies to customer-distributed content. There are various ways you can create documents in Sugar such as via the Documents module and via the quick create menu. Once the document record is created, you can view and edit information pertaining to the document via the Documents detail view. Each document record may then relate to other Sugar records such as accounts, cases, opportunities, and many others. This documentation will cover how to use the Documents module as well as the various actions and options available from within the module.

Document Fields

The Documents module contains a number of stock fields which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Users with administrator or developer access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration guide.

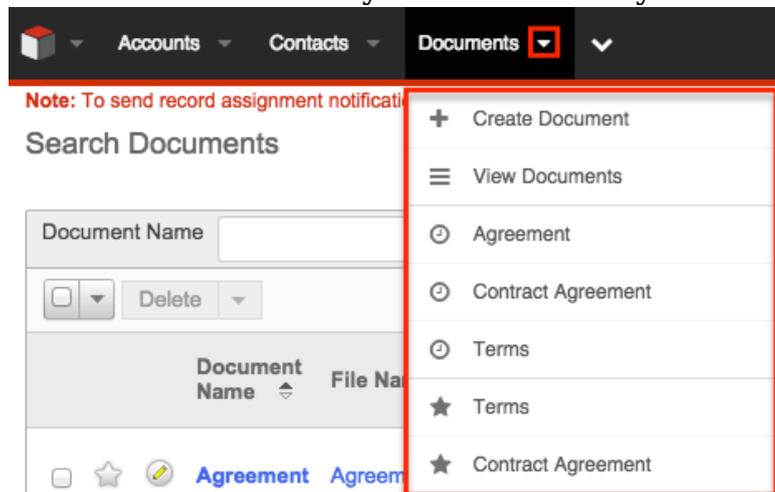
Field	Description
Assigned To	The Sugar user assigned to the document
Category	Primary category for locating

	documents
Description	A description or other information about the document
Document Name	The name or designation of the Document (Defaults to the filename of the Document)
Document Type	The type of the Document (e.g. NDA, Mail Merge, License Agreement, etc.)
Expiration Date	The date the Document expires
File Name	Click "Choose File" to navigate to the location to upload a Document
Publish Date	The date the Document is published (Defaults to today)
Related Document	A Document record that is related to this Document
Related Document Revision	The Related Document's current revision
Revision	The most recent revision number for the Document Note: The Revision field becomes read-only after the initial save.
Source	Where the Document is stored (i.e Sugar, Google, IBM SmartCloud, etc.)
Status	The current status of the document (e.g. Active, Draft, Expired, etc.)
Sub Category	Secondary category for locating documents
Teams	The Sugar team(s) assigned to the document record
Template	Classifies a Document as a template or not

Documents Module Tab

The Documents module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Documents" to access the list view. Once the Documents tab displays on the navigation bar, you can click the triangle within the tab to display

the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important actions within the module. The [Recently Viewed Menu](#) displays the list of documents you last viewed in the module. The [Favorites Menu](#) displays the list of documents you most recently marked as favorites in the module.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Create Document	Opens the edit view layout to create a new document
View Documents	Opens the list view layout to search and display documents

If you do not see the Documents module tab in Sugar, please check the following:

- The Documents module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Documents module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Documents module for your entire Sugar instance. Reach out to your Sugar administrator to have the Documents module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Creating Documents

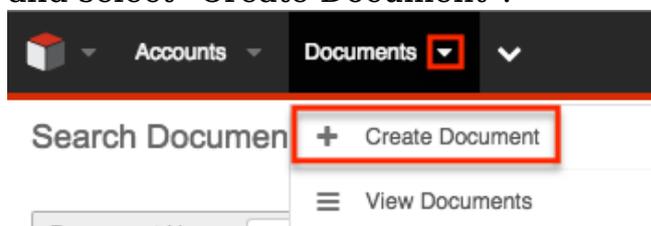
There are various methods for creating documents in Sugar including via the Documents module, quick create, and via duplication. The full edit view layout opens when creating the document directly from the Documents menu and includes all of the relevant fields for your organization's documents. The Edit View layout can be configured by administrators via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

Creating Via Documents Module

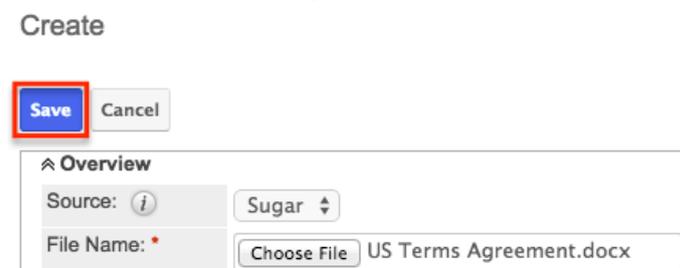
You can create a library of documents and graphics that you can share with other users and contacts, ranging from marketing collateral to contracts. You can also create templates for frequently used documents. One of the most common methods of document creation is via the Create Document option in the Documents module tab. This opens up the edit view layout which allows you to enter in all the relevant information for the document.

Use the following steps to create a document via the Documents module:

1. Click the triangle in the Documents module tab to open the actions menu and select "Create Document".



2. Enter appropriate values for the [fields](#) in the edit view layout. All required fields are marked with a red asterisk and must be completed prior to saving.
3. Once the necessary information is entered, click "Save".

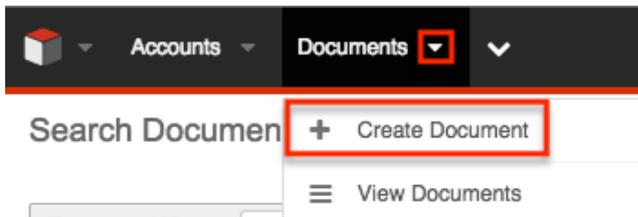


Creating Via Google Docs

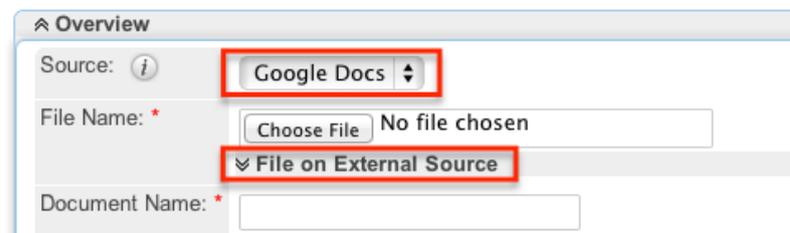
Sugar has the ability to create documents in the system that are linked to external sources, the most popular of these is Google Docs or Google Drive.

Use the following steps to create a document linked to Google Docs via the Documents module:

1. Click the triangle in the Documents module tab to open the actions menu and select "Create Document".



2. Select "Google Docs" from the Source dropdown to reveal the External Source selector.



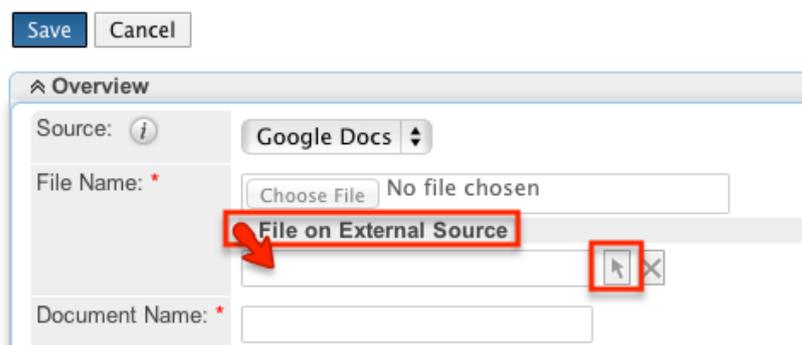
Note: If Google Docs is not an option in the Source dropdown, then you most likely need to connect your Sugar account to your Google Id through your user profile. For more information on how to connect to your Google Id in Sugar, please refer to the [Google Docs Integration](#) section in this documentation.

3. Click "Choose File" to navigate to a file on your local computer. The selected file will be uploaded to Google Docs. Not all file extensions are currently supported for uploading to Google Docs. The following file extensions are currently allowed:

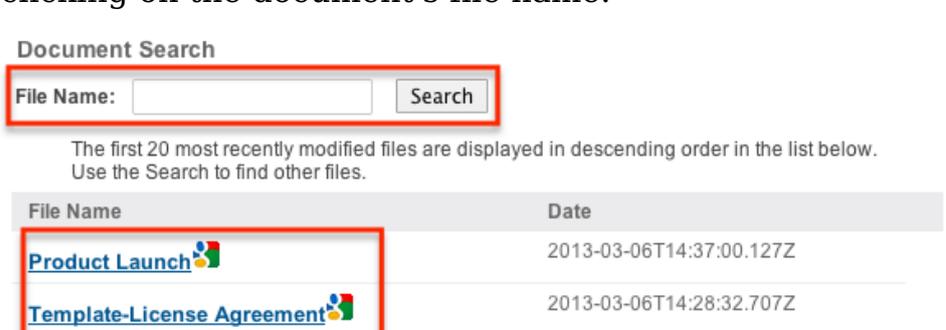
File	Description
CSV	Comma Separated Values
DOC	Microsoft Word 97-2004
DOCX	Microsoft Word
HTML	Web Text File
HTM	Web Text File
JPG	Image File
ODS	OpenDocument Spreadsheet
ODT	OpenDocument Text
PDF	Portable Document Format

PNG	Image File
PPT	Microsoft PowerPoint Presentation
PPS	Microsoft PowerPoint Slideshow
RTF	Rich Text Format
SXW	OpenOffice.org XML
TAB	Tab Separated Values
TXT	Plain Text
TEXT	Plain Text
TSV	Tab Separated Values
XLS	Microsoft Excel 97-2004 Workbook
XLSX	Microsoft Excel Workbook

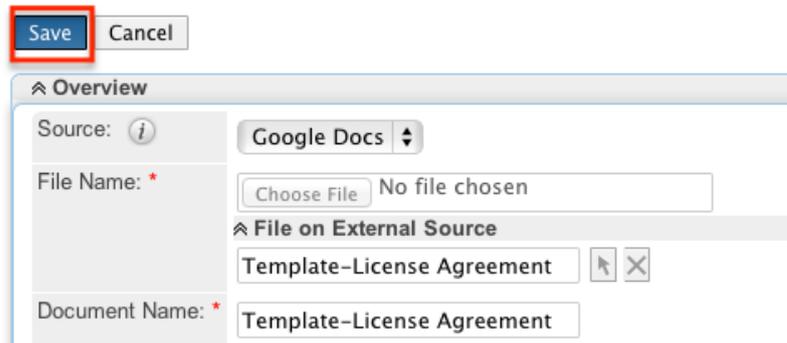
- Alternatively click "File on External Source" to reveal the external source selector.



- Click the arrow button to launch the selector. This window will show the 20 most recently modified documents in your Google Drive.
Note: This will only show documents owned by you in your Google Drive, and will show documents through all folders in your drive.
- Use the Search box to find a specific document. Select a document by clicking on the document's file name.



- Enter appropriate values for the remaining [fields](#) in the edit view layout. All required fields are marked with a red asterisk and must be completed prior to saving.
- Once the necessary information is entered, click "Save".



Note: Documents that link to an external account (e.g. Google Docs, IBM Smart Cloud) cannot be used as attachments in emails composed through the Sugar Email Client.

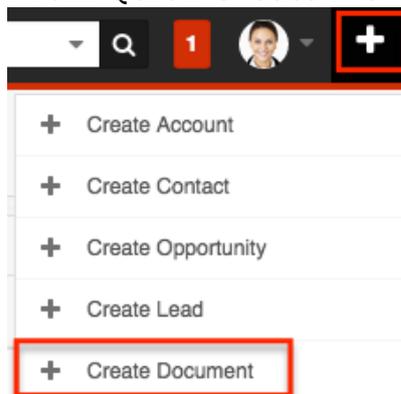
Creating Via Quick Create

The Quick Create menu allows you to easily create new records from anywhere in Sugar. Simply click the quick create button on the upper right of all Sugar pages to access the menu. You can also quick create a document from any Documents subpanel on related module records.

Use the following steps to create a document via Quick Create:

1. Open the Quick Create menu on the upper right of any Sugar page and select "Create Document". You can also click the Plus button on any Documents subpanel on a related module's record view (for Sidecar modules) or select "Create" on any Documents subpanel on a related module's detail view (for Legacy modules).

From Quick Create menu:



From Documents subpanel (for Sidecar modules):

Do Documents						^	+ ▾
	Name	File	Category	Source	Status		
☆	Agreement.docx	2014 Agreement.d...		Sugar	Active		✎ ▾

From Documents subpanel (for Legacy modules):

⌵ Documents

Create ▾

Name	File:	Category
✎ Agreement.docx	2014 Agreement.docx	

2. Enter appropriate values in the [fields](#) in the edit view layout. All required fields are marked with a red asterisk and must be completed prior to saving.
3. If creating the document via the Documents subpanel in a Legacy module and additional fields are desired, click the Full Form button to use edit view instead.
4. Once the necessary information is entered, click "Save".

Create

Save Cancel

⌵ Overview

Source: ⓘ Sugar ▾

File Name: *

Document Name: *

Document Type: License Agreement ▾

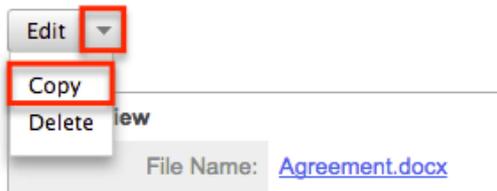
Creating Via Duplication

You can also create a new document by duplicating an existing document record. The Copy option is useful if the document you are creating has similar information to an existing document. Related records on the original document will not be related to the newly created document, but the last revision of the original document will copy over to the new document with the change log contents: "Document Created".

Use the following steps to create a document by duplicating an existing record:

1. Navigate to a document record's detail view.
2. Click the Actions menu and select "Copy".

Agreement ☆



3. The displayed edit view is pre-populated with the original document's values. Update the necessary fields, then click "Save".



Note: The Source and File Name fields can not be modified when duplicating a document.

Viewing Documents

There are various options available for viewing document records in Sugar including via Documents list view, Documents detail view, Documents Recently Viewed menu, dashlets, and reports. Please note that you will only be able to see document records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Viewing Via List View

The Documents list view displays all document records meeting the current search criteria. To access the list view, simply click the documents module tab. While list view shows key document fields, you can click the document's name to open the record in detail view. For more information on viewing documents via list view, please refer to the [Documents List View](#) section of this documentation.

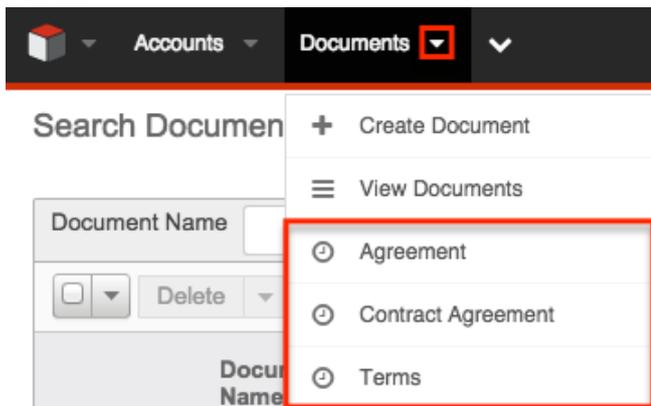
Viewing Via Detail View

The Documents detail view displays thorough document information including all document fields followed by subpanels of the document's related records belonging to various modules. The detail view can be reached by clicking a

document record's link from anywhere in the application including from the Documents list view. For more information on viewing documents via detail view, please refer to the [Documents Detail View](#) section of this documentation.

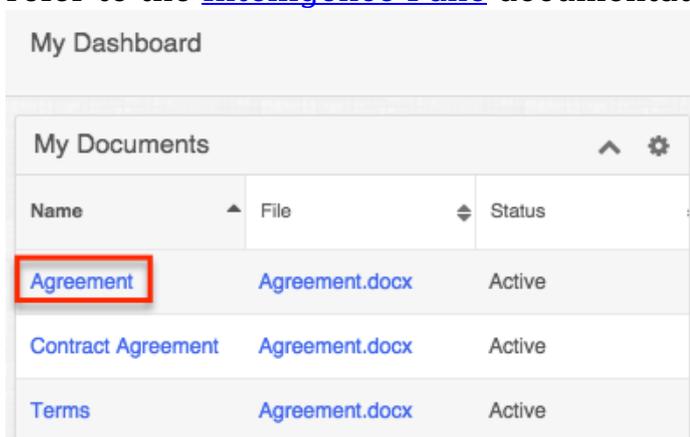
Viewing Via Recently Viewed

As you work, Sugar will keep track of which documents you have recently viewed. Click the Actions menu in the [Documents module tab](#) to see a list of your most recently viewed documents, and click each name to open the document in detail view.



Viewing Via Dashlets

Sugar Dashlets allow users to get a quick view of various records, activities, reports, etc. Dashlets may be added to a user's Home page or to the intelligence pane for Sidecar modules (e.g. Accounts, Contacts, etc.). You can view document information in document-based dashlets such as "My Documents". Clicking a document's name from any dashlet will open the document in detail view. For more information on using dashlets and viewing document records via dashlets, please refer to the [Intelligence Pane](#) documentation.



Viewing Via Reports

Users with access to the Reports module can build, run, and manage reports to gather key data regarding documents and their related records. In addition to only displaying desired fields and relationships, reports can also incorporate complex filters to only display specific subsets of your records. Once the report is run, you will be able to view the document record's detail view by clicking the document's name in the report results. Please note that you can only directly access document detail views with Rows and Columns-type and Summation with Details-type reports as Summation-type and Matrix-type reports do not include hyperlinks in their display columns. For more information on using reports, please refer to the [Reports](#) documentation.

Name: Documents Report
Modules: Documents
Display Columns: Document Name, Date Created, Date Modified
Schedule: None
Filters: None

Document Name ⇅	Date Created ⇅
Agreement	2015-05-25 19:15
Terms	2015-05-26 20:34

Please note that your ability to access reports may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you cannot access the Reports module.

Searching Documents

The Documents list view includes a Basic and Advanced Search to help you locate records easily and effectively in a module-specific manner. Once the search is performed, the relevant results will be displayed in the Documents list view below. Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Please note that Sugar automatically appends the wildcard character (%) to the end of your search phrase. This allows the system to retrieve all records that start with the keyword entered in the search. If you would like to broaden the search, you can use the wildcard at the beginning of your text as well (e.g. %agreement). This will pull up any record that has the word "agreement" in the name, regardless of how it starts or ends.

For more information on using the various search methods as well as how wildcards are used in the different methods, please refer to the [Search](#)

documentation.

Basic Search

Basic search offers a few, commonly used fields for a simplified search experience. From the Basic Search panel, you can click "Advanced Search" to access additional search functionality as needed.

The buttons and checkboxes available in Basic Search panel have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Favorites** : Select this box to return only records you have marked as favorites.

Search Documents



The screenshot shows a search interface with a text input field labeled "Document Name", a checkbox labeled "My Favorites", and three buttons: "Search", "Clear", and "Advanced Search".

When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "My Favorites" and enter a document name, Sugar will only return document records with a matching name that you have marked as favorites. Once the search is complete, the relevant results will populate in the list view below the search panel. To see all document records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see document records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentations in the Administration guide.

Administrators can configure what fields appear on the Documents Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Advanced Search

Advanced Search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. From the Advanced search panel, you can click "Basic Search" for simplified searching.

The buttons, checkboxes, and dropdowns available in Advanced Search have the

following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Favorites** : Select this box to return only records you have marked as favorites.
- **Layout Options** : Use the expandable Layout Options section to configure your list view. For more information, please refer to the [Layout Options](#) section of the Search documentation.
- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of the Search documentation.

Search Documents

The screenshot displays the 'Search Documents' interface. It features several input fields and dropdown menus for filtering search results. The 'Document Name' field is empty. The 'Category' dropdown is set to 'Marketing Knowledge Base Sales'. The 'Sub Category' dropdown is set to 'Marketing Collateral Product Brochures FAQ'. The 'Publish Date' and 'Expiration Date' fields are empty. The 'Assigned to' dropdown is set to 'Administrator Chris Olliver Jim Brennan Max Jensen Sally Bronsen Sarah Smith'. There is a 'My Favorites' checkbox which is currently unchecked. Below these fields is a 'Layout Options' section with a 'Save search as:' field and a 'Save' button, and a 'Modify current search:' section with 'Update' and 'Delete' buttons. At the bottom, there are buttons for 'Search', 'Clear', 'Browse Documents', 'Basic Search', and 'Saved Searches' with a dropdown menu currently set to '-none-'.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields for which you have given a value. For example, if you select "My Favorites" and enter in a document name to search, Sugar will only return document records with a matching name that you have marked as favorites. When searching by a multiselect or dropdown field (e.g. "Assigned to"), however, Sugar will return records matching any of these selections. Once the search completes, the relevant results will populate in the list view below the search panel. To see all document records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see document records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Administrators can configure what fields appear on the Documents Advanced Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Global Search

Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Beginning with version 6.5.0, Full Text Search may be used with Global Search to search throughout nearly all fields and modules for an enhanced search experience. The Global Search bar is located on the top right hand side of Sugar. You can click the magnifying glass icon or hit Return/Enter to perform your search once the text string is entered in the search box.



To use global search, you need to first enter the keyword into the search box and the pop-up results will begin appearing once you enter in at least one character. Clicking the magnifying glass icon or hitting your Return/Enter key will cause Sugar to return exact matches for your keyword rather than matches with words beginning with your keyword. For more information on using and configuring Global Search, please refer to the [Global Search](#) section of the Search documentation.

Regular Sugar users can configure some aspects of global search such as what modules are displayed in the search results by clicking the down arrow within the Search box then selecting the module(s) to include in the search. For more information on configuring your Global Search, please refer to the [Search](#) documentation. Administrators can control additional elements of global search via Admin > Search and Admin > Studio. For more information on administrator configuration of Global Search, please refer to the [Field Options](#) section of the Studio documentation as well as the [Search](#) section of the System documentation in the Administration guide.

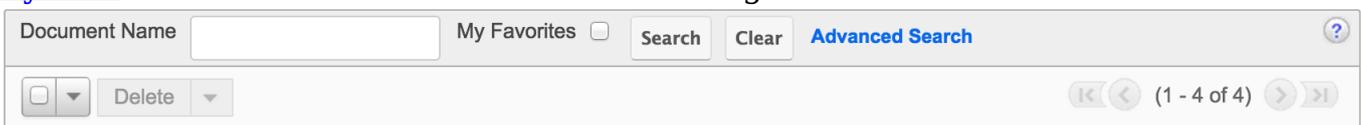
Documents List View

The Documents list view displays all document records meeting the current search criteria and to which your user has access. You can view the basic details of each document within the field columns. Please note that you will only be able to see document records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide. You have the option to change what fields are displayed in list view by configuring your layout options in the Documents Advanced Search. For more information on configuring your list view, please refer to the [Layout Options](#) section of the Search documentation. Users with administrator or developer access also have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Pagination

List view displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. To the right just below the search panel you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results.

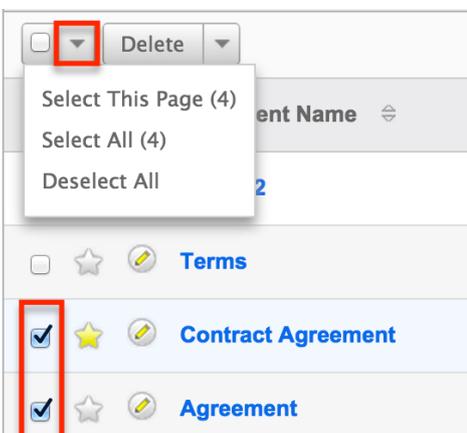
By default, Sugar displays 20 records per list view page, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation in the Administration guide.



Checkbox Selection

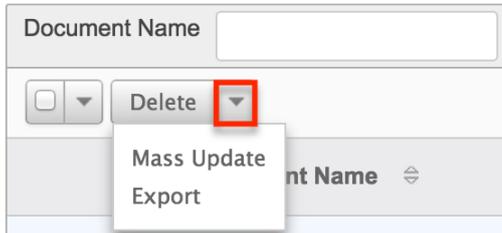
You can perform several actions on document records directly from the list view by first selecting the desired records. To select individual document records on the Documents list view, mark the checkbox on the left of each row. To select or deselect multiple document records on the list view, use the options in the checkbox dropdown menu:

- **Select This Page** : Selects all records shown on the current page of document results.
- **Select All** : Selects all records in the current search results across all pages of document results.
- **Deselect All** : Deselects all records that are currently selected.



Mass Actions Menu

The Mass Actions menu to the right of the checkbox dropdown allows you to perform various actions on the currently selected records.

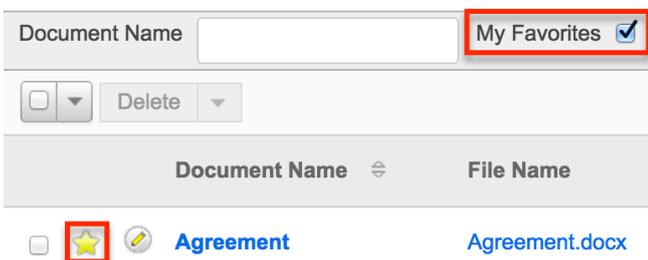


The options in the Mass Actions menu allow you to perform the following operations:

Menu Item	Description
Delete	Delete one or more documents at a time
Mass Update	Mass update one or more documents at a time
Export	Export one or more documents to a CSV file

Favorite Designation

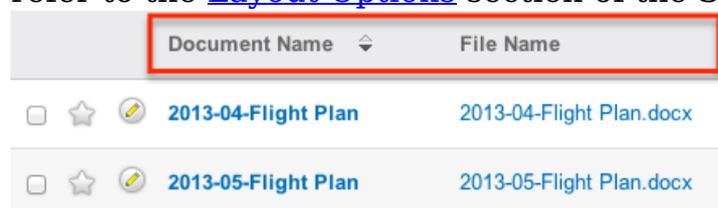
Users have the option to mark document records as favorites via the list view as well as the detail view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via search or from the Documents module tab. In the Documents list view, the star on the left of each document's row is yellow once marked to indicate a favorite document. For more information on how to mark records as favorites, please refer to the [Favoriting Documents](#) section of this documentation.



Column Sorting

List view provides the ability to sort all of the current search results by a field

column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. The list view may be sorted by only one column at a time. You can also set a default order-by column using the layout options in Advanced Search. For more information on setting a default column sort, please refer to the [Layout Options](#) section of the Search documentation.



	Document Name	File Name
<input type="checkbox"/> <input type="star"/> <input type="edit"/>	2013-04-Flight Plan	2013-04-Flight Plan.docx
<input type="checkbox"/> <input type="star"/> <input type="edit"/>	2013-05-Flight Plan	2013-05-Flight Plan.docx

Documents Detail View

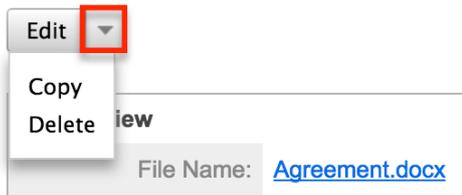
The Documents detail view displays thorough document information including all document fields which are grouped by default into the Overview and Revision Details panels. You can also view a document's related records (Document Revisions, Related Contracts, Accounts, etc.) which appear in subpanels beneath the document fields. The detail view can be reached by clicking a document record's link from anywhere in the application including from the Documents list view.

Please note that you will only be able to view a document record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide. Users with administrator or developer access have the ability to change the detail view by configuring the layout via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Actions Menu

The Actions menu on the top left of each document's detail view allows you to perform various actions on the current record. Administrator users can change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation in the Administration guide.

Agreement 



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this document
Copy	Duplicate this document
Delete	Delete this document

Favorite Designation

Users have the option to mark document records as a favorite via the detail view as well as the list view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via search or from the Documents module tab. In the Documents detail view, the star on the right of the document's name is yellow once marked to indicate a favorite document. For more information on how to mark records as favorites, please refer to the [Favoriting Documents](#) section of this documentation.

Agreement 



Next or Previous Record

On the upper right of the Documents detail view, there are two buttons that allow you to page through each document in the Documents list view's current search results. Clicking the Previous button displays the previous document of the current search results while clicking the Next button displays the next document of the current search results. The text in between shows which document result you are

currently viewing within the total number of current results.

Terms ☆



Subpanels

Beneath a document record's fields are subpanels containing related records from various modules as well as the document revision history.

Related Records Subpanels

The most common type of subpanels displayed on a document's detail view contains the document's related records belonging to various modules. The relationship type determines whether a related record will be displayed in the field listing or in a subpanel. For example, a document may be related to only one other document but related to multiple accounts. This means that the related document will be displayed amongst the document's fields while accounts will be displayed in a subpanel beneath the fields.

Users with administrator or developer access have the ability to change the fields (e.g. Name, Assigned User, etc.) and labels of each subpanel by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information modifying subpanels, please refer to the [Studio](#) documentation in the Administration guide.

Related record subpanels allow the following operations to be performed. Please note that administrators in Sugar can change the subpanel's Action menu to be displayed as separate buttons instead of a dropdown via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration guide.

- To view the details of a related record, click the record's name in the subpanel or choose "View" from the Actions menu on the far right of the record's row to open it in record view.
- To relate an existing record to the document, choose "Select" from the subpanel's Action menu, then locate and select the desired record.
- To relate a new record to the document, choose "Create" from the subpanel's Action menu, then complete the record view layout and click "Save".

- To delete the document's relationship to a record, choose "unlink" from the Actions menu on the far right of a record's row. This removes the relationship, but does not delete the record itself.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.

Please note that administrators can prevent users from moving subpanels to different locations in the detail view. For more information on preventing rearranging of subpanels, please refer to the [System](#) documentation in the Administration guide. Check with your system administrator if you are not able to rearrange your subpanels.

Accounts

Create

Select

24/7 Couriers

City	Billing Country	Phone
Kansas City	USA	(792) 938-6555

view

unlink

Contacts

Document Revisions Subpanel

The Document Revisions subpanel lists the document revisions for this document record. The revisions are sorted in descending order on the revision number by default. Each revision retains the copy of the document loaded on that revision. This provides you with the ability to look back at the history of the document to compare revisions.

Document Revisions

Create

File	Revision	Date Created	Created by
Agreement.docx	2	2015-05-27 13:26	Administrator
Agreement.docx	1	2015-05-25 19:15	Administrator

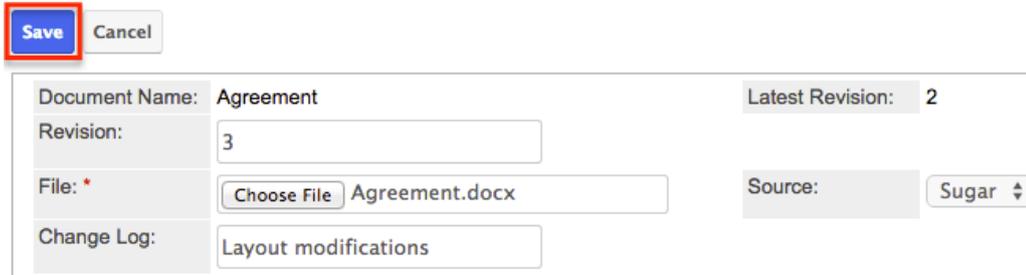
Note: This does not work as expected with External Documents (e.g. Google Docs, IBM Smart Cloud) as the document is not stored in Sugar for these document sources, but only a link to the document. To retain change history, either utilize Google Doc's change features, or select a different document for every revision.

You can click the Create button on this subpanel to create a new revision of the document you are currently viewing. The revision number is automatically populated with the current highest revision number plus one, but can be modified.

However, once the new Document is saved, this field becomes read-only for all users.

Note: If you skip numbers, it will not go back and fill in the missing numbers.

Create



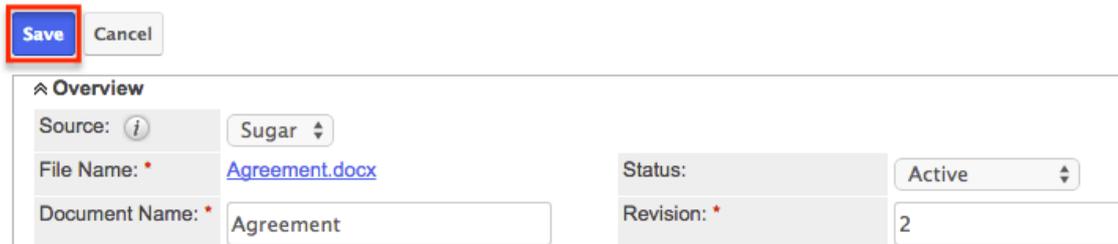
The screenshot shows a form for creating a document. At the top left, there are two buttons: "Save" (highlighted with a red box) and "Cancel". Below the buttons, the form contains several fields: "Document Name:" with the value "Agreement", "Revision:" with the value "3", "File:" with a "Choose File" button and the text "Agreement.docx", "Change Log:" with the text "Layout modifications", "Latest Revision:" with the value "2", and "Source:" with a dropdown menu showing "Sugar".

You may also populate the Change Log field with a short description of the change being made for this revision. Click "Save" to complete the revision record.

Editing Documents

Documents may be edited at any time to update or add information to the record. You can make changes to existing document records via the Documents edit view. Edit view is available within the Documents module and includes all of the Document fields you should need.

[Agreement](#) » Edit



The screenshot shows the "Edit" view for a document. At the top left, there are two buttons: "Save" (highlighted with a red box) and "Cancel". Below the buttons, the form is titled "Overview" and contains several fields: "Source:" with a dropdown menu showing "Sugar", "File Name:" with the value "Agreement.docx", "Document Name:" with the value "Agreement", "Status:" with a dropdown menu showing "Active", and "Revision:" with the value "2".

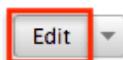
Please note that your ability to edit documents in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure the Documents edit view via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

Editing Via Detail View

You can edit documents via the [Detail View](#) by clicking the Edit button on the upper left of the page. Once the edit view layout is open, update the necessary fields, then click "Save" to preserve the changes made.

Agreement ☆



Overview	
File Name:	Agreement.docx
Document Name:	Agreement

Editing Via List View

You can edit documents via the [List View](#) by clicking the Pencil icon to the left of each document's name. The edit view layout will open and you can update the necessary fields, then click "Save" to preserve the changes.

Document Name	File Name
<input type="checkbox"/> ☆  Agreement	Agreement.docx

Deleting Documents

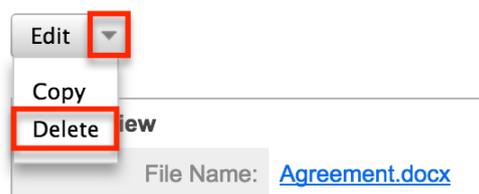
If a document record is invalid or should no longer appear in your organization's Sugar instance, it may be deleted from either the Documents detail view or list view. Deleting via the detail view allows you to delete a single record while the list view allows for mass deleting multiple records at once. Deleting document records will not delete the related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records. Document revision records will be deleted when deleting the parent document record. Please note that your ability to delete documents in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Deleting Via Detail View

Use the following steps to delete a document record via the detail view:

1. Navigate to a document record's detail view.
2. Select "Delete" from the Actions menu.

Agreement ☆

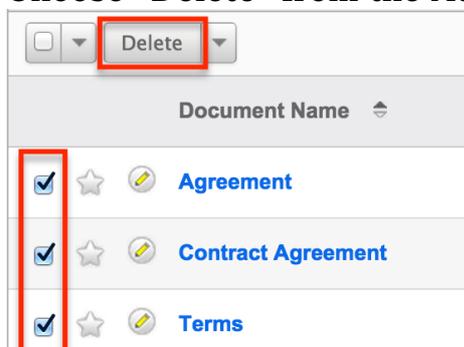


3. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Deleting Via List View

Use the following steps to delete one or more document records via the list view:

1. Navigate to the Documents list view by clicking the Documents module tab.
2. Use the [Basic](#) or [Advanced Search](#) to find the Document records you wish to delete.
3. Select the desired document records individually or using the [checkbox dropdown's](#) options.
4. Choose "Delete" from the Actions menu.



5. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

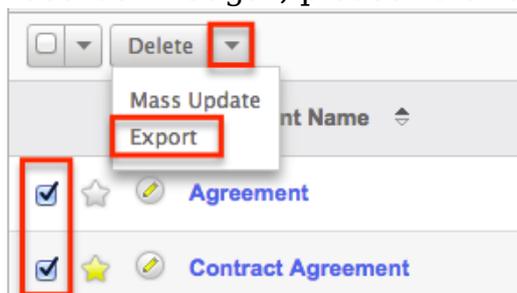
Due to PHP memory limitations on the server, there may be occasions when the application times out while deleting a large number of document records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Exporting Documents

Sugar's Export option allows users to download all fields for the selected documents to their computers as a .CSV (comma-separated values) file. This may

be useful when needing to use document data with other software such as Microsoft Excel. Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a large number of document records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Documents may be exported from the Documents list view by selecting "Export" from the Actions menu. Users with access to the Reports module also have the option of creating or accessing reports containing specifically chosen fields for documents and their related record(s). Please note that only Rows and Columns-type reports have the ability to be exported. For more information on exporting records in Sugar, please refer to the [Export](#) documentation.



Please note that your ability to export documents from Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Export option.

Downloading Documents

Exporting a document from Sugar will only export the document record with the metadata about the document, but the document itself will not be included in the export. In order to download a document from the documents module, simply click on the File Name link in the list view or the detail view and the document will be downloaded to your computer. If the document is linked to an external source (e.g. Google Docs, IBM Smart Cloud), then the file name link will open directly to the doc inside a new window or tab.

From Documents list view:

Document Name	File Name
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Template-Expense Report 2014	Template-Expense Report
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Template-Expense Report	Template-Expense Report
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Expense Report	Expense Report.xlsx

From Documents detail view:

Flight Plan.docx

Edit

Overview	
File Name:	Flight Plan.docx
Document Name:	Flight Plan.docx
Document Type:	

Mass Updating Documents

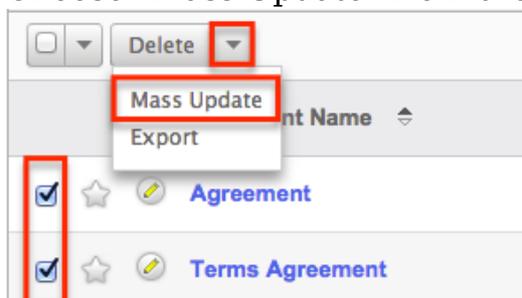
Mass Updating allows users to make the same change to multiple document records at once from the Documents list view. Users with administrator or developer level access can control which fields are available to change during mass update via Admin > Studio. Currently, only fields with the data type of date, datetime, dropdown, multiselect, and radio may be altered during a mass update. For more information on configuring mass update, please refer to the [Studio](#) documentation in the Administration guide. Due to the PHP memory limitations on the server, there may be occasions when the application times out while mass updating a large number of document records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Please note that your ability to mass update documents may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Mass Update option.

Use the following steps to mass update document records from the list view:

1. Navigate to the Documents list view by clicking the Documents module tab.

2. Use the list view's [Basic](#) or [Advanced Search](#) to identify documents you wish to modify.
3. Select the desired documents individually or using the [checkbox dropdown's](#) options.
4. Choose "Mass Update" from the Actions menu.



5. Scroll to the Mass Update panel and set values for the fields you wish to alter.

Note: For the Teams field, use "Replace" to remove existing team assignments before adding those specified here. Use "Add" to add the teams specified here to any existing team assignments.

Mass Update

Assigned to:	<input type="text"/>	Publish Date:	<input type="text"/> (yyyy-mm-dd)
Expiration Date:	<input type="text"/> (yyyy-mm-dd)	Category:	-none-
Sub Category:	-none-	Status Id:	-none-
Is a Template	-none-	Document Type	-none-
Teams	<input type="text"/> <input type="button" value="+"/> <input type="button" value="Primary"/> <input type="button" value="-"/> <input type="radio"/>		
	<input checked="" type="radio"/> Replace <input type="radio"/> Add		

6. Click "Update" to save the changes to all of the currently selected document records.

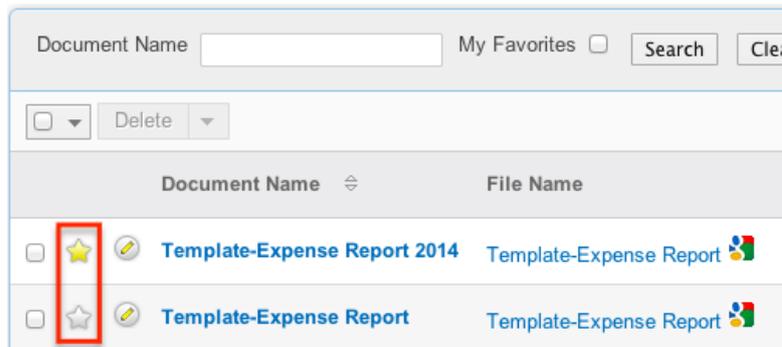
Favoriting Documents

Each Sugar user has the option to designate their own favorite documents which are important or will be viewed often so that they can easily be accessed via search or from the documents module tab. Once records are marked as favorites, use the My Favorites checkbox in the Documents [Basic](#) or [Advanced Search](#) to retrieve your favorites or select from your most recent favorites directly from the [Documents Module Tab](#).

Favoriting Via List View

Use the following steps to mark records as favorites via the Documents list view:

1. Navigate to the Documents list view by clicking the Documents module tab.
2. Use the [Basic](#) or [Advanced Search](#) to find the Document records you wish to mark as favorites.
3. Mark the star icon on the left of each desired document's row.
4. To remove the document as a favorite, click the star again to revert it to white.



Favoriting Via Detail View

Use the following steps to mark records as favorites via the Documents detail view:

1. Navigate to a document record's detail view.
2. Click the star icon to the right of the document's name in the upper left of the detail view to designate it as a favorite.
3. To remove the document as a favorite, click the star again to revert it to white.

Agreement 

Edit 

 Overview
File Name: [Agreement.docx](#)

Favoriting Via Subpanel

Use the following steps to mark document records as favorites via the subpanel in related modules:

1. Navigate to a related module's record view.
2. Click the star icon to the left of the desired record's row in the Documents subpanel.

	Name	File	Category	Source	Status	Pub
	Recommen...	Recommen...		Sugar	Active	10

- To remove the document as a favorite, click the star again to revert it to gray.

Google Docs Integration

Sugar comes with Google Docs (Google Drive) integration by default. In order to be able to create a document in Sugar from a Google Doc in your Google Drive you will first need to link your Google Account with your profile in sugar. For more information regarding setting up external accounts in your user profile, please refer to the [External Accounts Tab](#) section in the Getting Started documentation.

Last Modified: 2017-04-20 22:46:42

Calendar

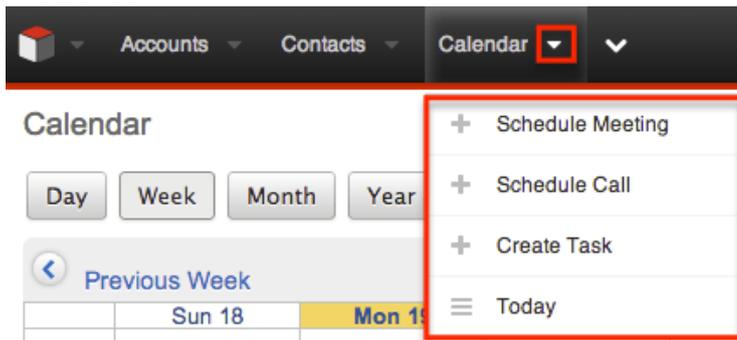
Overview

Sugar's Calendar module allows users to easily schedule, view, and manage their activities (e.g. calls, meetings, tasks) in one place. The calendar will show your calls, meetings, and tasks provided you are an invitee on the call or meeting, or the task is assigned to you. You can also view other user's scheduled activities via the shared calendar option. This documentation will cover how to use the Calendar module as well as the various actions and options available from within the module.

Calendar Module Tab

The Calendar module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Calendar" to access your calendar. Once the Calendar Lists tab displays on the navigation bar, you can click the triangle within the tab to display the Actions menu, which allows you to perform important actions within the

module.



The Actions menu allows you to perform the following options:

Menu Item	Description
Schedule Meeting	Schedule a new meeting via the Meetings record view
Schedule Call	Schedule a new call via the Calls record view
Create Task	Create a new task via the Tasks record view
Today	View the current day on the calendar

Calendar Actions

When viewing your calendar, there are several options across the top of the calendar to help you navigate the calendar and increase the functionality available. These buttons are accessible from any calendar screen, with some notable exceptions. Most of the buttons are used to change the view of the calendar to show a specific time period, or jump to a specific period.

The buttons are defined as follows:

Options	Description
Day	View the current day on the calendar
Week	View the current week on the calendar
Month	View the current month on the calendar
Year	View the current year on the calendar
Shared	View the shared calendar for other users in Sugar

User List	Select which users will show on the shared calendar Note: This option is only available when viewing the Shared calendar
Calendar Icon	Click the calendar icon to quickly jump to a specific date Note: This option is not available when using the year view
Settings	Change the settings on the calendar as described in Viewing via Calendar

Creating Activities

There are various methods for creating the different activities available in Sugar, including via the calendar itself, the Calendar module's actions menu, the individual activity's module, or via quick create. The record view opens in edit mode when creating the call directly from the Calls menu, Quick Create menu, and Calendar module and includes all of the relevant fields for your organization. When using quick create to make a call while viewing an existing record of another module, Sugar automatically creates a relationship between both records. For example, if you are viewing a contact record (e.g. John Smith) and create a new call via its record view, the Related To field in the call record will automatically populate with "John Smith", thus creating the relationship and adding him as an invitee. The record view layout can be configured by administrators via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

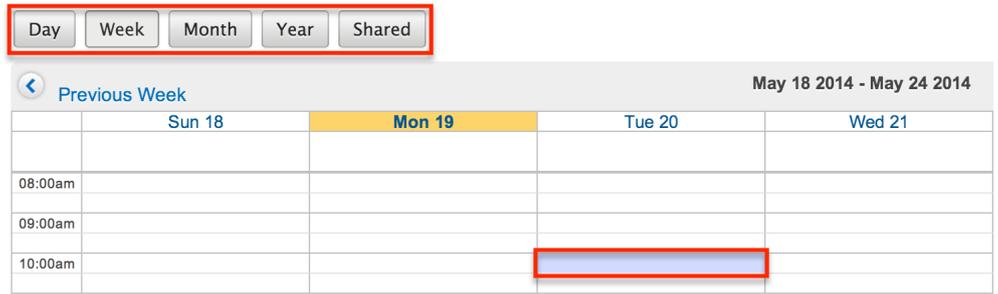
Creating via Calendar Grid

The calendar allows you to create meetings and calls easily by clicking on the cell corresponding to the specific date and time you wish to schedule the activity. The record view will appear in edit mode, and the start date and time will automatically be populated based on the date and time cell you selected in the calendar.

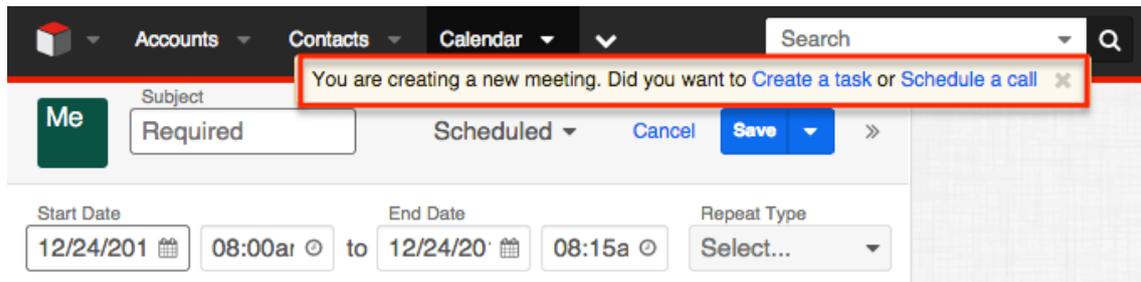
Use the following steps to create an activity (e.g. meeting) via the calendar grid:

1. Click the Calendar module tab.
2. On the calendar view, click the cell corresponding to the date and time you wish to schedule the meeting. You can choose to view the calendar by Day, Week, Month, Year, or Shared. For more information on viewing the shared calendar, please refer to the [Viewing Shared Calendar](#) section of this

documentation. Calendar



When a cell is selected on the calendar, a Meeting record view will appear in edit mode. A popup will also appear giving users to option to create a new call or a new task instead.



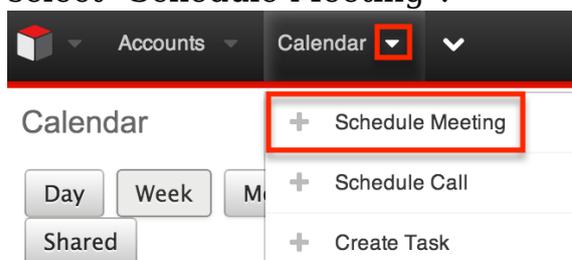
3. Refer to step 2 and beyond in [Creating via Meetings Module](#) section of the Meetings documentation for additional instructions about creating meeting records.

Creating via Actions Menu

Activities can also be created via the create options (e.g. Schedule Meeting, Schedule Call, etc.) in the [Calendar module tab](#). This opens up the record view in edit mode for the corresponding module (e.g. Calls, Meetings, etc.) which allows you to enter in all the relevant information for the activity.

The following steps cover creating a new meeting via the Calendar module tab as an example:

1. Click the triangle in the Calendar module tab to open the actions menu and select "Schedule Meeting".



2. Refer to step 2 and beyond in [Creating via Meetings Module](#) section of the Meetings documentation for additional instructions about creating meeting records.

Creating via Activities Modules

Calls, meetings, and tasks can also be created directly from their individual modules. The activity will then show on your calendar if you are listed as an invitee on the call or meeting or if you are the assigned user on the task. For instructions for creating activities directly from their modules, please refer to the [Calls](#), [Meetings](#), or [Tasks](#) documentation.

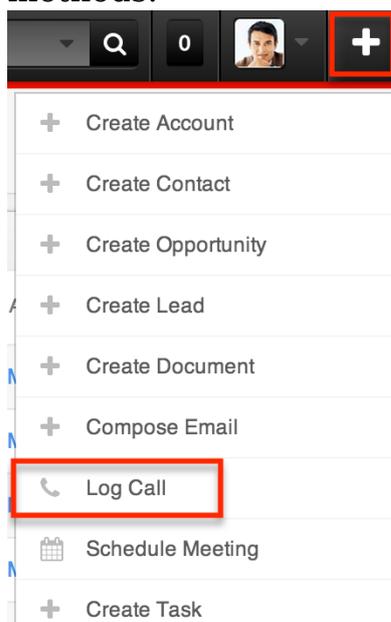
Creating via Quick Create

The Quick Create menu allows you to easily create new records from anywhere in Sugar. Simply click the quick create button on the upper right of all Sugar pages to access the menu. You can also quick create an activity from any Activities subpanel (Legacy modules), Planned Activities dashlet (Sidecar modules), as well as Calls, Meetings, or Tasks subpanels (Sidecar modules) on related module records.

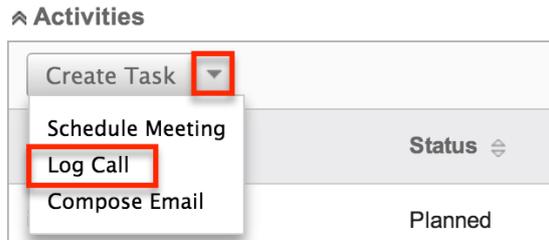
Note: It is recommended that if you are going to be relating the activity to any other record in Sugar, best practice is to create the activity while on the related record's detail view (Legacy modules) or record view (Sidecar modules), which will automatically relate the two records.

Use the following steps to create a call via the Quick Create quick create menu as an example:

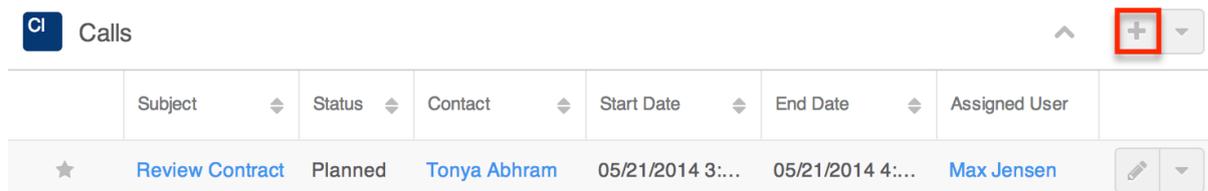
1. Open the Quick Create menu on the upper right of any Sugar page and select "Log Call". You can also quick create calls using the following methods:



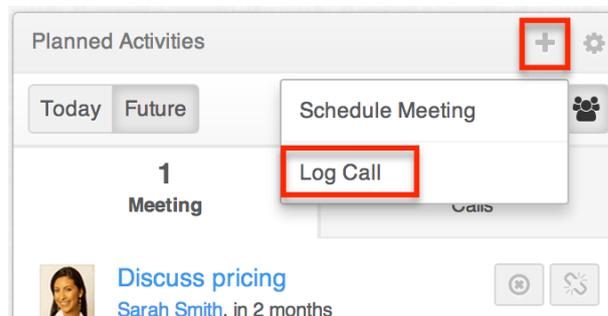
From Activities subpanel:



From Calls subpanel:



From Planned Activities dashlet:



2. Refer to step 2 and beyond in [Creating via Meetings Module](#) section of the Meetings documentation for additional instructions about creating meeting records.

Adding Reminders

Sugar includes the ability to remind invitees when they have a call or meeting that is scheduled to begin in a given amount of time. Reminders can be sent via email to all of the invitees prior to the call or meeting's scheduled start date and time. By default, reminders have to be manually added to calls and meetings upon creating or editing the activity. Users can configure their default reminders via their [User Preferences](#), which will automatically select the default reminder time in the Reminders field.

For more information on adding reminders, please refer to the [Calls](#) and [Meetings](#) documentation.

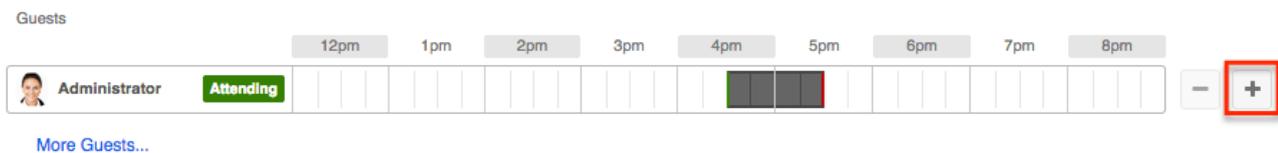
Adding Invitees

Users have the option of adding additional invitees (e.g. Contacts, Leads, Users) to

calls and meetings via the Add Invitees or Create an Invitee option in the Calls or Meetings edit or quick create view. Please note that the user creating the call or meeting as well as the contact or lead selected in the Related To field will automatically be added as invitees to the call or meeting. You can simply remove yourself or an attendee from the call by choosing the remove button on the Scheduling panel or "Unlink" from the Invitees panel.

Adding via Add Invitees

Users have the option to add invitees to the Guests panel directly from the meeting or call record view.



Please refer to the steps in the [Adding via the Guests Panel](#) section of the Meetings documentation for instructions on how to add invitees to meeting records.

Adding via Create an Invitee

Users have the option to create invitees and add them to the Guests panel directly from the meeting or call record view. Please refer to the steps in the [Adding via Create a Guest](#) section of the Meetings documentation for instructions on how to add invitees to meeting records.

Setting Meetings and Calls to Recur

Meetings and calls can be set as recurring events so that users do not have to create individual meeting or call records for regularly occurring events. Recurrences can be set up to occur daily, weekly, monthly, or yearly.

The screenshot shows the Sugar CRM interface for configuring a meeting. The top navigation bar includes 'Accounts', 'Contacts', 'Opportunities', and 'Calendar'. The 'Calendar' module is active, showing a meeting configuration form. The 'Subject' is 'Required' and the 'Status' is 'Scheduled'. The 'Repeat Type' dropdown menu is open, showing options: None, Daily, Weekly, Monthly, and Yearly. A red arrow points to the 'Weekly' option.

When a recurring meeting or call is configured, individual meeting records are created in Sugar, so when viewing the Meetings or Calls list view, all recurrences will show. For more information on viewing records via the list view, please refer to the [List View](#) section of the User Interface documentation.

For more information on setting up, editing, and deleting recurring records, please refer to the [Calls](#) and [Meetings](#) documentation.

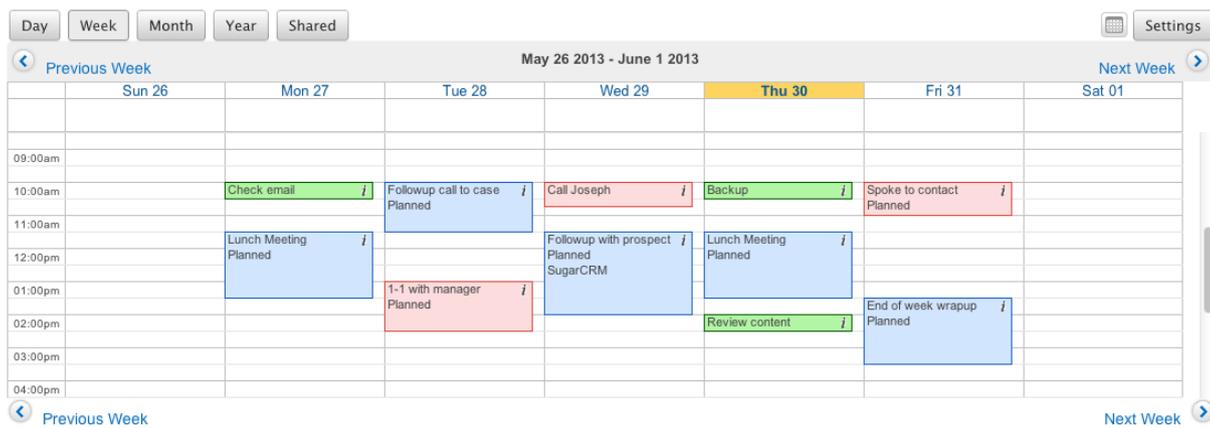
Viewing via Calendar

The Calendar module allows users to schedule, view, and manage various activities (Calls, Meetings, Tasks) in Sugar. The Calendar module can be accessed by clicking the [Calendar module tab](#).

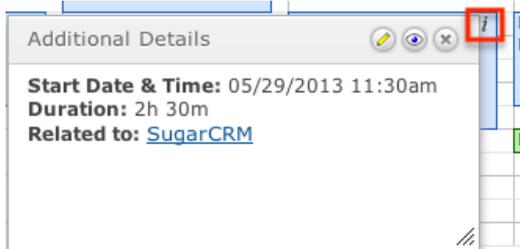
The three activity types are color coded on the calendar as follows:

Module	Color
Calls	Red
Meetings	Blue
Task	Green

Calendar

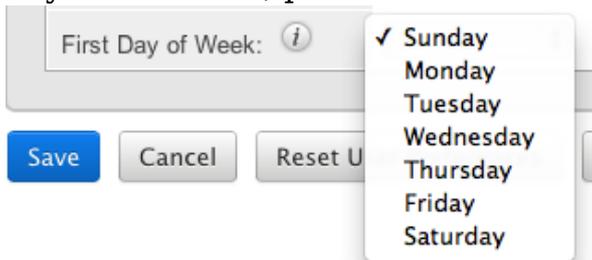


You can click the cell of an existing call or meeting to view the details via the Quick Create form. You can also click the "i" icon to the far right of the call record cell for a quick view of additional details (e.g. Subject, Start Date & Time, Duration, Related to, etc.) of any activity without opening up the record.

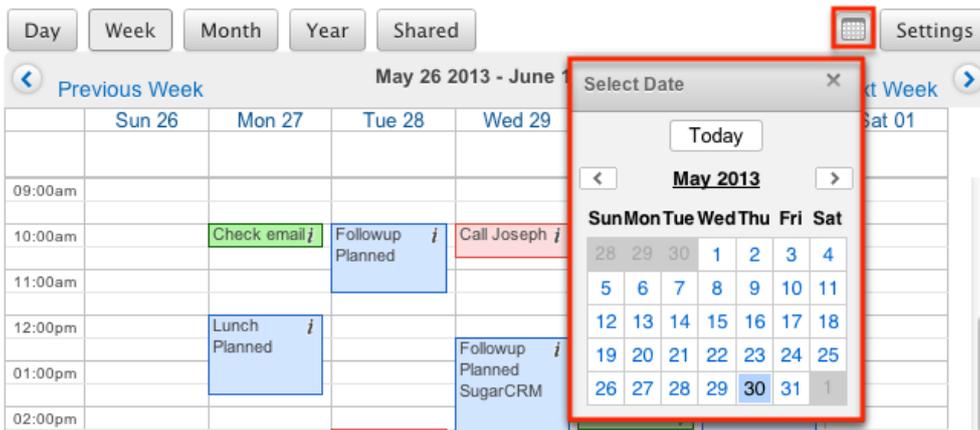


Please note that you will only be able to see activity records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

The Calendar module defaults to the week view and can be viewed as a day, week, month, or year view using the buttons at the top of the page. The week view can also be changed to have a different day of the week using the Calendar Options in your user profile. Simply navigate to the Advanced tab of your user profile then scroll to the Calendar Options panel and select the appropriate "First Day of Week" (e.g. Sunday, Monday, etc.). For more information regarding configuring the first day of the week, please refer to the [Getting Started](#) documentation.



When viewing the day, week, or month view of the calendar, you can jump to a specific date using the calendar pop-up in the top right of the screen. Select any date within the same month or use the left or right arrows to navigate to previous or upcoming months. You can also jump to today's date with the Today button in the pop-up calendar, or jump to a specific month or year by clicking on the displayed month in the pop-up calendar. Alternately, you can jump to the next day, week, month, or year, depending on your current view, using the Next and Previous buttons at the top and bottom of the calendar view. For more information on using the next and previous buttons, please review the [Next or Previous Calendar View](#) section of this documentation.

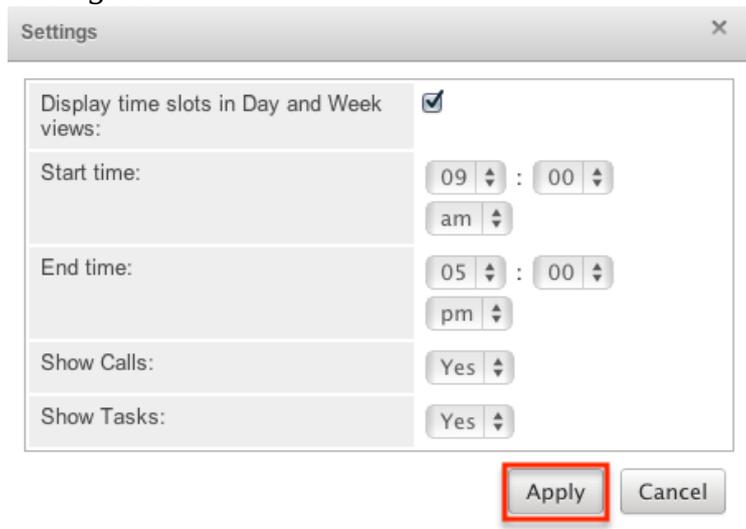


The look and feel of the calendar can also be changed via the Settings option to the right of the calendar pop-up.

The Calendar settings allow you to perform the following actions:

- **Display time slots in Day and Week views** : When this option is enabled, activities are displayed in their specified time cells when viewing a day or week via the calendar. If this option is disabled, all activities will appear as a list. This option is enabled by default.
- **Start Time** : The value set in this field represents the first time cell displayed on your day or week calendar view (e.g. 09:00 am).
 - **Note:** This option is disabled and hidden if "Display time slots in Day and Week views" is disabled.
- **End Time** : The value set in this field represents the last time cell displayed on your day or week calendar view (e.g. 05:00 pm).
 - **Note:** This option is disabled and hidden if "Display time slots in Day and Week views" is disabled.
- **Show Calls** : When this option is set to "Yes", scheduled calls are also displayed in the calendar view. If you do not wish to see calls in the calendar view, set this option to "No". This option is set to "Yes" by default.
- **Show Tasks** : When this option is set to "Yes", scheduled tasks are also displayed in the calendar view. If you do not wish to see tasks in the calendar view, set this option to "No". This option is set to "Yes" by default.

Once all settings have been set, click "Apply" to update the calendar with your changes.



Settings

Display time slots in Day and Week views:

Start time: 09 : 00
am

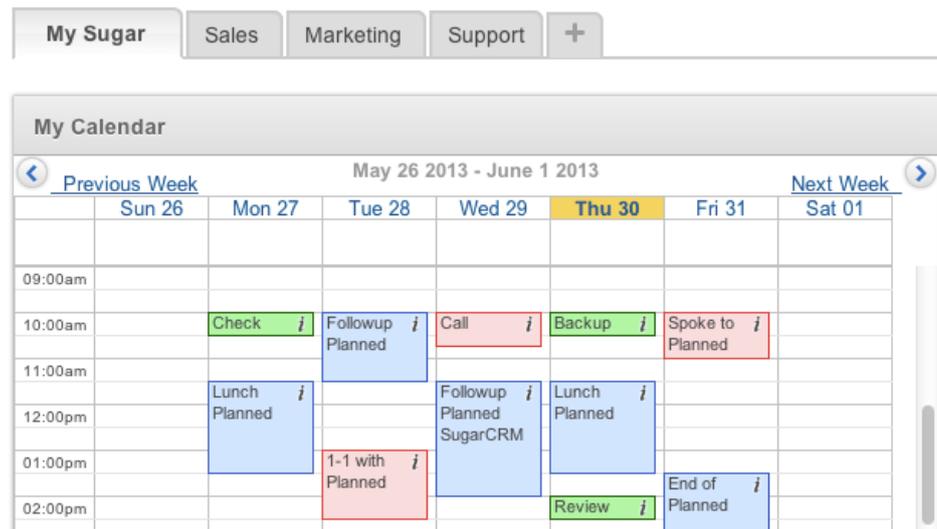
End time: 05 : 00
pm

Show Calls: Yes

Show Tasks: Yes

Apply Cancel

The calendar can also be viewed via the My Legacy dashboard on the Home page. Please note that the My Calendar dashlet is not available to view or add on the Home page for 7.x. The My Legacy dashboard enables you to view information from your existing 6.7.x dashlets such as My Calendar dashlet. Once your 6.7.x instance is upgraded to 7.x, simply navigate to the My Legacy Dashboard on the Home page to view all existing activities on the My Calendar dashlet. For more information regarding the My Legacy dashboard, please refer to the [Home](#) documentation.



My Sugar Sales Marketing Support +

My Calendar

Previous Week May 26 2013 - June 1 2013 Next Week

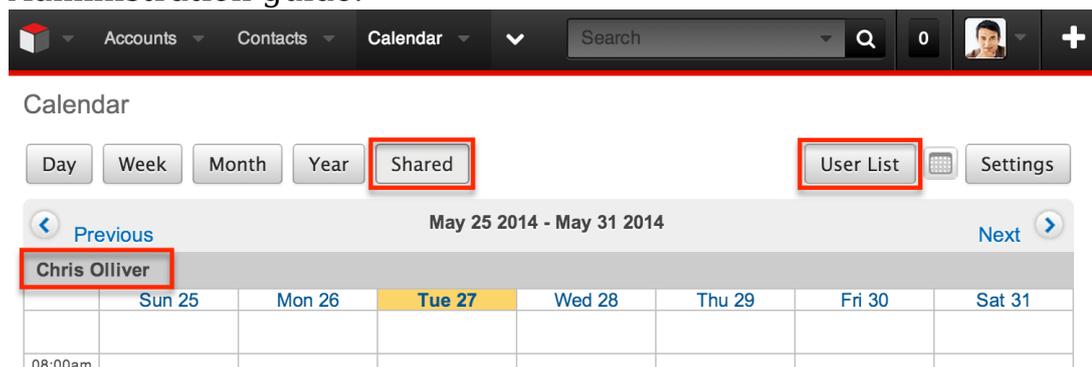
	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 01
09:00am							
10:00am		Check <i>i</i>	Followup Planned <i>i</i>	Call <i>i</i>	Backup <i>i</i>	Spoke to Planned <i>i</i>	
11:00am							
12:00pm		Lunch Planned <i>i</i>		Followup Planned SugarCRM <i>i</i>	Lunch Planned <i>i</i>		
01:00pm			1-1 with Planned <i>i</i>				
02:00pm					Review <i>i</i>	End of Planned <i>i</i>	

Viewing Shared Calendar

The Calendar module allows you to view not just your own activities, but you can also view the calendar of other Sugar users using the Shared Calendar. The

calendar will show the selected user in a weekly view on one page. Using the shared calendar, users will also have the option to create activities for other users directly from the calendar. For more information on using the shared calendar, please refer to the [Shared Calendar](#) section of this documentation.

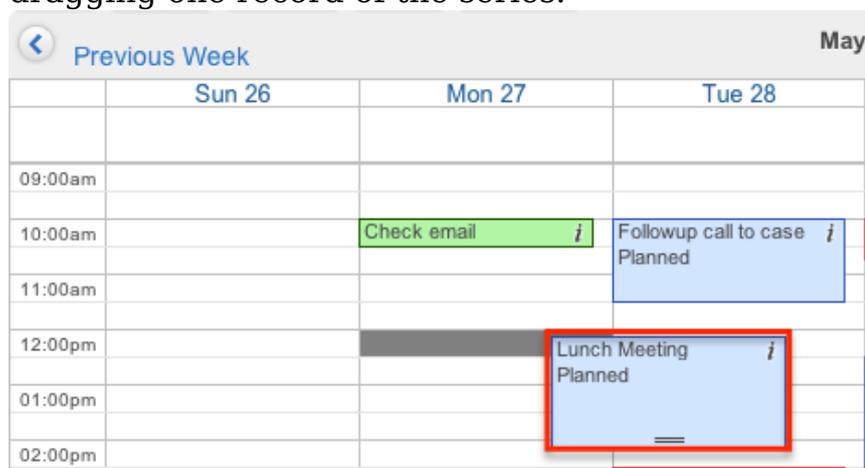
Please note that you will only be able to see activity records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.



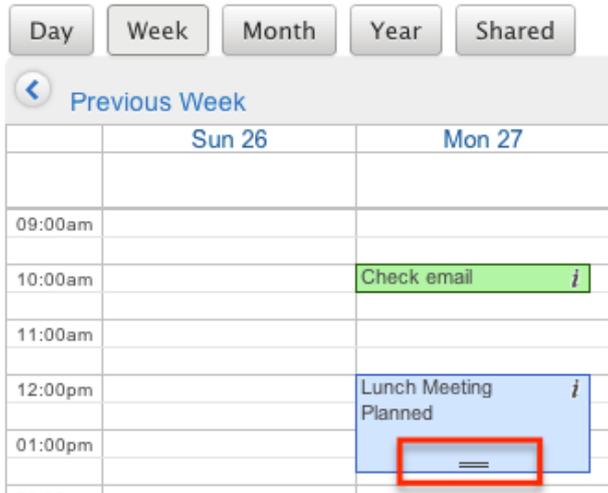
Moving Scheduled Activities

The Sugar calendar allows for the start time and duration of meetings and calls to be edited from the calendar, instead of having to directly edit the activity record via the module. The records that appear on the calendar can also be dragged and dropped to new locations to change the start date and time.

Note: All occurrences of [recurring](#) meetings and calls cannot be modified by dragging one record of the series.



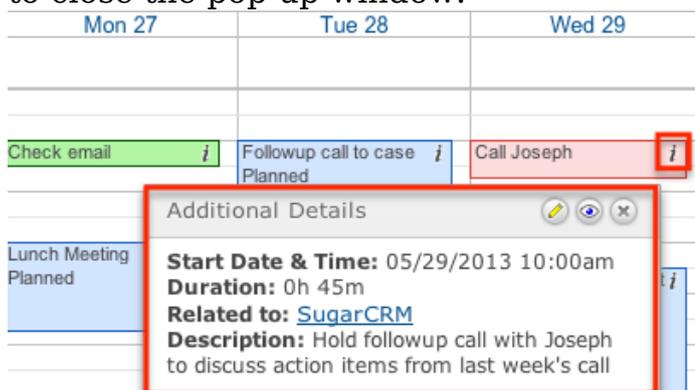
In addition, the activities can be dragged from the bottom of the box to be able to change the duration of the activity. To do this, simply hover over the activity's box to make the two lines appear at the bottom. Click the two lines and drag to the new end time of the call or meeting.



Note: Changing the meeting details with drag-and-drop does not send a system-generated update to the meeting invitees.

More Information

Additional details for each activity can be viewed by clicking the "i" icon on the far right of each activity block on the calendar. This provides users a quick view of additional information in addition to what appears on the block. The pop-up window can also be used to access the record. Click the Pencil button to edit the record in the record view, the Preview button to view the record, or the "X" button to close the pop-up window.



The resulting pop-up window will show the following fields by default:

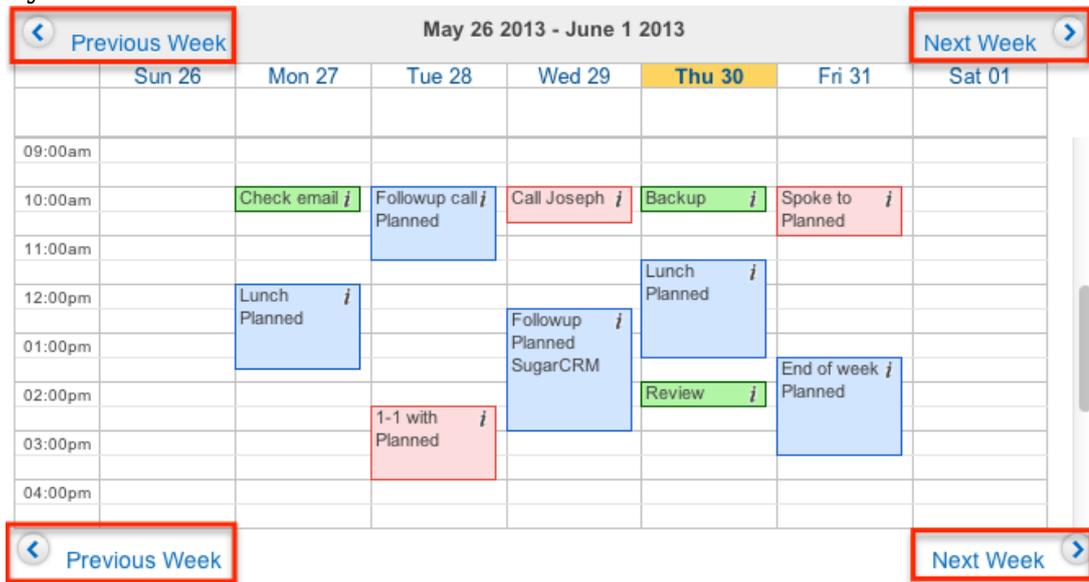
Module	Fields
Calls	Subject Start Date & Time Duration Related to

	Status Description (abbreviated)
Meetings	Subject Start Date & Time Duration Related To Status Description (abbreviated)
Tasks	Start Date & Time Due Date & Time Priority Status Description (abbreviated)

Note: The list of fields appearing here may only be configured through a code-level customization.

Next or Previous Calendar View

On the four corners of the Calendar, there are buttons that allow you to page through the given time frame in groups at a time, either the next or previous day, week, month, or year. The timeframe will change depending on which calendar you are viewing. When viewing the [shared calendar](#), these buttons will always paginate by the week.



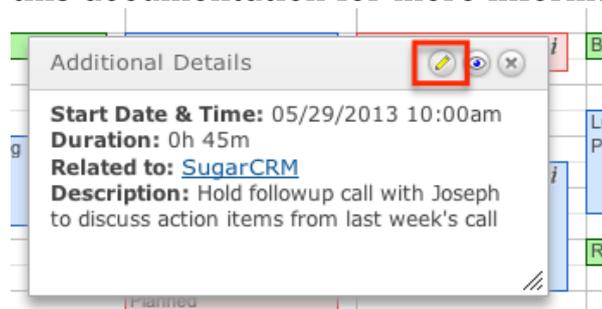
Editing Activities

Activities on the calendar can be edited directly from the calendar instead of having to access the record via the individual modules (e.g. Calls). Dragging and dropping activity cells within the calendar can make changes to the start and end dates. For more information on moving activities from within the calendar, please refer to the [Moving Scheduled Activities](#) section of this documentation.

Use the following steps to edit an activity via the calendar:

1. Navigate to the calendar by clicking the Calendar module tab.
2. Locate the activity (e.g. Call) you would like to edit and click on the cell to open it in record view.
3. Make the necessary changes to the activity, including setting [reminders](#), [adding invitees](#), or set any [recurrences](#) of the activity.
4. Once the necessary information is entered, click "Save" or, if you would like an invitation email to go out to the invitees where they can accept or deny the call or meeting, click "Save and Send Invites".

The record view can also be reached by clicking the Pencil button on the More Information pop-up for the activity. Please review the [More Information](#) section of this documentation for more information about using this popup.



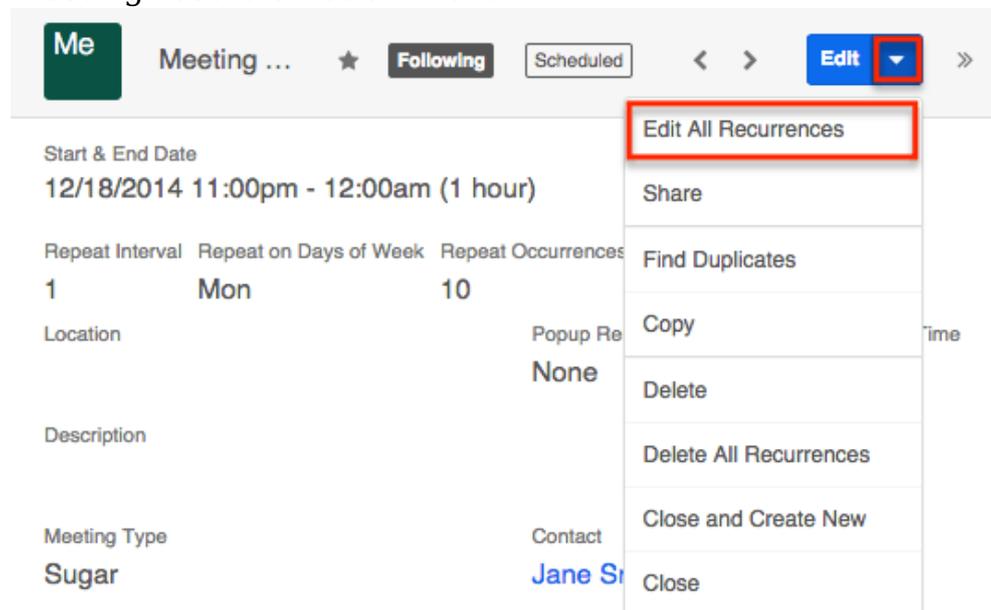
Please note that your ability to edit activities in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure the record view layouts via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

Editing Recurring Meetings and Calls

When a meeting or call is set to be recurring, additional copies or duplicates of the call or meeting record are created for the specific time and date of each recurrence. Therefore, editing one record's cell on the calendar will not affect the

other recurrences of the same call or meeting and will only affect the one recurrence you are editing. Users must select Edit All Recurrences from the meeting record's Action Menu.



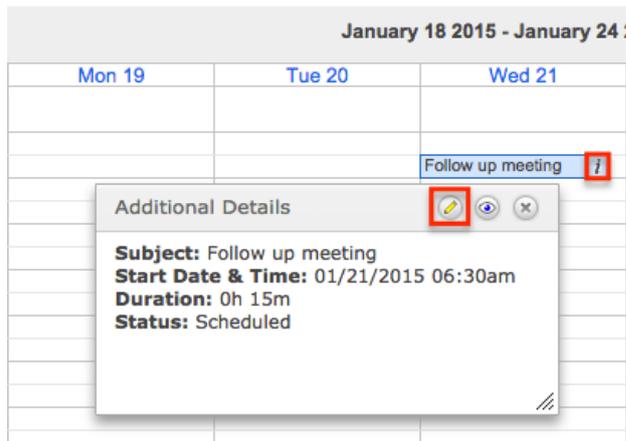
Please refer to the steps in the [Editing All Recurrences via Record View](#) section of the Meetings documentation for instructions on how to edit all recurrences.

Deleting Calls and Meetings via Calendar

If a call or meeting record is invalid or should no longer appear on your calendar or in Sugar, it can be deleted through the record view via the calendar.

Use the following steps to delete a record via the calendar:

1. Navigate to the calendar by clicking the Calendar module tab.
2. Locate the call or meeting you would like to delete.
3. Click "i" icon located to the right of the subject and select the pencil icon from the popup.



4. This will take you to the meeting or call record view. Please refer to the steps in the [Deleting via Record View](#) section of the User Interface documentation for instructions on how to delete meetings.

Recurring calls and meetings can be deleted by this method if you would like to delete the individual call or meeting. Deleting one record through this process will not remove the entire series. Please refer to the steps in the [Deleting All Recurrences via Record View](#) section of the Meetings documentation for instructions on how to delete all recurrences.

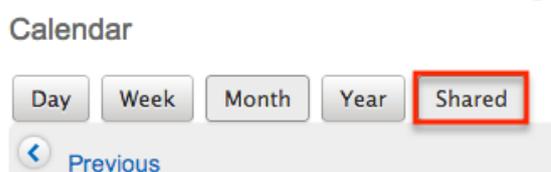
Note: Your ability to delete calls and meetings in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Shared Calendar

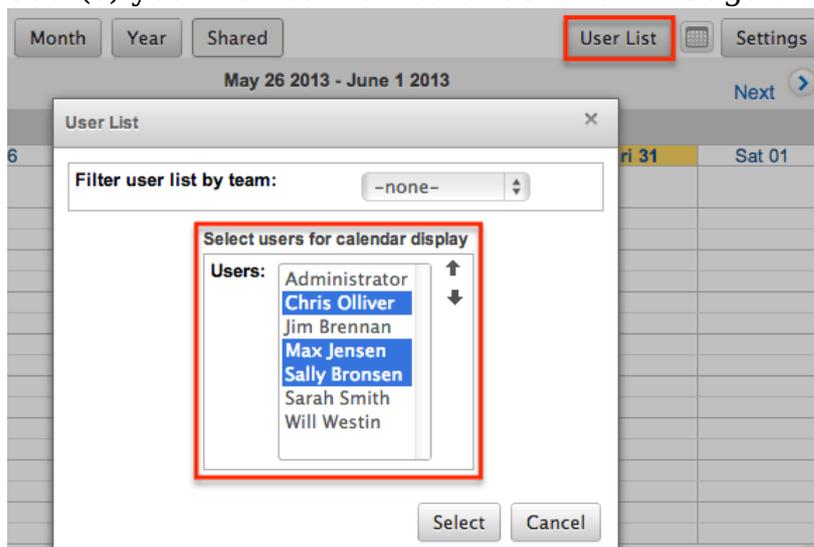
The Shared Calendar option in the Calendar module allows you to view other user's calendars which is helpful when scheduling calls or meetings as well as keeping track of the other user's activities. The shared calendar also gives you the ability to schedule meetings and calls on behalf of the user so that they are automatically an invitee to the activity and the assigned user. Please note that the shared calendar is always viewed as a weekly view.

Use the following steps to enable the shared calendar:

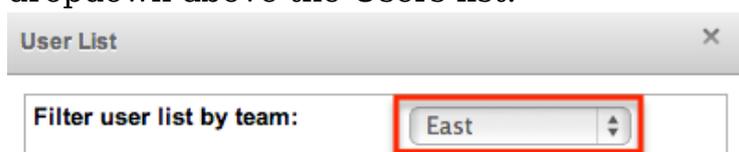
1. Navigate to the calendar by clicking the Calendar module tab.
2. Click the Shared button on the upper left of the page.



3. Click the User List button on the upper right of the page then select the user(s) you wish to view calendars for in Sugar.



Note: You can filter the Users list by using the Filter user list by team dropdown above the Users list.



4. Click "Select" after choosing the user(s) to display all of the user's weekly calendars on the Calendar page.

Please note that you will only be able to see and edit activity records on the shared calendar as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

Publishing Calendars

Sugar allows users to share calendars between applications to ensure that activities do not overlap between calendars. The Sugar calendar can be viewed in other applications such as the Outlook calendar to display the user's free/busy time from Sugar.

Publishing Your Sugar Calendar

Sugar calendars can be shared and viewed with various iCal-compatible calendar applications (e.g. Apple Calendar or Google Calendar). The calendars are viewable as read-only in the external calendar applications and any edits to existing activities can only be done in Sugar. For more information on sharing your

calendar on another application, please review the [Calendar Options](#) section in the Getting Started documentation.

Publishing to Your Outlook Calendar

You can specify settings in another application, such as Outlook, to enable the ability to view a user's free/busy information from the Sugar calendar. Please note that the settings must be configured on each user's computer. Once configured, the invitee shows as busy for any times currently scheduled in Sugar if the user's email address in Sugar matches the invitee email address in Outlook.

Use the following steps to configure this functionality:

1. In Sugar, navigate to your [user preferences](#) and select the Advanced tab.
2. Copy the Search location URL located at the bottom in the Calendar Options panel.
3. In Outlook, go to File > Options > Calendar > Free/Busy Options.
4. In the Internet Free/Busy section, paste the Search location URL into the corresponding box.

Integrating With MS Outlook

Sugar allows you to sync meetings and calls in Sugar with your local installation of Microsoft Outlook using the Outlook Plug-in. The plug-in also allows you to archive [emails](#) and sync [contacts](#). All meetings and calls, including recurring ones, can be synced using the plug-in. When a meeting or call is synced from Outlook to Sugar, the meeting or call will appear on the Sugar calendar, but will not be [editable](#) via Sugar and only [viewable](#).

For more information on using the Outlook Plug-in, please review the [Sugar Plug-in for MS Outlook User Guide](#).

Integrating With IBM Lotus Notes

Sugar allows you to sync activities in Sugar with your local installation of Lotus Notes using the Lotus Notes Plug-in. The plug-in also allows you to archive [emails](#) and sync [contacts](#). All activities, including recurring ones, can be synced using the plug-in. When a meeting or call is synced from Lotus Notes to Sugar, the activity will appear on the Sugar calendar, but will not be [editable](#) via Sugar and only [viewable](#).

For more information on using the Lotus Notes Plug-in, please review the [Sugar](#)

Last Modified: 2017-10-20 15:27:33

Calls

Overview

Sugar's Calls module is used to log phone calls which can be related to other Sugar records that may represent the attendees or topic for discussion. You can use call records to schedule and remind guests of future calls and to preserve a record of any other calls that you hold. Call records may have multiple guests and can even be scheduled to recur.

Calls logged in Sugar also show on your Sugar calendar, from which you can create calls directly. You can also view and create calls via the Planned Activities dashlet on a contact or other related module record. For example, a contact record's Planned Activities dashlet displays Sugar call records that are related to the contact. Creating a call from the dashlet creates a relationship between the records automatically.

This documentation covers using the Calls module. For general usage instructions concerning views and actions that are common across most Sugar modules such as creating, editing, and deleting records, please refer to the [Working With Calls](#) section of this page.

Please note that you can only see call records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Call Fields

The Calls module contains a number of stock fields which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged differently to meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer

to the [Studio](#) documentation in the Administration guide.

Field	Description
Assigned To	The Sugar user assigned to the call Note: The user in the "Assigned to" field cannot be removed from a call's guest list.
Created By	The Sugar user who created the call
Date Created	The date the call record was created
Date Modified	The date the call record was last modified
Description	A description or other information about the call
Direction	Indication of whether the call is inbound or outbound
Email Reminder Time	Send a reminder email to all call guests a specified duration before the call's start time
End Date	The date and time the call is expected to end
Modified By Name	The name of user who last modified the call record
Popup Reminder Time	Trigger a reminder popup alert to all Sugar user guests at a specified duration before the call's start time. Note: Users must be logged into Sugar in an open browser window in order to receive the popup reminder.
Related To	The related module record associated with the call
Repeat Type	For a recurring series of calls, the timespan unit (e.g. Every x days = "Daily", Every x weeks = "Weekly") to use for the interval of time between recurrences
Repeat Interval	Shown when Repeat Type does not equal "None", the number of units in the "Repeat Type" field that should pass between recurrences, for example: <ul style="list-style-type: none">• Every three days : Repeat Type

	<ul style="list-style-type: none"> = "Daily"; Repeat Interval = "3" • Every other week : Repeat Type = "Weekly"; Repeat Interval = "2" • Each year : Repeat Type = Yearly; Repeat Interval = "1"
Repeat	Shown when Repeat Type does not equal "None"; Select "Until" to set a hard end date to recurrences or "Occurrences" to specify the number of times to repeat the call
Repeat Until	Shown when "Repeat" equals "Until", the date of the last occurrence in the series
Repeat Occurrences	Shown when "Repeat" equals "Occurrences", the number of calls in the series
Repeat on Days of Week	Shown when "Repeat Type" equals "Weekly", the day(s) of the week that the calls will occur in the recurring series
Custom Date (monthly)	Shown when "Repeat Type" equals "Monthly", select "Each" to specify a certain day(s) of the month or "On the" to set a variable such as the first Monday of each month
Custom Date (yearly)	Shown when "Repeat Type" equals "Yearly", select "None" to repeat the call on the same day every year or "On the" to set a variable such as the last Friday of each year
Start Date	The date and time that the call or first call in the series of recurring calls is scheduled to begin
Status	The current status (e.g. Scheduled, Held, Canceled) of the call record
Subject	The name or topic used to identify the call
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating

	and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the call record

Calls Color Codes

When viewing the Calls list view and the Calls dashlet, the start date may be highlighted in blue or red. This allows users to quickly view scheduled calls that are either overdue or start within the next 24 hours. Please note that the start date will not be highlighted for calls with a status of "Held" or with a start date in the future (beyond 24 hours from current date and time).

Start Date	Status
2015-11-11 19:30	Scheduled
2015-11-10 18:30	Scheduled
2015-10-27 18:30	Held

The start dates in the Calls list view are highlighted as follows:

- **Blue** : The call has not been held and the start date occurs within the next 24 hours.
- **Red** : The call has not been held and the start date occurred in the past.

Please note that you can only see call records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide

Working With Calls

The following links open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following the Working With Calls section describe call-specific behaviors and functionality.

Content Link	Description
Creating Calls Basic Call Creation	The Creating Records section covers the various methods of creating new call

<p>Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Calls</p>	<p>records, including via the Create button in the Calls module, the Quick Create menu on the upper right of every Sugar page, via the Calls subpanel on related module records, duplication of an existing call record, and importing a list of calls into Sugar using a .csv spreadsheet.</p>
<p>Viewing Calls Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports</p>	<p>The Viewing Records section describes the various methods of viewing call records, including via the Calls list view and record view, the Recently Viewed menu in the Calls module tab, list view dashlets showing call information, activity stream entries concerning call updates or where a user mentions a call, previewing calls in the right-hand side panel, and reports displaying call data.</p>
<p>Searching for Calls Global Search List View Search Creating a Filter Saving a Filter</p>	<p>The Searching for Records section provides an introduction to the two searching methods for locating calls: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Calls module.</p>
<p>Calls List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Calls Activity Stream Intelligence Pane</p>	<p>The List View section walks through the many elements of the Calls List View layout which contains a filterable list of all call records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Calls list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
<p>Calls Record View Favorite Designation Following Designation</p>	<p>The Record View section walks through the many elements of the Calls Record View layout which contains detailed</p>

Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	<p>information about a single call record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Calls record view are described in the Record View Actions Menu section of this page.</p>
Editing Calls Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing call records, including inline via the Calls record view, in full edit mode on the record view, inline via the Calls subpanel on related module records, inline via the Calls list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Calls Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted calls, including via the Calls record view, an individual record's Actions menu on the Calls list view, and the Mass Actions menu on the list view.</p>
Exporting Calls	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of calls and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Favoriting Calls Favoriting via List View Favoriting via Record View Favoriting via Subpanel	<p>The Favoriting Records section describes the various methods of marking calls as favorites, including via the Calls list view, Calls record view, or any Calls subpanel appearing on the record view of a related module. Favoriting a call allows you to easily access it from list views, dashlets, or the Calls module tab.</p>
Following Calls Following via List View Following via Record View	<p>The Following Records section describes the various methods of marking calls as "Following" including via the Calls list</p>

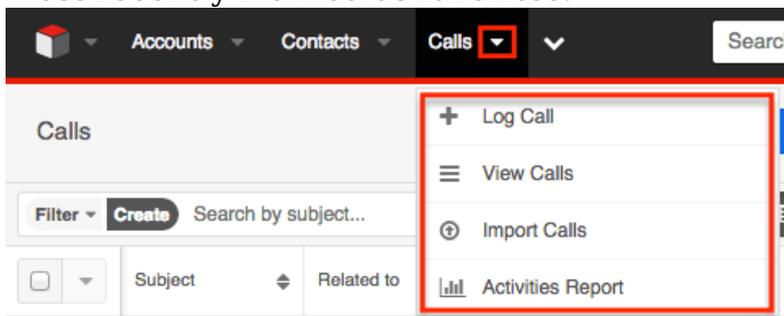
	view and record view. Following a call causes its activity stream updates to be included on your Home page and Calls list view activity streams so that you can easily keep up with changes and user posts on the record.
Sharing Calls	The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the call record. If the recipient is logged into Sugar, clicking the link will bring them directly to the call's record view.

Call Menus

The Calls module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Calls-specific functionality, within this page.

Module Tab Menus

The Calls module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Calls" to access the list view. Once the Calls tab is visible in the navigation bar, you can click the triangle on the tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of calls you most recently viewed. The [Favorites menu](#) displays the list of calls you most recently marked as favorites.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Log Call	Opens the record view layout to create a new call
View Calls	Opens the list view layout to search and display calls
Import Calls	Opens the import wizard to create or update calls using external data
Activities Report	Displays existing reports based on the Calls module

If you do not see the Calls module tab in Sugar, please check the following:

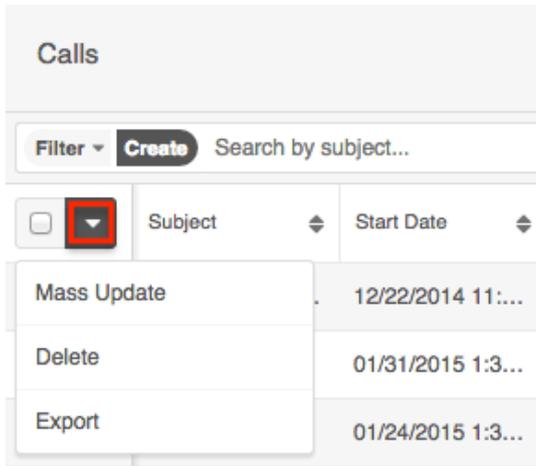
- The Calls module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Calls module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Calls module for your entire Sugar instance. Reach out to your Sugar administrator to have the Calls module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

List View Menus

The Calls [list view](#) displays all call records and allows for searching and filtering to locate specific calls. You can view the basic details of each record within the field columns of the list view or click a call's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual call records or click the checkbox in the list header to select all records displayed on the current set of list view results.

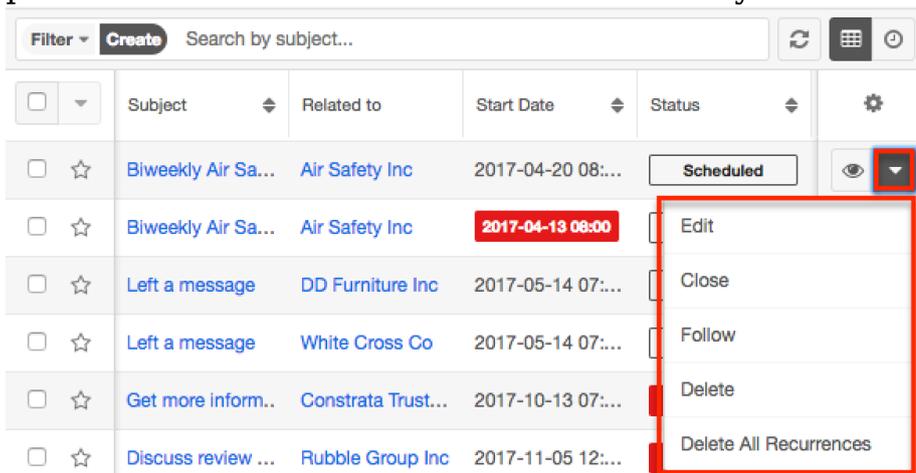


The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more calls at a time
Delete	Delete one or more calls at a time
Export	Export one or more calls to a CSV file

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual call directly from the list view.



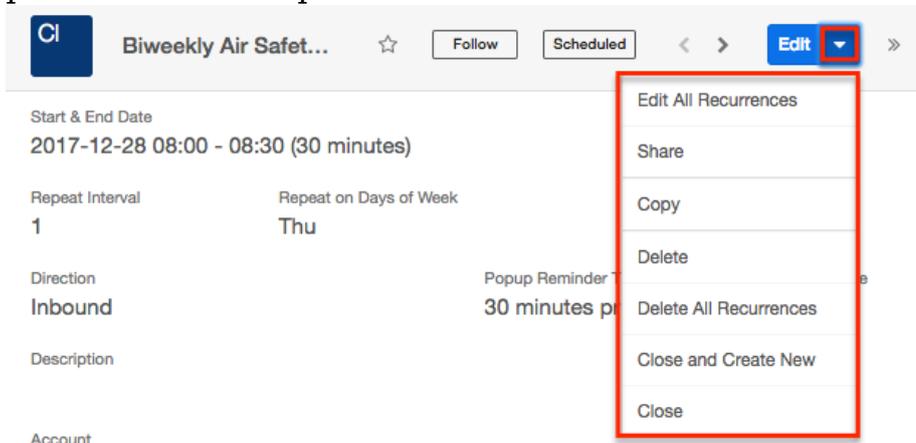
The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
-----------	-------------

Preview (Eye icon)	Preview this call in the intelligence pane
Edit	Edit this call
Close	Close this call Note: Shown only for calls that do not have a status of "Held"
Follow	Follow this call
Delete	Delete this call
Delete All Recurrences	Delete this call and all other call records in this call's series Note: Shown only for calls that are one in a recurring series

Record View Actions Menu

The Calls [record view](#) displays a single call in full detail including its fields, subpanels of related records, and activity stream. To access a call's record view, simply click a hyperlinked call name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this call
Edit All Recurrences	Edit this call and all other call records in this call's series Note: Shown only for calls that are one in a recurring series

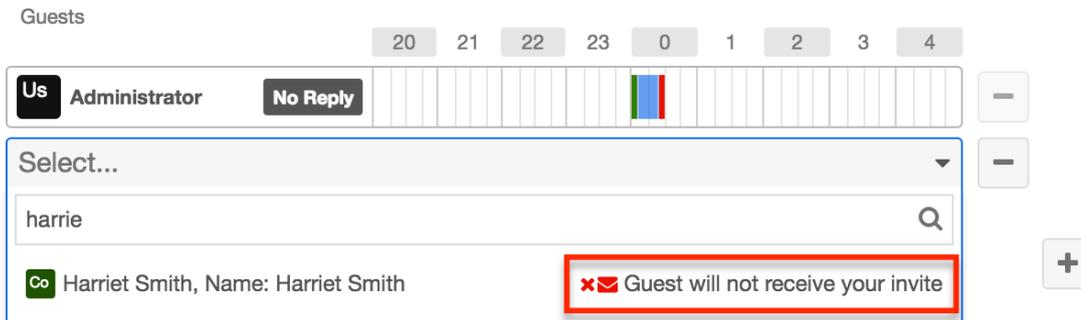
Share	Share a link to this call via email
Copy	Duplicate this call to create a new call
Delete	Delete this call
Delete All Recurrences	Delete this call and all other call records in this call's series Note: Shown only for calls that are one of a recurring series
Close and Create New	Close this call as "Held" and create a new copy of the call Note: Shown only for calls that do not have a status of "Held"
Close	Close this call as "Held" Note: Shown only for calls that do not have a status of "Held"

Call Guests

The following guests are automatically added to a call's guest list:

Automatic Guest	To Remove the Guest
The lead or contact in the "Related to" field, if any	This guest can be removed from the guest list at any time. If a lead or contact record is related to a call but is not on the guest list, then you will not see the call in the person's Calls subpanel.
The user who created the call	This guest can be removed from the guest list after initially saving the call. Create and save the call, click "Edit", and then click the Remove (-) button next to the created-by user's row in the Guests panel.
The user in the "Assigned to" field for the call record	The assigned user cannot be removed from the guest list. If you need to remove the assigned user from the guest list, you must first re-assign the call to a different user. Once the call record is assigned to a new user, the original user will remain a guest until removed via the Remove (-) button.

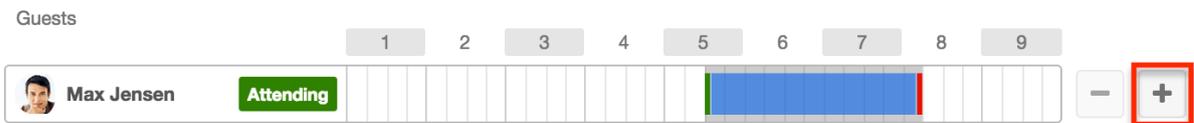
Users may add additional guests (e.g. contacts, leads, users) to calls [via the Guests panel](#) in the call's record view.



Adding via the Guests Panel

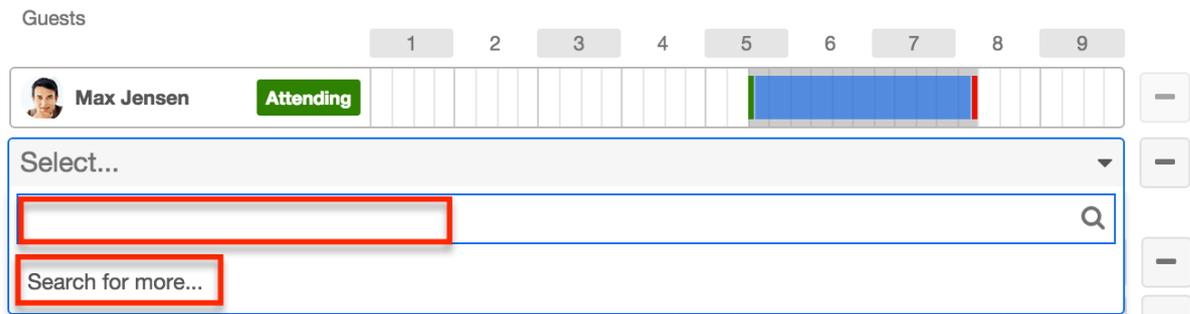
Use the following steps to add attendees via the Guests panel:

1. Navigate to the Calls module and create a new record or edit an existing record.
2. Scroll to the Guests panel and click on the Add (+) button located on the far right.



3. To add a guest, type in the name of the lead, contact, or user via the search bar that appears or select "Search for more..." to search the Contacts list view. To remove a guest, click the Remove (-) button to the right of the guest's row.

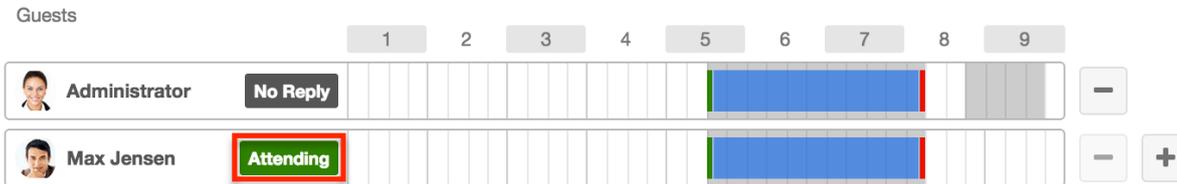
Note: The user in the "Assigned to" field on the call record cannot be removed from a call. To remove the assigned user from the guest list, re-assign the call to a different user first.



4. Click "Save" or "Save and Send Invites" if you would like Sugar to send email invitations to the guests.
Note: Confirm that the guests' Sugar records have valid email addresses prior to clicking "Save and Send Invites". If a guest has no email address or

their email address is marked as invalid, Sugar cannot email them an invitation to the call. A message and icon will alert you when adding the guest and when viewing the call's record view.

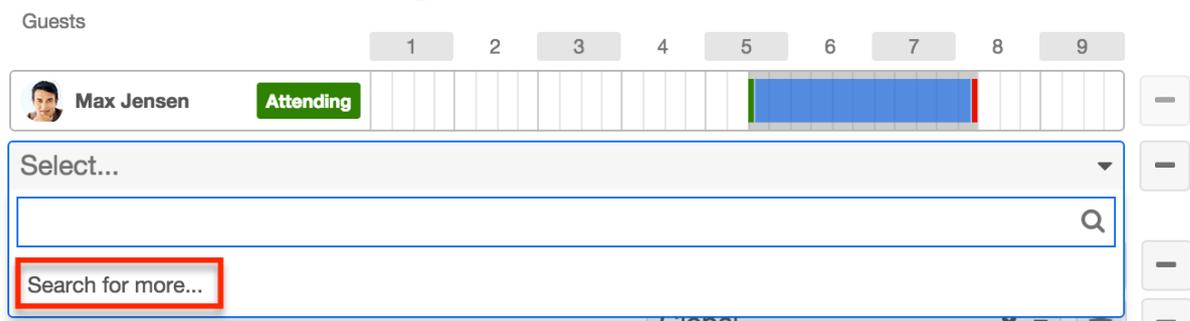
Once the guest has responded to the email invitation, their acceptance status will appear as a color-coded badge next to their name.



Adding via Create a Guest

Use the following steps to create a new contact and add them as a call guest:

1. Navigate to the Calls module and create a new record or edit an existing record.
2. Scroll to the Guests panel, click on the Add (+) button, and then click on "Search for more..." to expand the Contacts list view.



3. At the top of the list view, click the Create button and fill out the appropriate fields to create a new contact. Once completed, save the new contact record and Sugar will automatically add the contact to the guest list for the call.
4. Confirm the remaining fields and guests are configured appropriately and then save the call.

Recurring Calls

Calls can be saved as recurring events so that users do not have to create individual call records for regularly occurring events. Recurrences may occur daily, weekly, monthly, or yearly. When a recurring call is saved, Sugar creates a series of individual call records so that all recurrences appear in the [Calls List View](#).

Creating Recurring Calls

To schedule a series of recurring calls, follow the instructions below. As an example, we will schedule a 30-minute call that recurs every other Thursday until the end of the 2017 calendar year.

1. Navigate to the Calls module and create a new record.
2. In the Start Date field, enter the date and time that the first Thursday call will occur and set the End Date for the same day but 30 minutes later.

A screenshot of a call creation form. The subject is "Biweekly Air Safety status update" and the status is "Scheduled". The Start Date field is set to "2017-04-13" at "08:00". The End Date field is set to "2017-04-13" at "08:30". Both date and time fields have calendar and clock icons respectively.

Note: If a recurring call's start date does not match the call's recurrence day(s) of the week, the start date will reset to the first matching day-of-week after the call's Date Created.

3. To create a series of calls, expand the field labeled "Repeat Type" and select an interval from the dropdown list. Our use case requires an interval of weeks (e.g. every two weeks), so we will select "Weekly" and specify our interval number in the next step.

A screenshot of the call creation form. The subject is "Biweekly Air Safety status update" and the status is "Scheduled". The Start Date is "2017-04-13" at "08:00" and the End Date is "2017-04-13" at "08:30". The "Repeat Type" dropdown menu is expanded, showing "Weekly" selected. There are "Cancel" and "Save" buttons.

4. Upon choosing a Repeat Type value, a new row of fields will appear on the form to gather the series information.

A screenshot of the call creation form. The subject is "Biweekly Air Safety status update" and the status is "Scheduled". The Start Date is "2017-04-13" at "20:00" and the End Date is "2017-04-13" at "20:30". The "Repeat Type" dropdown is set to "Weekly". Below it, a new row of fields is visible: "Repeat Interval" is set to "1", "Repeat on Days of Week" is set to "Thu", "Repeat" is set to "Until", and "Repeat Until" is set to "yyyy-mm-dd".

The fields displayed are dependent upon the values you select as you go. Please refer to the [Call Fields](#) section for complete details on the available options. To schedule a call that recurs every other Thursday until the end of the 2017 calendar year, set the following values:

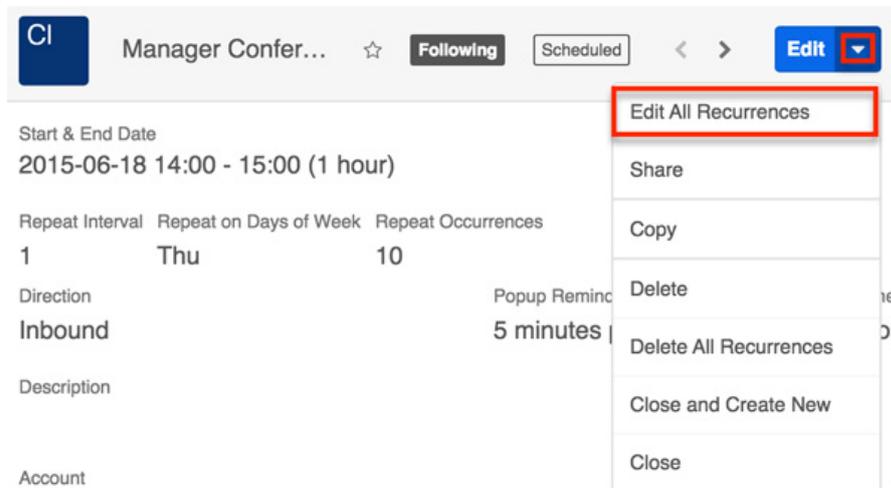
- **Repeat Interval** : 2
 - **Repeat on Days of Week** : Thu
 - **Repeat** : Until
 - **Repeat Until** : 2017-12-31
5. Confirm that the remaining fields and guests are configured appropriately.
 6. Save the record and confirm that all recurrences appear as separate

records in the Calls module's list view.

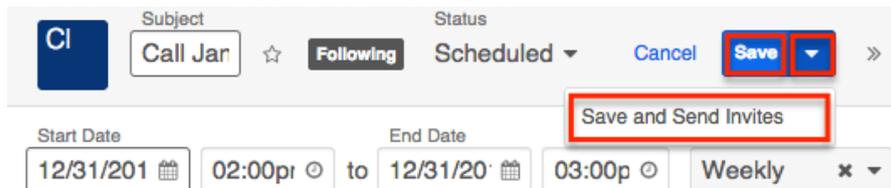
Editing All Recurrences via Record View

Recurring activities will display the option to edit all occurrences of the activity in the record's actions menu. This option will affect all of the call records in a series, even if some of the calls have been closed and set to "Held". Use the following steps to edit all recurrences in a series of calls via the record view:

1. Navigate to the record view of any call in the series of recurring calls.
2. Select "Edit All Recurrences" from the Actions menu.



3. Edit the call record as needed.

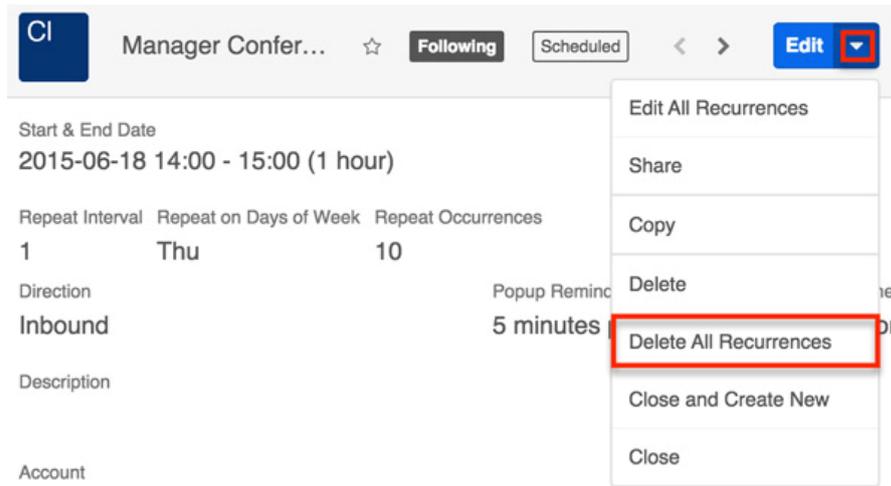


4. Then click on "Save" or "Save and Send Invites" to apply the changes to all held and unheld calls in the series.

Deleting All Recurrences via Record View

Recurring activities will display the option to delete all occurrences of the activity in the record's actions menu. This option will affect all of the call records in a series, even if some of the calls have been closed and set to "Held". Use the following steps to delete all recurrences in a series of calls via the record view:

1. Navigate to the record view of any call in the series of recurring calls.
2. Select "Delete All Recurrences" from the Actions menu.

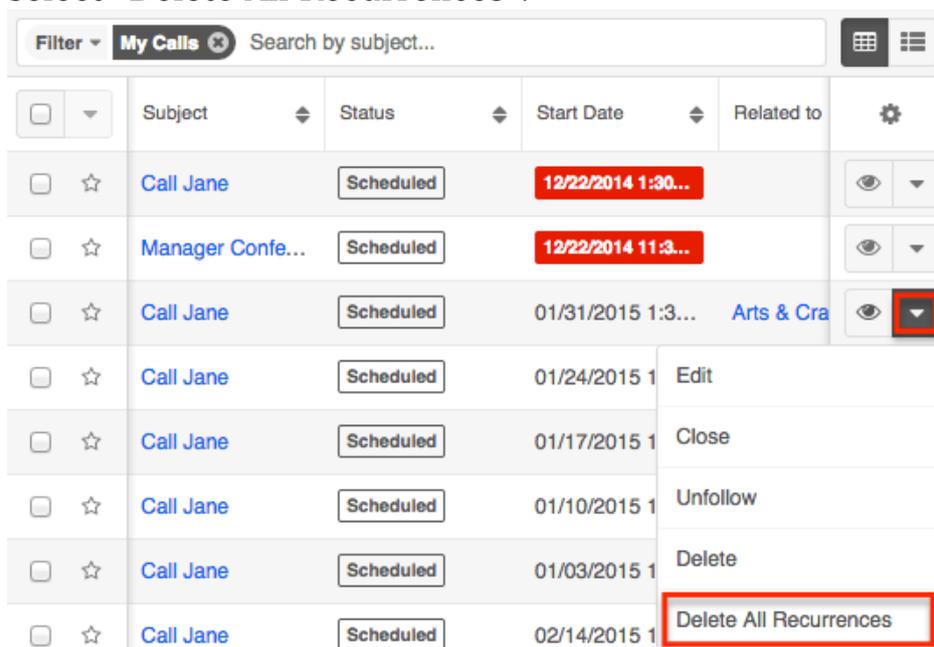


3. A pop-up message will display asking for confirmation. Click "Confirm" to delete all held and unheld calls in the series.

Deleting All Recurrences via List View

Recurring activities will display the option to delete all occurrences of the activity in the record's actions menu in the list view. This option will affect all of the call records in a series, even if some of the calls have been closed and set to "Held". Use the following steps to delete all recurrences in a series of calls via the list view:

1. Navigate to the Calls list view by clicking the Calls module tab.
2. Use the [Module Search](#) to find the call in the series of recurring calls that you wish to delete.
3. Click the Record Actions Menu to the far right of the record's row and select "Delete All Recurrences".



-
4. A pop-up message will display asking for confirmation. Click "Confirm" to delete all held and unheld calls in the series.

Call Reminders

Sugar can remind guests when a call is scheduled to begin soon. Reminders can be sent via email to all of the guests or via pop-up to all user guests prior to the call's scheduled start date and time. By default, a user must set reminders when creating or editing the activity, but users can configure default reminders via their [User Preferences](#), which will automatically set a default reminder time for calls they create in Sugar.

Note: The instance's outbound mail server must be configured via Admin > Email Settings in order for email reminders to be sent out. For more information on setting up the system email settings, please refer to the [Email](#) documentation in the Administration Guide.

Email Reminders

Email reminders can be set for any call record relative to its start date and time. The reminders are emailed to all guests with valid email addresses including non-Sugar users.

To schedule email reminders, select a time interval from the call's Email Reminder Time field:

CI Subject: ☆ Follow Status: **Scheduled** ▼ Cancel Save ▼ >>

Start Date: 05:30 to End Date: 08:15 Repeat Type:

Direction: Popup Reminder Time: Email Reminder Time:

Description:

Related to:

Guests:

Max Jensen

Assigned to: Teams:

- None
- 1 minute prior
- 5 minutes prior**
- 10 minutes prior
- 15 minutes prior
- 30 minutes prior
- 1 hour prior

Popup Reminders

Popup reminders can be set for any call record relative to its start date and time. Popup reminders appear for Sugar users on the call's guest list who are logged into Sugar in an open browser window at the time the reminder pops up.

To schedule popup reminders for logged-in Sugar users, select a time interval from the call's Popup Reminder Time field:

The screenshot shows a call record form with the following details:

- Subject:** Discuss review proce
- Status:** Scheduled
- Start Date:** 2015-09-23 05:30
- End Date:** 2015-09-23 08:15
- Repeat Type:** Select...
- Direction:** Outbound
- Popup Reminder Time:** None (dropdown menu is open, showing options: None, 1 minute prior, 5 minutes prior, 10 minutes prior, 15 minutes prior, 30 minutes prior, 1 hour prior)
- Email Reminder Time:** None
- Description:** (empty text area)
- Related to:** Account Nelson Inc
- Guests:** Max Jensen (No Reply)
- Assigned to:** Max Jensen

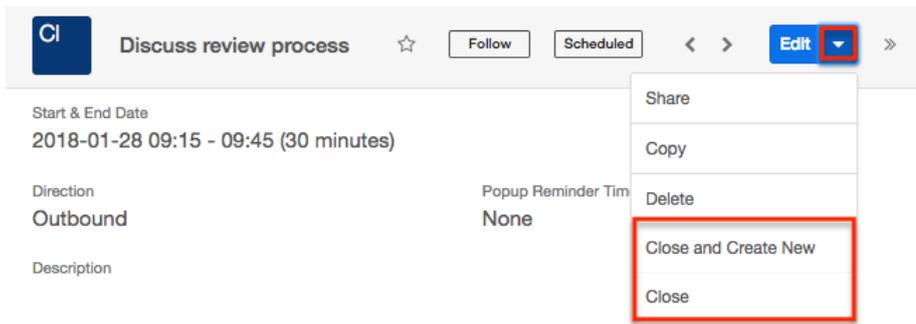
Closing Calls

Once a call has taken place, a user can close the call record, which changes the call's status to "Held". The "Close" option only appears for meetings that are considered open, or not "Held". Open calls are shown in the Planned Activities dashlet on the record view of related records and guests (e.g. Contacts, Leads, etc.). After closing a call, Sugar will move it from the Planned Activities dashlet to the History dashlet and the call record's status will display "Held" wherever it is viewed.

Closing via Record View

An open call's record view allows you to simply close the current call record or use "Close and Create New" to close the call and create a new call with the same details simultaneously. "Close and Create New" is often used when a user wants to log a completed call and easily schedule a follow-up call with the same people about the same topic.

To close a call record via its record view, click on the call to open its record view. Expand the record's Actions menu and select "Close" or "Close and Create New".



Depending on your selection, you will experience different results:

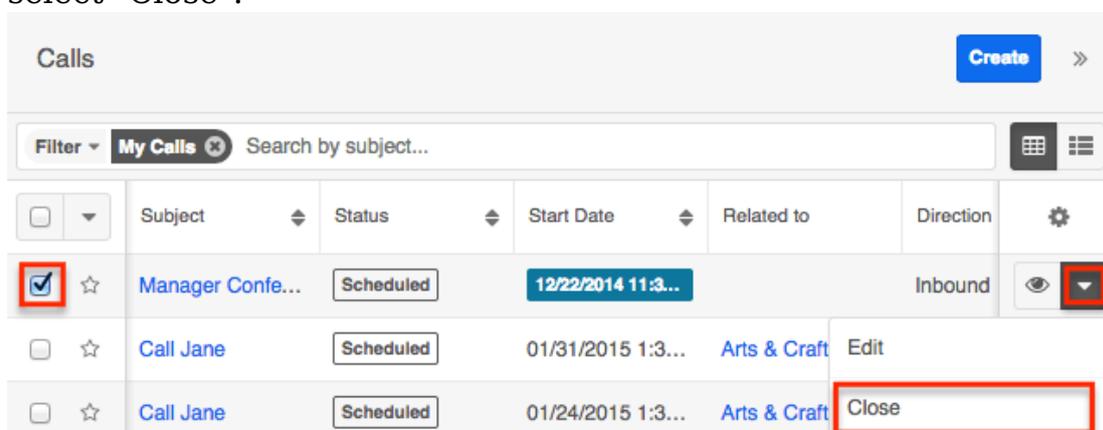
- **Close** : Instantly changes the call's status to "Held" and displays a Success message.
- **Close and Create New** : Instantly changes the call's status to "Held", displays a Success message, and opens a quick-create drawer for a new call record with the same values, guests, relationships, and other field values as the held call. The only field that is not copied from the original record is the status field, which will revert to "Scheduled" for the new call. Simply adjust the dates, times, and other information as needed, and save the new call as usual.

Once a call is closed, the closing options will no longer appear in the Actions menu.

Closing via List View

Use the following steps to close a call record via the list view:

1. Click the Calls tab to navigate to the Calls module's list view.
2. Use the [Module Search](#) to find the Call record(s) you wish to close.
3. Click the Record Actions Menu to the far right of the record's row and select "Close".



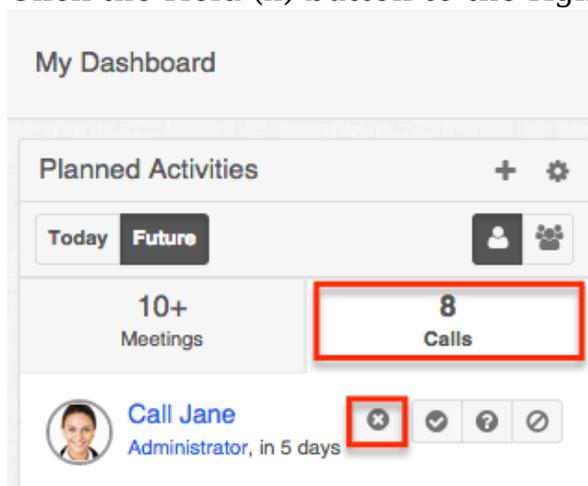
Sugar instantly changes the call's status to "Held" and displays a Success message.

Closing via Dashlet

The Planned Activities dashlet is available for home page dashboards and on the record view's intelligence pane for Sidecar modules. From the home page dashboard, the Planned Activities dashlet displays all upcoming calls and meetings assigned to you or your team depending on your chosen filters. When viewing the Planned Activities dashlet from a record's intelligence pane, the calls and meetings shown are only those that are related to the record you are viewing. For example, when viewing the contact record for Joe Smith, the Planned Activities dashlet in the intelligence pane will show only the upcoming calls and meetings with Joe Smith on the guest list. For more information about the Planned Activities dashlet, please refer to the [Intelligence Pane](#) documentation.

Use the following steps to close a call record via the Planned Activities dashlet:

1. Navigate to your home page's dashboard or the record view that contains the Planned Activities dashlet showing the call ;you would like to close.
2. If necessary, click the Calls tab on the Planned Activities dashlet to find the call.
3. Click the Held (x) button to the right of the call's row in the dashlet.



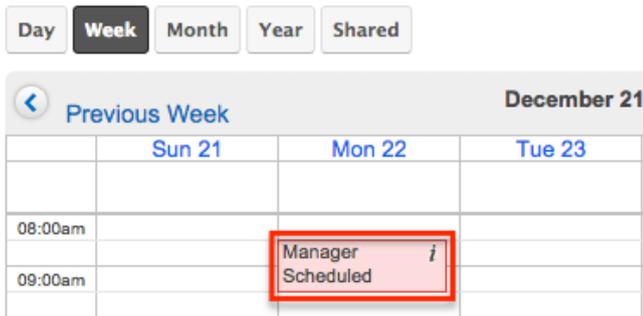
4. A pop-up message will display asking for confirmation. Click "Confirm" to move the meeting to the record's History dashlet with the status "Held".

Calendar Module and Calls

The Calendar module displays a user's calendar including their Sugar activity records. You can view, schedule, and manage their calls, meetings, and tasks directly within the calendar, allowing you to plan your time with full access to your other scheduling commitments.

Viewing via Calendar

The Calendar module allows users to schedule, view, and manage activities (calls, meetings, tasks) in Sugar. Meeting records are displayed in blue on the calendar and you can click the corresponding cell to view the meeting's details. You can also click the Info (i) icon in the meeting's cell for a quick view of additional details (e.g. Subject, Start Date & Time, etc.) of the meeting without navigating away from the calendar.

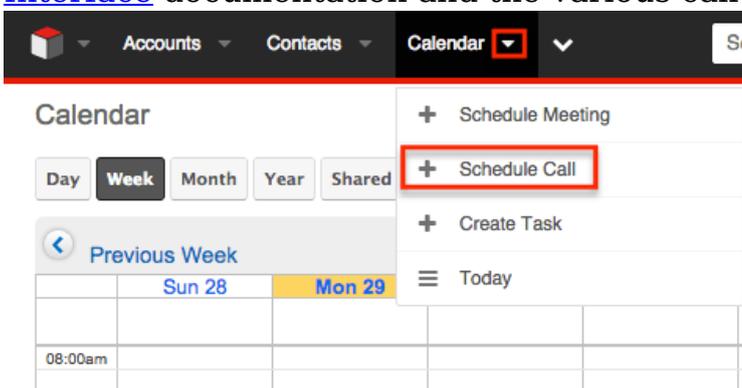


For more information on viewing and managing calls on the calendar, please refer to the [Calendar](#) documentation. Users also have the ability to view other user's scheduled activities via the shared calendar option. For more information on viewing the shared calendar, please refer to the [Calendar](#) documentation.

Please note that you can only see call records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

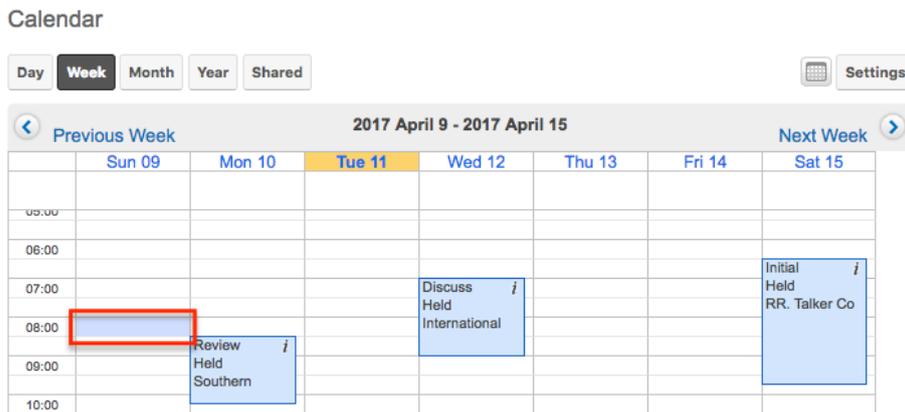
Creating via Calendar

There are two ways to create calls in the Calendar module. The first method is to create a call via the Schedule Call option in the Calendar module tab. This will open up the call's record view in edit mode to create a new call record. For more information on creating calls via the Calls module, please refer to the [User Interface](#) documentation and the various call-specific sections above.

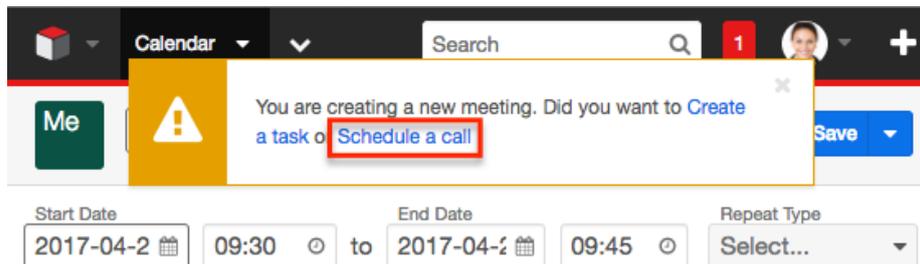


The second method is to create the call directly within the Sugar calendar. For more information on navigating and viewing the calendar, please refer to the [Calendar](#) documentation. Use the following basic steps to create a call via the Calendar module:

1. Navigate to the calendar in Sugar by clicking on the Calendar module tab.
2. On the calendar grid, click directly on the cell corresponding to the date and time you wish to schedule the call.



3. Sugar assumes you want to schedule a meeting, but an alert will ask if you would prefer to create a task or call. Click on the hyperlinked text "Schedule a call" inside the alert.

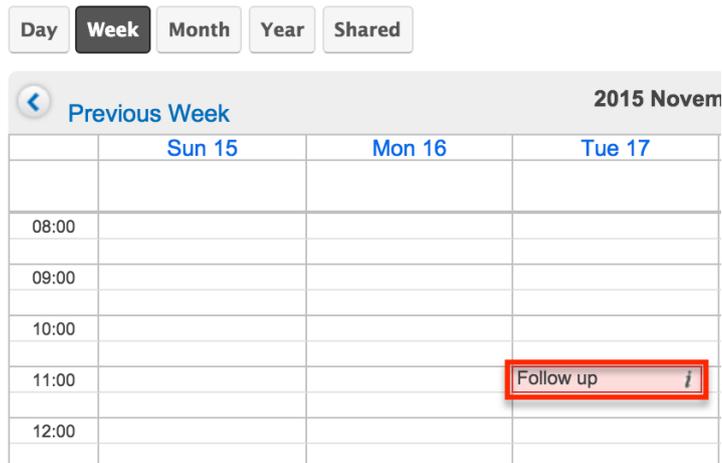


4. You will now see the call's record view in edit mode so that you can create a new call record. Complete the call's fields as described in the [User Interface](#) documentation and the various call-specific sections above.

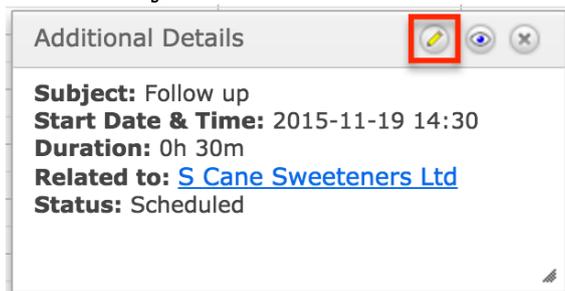
Editing via Calendar

Once calls are scheduled in Sugar, they appear in the assigned user's calendar based on the specified due date and time. You can click the Info (i) icon on the call's calendar cell to view additional information about the call.

Calendar



The Additional Details popup window displays a Pencil icon on the upper right, which opens up the call's full record view for users to make any changes as necessary.



Click "Save" to preserve any changes made to the call record.

Last Modified: 2017-04-20 22:46:42

Meetings

Overview

Sugar's Meetings module is used to track meetings which can be related to other Sugar records that represent the attendees or topic of discussion. You can schedule upcoming meetings that remind you when the scheduled time approaches or log meetings you have already held to keep a record of the discussion. Meeting records can have multiple attendees, both inside and outside Sugar, and include

the ability to send invitations as well as reminder emails. When a meeting is repeated on a regular schedule, you can configure it to recur.

Sugar's Calendar module displays your meetings and allows you to create meetings directly from your calendar. Meetings can also be viewed and created via the Planned Activities dashlet on a contact or other related module record. For example, a contact record's Planned Activities dashlet displays Sugar meeting records that are related to the contact. Creating a meeting from the dashlet creates a relationship between the records automatically.

This documentation will cover using the Meetings module. For general usage instructions concerning views and actions that are common across most Sugar modules such as creating, editing, and deleting records, please refer to the [Working With Meetings](#) section of this page.

Please note that you will only be able to see meeting records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Meeting Fields

The Meetings module contains a number of stock fields which come out-of-the-box with Sugar. The following definitions are suggested meanings for the fields, but the fields can be leveraged differently to meet your organization's needs. Users with administrator or developer access can alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Assigned To	The Sugar user assigned to the meeting Note: The user in the "Assigned to" field cannot be removed from a meeting's guest list.
Created By	The Sugar user who created the meeting
Date Created	The date the meeting record was created
Date Modified	The date the meeting record was last modified
Description	A description or other information about

	the meeting
Display URL	The URL to access the meeting if hosted by an external application (e.g. WebEx, GoToMeeting, etc.) Note: This is a dependent field that appears when a value other than "Sugar" is selected as the meeting type.
Email Reminder Time	Send a reminder email to all meeting guests at a specified duration prior to the meeting's start time
End Date	The end date and time of the meeting
Location	The meeting location
Meeting Password	The password to access the meeting via WebEx, GoToMeeting, etc. Note: This is a dependent field that appears when a value other than "Sugar" is selected as the meeting type.
Meeting Type	The application (e.g. Sugar, WebEx, GoToMeeting, etc.) hosting the meeting Note: External meeting accounts (e.g. WebEx, GoToMeeting) are added to the Meeting Type field when users connect to their account via the External Accounts tab in their user preferences. For more information on connecting to external applications, please refer to the External Accounts Tab section in the Getting Started documentation.
Modified By Name	The name of the Sugar user who last modified the meeting record
Popup Reminder Time	Trigger a reminder popup alert to all Sugar user guests at a duration prior to the meeting's start time. Note: Users must be logged into Sugar in an open browser window in order to receive the popup reminder.
Related To	The related module record associated with the meeting
Repeat Type	For a recurring series of meetings, the

	timespan unit (e.g. Every x days = "Daily", Every x weeks = "Weekly") to use for the interval of time between recurrences
Repeat Interval	Shown when Repeat Type does not equal "None", the number of units in the "Repeat Type" field that should pass between recurrences, for example: <ul style="list-style-type: none"> • Every three days : Repeat Type = "Daily"; Repeat Interval = "3" • Every other week : Repeat Type = "Weekly"; Repeat Interval = "2" • Each year : Repeat Type = "Yearly"; Repeat Interval = "1"
Repeat	Shown when Repeat Type does not equal "None"; Select "Until" to set a hard end date to recurrences or "Occurrences" to specify the number of times to repeat the meeting
Repeat Until	Shown when "Repeat" equals "Until", the date of the last occurrence in the series
Repeat Occurrences	Shown when "Repeat" equals "Occurrences", the number of meetings in the series
Repeat on Days of Week	Shown when "Repeat Type" equals "Weekly", the day(s) of the week that the meetings will occur in the recurring series
Custom Date (monthly)	Shown when "Repeat Type" equals "Monthly", select "Each" to specify a certain day(s) of the month or "On the" to set a variable such as the first Monday of each month
Custom Date (yearly)	Shown when "Repeat Type" equals "Yearly", select "None" to repeat the meeting on the same day every year or "On the" to set a variable such as the last Friday of each year
Start Date	The date and time that the meeting or first meeting in the series of recurring

	meetings is scheduled to begin
Status	The current status (e.g. Scheduled, Held, Canceled) of the meeting record
Subject	The subject of the scheduled meeting
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the meeting record

Meetings Color Codes

When viewing the Meetings list view and the Meetings dashlet, the start date may be highlighted in blue or red. This allows users to quickly view scheduled meetings that are either overdue or start within the next 24 hours. Please note that the start date will not be highlighted for meetings with a status of "Held" or with a start date in the future (beyond 24 hours from current date and time).

Start Date	Status
2015-11-11 19:30	Scheduled
2015-11-10 18:30	Scheduled
2015-10-27 18:30	Held

The start dates in the Meetings list view are highlighted as follows:

- **Blue** : The meeting has not been held, and the start date occurs within the next 24 hours.
- **Red** : The meeting has not been held, and the start date has passed.

Please note that you can only see meeting records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Working With Meetings

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following the Working With Meetings table describe Meetings-specific behaviors and functionality.

Content Link	Description
Creating Meetings Basic Meeting Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Meetings	<p>The Creating Records section covers the various methods of creating new meeting records, including via the Create button in the Meetings module, the Quick Create menu on the upper right of every Sugar page, via the Meetings subpanel on related module records, duplication of an existing meeting record, and importing a list of meetings into Sugar using a .csv spreadsheet.</p>
Viewing Meetings Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	<p>The Viewing Records section describes the various methods of viewing meeting records, including via the Meetings list view and record view, the Recently Viewed menu in the Meetings module tab, list view dashlets showing meeting information, activity stream entries concerning meeting updates or where a user mentions a meeting, previewing meetings in the right-hand side panel, and reports displaying meeting data.</p>
Searching for Meetings Global Search List View Search Creating a Filter Saving a Filter	<p>The Searching for Records section provides an introduction to the two searching methods for locating meetings: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Meetings module.</p>
Meetings List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing	<p>The List View section walks through the many elements of the Meetings List View layout, which contains a filterable list of all meeting records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Meetings list view are described in the List View Mass Actions</p>

Column Sorting Column Selection Preview Record Actions Menu More Meetings Activity Stream Intelligence Pane	Menu and List View Record Actions Menu sections of this page.
Meetings Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	The Record View section walks through the many elements of the Meetings Record View layout, which contains detailed information about a single meeting record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Meetings record view are described in the Record View Actions Menu section of this page.
Editing Meetings Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	The Editing Records section describes the various methods of editing existing meeting records, including inline via the Meetings record view, in full edit mode from the record view, inline via the Meetings subpanel on related module records, inline via the Meetings list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.
Deleting Meetings Deleting via Record View Deleting via List View Mass Deleting via List View	The Deleting Records section describes the various methods of deleting unwanted meetings, including via the Meetings record view, an individual record's Actions menu on the Meetings list view, and the Mass Actions menu on the list view.
Exporting Meetings	The Exporting Records section provides an introduction to the export functionality which allows you to download a list of meetings and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).

Favoriting Meetings Favoriting via List View Favoriting via Record View Favoriting via Subpanel	<p>The Favoriting Records section describes the various methods of marking meetings as favorites, including via the Meetings list view, Meetings record view, or any Meetings subpanel appearing on the record view of a related module. Favoriting a meeting allows you to easily access it from list views, dashlets, or the Meetings module tab.</p>
Following Meetings Following via List View Following via Record View	<p>The Following Records section describes the various methods of marking meetings as followed, including via the Meetings list view and record view. Following a meeting causes its activity stream updates to show on your Home page and Meetings list view activity streams so that you can easily keep up with changes and user posts on the record.</p>
Sharing Meetings	<p>The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the meeting record. If the recipient is logged into Sugar, clicking the link will bring them directly to the meeting's record view.</p>

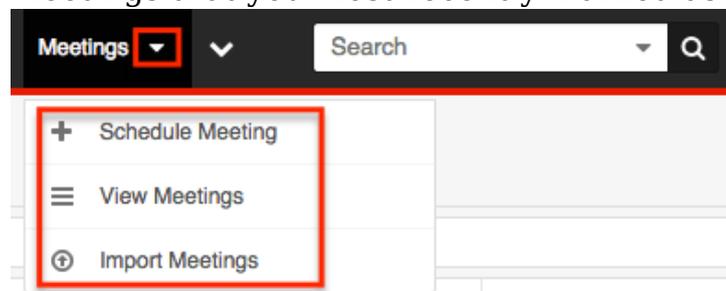
Meeting Menus

The Meetings module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Meetings-specific functionality, within this page.

Module Tab Menus

The Meetings module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list, and you can click "Meetings" to access the list view. Once the Meetings tab

displays on the navigation bar, you can click the triangle on the tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform certain actions within the module. The [Recently Viewed menu](#) displays the list of meetings you most recently viewed. The [Favorites menu](#) displays the list of meetings that you most recently marked as favorites.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Schedule Meeting	Opens the record view layout to create a new meeting
View Meetings	Opens the list view layout to search and display meetings
Import Meetings	Opens the import wizard to create or update meetings using external data

If you do not see the Meetings module tab in Sugar, please check the following:

- The Meetings module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Meetings module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Meetings module for your entire Sugar instance. Reach out to your Sugar administrator to have the Meetings module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

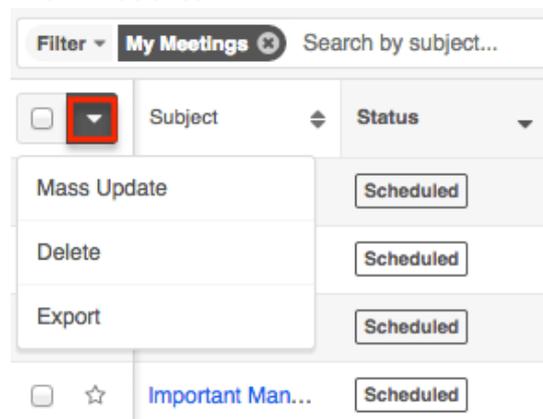
List View Menus

The Meetings [list view](#) displays all meeting records and allows for searching and filtering to locate specific meetings. You can see the basic details of each record

within the field columns of the list view or click a meeting's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual meeting records or click the checkbox in the list header to select all records displayed on the current set of list view results.

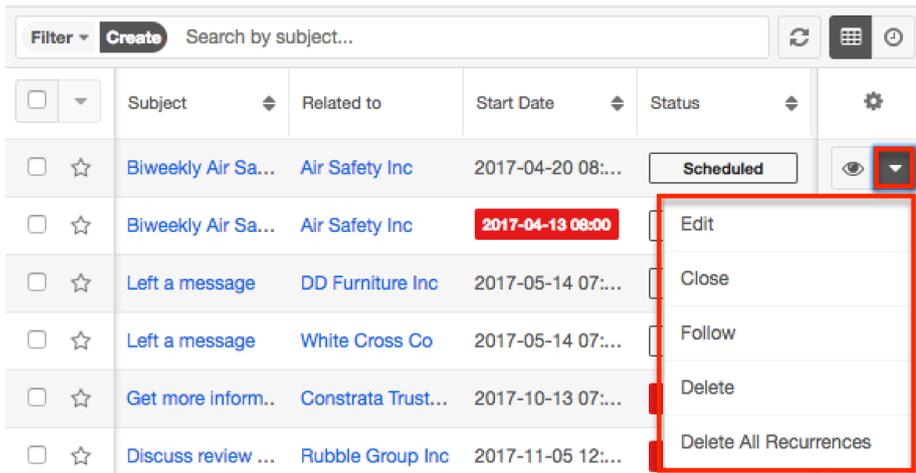


The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more meetings at a time
Delete	Delete one or more meetings at a time
Export	Export one or more meetings to a CSV file

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual meeting directly from the list view.



The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this meeting in the intelligence pane
Edit	Edit this meeting
Close	Close this meeting Note: Shown only for meetings that do not have a status of "Held"
Follow	Follow this meeting
Delete	Delete this meeting
Delete All Recurrences	Delete this meeting and all other meeting records in this meeting's series Note: Shown only for meetings that are one in a recurring series

Record View Actions Menu

The Meetings [record view](#) displays a single meeting in full detail including its fields, subpanels of related records, and activity stream. To access a meeting's record view, simply click a hyperlinked meeting name from anywhere within Sugar. The record view's Actions menu appears above the record's details and allows you to perform various operations on the current record.

Me Biweekly Air Safety... ☆ Follow Scheduled Edit ▾

Start & End Date
2017-04-20 08:00 - 08:30 (30 minutes)

Repeat Interval: 1 Repeat on Days of Week: Thu

Direction: Inbound

Description: Regular meetup to discuss the account

Account

Popup Remind: 30 minutes

- Edit All Recurrences
- Share
- Copy
- Delete
- Delete All Recurrences
- Close and Create New
- Close

The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this meeting
Edit All Recurrences	Edit this meeting and all other meeting records in this meeting's series Note: Shown only for meetings that are one in a recurring series
Share	Share a link to this meeting via email
Copy	Duplicate this meeting to create a new meeting
Delete	Delete this meeting
Delete All Recurrences	Delete this meeting and all other meeting records in this meeting's series Note: Shown only for meetings that are one of a recurring series
Close and Create New	Close this meeting as "Held" and create a new copy of the meeting Note: Shown only for meetings that do not have a status of "Held"
Close	Close this meeting as "Held" Note: Shown only for meetings that do not have a status of "Held"

Meeting Guests

The following guests are automatically added to a meeting's guest list:

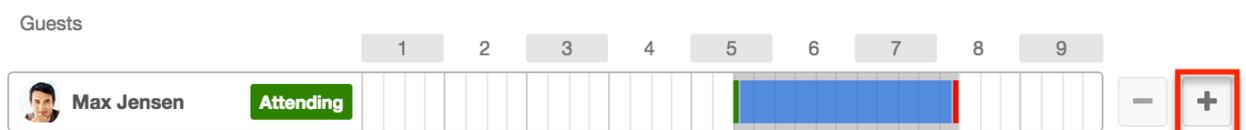
Automatic Guest	To Remove the Guest
The lead or contact in the "Related to" field, if any	This guest can be removed from the guest list at any time. If a lead or contact record is related to a meeting but is not on the guest list, then you will not see the meeting in the person's Meetings subpanel.
The user who created the meeting	This guest can be removed from the guest list after initially saving the meeting. Create and save the meeting, click "Edit", and then click the Remove (-) button next to the created-by user's row in the Guests panel.
The user in the "Assigned to" field for the meeting record	The assigned user cannot be removed from the guest list. If you need to remove the assigned user from the guest list, you must first re-assign the meeting to a different user. Once the meeting record is assigned to a new user, the original user will remain a guest until removed via the Remove (-) button.

Users may add additional guests (e.g. contacts, leads, users) to meetings [via the Guests panel](#) in the meeting's record view.

Adding via the Guests Panel

Use the following steps to add attendees via the Guests panel:

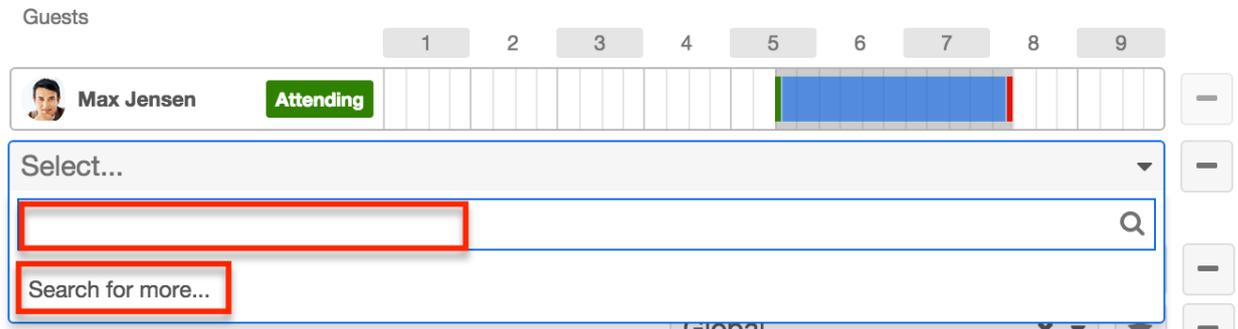
1. Navigate to the Meetings module and create a new record or edit an existing record.
2. Scroll to the Guests panel and click on the Add (+) button located on the far right.



3. To add a guest, type in the name of the lead, contact, or user via the search bar that appears or select "Search for more..." to search the Contacts list view. To remove a guest, click the Remove (-) button to the right of the

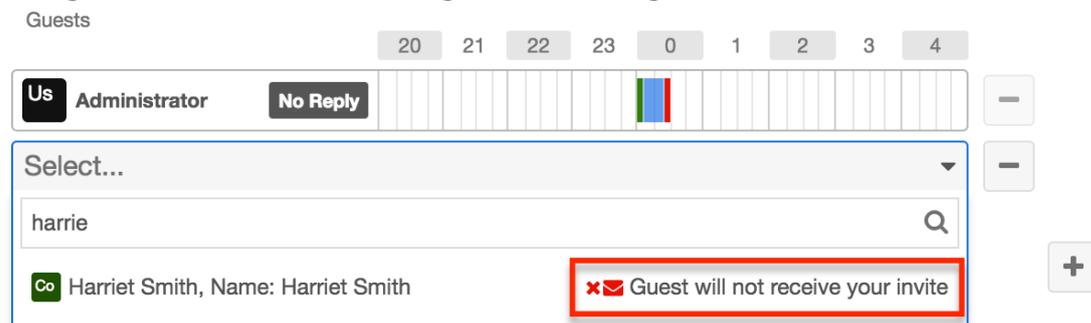
guest's row.

Note: The user in the "Assigned to" field on the meeting record cannot be removed from a meeting. To remove the assigned user from the guest list, re-assign the meeting to a different user first.

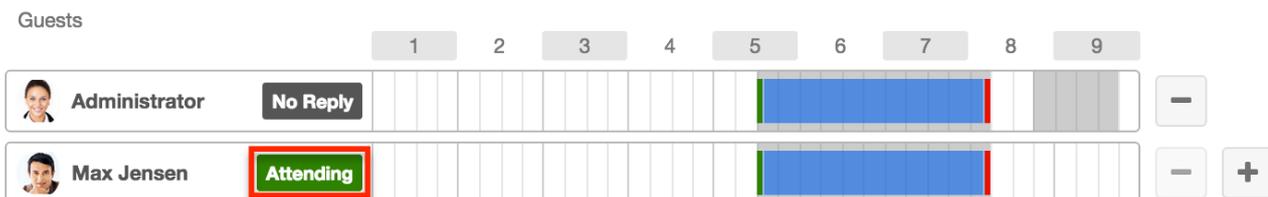


4. Click "Save" or "Save and Send Invites" if you would like Sugar to send email invitations to the guests.

Note: Confirm that the guests' Sugar records have valid email addresses prior to clicking "Save and Send Invites". If a guest has no email address or their email address is marked as invalid, Sugar cannot email them an invitation to the meeting. A message and icon will alert you when adding the guest and when viewing the meeting's record view.



Once the guest has responded to the email invitation, their acceptance status will appear as a color-coded badge next to their name.

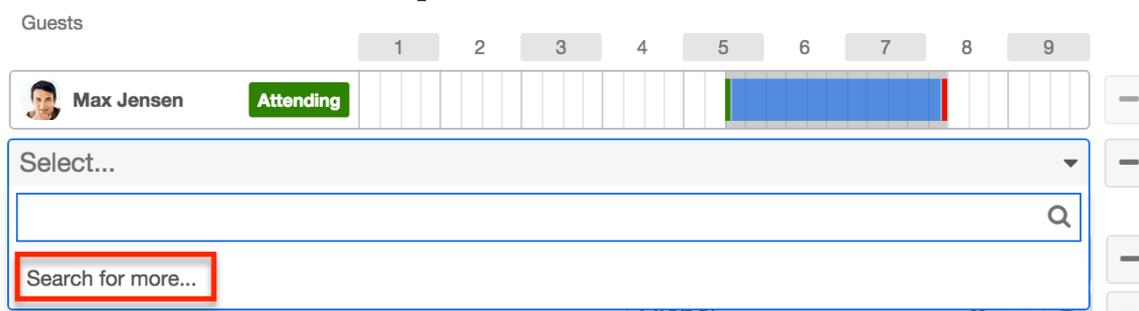


Adding via Create a Guest

Use the following steps to create a new contact and add them as a meeting guest:

1. Navigate to the Meetings module and create a new record or edit an existing record.

2. Scroll to the Guests panel, click on the Add (+) button, and then click on "Search for more..." to expand the Contacts list view.



3. At the top of the list view, click the Create button and fill out the appropriate fields to create a new contact. Once completed, save the new contact record and Sugar will automatically add the contact to the guest list for the meeting.
4. Confirm the remaining fields and guests are configured appropriately and then save the meeting.

Recurring Meetings

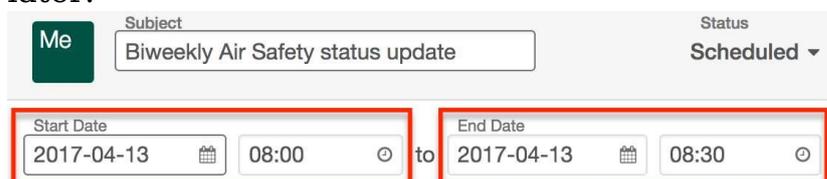
Meetings can be saved as recurring events so that users do not have to create individual meeting records for regularly occurring events. Recurrences may occur daily, weekly, monthly, or yearly. When a recurring meeting is saved, Sugar creates a series of individual meeting records so that all recurrences appear in the [Meetings list view](#).

Note: If a user creates a recurring meeting but the start date does not match the specified recurrence day(s) of the week, the start date will reset to the first matching day after the meeting's Date Created.

Creating Recurring Meetings

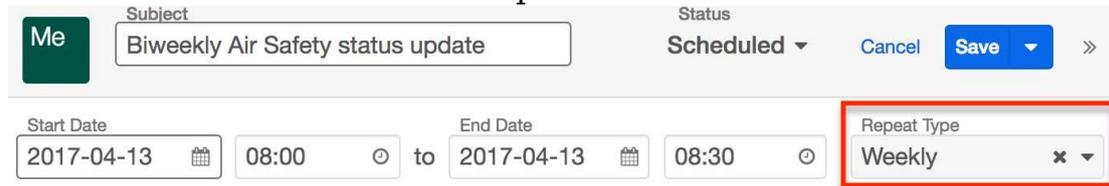
To schedule a series of recurring meetings, follow the instructions below. As an example, we will schedule a 30-minute meeting that recurs every other Thursday until the end of the 2017 calendar year.

1. Navigate to the Meetings module and create a new record.
2. In the Start Date field, enter the date and time that the first Thursday meeting will occur and set the End Date for the same day but 30 minutes later.



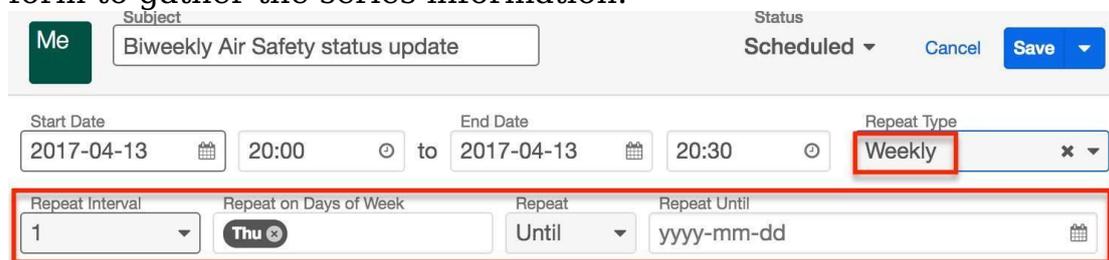
Note: If a recurring meeting's start date does not match the meeting's recurrence day(s) of the week, the start date will reset to the first matching day-of-week after the meeting's Date Created.

3. To create a series of meetings, expand the field labeled "Repeat Type" and select an interval from the dropdown list. Our use case requires an interval of weeks (e.g. every two weeks), so we will select "Weekly" and specify our interval number in the next step.



The screenshot shows a meeting form with the following fields: Subject: "Biweekly Air Safety status update", Status: "Scheduled", Start Date: "2017-04-13", Time: "08:00", End Date: "2017-04-13", Time: "08:30". The "Repeat Type" dropdown menu is expanded, showing "Weekly" selected. The "Repeat Type" field is highlighted with a red box.

4. Upon choosing a Repeat Type value, a new row of fields will appear on the form to gather the series information.



The screenshot shows the same meeting form as above, but with additional fields for series information. The "Repeat Interval" is set to "1", "Repeat on Days of Week" is set to "Thu", "Repeat" is set to "Until", and "Repeat Until" is set to "yyyy-mm-dd". The "Repeat Type" dropdown menu is still expanded, showing "Weekly" selected. The "Repeat Interval" and "Repeat on Days of Week" fields are highlighted with a red box.

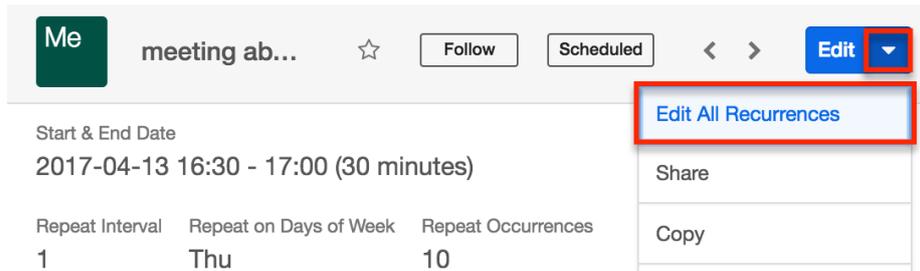
The fields displayed are dependent upon the values you select as you go. Please refer to the [Meeting Fields](#) section for complete details on the available options. To schedule a meeting that recurs every other Thursday until the end of the 2017 calendar year, set the following values:

- **Repeat Interval** : 2
 - **Repeat on Days of Week** : Thu
 - **Repeat** : Until
 - **Repeat Until** : 2017-12-31
5. Confirm that the remaining fields and guests are configured appropriately.
 6. Save the record and confirm that all recurrences appear as separate records in the Meetings module's list view.

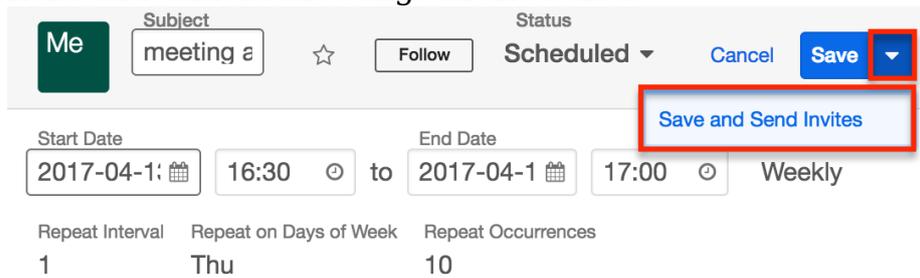
Editing All Recurrences via Record View

Recurring activities will display the option to edit all occurrences of the activity in the record's actions menu. This option will affect all of the meeting records in a series, even if some of the meetings have been closed and set to "Held". Use the following steps to edit all recurrences in a series of meetings via the record view:

1. Navigate to the record view of any meeting in the series of recurring meetings.
2. Select "Edit All Recurrences" from the Actions menu.



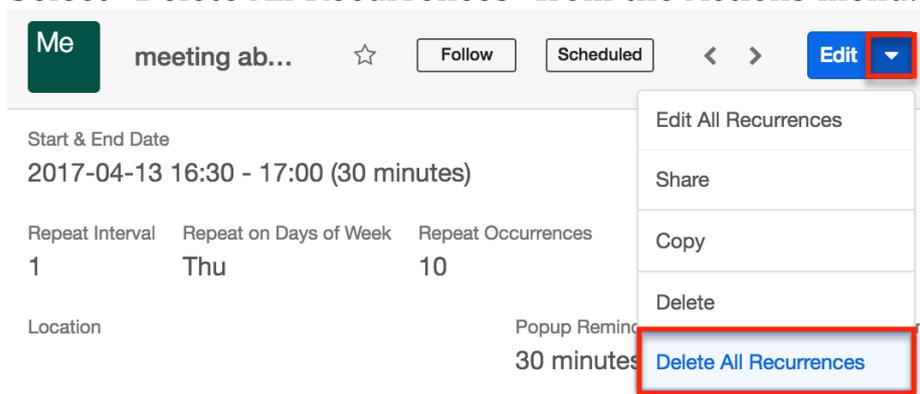
3. Edit the meeting record as needed.
4. Then click on "Save" or "Save and Send Invites" to apply the changes to all held and unheld meetings in the series.



Deleting All Recurrences via Record View

Recurring activities will display the option to delete all occurrences of the activity in the record's actions menu. This option will affect all of the meeting records in a series, even if some of the meetings have been closed and set to "Held". Use the following steps to delete all recurrences in a series of meetings via the record view:

1. Navigate to the record view of any meeting in the series of recurring meetings.
2. Select "Delete All Recurrences" from the Actions menu.

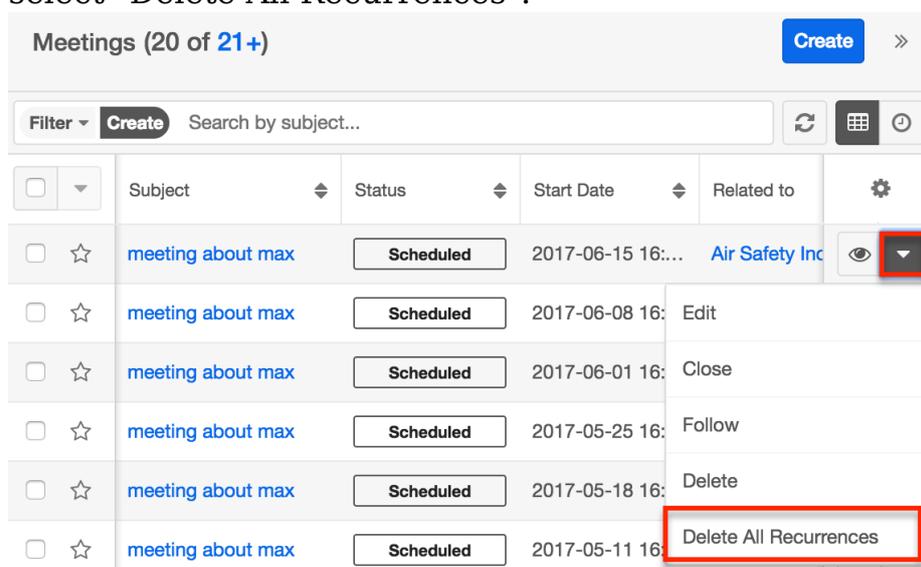


3. A pop-up message will display asking for confirmation. Click "Confirm" to delete all held and unheld meetings in the series.

Deleting All Recurrences via List View

Recurring activities will display the option to delete all occurrences of the activity in the record's actions menu in the list view. This option will affect all of the meeting records in a series, even if some of the meetings have been closed and set to "Held". Use the following steps to delete all recurrences in a series of meetings via the list view:

1. Navigate to the Meetings list view by clicking the Meetings module tab.
2. Use the [Module Search](#) to find the meeting in the series of recurring meetings that you wish to delete.
3. Click the Record Actions Menu to the far right of the record's row and select "Delete All Recurrences".



4. A pop-up message will display asking for confirmation. Click "Confirm" to delete all held and unheld meetings in the series.

Meeting Reminders

Sugar can remind guests when a meeting is scheduled to begin soon. Reminders can be sent via email to all of the guests or via pop-up to all user guests prior to the meeting's scheduled start date and time. By default, a user must set reminders when creating or editing the activity, but users can configure default reminders via their [User Preferences](#), which will automatically set a default reminder time for meetings they create in Sugar.

Note: The instance's outbound mail server must be configured via Admin > Email Settings in order for email reminders to be sent out. For more information on setting up the system email settings, please refer to the [Email](#) documentation in the Administration Guide.

Email Reminders

Email reminders can be set for any meeting record relative to its start date and time. The reminders are emailed to all guests with valid email addresses including non-Sugar users.

To schedule email reminders, select a time interval from the meeting's Email Reminder Time field:

The screenshot shows the Sugar CRM meeting form. The 'Email Reminder Time' dropdown menu is open, showing options: None, 1 minute prior, 5 minutes prior, 10 minutes prior, 15 minutes prior, 30 minutes prior, and 1 hour prior. A red arrow points to the '5 minutes prior' option. The form includes fields for Start Date (2016-01-22), End Date (2016-01-22), Location, Description (Meeting to discuss project plan and hash out the details of implementation), Meeting Type (Sugar), and a list of guests (Administrator and Max Jensen).

Popup Reminders

Popup reminders can be set for any meeting record relative to its start date and time. Popup reminders appear for Sugar users on the meeting's guest list who are logged into Sugar in an open browser window at the time the reminder pops up.

To schedule popup reminders, select a time interval from the meeting's Popup Reminder Time field:

The image shows a meeting record form with the following fields and values:

- Subject:** Required
- Status:** Scheduled
- Start Date:** 12/15/2014, 04:30pm
- End Date:** 12/15/2014, 5:30pm
- Repeat Type:** Select...
- Location:** (empty)
- Popup Reminder Time:** None (dropdown menu is open, showing options: None, 1 minute prior, 5 minutes prior, 10 minutes prior, 15 minutes prior, 30 minutes prior, 1 hour prior)
- Email Reminder Time:** None
- Description:** (empty)
- Meeting Type:** Sugar
- Guests:** Administrator (No Reply)
- Assigned to:** Administrator

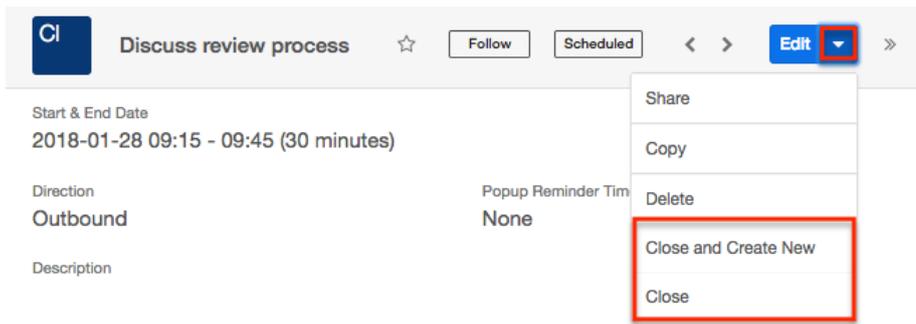
Closing Meetings

Once a meeting has taken place, a user can close the meeting record, which changes the meeting's status to "Held". The "Close" option only appears for meetings that are considered open, or not "Held". Open meetings are shown in the Planned Activities dashlet on the record view of related records and guests (e.g. Contacts, Leads, etc.). After closing a meeting, Sugar will move it from the Planned Activities dashlet to the History dashlet and the meeting record's status will display "Held" wherever it is viewed.

Closing via Record View

An open meeting's record view allows you to simply close the current meeting record or use "Close and Create New" to close the meeting and create a new meeting with the same details simultaneously. "Close and Create New" is often used when a user wants to log a completed meeting and easily schedule a follow-up meeting with the same people about the same topic.

To close a meeting record via its record view, click on the meeting to open its record view. Expand the record's Actions menu and select "Close" or "Close and Create New".



Depending on your selection, you will experience different results:

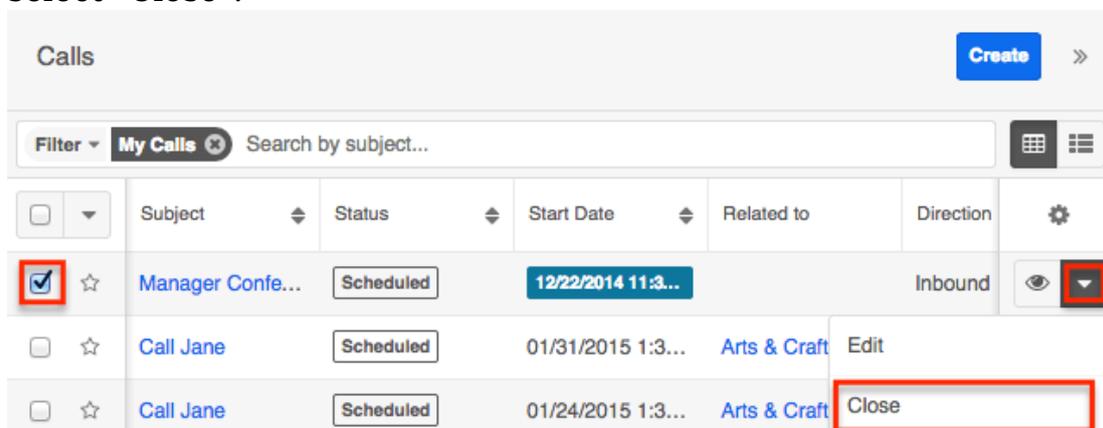
- **Close** : Instantly changes the meeting's status to "Held" and displays a Success message.
- **Close and Create New** : Instantly changes the meeting's status to "Held", displays a Success message, and opens a quick-create drawer for a new meeting record with the same values, guests, relationships. and other field values as the held meeting. The only field that is not copied from the original record is the status field, which will revert to "Scheduled" for the new meeting. Simply adjust the dates, times, and other information as needed, and save the new meeting as usual.

Once a meeting is closed, the closing options will no longer appear in the Actions menu.

Closing via List View

Use the following steps to close a meeting record via the list view:

1. Click the Meetings tab to navigate to the Meetings module's list view.
2. Use the [Module Search](#) to find the Meeting record(s) you wish to close.
3. Click the Record Actions Menu to the far right of the record's row and select "Close".



Sugar instantly changes the meeting's status to "Held" and displays a Success

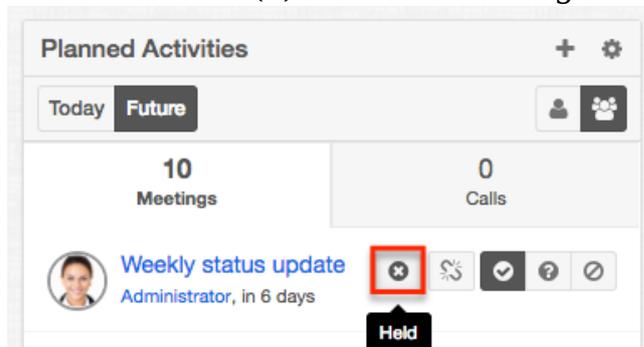
message.

Closing via Dashlet

The Planned Activities dashlet is available for home page dashboards and on the record view's intelligence pane for Sidecar modules. From the home page dashboard, the Planned Activities dashlet displays all upcoming calls and meetings assigned to you or your team depending on your chosen filters. When viewing the Planned Activities dashlet from a record's intelligence pane, the calls and meetings shown are only those that are related to the record you are viewing. For example, when viewing the contact record for Joe Smith, the Planned Activities dashlet in the intelligence pane will show only the upcoming calls and meetings with Joe Smith on the guest list. For more information about the Planned Activities dashlet, please refer to the [Intelligence Pane](#) documentation.

Use the following steps to close a meeting record via the Planned Activities dashlet:

1. Navigate to your home page's dashboard or the record view that contains the Planned Activities dashlet showing the meeting you would like to close.
2. If necessary, click the Meetings tab on the Planned Activities dashlet to find the meeting.
3. Click the Held (x) button to the right of the meeting's row in the dashlet.



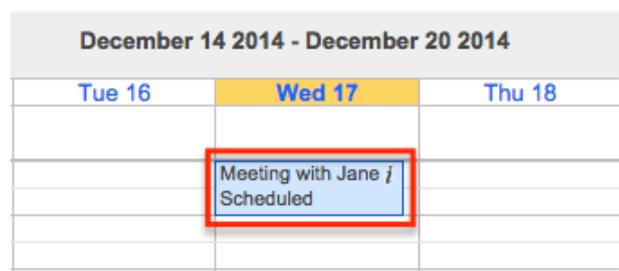
4. A pop-up message will display asking for confirmation. Click "Confirm" to move the meeting to the record's History dashlet with the status "Held".

Calendar Module and Meetings

The Calendar module displays a user's calendar including their Sugar activity records. You can view, schedule, and manage calls, meetings, and tasks directly within the calendar, allowing you to plan your time with full access to other scheduling commitments.

Viewing via Calendar

The Calendar module allows users to schedule, view, and manage activities (calls, meetings, tasks) in Sugar. Meeting records are displayed in blue on the calendar and you can click the corresponding cell to view the meeting's details. You can also click the Info (i) icon in the meeting's cell for a quick view of additional details (e.g. Subject, Start Date & Time, etc.) of the meeting without navigating away from the calendar.



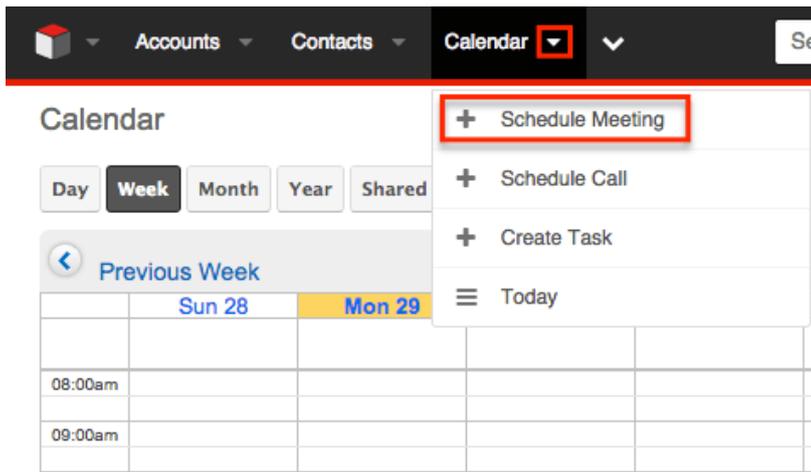
December 14 2014 - December 20 2014		
Tue 16	Wed 17	Thu 18
	Meeting with Jane j Scheduled	

For more information on viewing and managing meetings on the calendar, please refer to the [Calendar](#) documentation. Users also have the ability to view other user's scheduled activities via the shared calendar option. For more information on viewing the shared calendar, please refer to the [Calendar](#) documentation.

Please note that you can only see meeting records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

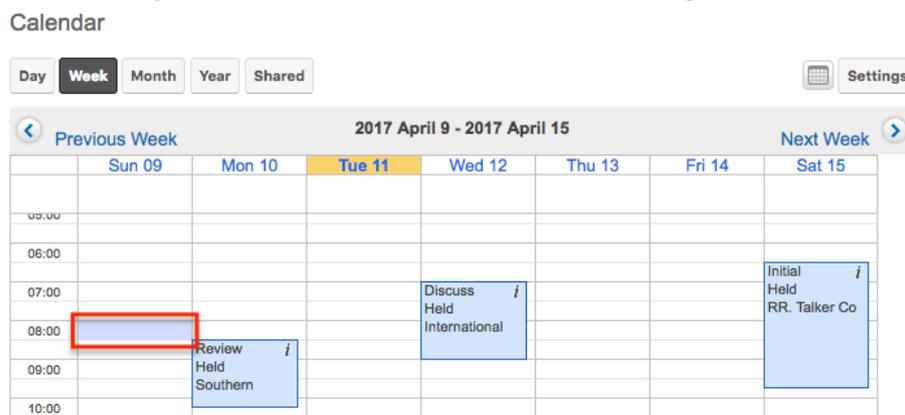
Creating via Calendar

There are two ways to create meetings from the Calendar module. The first method is via the Schedule Meeting option in the Calendar's module tab. This will open the meeting's record view in edit mode so that you can create a new meeting record. For more information on creating meeting records, please refer to the [User Interface](#) documentation and the various meeting-specific sections above.

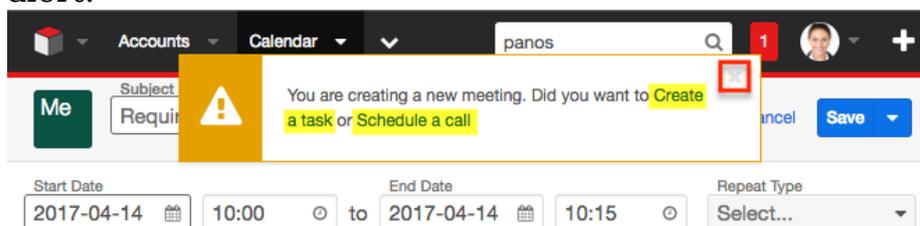


The second method is to create the meeting directly within the Sugar calendar. For more information on navigating and viewing the calendar, please refer to the [Calendar](#) documentation. Use the following basic steps to create a meeting via the Calendar module:

1. Navigate to the calendar in Sugar by clicking on the Calendar module tab.
2. On the calendar grid, click directly on the cell corresponding to the date and time you wish to schedule the meeting.



3. An alert will appear asking if you would prefer to create a task or call record. To continue creating a meeting, click on the Close (x) icon on the alert.

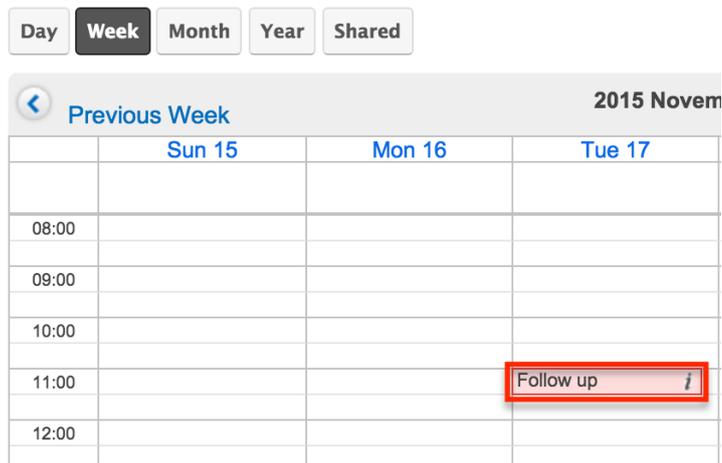


4. You will now see the meeting's record view in edit mode so that you can create a new meeting record. Complete the meeting's fields as described in the [User Interface](#) documentation and the various meeting-specific sections above.

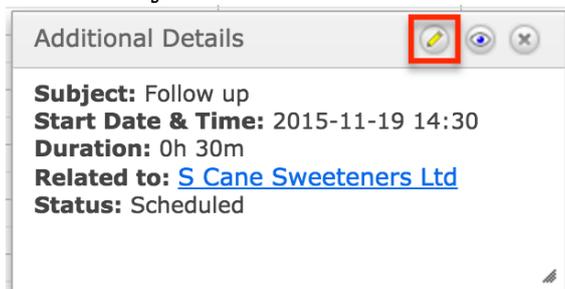
Editing via Calendar

Once meetings are scheduled in Sugar, they appear in the assigned user's calendar based on the specified due date and time. You can click the Info (i) icon on the meeting's calendar cell to view additional information about the meeting.

Calendar



The Additional Details popup window displays a Pencil icon on the upper right, which opens up the meeting's full record view for users to make any changes as necessary.



Click "Save" to preserve any changes made to the meeting record.

Last Modified: 2017-04-20 22:46:42

Emails

Overview

Sugar's Emails module allows users to receive and send email through the application using their personal email address or a group inbox. Users have the ability to view email through Sugar and also the ability to store email in Sugar. Email stored in Sugar may then relate to other Sugar records such as contacts, cases, accounts, and many others. This documentation will cover how to use the Emails module as well as the various actions and options available from within the module.

Email Fields

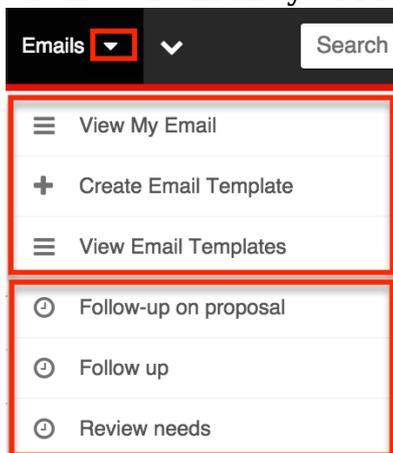
The Emails module contains a number of stock fields which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs.

Field	Description
Assigned To	The Sugar user assigned to the email record
Teams	The Sugar team(s) assigned to the email record
Date Sent	The date the email was sent
From	The email address that the email was sent from
To	The email address(es) that the email was sent to
Cc	The email address(es) that the email was copied to
Bcc	The email address(es) that the email was blind copied to
Status	<p>The status of the message in Sugar (displayed in the Emails subpanel under related records)</p> <ul style="list-style-type: none">• Read : The message has been received and opened in Sugar.• Unread : The message has been received but not yet opened in Sugar.• Sent : The message has been sent from Sugar.• Archived : The message has been synchronized to Sugar from

	an external email client such as Microsoft Outlook.
Subject	The subject line for the email message
Body	The content of the email message
Attachments	Any attachments included with the email
Related To	The module and record that is related to this email Note: The email will be listed in a subpanel under its "Related To" record.

Emails Module Tab

The Emails module tab is typically located under the More tab on the navigation bar at the top of any Sugar screen. Depending on your settings, you may have to click "Show More" in order to see the Emails module tab. Click the tab to access the Emails list view. You can also click the triangle on the Emails module tab to display the Actions and Recently Viewed menus. The Actions menu allows you to perform important actions within the module. The Recently Viewed menu displays the list of emails you last viewed in the module.



The Actions menu allows you to perform the following operations:

Menu Item	Description
View My Email	Opens the list view layout to search and display emails
Create Email Template	Opens the edit view layout to create a new email template
View Email Templates	Opens the list view layout to search and

If you do not see the Emails module tab in Sugar, please check the following:

- The Emails module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Emails module in the Hide Modules list, simply move it to the Display Modules list and save. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Emails module for your entire Sugar instance. Reach out to your Sugar administrator to have the Emails module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

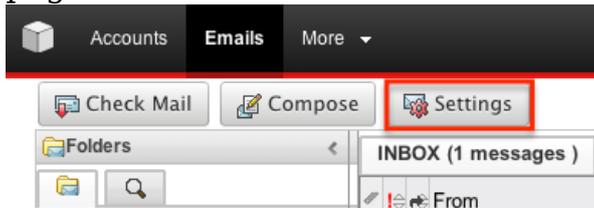
Prerequisites

There are several key components that need to be configured to enable sending and viewing personal email in Sugar. Some prerequisites need to be configured by a Sugar administrator and some need to be configured by the end users themselves. Please ensure the following is configured before utilizing the emails module:

- **Personal Email Settings** : To view and import personal email into Sugar, each user must configure the settings in the Emails module with their personal email account information. For more information on how to configure your personal email settings, please refer to the [Configuring Mail Accounts](#) section in this document.
- **Outbound Email Settings** : To send email through Sugar, users need to have an outgoing email account configured. Administrators have the option to allow the system outgoing email account to send email for the users. For more information on configuring an outbound email account, please refer to the [Configuring Outgoing Mail Servers](#) section in this document.
- **Group Email Settings** : Sugar administrators need to configure any group handling email accounts before users can access them. For more information on setting up a group email account in Sugar, please refer to the [Email](#) documentation in the administration guide.
- **Inbound Email Scheduler** : The inbound email scheduler needs to be configured and running in order to pull Group email accounts into Sugar. For more information on setting up and configuring the inbound email scheduler, please refer to the [Schedulers](#) documentation in the administration guide.

Settings

Settings in the Emails module enable you to manage how you view and compose emails. Some settings are pre-configured with default values and some settings are optional. You can customize these settings to suit your requirements. The Settings window displays tabs for General settings and for Mail Account settings. To access the Emails module settings, simply click the Settings button towards the top of the page.



Note: Some settings require you to reload the Emails module page for the settings to take effect.

General Settings

The General Settings tab displays options to specify the character set, signature, automatic or manual checks for incoming emails, etc. Some of these settings have default values which you can modify. General Settings apply to all your personal mail accounts in Sugar and will not apply to group email accounts.

The options in the General tab have the following functions:

- **Check for New Mail** : Select a time interval from the dropdown list to check your mail accounts for new email (Manually, Every 5 minutes, Every 15 minutes, etc.). The default setting is to check email manually.
- **Send Plain Text Emails Only** : Check this box to send emails in plain text format instead of the default HTML format.
- **Character Set** : Specify the default character set for outbound emails from this dropdown list. The default setting is UTF-8.
- **Signatures** : Select an existing Signature from the dropdown or select "Create" to create a new signature. The signature selected will appear by default on all outgoing email. Before sending you do have the option to change or remove the signature from the email.
- **Signatures Above Reply** : Check this box to place your signature above the content of the email to which you are replying to. Alternatively, the signature will appear below the content of the email to which you are replying to.
- **Emails Per Page** : Select the count of emails to display per page from the dropdown (10,20,50). The default setting is 20.
- **Available User Folders** : Select the options you wish to display in the Folders panel on the left side of the Emails module. Folders with a period

preceding the name are subfolders. For example: ".My Drafts", ".Sent Emails", and ".My Archived Emails" are subfolders of "My Email". When selecting a subfolder the parent folder will automatically be selected as well.

Settings

General Mail Accounts

Preferences

Check for New Mail: Manually Signatures: default Create Edit Delete

Send Plain Text Emails Only: Signature above reply:

Character Set: UTF-8

Visual Settings

Emails per Page: 20

Folder Management

Available User Folders:

- none-
- My Email
- .My Drafts
- .Sent Emails
- .My Archived Email

Done

Mail Accounts

The Mail Accounts tab allows users to manage their mail accounts and outbound mail servers.

Configuring Mail Accounts

Sugar allows users to link one or more personal mail accounts to view within Sugar. Email from these external accounts can then be imported into Sugar and linked to existing records throughout the application. Group mail accounts work the same, but allow multiple users access to the incoming email. For more information on how to add a group mail account, please refer to the [Email](#) documentation in the administration guide.

Use the following steps to add a new personal mail account to the emails module:

1. Navigate to the Mail Accounts tab on the Settings screen.
2. Click "Add" under the Mail Accounts section.

Settings

General Mail Accounts

Mail Accounts
Set up Mail Accounts to view incoming emails from your email accounts.

Mail Account Name	Mail Server Address	Active	Default	Type <small>i</small>	Edit	Delete
609.sugar.group	imap.gmail.com	<input checked="" type="checkbox"/>		Group - Auto-Import		

Add

3. Select "Prefill Gmail Defaults" to automatically populate the following fields with Gmail default values in the Incoming Email section or enter appropriate values for your mail provider:

Mail Account Properties

Incoming Email

Prefill Gmail™ Defaults

Mail Account Name: * 609.sugar.system

User Name: * 609.sugar.system

Password: *

Mail Server Address: * imap.gmail.com

Mail Server Protocol: * IMAP

Use SSL:

Mail Server Port: * 993

- **Mail Account Name** : The name or designation of the account.
- **User Name** : The user name for your external account.
- **Password** : The password for your external account.
- **Mail Server Address** : The web address of the external email server from which emails will be viewed in Sugar.
Note : If you are unfamiliar with these terms and values, please check with your IT department or email provider for the appropriate values for these fields.
- **Mail Server Protocol** : The mail protocol used to communicate with the mail server. IMAP is the default selection and provides the best functionality with Sugar.
- **Use SSL** : Check this box to force the connection and communication between Sugar and the mail server to use a secure socket layer of encryption.
- **Mail Server Port** : The communication port number used for connecting to the mail server.
- **Monitored Folders** : The folders in your external account that Sugar will monitor. Inbox is selected by default. To select one or more folders to monitor click "Select" and then pick the folders in your external account for Sugar to monitor.
- **Trash Folder** : Select a folder from your external account to be

designated as the trash folder. Sugar will place deleted emails into this folder on your external account.

- **Sent Folder** : Select a folder from your external account to store deleted emails. Select "Test Settings" to verify the outgoing email settings. A window will popup indicating if the test was successful or not.

4. Enter appropriate values in the following fields in the Outgoing Email section:

- **From Name** : The name outgoing email will come from. Defaults to your first and last name from your user profile.
 - **From Address** : The email address outgoing email will come from. Defaults to the email address from your user profile.
 - **Reply to Address** : The email address that will receive any replies from your email. If left blank, replies will be sent to the From Address.
 - **Outgoing SMTP Mail Server** : Select an existing SMTP server from the dropdown list or select Add to specify a new SMTP server. For more information on adding an outgoing SMTP mail server, please refer to the [Configuring Outgoing Mail Servers](#) section in this document.
5. All required fields are marked with a red asterisk and must be completed prior to saving.
6. Once the necessary information is entered, click "Done" to preserve the changes.

In the mail accounts section you will see any personal and group accounts you have configured.

Mail Account Name	Mail Server Address	Active	Default	Type ⁱ	Edit	Delete
609.sugar.system	imap.gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Personal		
609.sugar.group	imap.gmail.com	<input checked="" type="checkbox"/>	<input type="radio"/>	Group - Auto-Import		

The buttons and checkboxes in the grid will perform the following actions on the

mail account:

- **Active** : Select this checkbox to either show or hide a mail account in your view of the Emails module. When you deactivate a mail account, the account is not listed on the Folders tab and emails from that account will not display in the Sugar inbox.
- **Default** : When you have multiple personal email accounts configured, one must be set as the default. When sending email, the "From Name" and "From Address" entered on the default mail account will be automatically selected.
- **Type** : Displays whether this email account is a group or personal email account.
- **Edit** : Click the Pencil icon to open the personal account in a popup window to view or edit the details.
 - **Note:** Only administrators can modify group accounts. For more information on how to add or modify a group account, please refer to the [Email](#) documentation in the administration guide.
- **Delete** : Click the Minus icon to remove the personal account from Sugar.

Configuring Outgoing Mail Servers

Outgoing mail servers are what allow users to send email through Sugar. Sugar allows users to configure multiple outgoing mail servers to send email from. Users have the ability to use the system's outgoing mail server with their own user name and password. If Sugar is not configured with a system outbound account, users may create a personal inbound account to pair with their personal outbound account in order to send emails.

Administrators also have the ability to allow users to use the system user name and password configured in Admin > Email Settings. For more information on how to configure the system outgoing mail server, please refer to the [Email](#) documentation in the administration guide.

If the Sugar administrator has disabled the ability to use the system account for outgoing email, then users will need to enter their user name and password for the mail server in their user profile. For more information on how to enter credentials for the system mail server through the user profile, please refer to the [Getting Started](#) documentation.

Use the following steps to add a new outgoing mail account from the Emails module:

1. Navigate to the Mail Accounts tab on the Settings screen.
2. Click "Add" under the Outgoing SMTP Mail Servers section.

Outgoing SMTP Mail Servers

Provide SMTP mail server information to use for outgoing email in Mail Accounts.

Name	SMTP Server	Edit	Delete
system	Gmail		



3. Enter appropriate values in the following fields in the Incoming Email section:
 - **Name** : The name or designation of the outgoing mail server.
 - **Choose Your Email Provider** : Choose your mail provider to populate provider specific values.
 - **SMTP Server** : The web address of the external email server Sugar will connect to.
 - **SMTP Port** : The communication port number used for connecting to the mail server.
 - **Use SMTP Authentication?** : Check this box to connect to the SMTP server using a user name and password. If left unchecked, the SMTP server must accept anonymous connections, which is not recommended.
 - **Enable SMTP over SSL or TLS?** : Select the appropriate option from the dropdown to use Secure Socket Layer, Transport Layer Security, or no encryption when connecting to the mail server.
 - **Email Address / Username** : Enter the email address or user name to connect to the SMTP server with.
 - **Note** : The user name used to connect to the SMTP server can be different than the From Address being specified, but the email server needs to be configured properly to allow that account to send email as that email address.
 - **Password** : Enter the password associated with the entered email address or user name.
4. All required fields are marked with a red asterisk and must be completed prior to saving.
5. Optionally click "Send Test Email" to test the settings entered by sending an email.
6. Once the necessary information is entered, click "Done".

In the Outgoing SMTP Mail Servers section you will see any mail servers you have configured.

Name	SMTP Server	Edit	Delete
system	Gmail		
609.sugar.group	Gmail		

The buttons in the grid will perform the following actions on the mail server settings:

- **Edit** : Click the Pencil icon to open the settings in a popup window to view or edit the details.
 - **Note** : If the ability to use the system account is enabled, the pencil icon will not be available here on the system mail server settings. Alternatively, if the system account is disabled for users, then editing the information here will change the information in your user profile.
- **Delete** : Click the Minus icon to remove the mail server from Sugar.
 - **Note** : The system outgoing mail settings cannot be removed.

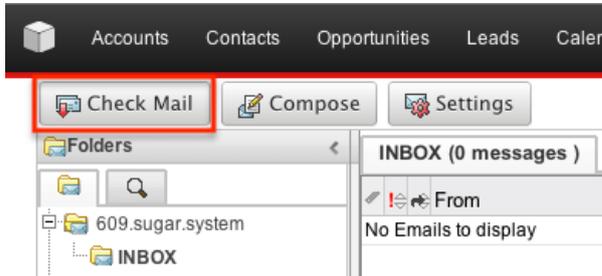
For more information on configuring the system outgoing mail server settings and allowing users to use the system account, please refer to the [Email](#) documentation in the administration guide.

Checking Emails

Sugar provides a couple of different ways to check email accounts within the application. Group email boxes are automatically checked and imported via schedulers. For more information regarding settings up schedulers, please refer to the [Schedulers](#) documentation in the administration guide.

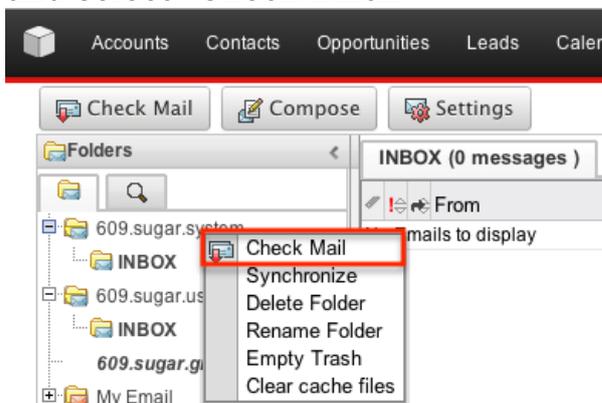
Personal email accounts can be configured to be checked manually. Use one of the following options to check a personal mail account manually:

- Click the Check Mail button at the top of the Emails module page.



This will check for new email in each personal account you have configured.

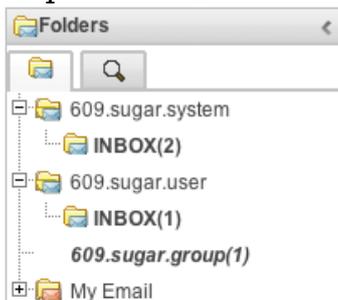
- Right click on the specific personal account you wish to check email for, and select "Check Email"



This will pull new email for only the selected mail account.

Note : Check mail will only pull in new email. If you delete and view email for a personal email account in a mail viewer other than Sugar (Outlook, Gmail, etc.) the changes will not always be reflected in Sugar. To get Sugar to see these changes, right click on the mail account and select "Synchronize".

The monitored folders in each personal mail account show under the associated account in the folder view. The number of unread messages in each folder is shown in parentheses next to the monitored folder's name.



Select the folder name to pull the list of emails in that folder into the email view.

Composing Emails

Sugar allows users to compose email from a variety of locations through the application. When you compose an email, if you have configured multiple mail accounts, you can choose the account from which to send the email. This can change the From Name, From address, and Reply To for the email being sent to what is configured on the account you selected. For more information on how to add and configure accounts, please refer to the [Mail Accounts](#) section in this documentation.

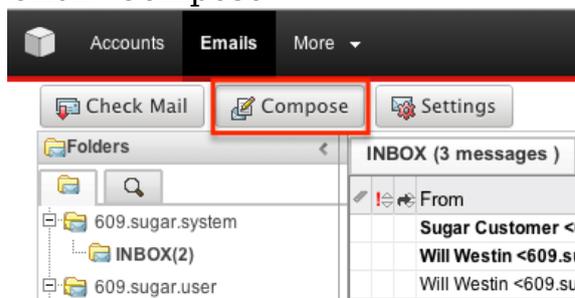
Emails composed in Sugar can contain plain text or rich text formatting utilizing the TinyMCE text editor. For more information on how to use TinyMCE, please refer to the [TinyMCE](#) section in the User Interface document in the Application guide.

Composing Via Emails Module

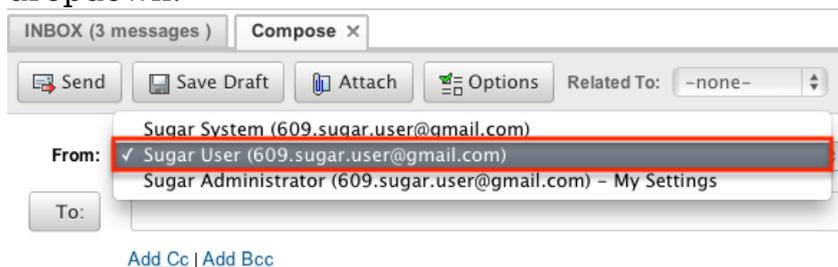
One of the most common methods of composing email is via the Compose button in the Emails module. This opens up the compose layout which allows you to enter in all the relevant information for the email.

Use the following steps to create a compose an email via the Emails module:

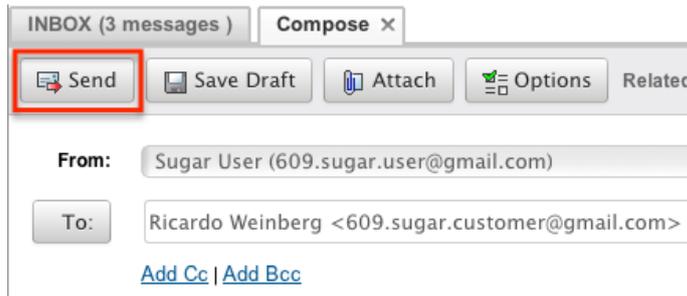
1. Click "Compose"



2. Enter appropriate values for the [fields](#) in the layout. All required fields are marked with a red asterisk and must be completed prior to saving.
3. The From is automatically populated with the name and email address for the default mail account. Select the appropriate combination from the dropdown.



4. Once the necessary information is entered, click "Send".



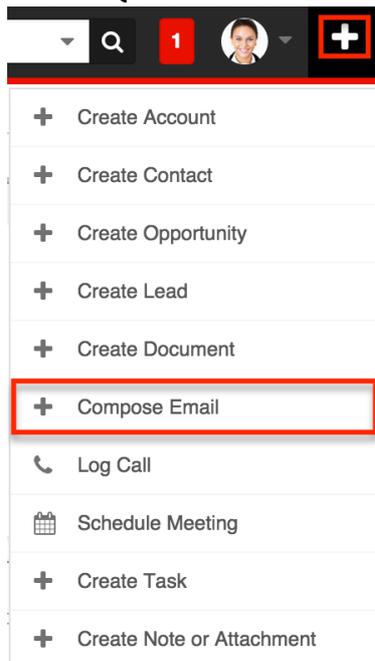
Composing Via Quick Compose

The quick compose option allows users to easily compose emails from various places (e.g. quick create, list view, record view, etc.) in Sugar. Simply click the Quick Create menu on the top right of any Sugar page then select "Compose Email". Users can also use Quick Compose by clicking an email address anywhere it is displayed as a link. In addition, the Emails subpanel (Sidecar modules) and Activities subpanel (Legacy modules) on related module records allows you to create new emails.

Note: When clicking the email address or creating via the subpanel (e.g. Emails subpanel), the email's To field will automatically populate with the record's name and relates the email to the record as well.

Use the following steps to compose an email via Quick Compose:

1. Quick compose an email using one of the following methods below:
From Quick Create menu:



From Email Address:

Co Tennie Lightner ☆ Follow < > Edit

Title: VP Sales Mobile: (331) 084-7328

Department: Do Not Call

Account Name: [Tracker Com LP](#) Email: sales.info.im@example.us
info83@example.it

From Emails subpanel (Sidecar modules):

Em Emails ^ +

Subject	Status	Date Created
Follow up	Archived	2015-05-21 11:31

From Activities subpanel (Legacy modules):

Activities

Create Task ▾

Schedule Meeting

Log Call

Compose Email

Status ▾

Planned

- Enter appropriate values for the [fields](#) in the Compose Email window. All required fields (e.g. To) will indicate "Required" in the field and must be completed prior to sending the email.
 - Click the "Cc" and "Bcc" button to the right of the To field to reveal these fields in the Compose Email window. Clicking the buttons again will hide them in the Compose Email window.
 - Note:** The recipients (e.g. Johanne Collins) in the To, Cc, and Bcc fields can be moved between these fields by dragging and dropping the recipient pills. Simply click the appropriate recipient pill(s) in the field and the selected recipient(s) will be highlighted in blue. To de-select the recipient(s), either click the recipient pill again or click the blank space within the field (e.g. To). To select multiple recipients within the same field (e.g. To), hit either the "Shift" or "Command" key then click the desired recipient pills. When multiple recipients are selected, you can simply click and drag one of the selected recipient pills to move all selected recipients to the other field. To select all recipient pills in the field, place your cursor in the specific field (e.g. To) and hit "Control" or "Command" then "A" on your keyboard.

Compose Email Cancel **Send** >>

From: Administrator (admin@example.com) - [system default]

To: **NW Bridge Constructions** **Johanne Collins** **Cc** **Bcc**

Cc: **Max Jensen**

Bcc:

3. If composing the email via the Activities subpanel, the Quick Compose window will pop-up allowing you to draft and send the email.
4. Once the necessary information is entered, click "Send".

Compose Email Cancel **Send** >>

From: Administrator (admin@example.com) - [system default]

To: **NW Bridge Constructions** **Johanne Collins** **Cc** **Bcc**

Cc: **Max Jensen**

Bcc:

Subject: **Meeting Schedule**

Attachment **Signatures** **Templates**

B **I** **U** **S** | **☰** **☷** | **☰** **☷** **☰** **☷** | **A** **▾** **▾** | Font Size **▾**

Hello Johanne,

I wanted to confirm if you would be available to meet on Monday, August 17th at 10 am PDT. Please let me know at your earliest convenience and I will schedule the meeting accordingly on my end.

Thank you,

Once the email is sent successfully, the email record will appear in the History dashlet and Emails subpanel for Sidecar modules and the History subpanel for Legacy modules accordingly.

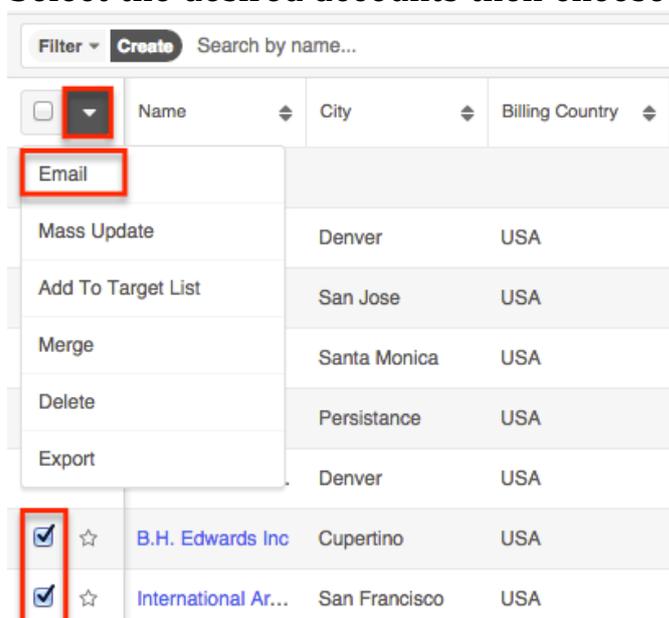
Composing Via Module's List View

For modules which include an Email field, the Email option allows users to

compose an email message and send it to one or more records at a time from the module's list view. Simply select the desired record(s) from the list view then choose "Email" from the list view Actions menu. The Compose Email window will open allowing you to enter in all relevant information (e.g. subject, body, etc.). Please note that the email will be sent to the selected record's primary email address on file.

The following steps cover composing and sending an email from the Accounts list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [Module Search](#) to find the account records you wish to include on the email.
3. Select the desired accounts then choose "Email" from the Actions menu.



4. In the Compose Email window, enter the subject and body of the email message, then click "Send".
 - The email's To field will automatically populate with the name of the selected account record(s).
 - Click the "Cc" and "Bcc" button to the right of the To field to reveal these fields in the Compose Email window. Clicking the buttons again will hide them in the Compose Email window.
 - **Note:** The recipients (e.g. Johanne Collins) in the To, Cc, and Bcc fields can be moved between these fields by dragging and dropping the recipient pills. Simply click the appropriate recipient pill(s) in the field and the selected recipient(s) will be highlighted in blue. To de-select the recipient(s), either click the recipient pill again or click the blank space within the field (e.g. To). To select multiple recipients within the same field (e.g. To), hit either the "Shift" or "Command" key then click the desired recipient pills. When multiple recipients are selected, you can simply click and drag one of the

selected recipient pills to move all selected recipients to the other field. To select all recipient pills in the field, place your cursor in the specific field (e.g. To) and hit "Control" or "Command" then "A" on your keyboard.

Once the email is sent successfully, the email record will appear in the Emails subpanel and History dashlet of each account record.

The screenshot shows two panels. The left panel, titled 'Emails (4)', has a table with columns: Subject, Status, Date Created, and Date Modified. A row is highlighted with a red border, showing 'Welcome Email', 'Sent', '2015-08-10 09:51', and '2015-08-10 09:51'. The right panel, titled 'History', shows a summary for 'Last 7 Days' with 0 Meetings, 4 Emails, and 0 Calls. Below this, a specific email record is highlighted with a red border, showing a profile picture, 'Welcome Email', and 'Administrator, 2 minutes ago'.

Adding Recipients

Sugar, just like many other email clients, allows multiple recipients for a single email. Recipients can be placed in the To, Cc, and Bcc sections. To enable the Cc and Bcc sections simply click "Add Cc" or "Add Bcc".

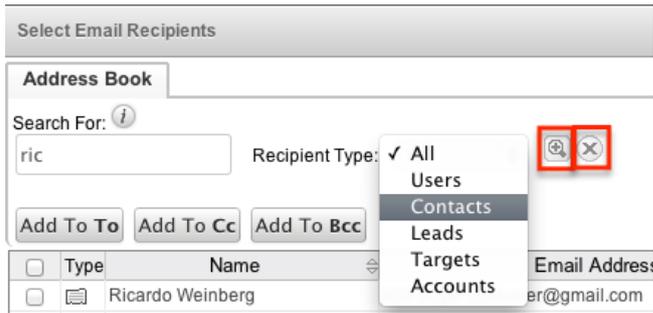
When composing an email, you can select email recipients from the address book, which lists existing users, contacts, leads, targets, and accounts. By default, all of these individuals are listed in the address book; however, you can filter the list if you want to view a specific group such as contacts or users. You can also search for an individual by first name, last name, email address, or account name.

Use the following steps to add recipients via the address book while composing an email:

1. Click "To", "Cc", or "Bcc" to open the Address Book.

The screenshot shows the 'Compose' form in SugarCRM. At the top, there are buttons for 'Send', 'Save Draft', 'Attach', and 'Options'. Below these is the 'From:' field with the value 'Sugar User (609.sugar.user@gmail.com)'. The 'To:', 'CC:', and 'BCC:' fields are highlighted with a red border. The 'Subject:' field is at the bottom.

2. The Address Book opens defaulting to showing all. Enter a First Name, Last Name, or Email address to search. You can also narrow the results down by selecting a Recipient Type from the dropdown.



Click the magnifying glass to perform the search and click the "X" to clear the search.

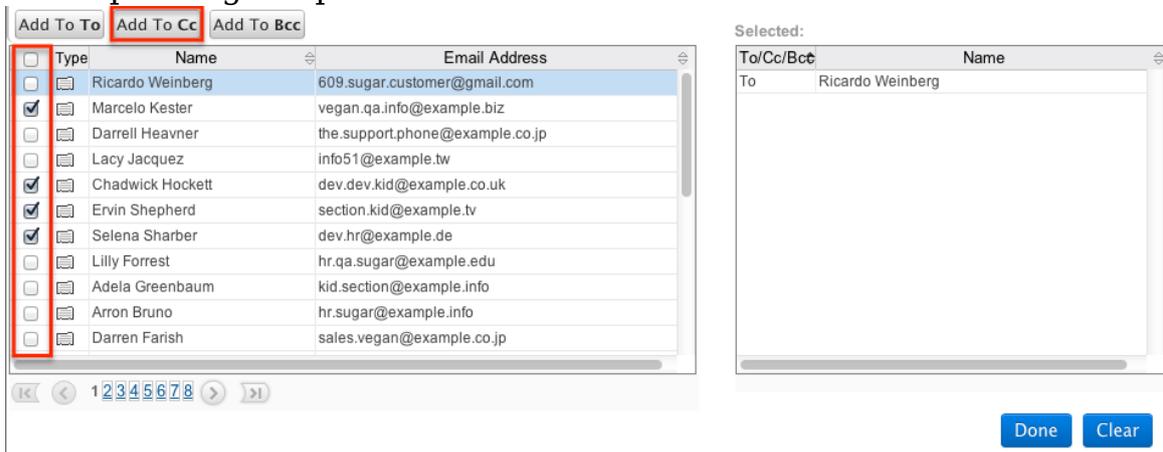
- The search results show in the grid below. The grid shows 25 records at a time and is paginated.

<input type="checkbox"/>	Type	Name
<input type="checkbox"/>		Dewayne Selden
<input type="checkbox"/>		Christy Conboy
<input type="checkbox"/>		Nita Metcalf
<input type="checkbox"/>		Wes Tutor
<input type="checkbox"/>		Josh Laberge
<input type="checkbox"/>		Mabel Malcom
<input type="checkbox"/>		Nora Dejean
<input type="checkbox"/>		Lyman Gobeil
<input type="checkbox"/>		Dennis Vrooman
<input type="checkbox"/>		Sophie Mullikin
<input type="checkbox"/>		Robert Phillip

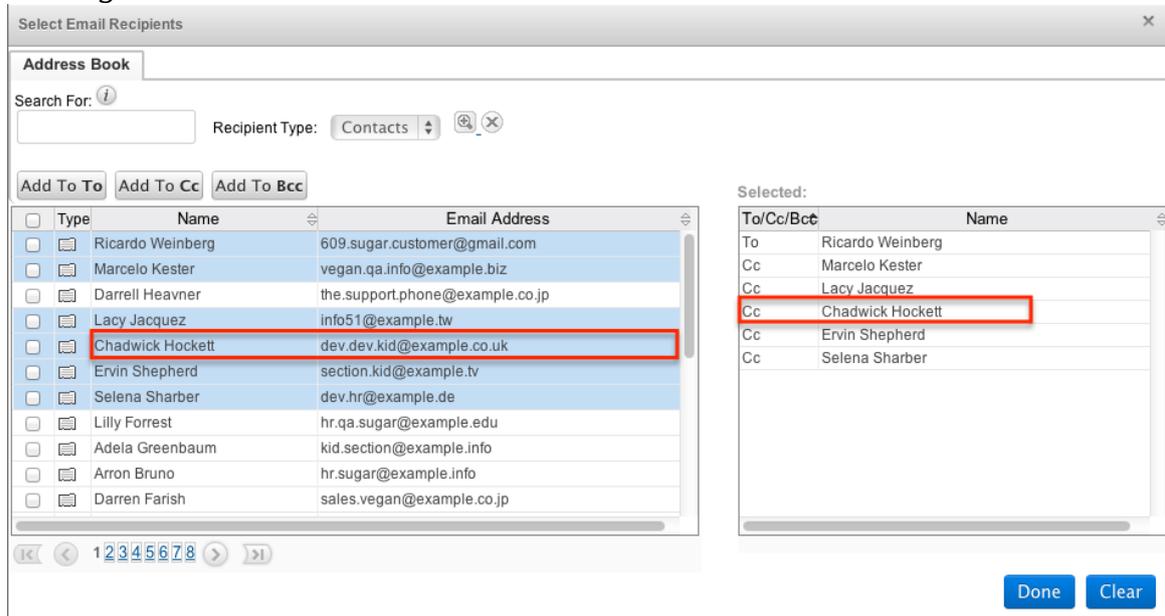
Navigation: < 1 2 3 4 5 6 7 8 >

Click the number of the page you wish to view or the single arrows left and right to go back a page and forward a page respectively. You can also select the far right arrow to navigate to the last page or the far left arrow to navigate to the first page of results.

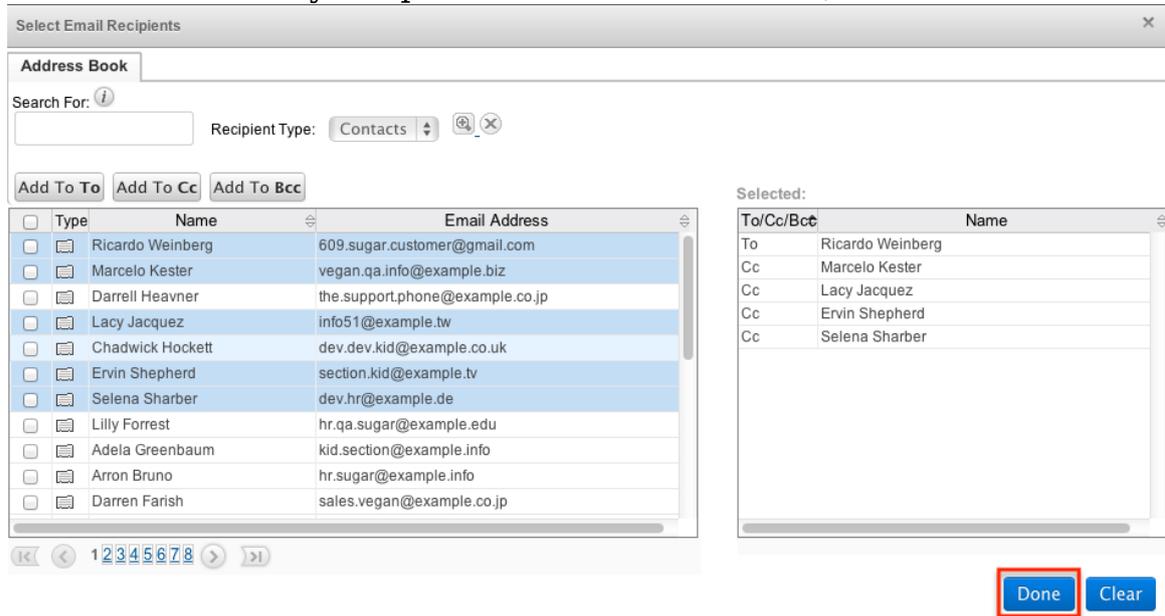
- Click on a record in the grid to add the record as a recipient in the To field. Select the checkbox next to one or more records and then click "Add To To", "Add To Cc", or "Add To Bcc" to add the selected records to the corresponding recipient field.



5. The records in the grid on the left that have been added as recipients will be highlighted in blue. To remove a recipient, simply click the record in the grid on the left and it will be removed from the Selected recipients grid on the right.



6. Once the necessary recipients have been selected, click "Done".



7. Alternatively, you can add recipients by hand by typing in the email address in the recipient fields separated by a semi-colon.

Note: If the email you are composing is related to a record, there is an option in the address book to only show recipients related to the record selected.

Adding Attachments

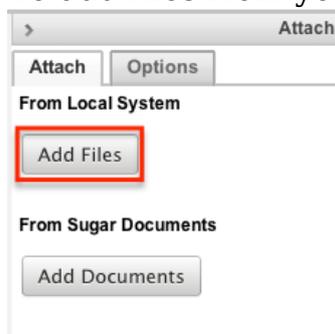
Sugar allows you to send attachments along with your email. Attachments can be files from your local computer or documents from within Sugar.

Use the following steps to add attachments to an email while composing:

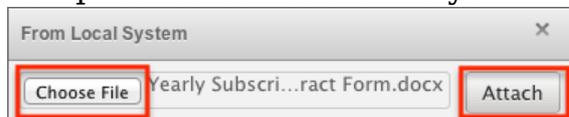
1. Click "Attach" from the Compose screen.



2. This opens the Attach pane on the right side of the window.
3. To add files from your local computer, select "Add Files".



4. In the popup window, select "Choose File" and then navigate your local computer to select the file you wish to attach.

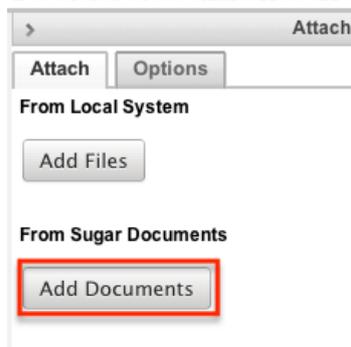


Click "Attach".

5. Click the Minus icon next to the file name to remove a file from the email.

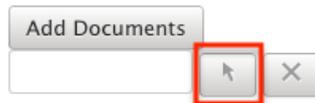


6. To add documents from within Sugar, select "Add Documents"



7. Click the Arrow icon to launch the search page on the Documents module.

From Sugar Documents



Note : Documents that link to an external account (i.e. Google Docs, IBM SmartCloud, etc.) cannot be used as attachments in emails composed through the Sugar Email client.

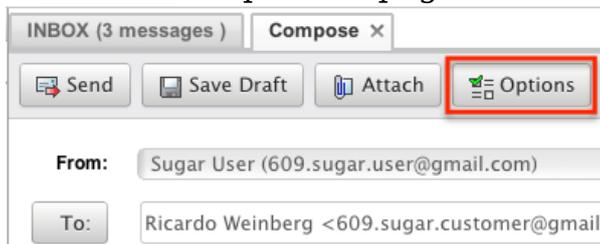
8. Locate the document you wish to attach by searching and then selecting the document.
9. Click the "X" next to the document to remove it from the email.

From Sugar Documents



Setting Email Options

Sugar comes with some specific options that are available to you while composing email. To access these options while composing an email, simply click "Options" towards the top of the page.

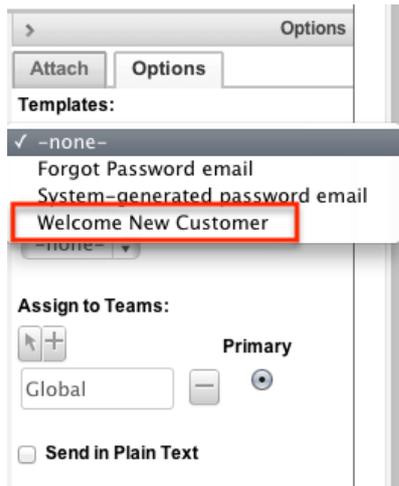


This opens the Options pane on the right side of the page.

Using a Template

Email templates allow users to create an email based off of a predetermined template. This can reduce typing errors and save time by having common emails prepared into a template. For more information on how to create or modify an email template, please refer to the [Email Templates](#) section in this documentation. Use the following steps to utilize a template while composing an email.

1. From the Options pane, select a template to use.



2. Anything currently written in the body or subject of the email you are currently composing will be removed and replaced with the template data.
3. If the selected template has any variable fields defined in it (i.e. `$contact_name`) then when Sugar sends the email it will replace these variable placeholders with values from the associated record. If no associated record is found, the variable placeholders will be replaced with an empty string.

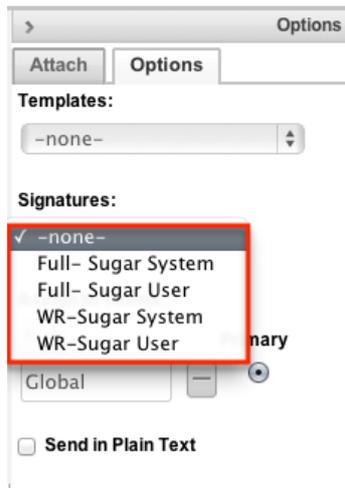
Note: If multiple records share the same email address or multiple recipients are on the email, Sugar will pick one of the record's values to place in the email template to send to all of the email addresses. This can provide undesired results. For more information on how to send a dynamic variable to many recipients, please refer to the [Campaigns](#) documentation in the Application guide.

Using a Signature

Sugar allows you to create multiple signatures to use when composing email. For more information on how to create or edit signatures, please refer to the [General Settings](#) section in this document.

Use the following steps to add a signature while composing an email.

1. From the Options pane, select a signature to use.



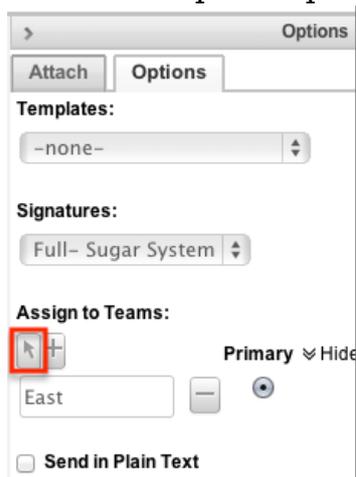
2. Depending on your settings, the Signature will appear below or above any content in the body of the email.

Setting Teams

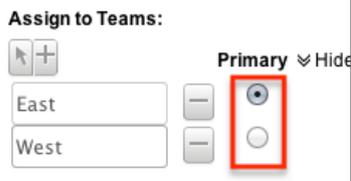
By default, Sugar assigns any composed email to your default teams as specified in your user profile. For more information on how to change your default team, please refer to the [Getting Started](#) documentation. When composing an email you can change or add teams to the email before sending.

Use the following steps to add or remove teams from an email while composing the email:

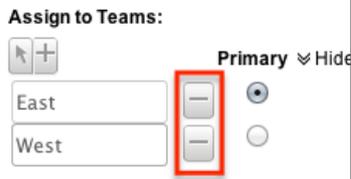
1. From the Options pane, select the arrow icon to add a team to the email.



2. Search for and select the desired team in the popup window.
3. Select the Primary option on a team to set the team as the primary for the email.

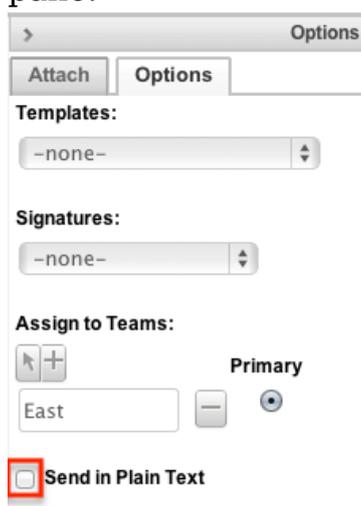


4. Click the minus icon to remove a team from the email.



Sending in Plain Text

By default, Sugar sends email as HTML content. Some email clients can not render HTML content, but prefer email sent as plain text. If there are no images, links, or formatting in your email, then sending it as plain text may be a good option. To send an email as plain text, simply click "Send in Plain Text" from the Options pane.



Note: TinyMCE is removed from the compose screen when selecting this option since plain text emails contain no formatting.

Relating to Records

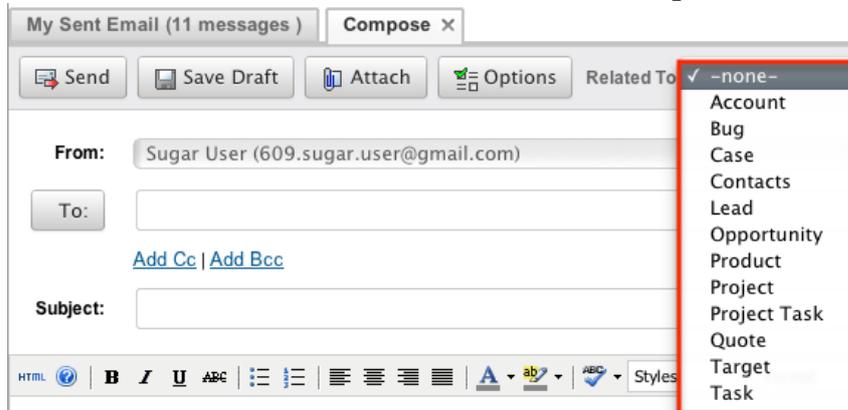
Emails in Sugar are implicitly related to records in Sugar that match an email address in the From, To, or Cc fields in the email. This implicit relationship is made for emails sent from Sugar as well as any email imported into Sugar via Inbound email accounts or email archiving. Any emails that contain the implicit relationship will show in the History subpanel of the related record.

While composing an email, users have the ability to set an explicit relationship via the flex relate field. This allows the new email to be related to a single record from

one of many modules.

Use the following steps to set the Related To field while composing an email:

1. Select a module from the Related To dropdown.

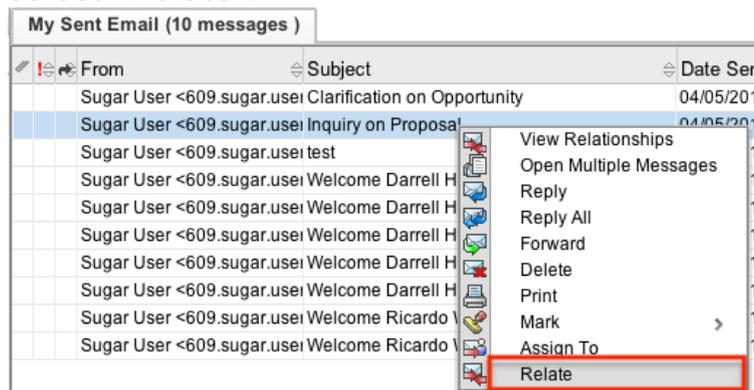


2. In the field next to the dropdown, you can begin typing the name of the record for the specified module. The type ahead feature will show you any results from that module that match what you have typed.
3. Alternatively, you can select the arrow icon to open up a search window for the selected module.



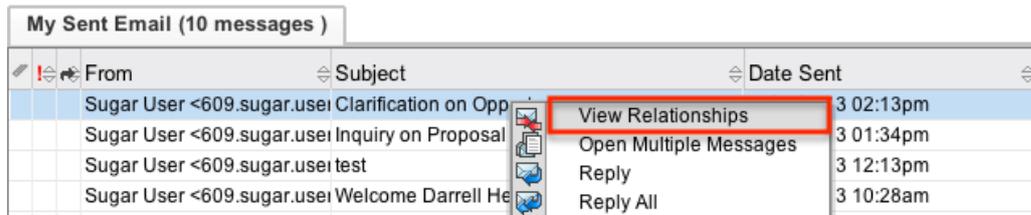
4. Use the search window to locate and select the desired record to relate to the email.
5. This email will now show in the History subpanel of the selected record.

To modify the flex relate for an email, right click on it in the emails module and select "Relate".

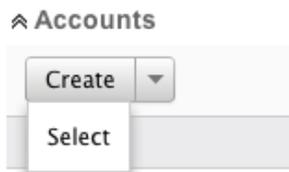


The flex relate field is not the only way to relate an email to records within Sugar. Emails can also be related directly to one or more Accounts, Contacts, and more. Use the following steps to relate an email to other records in Sugar:

1. From the emails module, right click on an email and select "View Relationships"



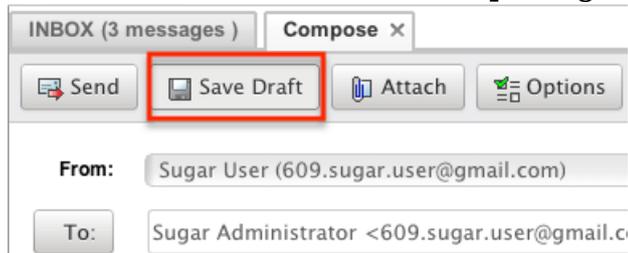
2. This will show the detail view of the selected email with subpanels to multiple modules below the email content.
3. Click "Create" or "Select" from a subpanels action menu to either create a new record or select an existing one to relate to this email.



4. Relating a record to an email this way will also force this email to show up in the related record's history subpanel.

Saving Drafts

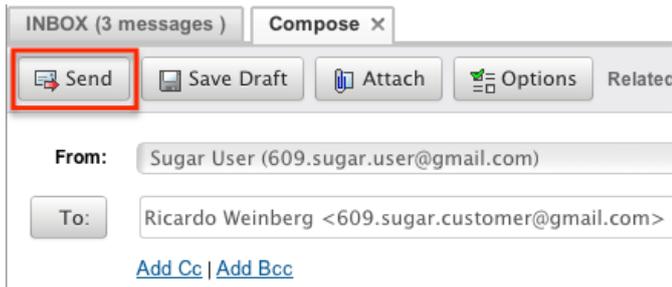
As an alternative to sending an email right away is to saving it as a draft. You can save an email as a draft so you can continue composing it at a later time. To save an email as a draft while composing, simply click "Save As Draft".



Any emails saved as drafts can be retrieved from the folder pane under "My Emails" > "My Drafts". Any recipients added, templates used, and signatures used on the email are all saved in the draft.

Sending

To send an email to the recipients added on the To, Cc, and Bcc fields, simply click "Send".



Sent emails will use the settings configured to connect to your external mail server to send the email. A copy of every email sent will be in the folder pane under "My Emails" > "My Sent Email".

Viewing Emails

There are various options available for viewing email in Sugar including via Emails Module, Emails detail view, Emails Recently View menu, dashlets, and reports. Sugar allows users to view email from their personal accounts and to import email into Sugar. Once an email is imported into Sugar it is treated just like any other record in Sugar. Please note that you will only be able to see email imported into Sugar as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Note: Group email accounts are automatically imported into Sugar.

Viewing Via Emails Module

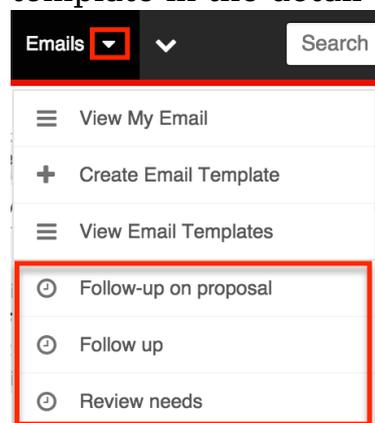
The Emails module displays all emails for the accounts currently configured. To access the Emails module, simply click the Emails module tab. While the Emails module shows key email fields, you can click on the email to view the email details below. You can also double click an email to open it up in a new tab within the Emails module view. For more information on viewing emails via the emails module, please refer to the [Emails Module View](#) section.

Viewing Via Detail View

The Emails detail view displays thorough email information including all email fields followed by subpanels of the email's related records belonging to various modules. The detail view can be reached by clicking a email record's link from many subpanels and dashlets within the application. For more information on viewing emails via detail view, please refer to the [Emails Detail View](#) section.

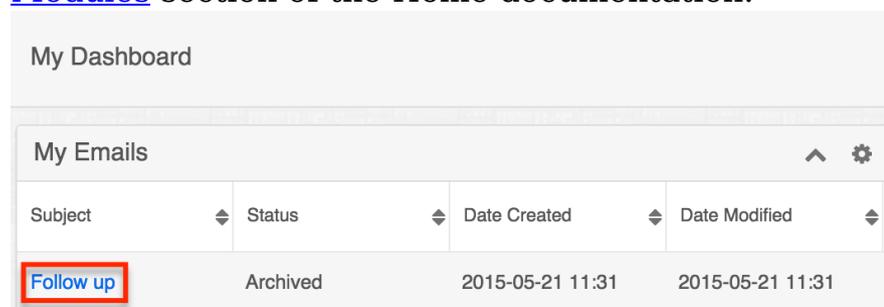
Viewing Via Recently Viewed

As you work, Sugar will keep track of which emails and email templates you have recently viewed. Click the triangle on the Emails module tab to see a list of your most recently viewed records and click each name to open the email or email template in the detail view.



Viewing Via Dashlets

The Home page displays a collection of Sugar Dashlets which allow users to get a quick view of various records, activities, reports, etc. You can view email information in email-based dashlets such as "My Email". Clicking an email's subject from any dashlet will open the email in detail view. For more information on using dashlets and viewing email records via dashlets, please refer to the [Modules](#) section of the Home documentation.



The screenshot shows the 'My Dashboard' with a 'My Emails' dashlet. The dashlet has a title bar with 'My Emails' and a settings icon. Below the title bar is a table with columns: 'Subject', 'Status', 'Date Created', and 'Date Modified'. The first row of data has the subject 'Follow up' (highlighted with a red box), status 'Archived', date created '2015-05-21 11:31', and date modified '2015-05-21 11:31'.

Subject	Status	Date Created	Date Modified
Follow up	Archived	2015-05-21 11:31	2015-05-21 11:31

Viewing Via Reports

Users with access to the Reports module can build, run, and manage reports to gather key data regarding email and their related records. In addition to only displaying desired fields and relationships, reports can also incorporate complex filters to only display specific subsets of your records. Once the report is run, you will be able to view the email record's detail view by clicking the email's subject in the report results. Please note that you can only directly access contact detail views with Rows and Columns-type and Summation with Details-type reports as

Summation-type and Matrix-type reports do not include hyperlinks in their display columns. For more information on using reports, please refer to the [Reports](#) documentation.

Name: Email	Type: Rows and Columns Report
Modules: Emails	Teams: East, Sugar Administrator
Display Columns: Subject, Type, Date Sent	Assigned to: Sugar Administrator
Schedule: None	
Filters: None	

(1 - 100 of 216)		
Subject	Type	Date Sent
Clarification on Opportunity	Sent	04/05/2013 02:13pm

Emails Module View

The Emails module view displays any configured email accounts and emails within those accounts. You can view the basic details of each email within the field columns. Please note that for imported Emails you will only be able to see email records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Folders

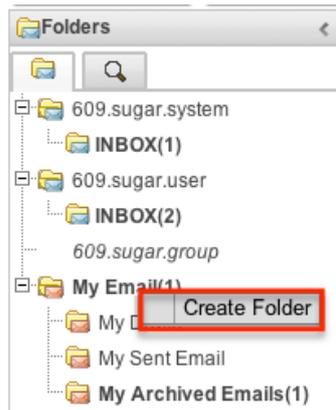
The folders pane typically appears on the left side of the screen and contains a tree structure of any personal email accounts configured as well as any group inboxes being monitored. Sugar comes with some local folders created by default (i.e. My Email, My Drafts, My Sent Email, My Archived Emails), but users have the ability to create their own as well.

Creating Folders

Local folders can be created to hold specific emails that have been imported into Sugar.

Use the following steps to create a new folder from within the Emails module view:

1. From within the Folders pane in the Email module, right click on the folder you wish to create a folder under and click "Create Folder".



2. Enter in the name of the new folder and click "Ok".



3. The new folder will now show in the Folders pane under the selected folder.

Managing Accounts and Folders

Sugar has some actions you can perform to manage any personal email accounts and folders directly from the folders pane. To access these actions simply right click on the folder or account you wish to perform actions on.

Note : Actions can not be performed on group email accounts. For more information on how to manage group email accounts, please refer to the [Email](#) documentation in the administration guide.

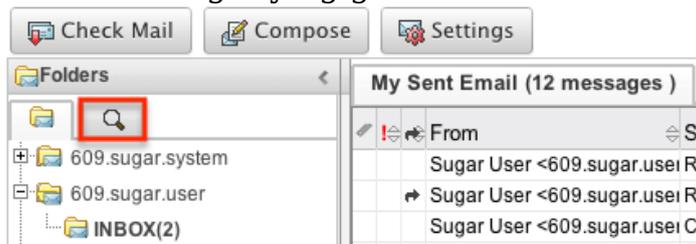
The following actions can be performed from the folders pane:

- **Check Mail** : Checks the personal email account or folder selected for any new email.
- **Synchronize** : Synchronizes the view of your personal email account or folder to the copy on the external server. Any changes made to email via other email clients will not show in Sugar until synchronized.
- **Create Folder** : Creates a new subfolder from the folder or account selected.
- **Delete Folder** : Deletes the folder currently selected.
- **Rename Folder** : Renames the folder or account currently selected.
- **Empty Trash** : Removes any deleted email from the account's trash directory.
- **Clear cache files** : Removes any cached email for a personal account.

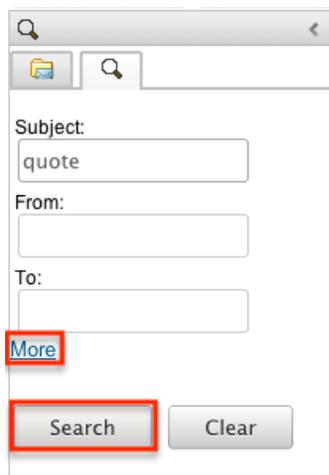
Search

Sugar allows users to search imported emails to help you locate emails easily and effectively. Once the search is performed, the relevant results will be displayed in the Search Results tab. Please note that Sugar automatically appends the wildcard character (%) to the beginning and end of your search phrase. This allows the system to retrieve all records that contain the keyword entered in the search. Use the following steps to search imported email via the emails module:

1. Click the magnifying glass icon in the folders pane to view the search form.



2. Enter criteria to search on into one or more of the following fields:
 1. **Subject** : The subject of the email
 2. **From** : Who the email was sent from. Includes any name and email address in the From field.
 3. **To** : Who the email was sent to. Includes any name and email address in the To field.
Note : Cc and Bcc is not included.
3. Click "Search" to execute the search or "Clear" to empty the search form.



4. Click "More" to be able to search on the additional fields:
 1. **Date From** : Select a date to search the "Date Sent" field on. Picking a date will show any email sent on or after the date selected.
 2. **Date Until** : Select a date to search the "Date Sent" field on. Picking a date will show any email sent before the date selected.
 3. **Assigned To** : Select a user to search on emails assigned to that user. Defaults to the currently logged in user.
 4. **Has Attachment?** : Select "Yes" to show only emails that have an

attachment.

5. **Related To** : Select a module and a record in that module to search any emails related to that record.

Note : Only searches the Flex Relate field, not the additional related subpanels.

5. Click "Less" to hide these additional fields.



The screenshot shows a search form with the following fields and values:

- Subject: quote
- From: (empty)
- To: (empty)
- Date From: (mm/dd/yyyy) (empty)
- Date Until: (mm/dd/yyyy) (empty)
- Assigned To: (empty)
- Has Attachment?: (Yes)
- Related To: Contacts
- Marco Frasure

A red box highlights the "Less" button located below the "Marco Frasure" field. At the bottom of the form are "Search" and "Clear" buttons.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields and options for which you have given a value. For example, if you select "Has Attachment?" as Yes and enter a subject, Sugar will only return emails with a matching subject that have an attachment. To see all emails to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see emails as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Emails List

The emails list displays all emails meeting the current search criteria or the selected account/folder and to which your user has access. You can view the basic

details of each email within the field columns. Unread emails display in bold font where read emails are normal. Please note that you will only be able to see emails as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Columns

The columns in the email list show specific information about the emails being shown. The below definitions are the meanings of each column in the emails list:

Field	Description
Attachment	Shows a paperclip icon if the email has an attachment Note : Only shows for emails imported into Sugar.
Flagged	Shows an exclamation point if an email is marked as flagged
Reply	Shows an arrow when you have replied to the specified email
From	The name and email address the email was sent from
Subject	The subject of the email
Date Sent	The date the email was sent
To	The name and email address(es) the email was sent to

Column Sorting

Emails list provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. The list may be sorted by only one column at a time.

My Email (3 messages)				
	From	Subject	Date Sent	To
	Sugar User <609.sugar.user@...>	File Requested	04/08/2013 11:56am	Sugar Administrator <609.sugar.administrator@...>
!	Sugar User <609.sugar.user@...>	System Status	04/05/2013 03:53pm	609.sugar.system@gmail.com
	Sugar Customer <609.sugar.customer@...>	Product Inquiry	04/04/2013 11:48am	609.sugar.user@gmail.com

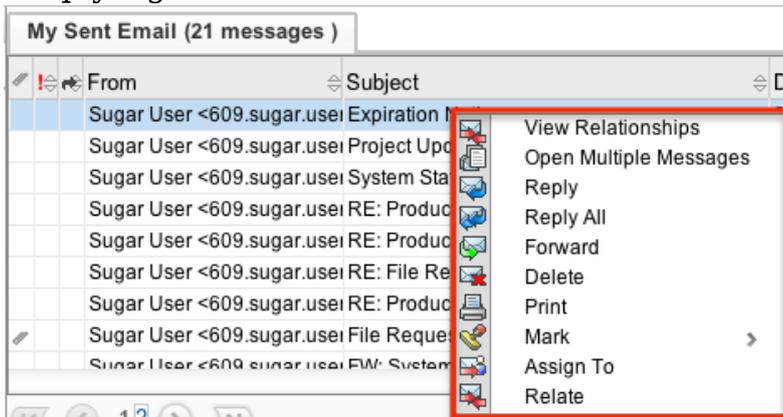
Pagination

Emails list displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. Below the emails list you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results. Sugar displays 20 records per list view page.



Actions Menu

Sugar can perform specific actions on emails within the emails module. Some of the actions depend on if the email is imported or not. To access the action menu, simply right click on an email from within the emails module.



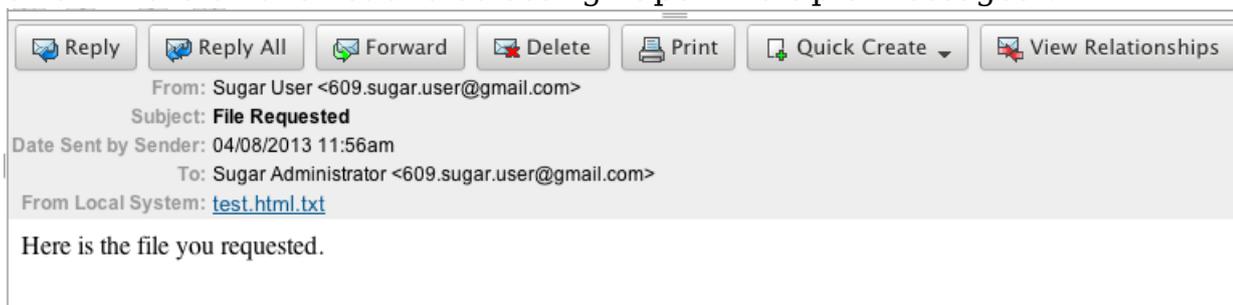
The following definitions are the available actions users can perform on emails:

Menu Item	Description
View Relationships	Opens the detail view of the selected email Note : Only available for imported emails
Open Multiple Messages	Opens the email in a new tab in the emails view giving you the ability to pen multiple emails
Import to Sugar	Triggers the import popup allowing you to set a team, assigned to user, and related to while importing the email to

	Sugar
Reply	Compose a new email directed to the sender as a reply to the selected email
Reply All	Compose a new email directed to all recipients as a reply to the selected email
Forward	Forward the selected email to additional recipients
Delete	Send the selected email to the trash folder
Print	Send the selected email to the printer
Mark	Set the selected email as unread, read, flagged, or unflagged
Assign To	Opens a popup window to change the assigned to or team fields
Relate	Opens a popup window to change the flex related to field

Email Panel

The email panel is typically shown in the bottom right corner of the Emails module, but can also be opened in a separate tab within the module. The email panel displays thorough email information including all fields of the email. The email panel can be reached by clicking an email in the emails list or by right clicking an email in the emails list and selecting "Open Multiple Messages".



The email panel comes with specific actions that can be performed on the specified email. The following actions can be performed from the email panel:

Menu Item	Description
Reply	Compose a new email directed to the sender as a reply to the selected email
Reply All	Compose a new email directed to all

	recipients as a reply to the selected email
Forward	Forward the selected email to additional recipients
Delete	Send the selected email to the trash folder
Print	Send the selected email to the printer
View	Select "Display Headers" or "Display Raw Email" to view the respected detail in a popup window Note : Only available on email not imported into Sugar.
Import to Sugar	Imports the email into Sugar in order to be related to records and viewable by others
Quick Create	Launches the quick create form for the selected module while importing the email, defaulting values into the name and description fields of the module, and automatically relating the email to the new record
View Relationships	Opens the detail view of the selected email Note : Only available for imported emails

Emails Detail View

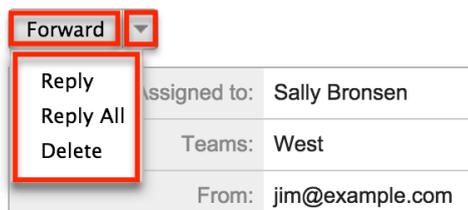
The Emails detail view displays thorough email information including all email fields. You can also view an email's related records (Accounts, Contacts, Opportunities, etc.), which appear in subpanels beneath the email fields. The detail view can be reached by clicking an email's subject link from anywhere in the application outside of the emails module.

Please note that you will only be able to view an email record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Actions Menu

The Actions menu on the top left of each email's detail view allows you to perform various actions on the current record. Administrator users can change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation in the Administration guide.

Follow-up on proposal



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Forward	Forward the selected email to additional recipients
Reply	Compose a new email directed to the sender as a reply to the selected email
Reply All	Compose a new email directed to all recipients as a reply to the selected email
Delete	Send the selected email to the trash folder

Subpanels

Beneath an email record's fields are subpanels containing related records from various modules, attachments, and the email's activities.

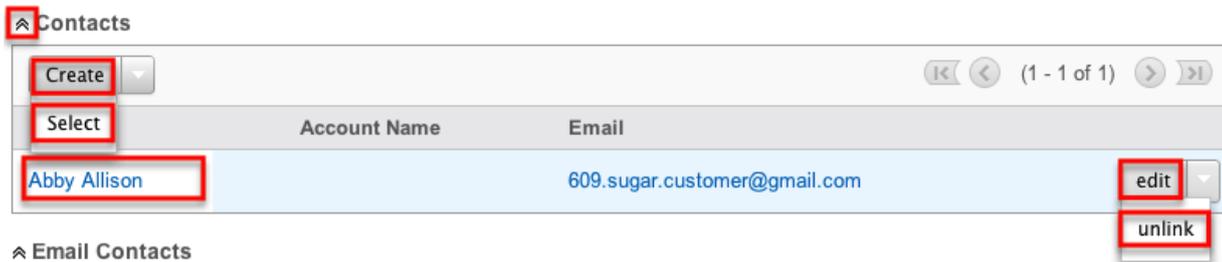
Related Record Subpanels

The most common type of subpanels displayed on an email's detail view contain the email's related records belonging to various modules. The relationship type determines whether a related record will be displayed in the field listing or in a subpanel. For example, an email may be related to only one task via the flex relate but related to multiple opportunities. This means that the related task will be displayed amongst the email's fields while opportunities will be displayed in a

subpanel beneath the fields.

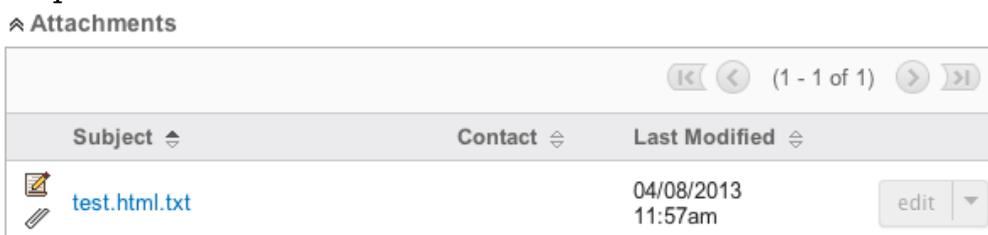
Related record subpanels allow the following operations to be performed. Please note that administrators in Sugar can change the subpanel's Action menu to be displayed as separate buttons instead of a dropdown via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration guide.

- To view the details of a related record, click the record's name in the subpanel to open it in detail view.
- To relate an existing record to the email, choose "Select" from the subpanel's Action menu, then locate and select the desired record.
- To relate a new record to the email, choose "Create" from the subpanel's Action menu, then complete the Quick Create form and click "Save".
- To edit a related record, choose "Edit" on the far right of the record's row.
- To delete the email's relationship to a record, choose "Unlink" from the dropdown on the far right of the record's row. This removes the relationship, but does not delete the record itself.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.



Attachments Subpanel

The Attachments subpanel lists file attachments that are related to the email record. Attachments are stored in Sugar connected to Note records. The Note record and the attachment can be accessed directly from the Attachments subpanel.



Email Contacts Subpanel

The Email Contacts subpanel will look up any contact records in Sugar that match an email address listed in the To, Cc, Bcc, or From fields in the current email. The contact records do not need to be directly related to the email for the contacts to show in this subpanel as the connection is dynamically made via the email addresses.

⤴ Email Contacts

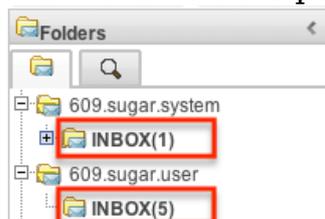
Name	Account Name	Email	
Abby Allison		609.sugar.customer@gmail.com	edit

Importing Emails

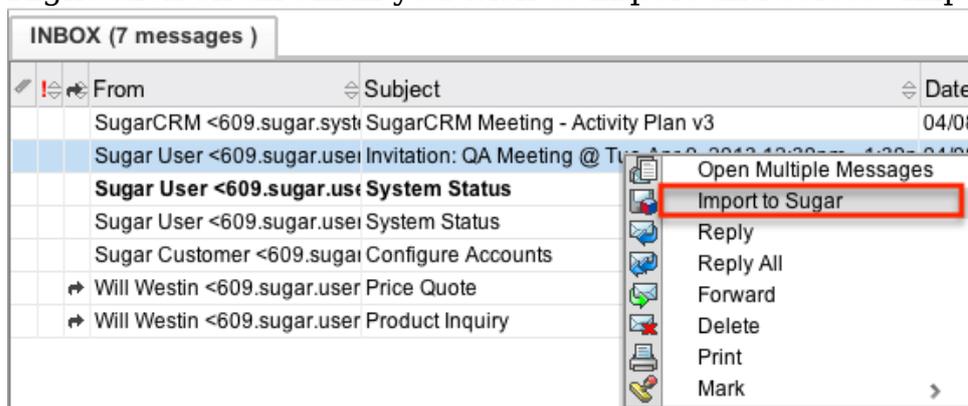
Importing emails from external mail accounts enables you to manage them within Sugar. You can assign imported emails to other users for follow-up, and relate them to records. Imported emails display in the My Emails folder. You can also view unread imported emails in the My Emails Dashlet on your homepage. For more information on using dashlets and viewing email records via dashlets, please refer to the [Commonly Used Dashlets](#) section of the Home documentation.

Use the following steps to import an email from an external account to Sugar:

1. From the Folders pane, select a monitored folder from an external account.



2. Right click on an email you wish to import and select "Import to Sugar".



Alternatively, select the email and in the email pane, select "Import to

Sugar"

INBOX (7 messages)

From	Subject	Date Sent	To
SugarCRM <609.sugar.syst>	SugarCRM Meeting - Activity Plan v3	04/08/2013 04:25pm	Chris Olliver <609.suga
Sugar User <609.sugar.user@gmail.com>	Invitation: QA Meeting @ Tue Apr 9, 2013 12:30pm - 1:30pm	04/08/2013 03:37pm	*609.sugar.system@gr
Sugar User <609.sugar.user@gmail.com>	System Status	04/08/2013 12:13pm	609.sugar.system@gr
Sugar User <609.sugar.user@gmail.com>	System Status	04/05/2013 03:53pm	609.sugar.system@gr
Sugar Customer <609.sugar@gmail.com>	Configure Accounts	04/04/2013 11:49am	609.sugar.system@gr
Will Westin <609.sugar.user@gmail.com>	Price Quote	04/03/2013 12:49pm	609.sugar.system@gr
Will Westin <609.sugar.user@gmail.com>	Product Inquiry	04/03/2013 12:39pm	609.sugar.system@gr

From: Sugar User <609.sugar.user@gmail.com>
Subject: Invitation: QA Meeting @ Tue Apr 9, 2013 12:30pm - 1:30pm (609.sugar.user@gmail.com)
Date Sent by Sender: 04/08/2013 03:37pm
To: "609.sugar.system@gmail.com" <609.sugar.system@gmail.com>

A Third option is to drag and drop the email from the Emails list to the "My Emails" section of the folder pane.

Check Mail Compose Settings

Folders

- 609.sugar.system
 - INBOX(1)
- 609.sugar.user
 - INBOX(5)
- 609.sugar.gro...
 - My Email(2)

INBOX (7 messages)

From	Subject
SugarCRM <609.sugar.syst>	SugarCRM Meeting - A
Sugar User <609.sugar.user@gmail.com>	Invitation: QA Meeting @
Sugar User <609.sugar.user@gmail.com>	System Status
Sugar User <609.sugar.user@gmail.com>	System Status
Sugar Customer <609.sugar@gmail.com>	Configure Accounts
Will Westin <609.sugar.user@gmail.com>	Price Quote
Will Westin <609.sugar.user@gmail.com>	Product Inquiry

3. Update the necessary fields, then click "Import to Sugar" to complete the import.

Import Settings

Teams: *

- East
- West

Assigned To: Chris Olliver

Related To: Contacts, Abby Allison

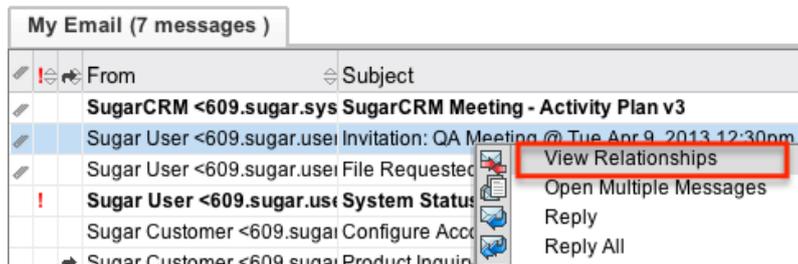
Delete message from server:

Import to Sugar

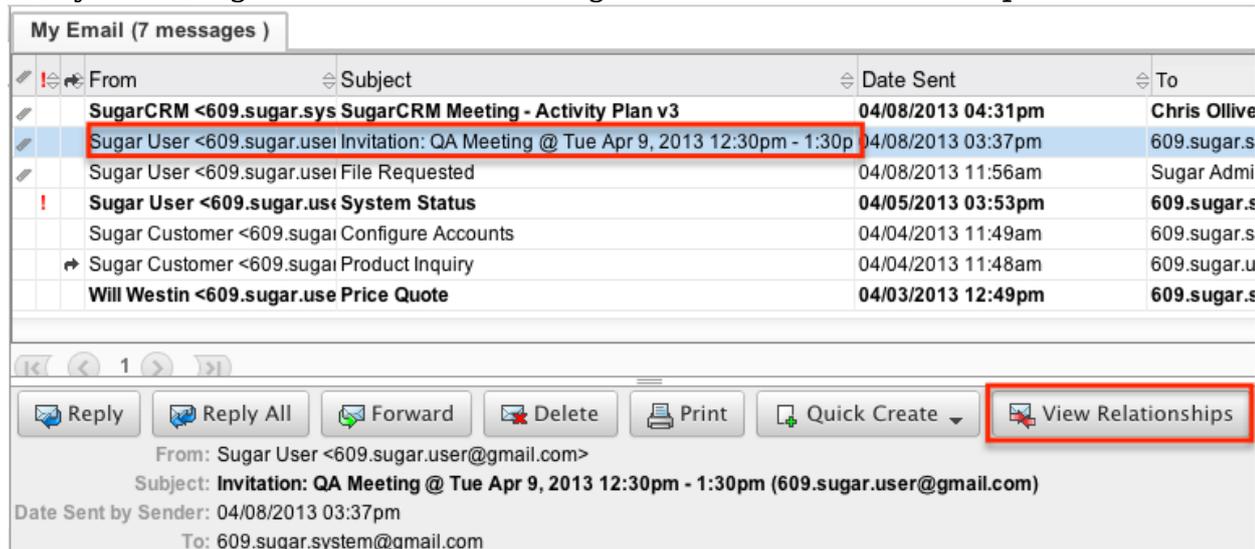
Note: The Delete message from server option will delete the email from the monitored folder in the external account.

Viewing Email Relationships

From the emails list you can select an email to view the relationships that email has to other records within Sugar. Select "View Relationships" by right clicking on an email:



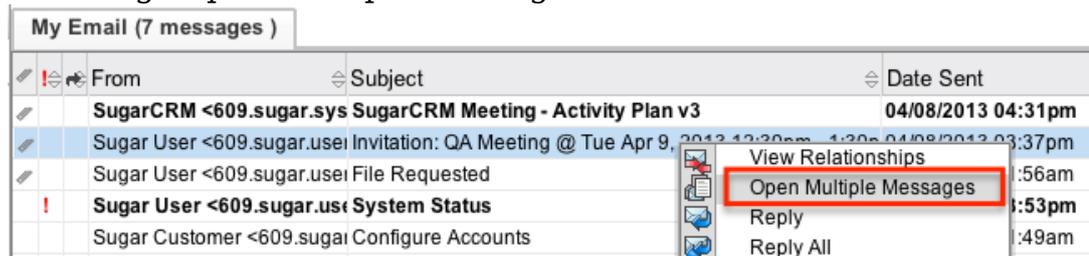
or by selecting an email and clicking the button in the email pane:



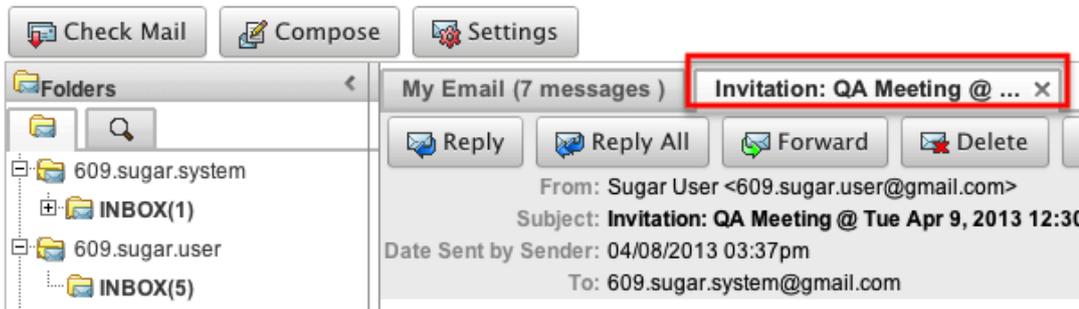
This will show the detail view of the selected email with subpanels to multiple modules below the email content. For more information on the detail view, please refer to the [Emails Detail View](#) section in this documentation.

Opening Multiple Messages

In the Emails module, users can view emails in the email pane by selecting an email. Another way to view emails would be to open the email into a new tab within the emails module. You can do this by right clicking on an email and selecting "Open Multiple Messages".



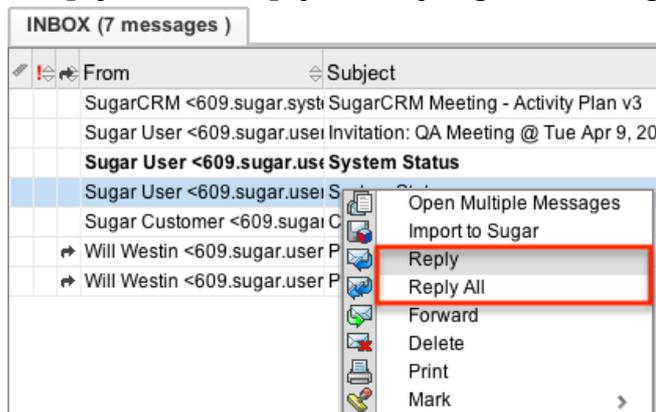
This will open the selected email into a new tab within the emails module.



Replying to Emails

Sugar includes the standard "Reply" and "Reply All" functions that are included in most email clients. When replying to an email, Sugar composes a new email while populating the body, subject, and recipients of the email. The subject line from the email you are replying to comes over to the new email, but is preceded with "RE: ". The body from the email you are replying to is also pulled into the new email, but is indented and has a line above the contents to separate the original email from the content you are adding to the reply.

Select "Reply" to reply to only the sender of the selected email or select "Reply All" to reply to the sender and any other recipient on the original email. You can access "Reply" and "Reply All" by right clicking on an email:



Or from the email pane:

INBOX (7 messages)	
From	Subject
SugarCRM <609.sugar.syst>	SugarCRM Meeting - Activity Plan v3
Sugar User <609.sugar.user>	Invitation: QA Meeting @ Tue Apr 9, 2013 12:3
Sugar User <609.sugar.us>	System Status
Sugar User <609.sugar.user>	System Status
Sugar Customer <609.sugar>	Configure Accounts
Will Westin <609.sugar.user>	Price Quote
Will Westin <609.sugar.user>	Product Inquiry

Navigation icons: << < 1 > >>

From: Sugar User <609.sugar.user@gmail.com>
 Subject: **System Status**
 Date Sent by Sender: 04/05/2013 03:53pm

Or from the email's detail view:

System Status

Forward ▾

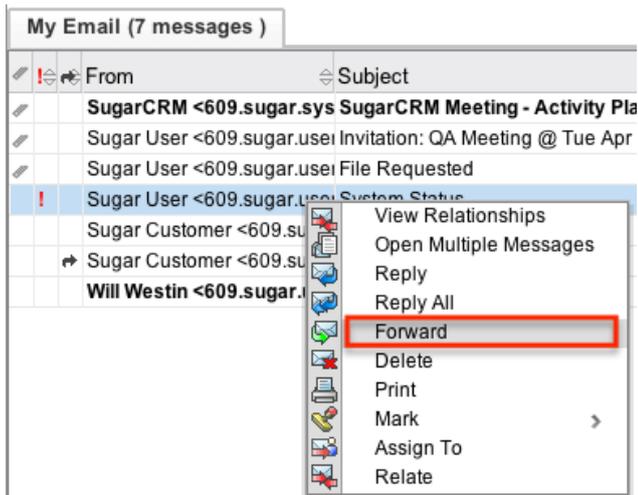
Assigned to:	Sugar Administrator
Teams:	East, Sugar Administrator
From:	Sugar User <609.sugar.user@gmail.com>
To:	609.sugar.system@gmail.com

Enter your reply above the divider line in the compose email screen. For more information on how to compose an email, please refer to the [Composing Emails](#) section.

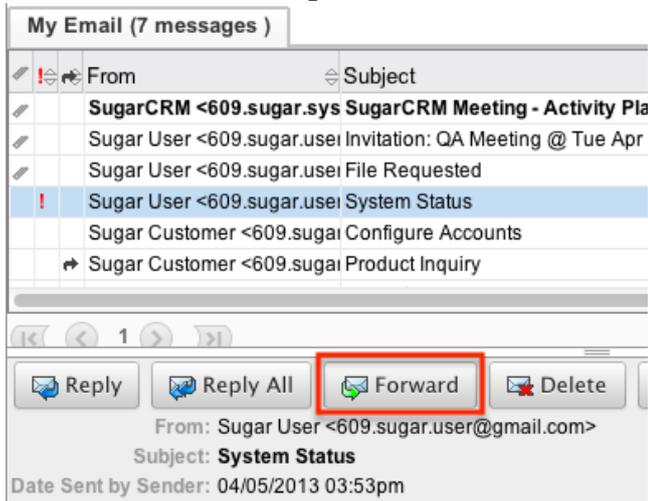
Forwarding Emails

Sugar includes the standard "Forward" function that is included in most email clients. When forwarding an email, Sugar composes a new email while populating the body, subject, and recipients of the email. The subject line from the email you are forwarding comes over to the new email, but is preceded with "FW: ". The body from the email you are replying to is also pulled into the new email, but is indented and has a line above the contents to separate the original email from any content you are adding to the forward.

You can access "Forward" by right clicking on an email:

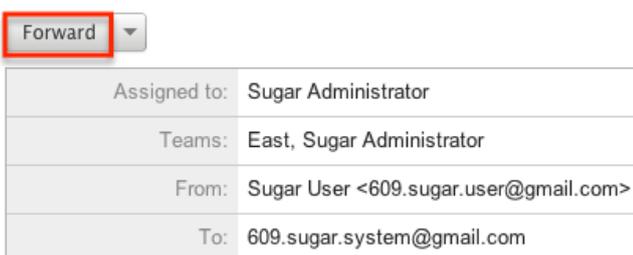


Or from the email pane:



Or from the email's detail view:

System Status

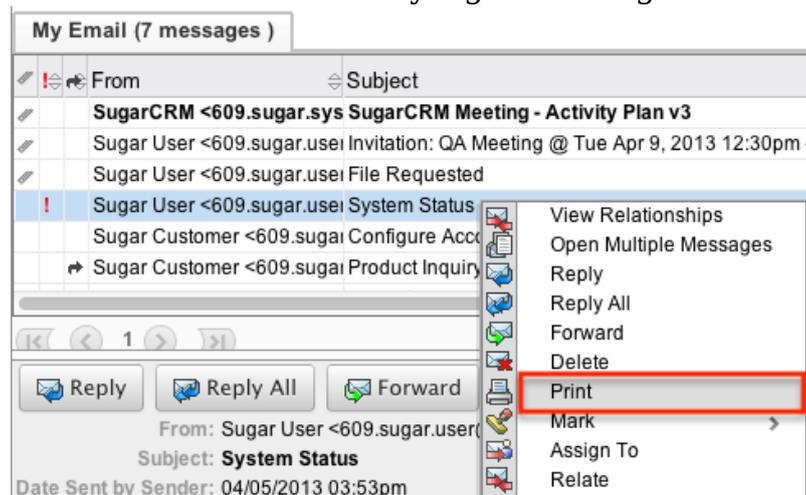


Enter any additional content above the divider line in the compose email screen. For more information on how to compose an email, please refer to the [Composing Emails](#) section.

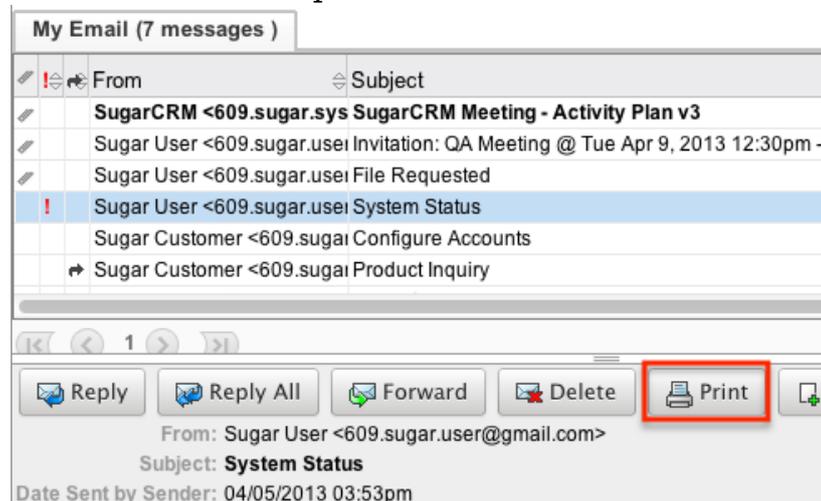
Printing Emails

When printing, Sugar will open the email in a popup window and displays the email in a printer friendly version.

You can access "Print" by right clicking on an email:

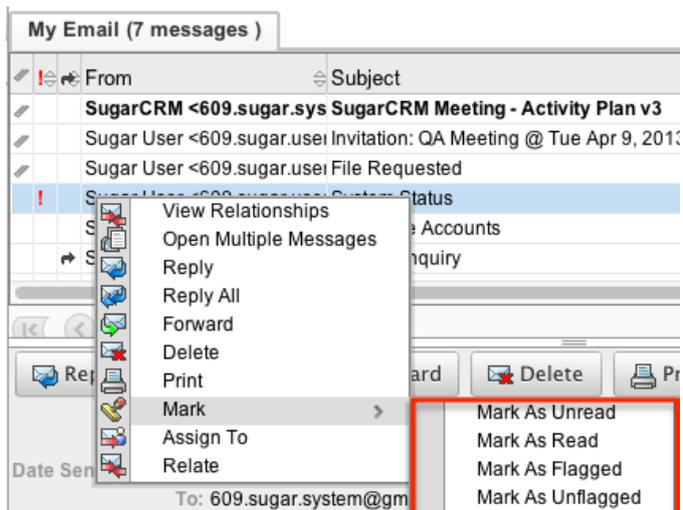


Or from the email pane:



Marking Emails

Sugar allows users to mark emails as read, unread, flagged, and unflagged. This can be helpful for locating important emails from within the emails module.

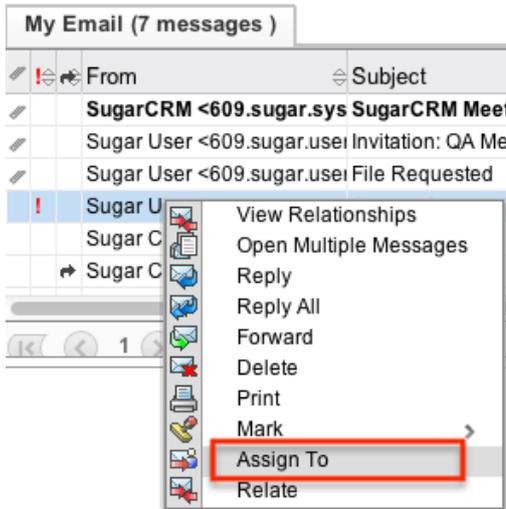


The options in the Mark menu allow you to perform the following operations:

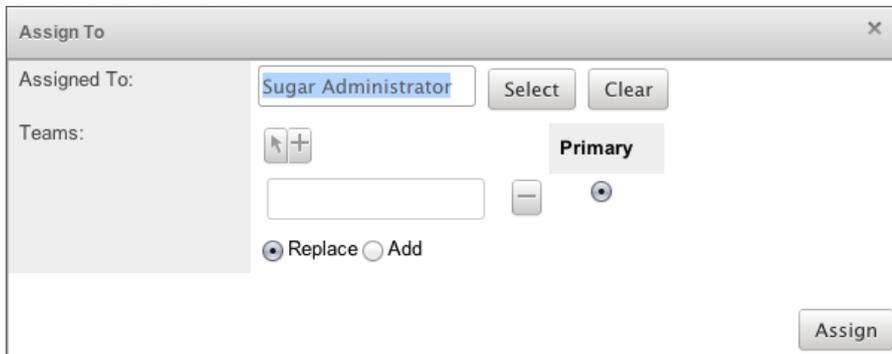
Menu Item	Description
Mark as Unread	Sets an email to be unread making it show in bold and show a status of "Unread" in the Emails subpanel.
Mark as Read	Sets an email to be read making it show as normal text and show a status of "Read" in the Emails subpanel.
Mark as Flagged	Sets an email as flagged, which places an exclamation mark new to the email.
Mark as Unflagged	Sets an email as unflagged, removing the exclamation mark from a flagged email.

Assigning Emails

When importing an email into Sugar you can set the assigned to and team fields to a Sugar user and a Sugar team. If you wish to change these fields for an already imported email, you can right click on the email from the emails list and select "Assigned To".



The Assign To popup window opens defaulting in the current assigned user for the selected email.

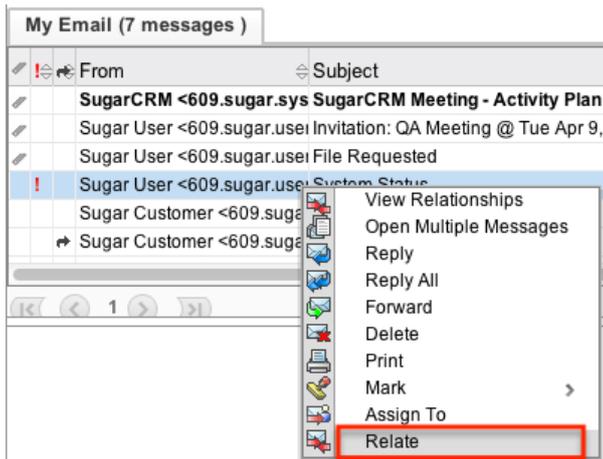


Change the Assigned To and Teams fields to the desired records.

Note: For the Teams field, use "Replace" to remove existing team assignments before adding those specified here. Use "Add" to add the teams specified here to any existing team assignments.

Relating Emails

When importing an email into Sugar, you can assign a single module and record to be related to this email via the flex relate field. For already imported email, you can change the related to field by right clicking on the email in the emails list and selecting "Relate".



The Relate Email popup window opens defaulting the current assigned module for the selected email.

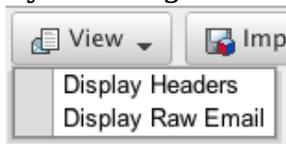


Change the Module from the dropdown and select the desired record for that module.

Note : This field controls which module and record this email shows up in the history subpanel for.

Viewing Email Details

Users can view some additional backend detail about email from external accounts by clicking "View" from the email pane.



Note : The View option is only available on emails that are not imported into Sugar.

Displaying Headers

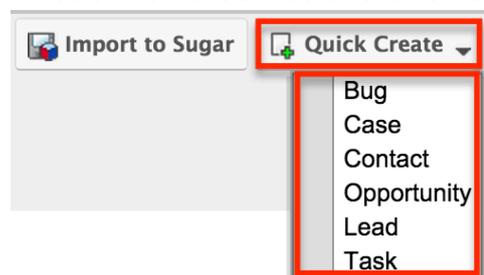
From the View option, select "Display Headers" to view the header details for an email. The header details include information such as the email servers used and the content-type of the email.

Displaying Raw Email

From the View option, select "Display Raw Email" to view the raw contents of an email. The raw contents show the html content of the body as well as the email header information.

Creating Records From Emails

Users in Sugar can launch a quick create form for many modules directly from an external email or from an imported email. From the emails pane, click "Quick Create" and select the desired module record to create from the email.



The quick create form for the selected module opens in a popup window. The name and description fields for the selected module are populated by default with the subject and body of the email. All required fields are marked with a red asterisk and must be completed prior to saving. Once the necessary information is entered, click "Save" or "Save & Reply".

The email selected will then be imported, if not already, and will be related to the new record. If a relationship does not exist between emails and the selected module (i.e. Tasks) then the relationship will be made via the flex relate field.

Deleting Emails

If a email is invalid or should no longer appear in your organization's Sugar instance, it may be deleted from either the Emails detail view or Emails Module. Deleting via the detail view allows you to delete a single record while the module view allows for mass deleting multiple records at once. Deleting email records will not delete the related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records.

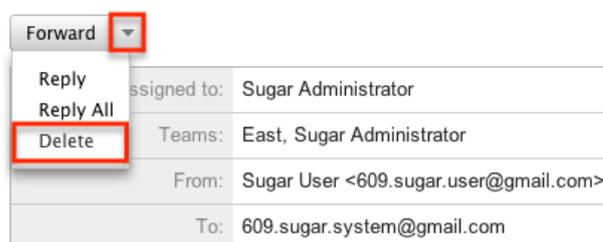
Please note that your ability to delete emails may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Deleting Via Detail View

Use the following steps to delete an email record via the detail view:

1. Navigate to an email record's detail view.
2. Select "Delete" from the Actions menu.

System Status

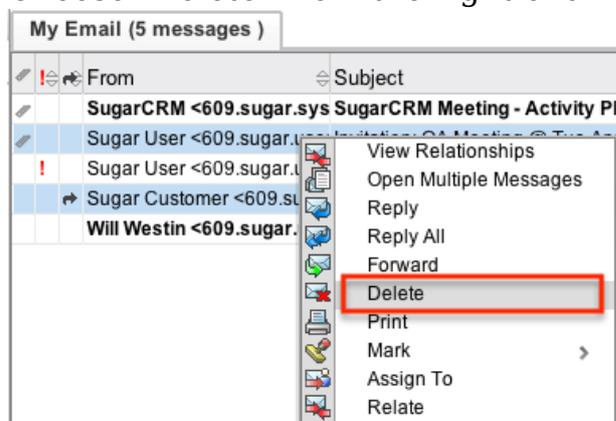


3. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Mass Deleting Via Emails Module

Use the following steps to delete one or more email records via the emails module:

1. Navigate to the emails module by clicking the Emails module tab.
2. Select an account or folder, or perform a search from the Folders pane.
3. Select the desired email records individually or hold ctrl (command on Mac) to select multiple.
4. Choose "Delete" from the right click menu.



5. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Due to PHP memory limitations on the server, there may be occasions when the application times out while deleting a large number of email records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Email Templates

Email templates are used in Sugar as simple form letters, automated email responses, or just commonly used emails to save time and prevent typos. When a user receives an email regarding a case or bug, then can send back a standard response email using an email template.

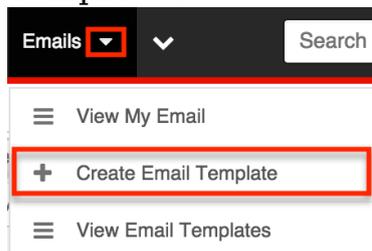
Note: Sugar's core product includes several places where email templates can be created for different purposes. For more information on alternative types of email templates in Sugar, please refer to the [Understanding Email Templates for Campaigns, Workflows, and Advanced Workflow](#) article.

Email templates can contain text, HTML content, images, and placeholder variables for field values (e.g. the name or title of the recipient contact) so you can personalize email to recipients.

Creating Email Templates

Use the following steps to create an email template via the Emails module:

1. Click the triangle on the Emails module tab and select "Create Email Template".



2. Complete the fields on the screen as follows. Any required fields are marked with a red asterisk and must be completed:
Name : Enter an internal name for the email template.
Type : Select either "Campaign" or "Email".
Note : You can create an email template for a campaign through this interface; although, you cannot insert tracker URL links to the template. For more information on how to create an email template for campaigns, please refer to the [Campaigns](#) documentation in the Application guide.
Teams : Select the Sugar team(s) assigned to the email template.
Assigned To : The Sugar user assigned to the email template.
Description : Enter a description or other information about the template.
Subject : Enter the subject of the emails that will be sent.
Body : Enter the body of the emails that will be sent.
Attachments : Click "Choose File" to navigate to a location on your computer to attach a file. Click "Sugar Document" to attach a file from the sugar database.
Note : Documents that link to an external account (i.e. Google Docs, IBM SmartCloud, etc.) cannot be used as attachments in emails composed

through the Sugar Email client.

- Using the TinyMCE functions, add simple formatting to your email's content. For more advanced customization you can click the HTML button in the top left to access and edit the generated HTML code.

For more information on using TinyMCE, please refer to the [TinyMCE](#) section in the User Interface documentation in the Application guide.

Note: If images or advanced CSS are required in your email template, it is highly recommended to host the images or CSS file on a publicly available hosting service and link to it in the email template.

- Click "Save" to preserve your changes to the email template.

Create

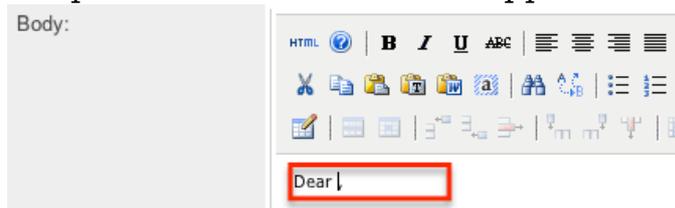


The screenshot shows a 'Create' dialog box. At the top left, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'. Below the buttons, there are two main sections. The first section is labeled 'Name: *' and contains a text input field with the value 'Case Response'. The second section is labeled 'Teams: *' and contains a dropdown menu with 'Global' selected. To the right of the dropdown menu, there is a 'Primary' button and a radio button.

Inserting Variables

When constructing the subject and body of your email, Sugar allows you to insert variables, or placeholders, into the template that will be populated with the record's information for that variable. Use the following steps to insert a variable for the recipient's first name into the template:

- Click to place your cursor on the location in the subject or body where the recipient's first name should appear.



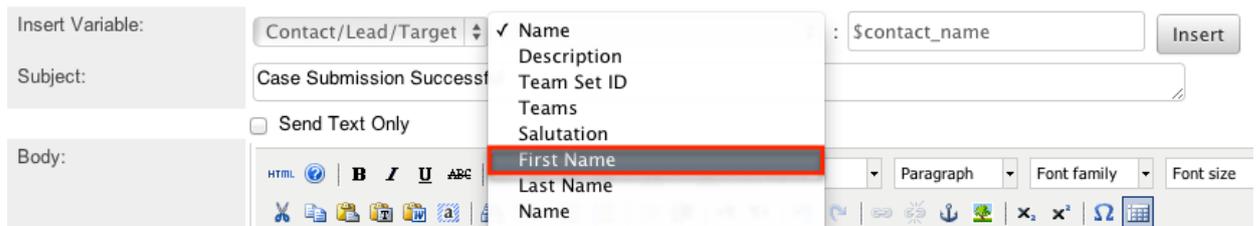
The screenshot shows the email body editor. On the left, there is a 'Body:' label. The main area contains a rich text editor toolbar with various icons for text formatting and insertion. Below the toolbar, the text 'Dear ' is visible, and a red box highlights the space after 'Dear '.

- In the Insert Variable row, select the module you would like to insert a variable from.

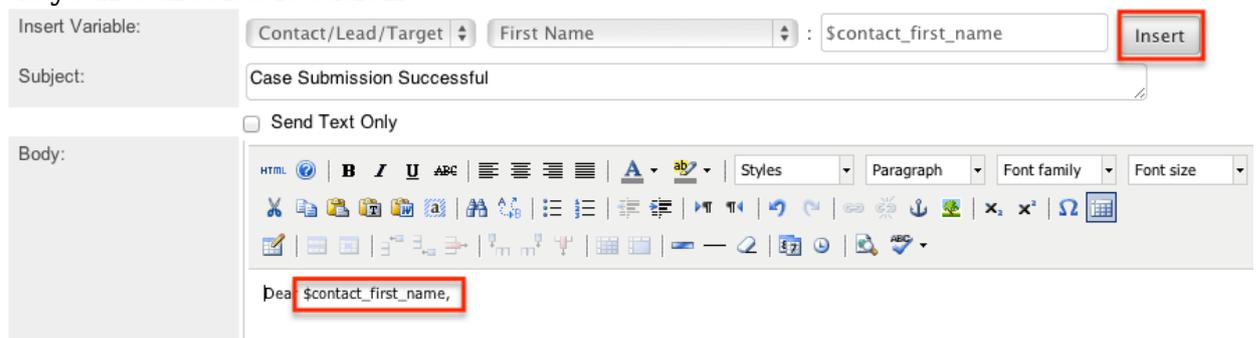


The screenshot shows the 'Insert Variable' dialog box. On the left, there is a label 'Insert Variable:'. To the right, there is a dropdown menu that is open, showing three options: 'Account', 'Contact/Lead/Target' (highlighted with a red box), and 'User'. Below the dropdown menu, there is a label 'Subject:' and another dropdown menu set to 'First Name'. At the bottom, there is a checkbox labeled 'Send Text Only'.

- Set the second dropdown to the desired field from the modules selected in the first dropdown. For our example, select "First Name".



4. Click "Insert" to insert the generated variable name to your subject or body at your cursor's location.

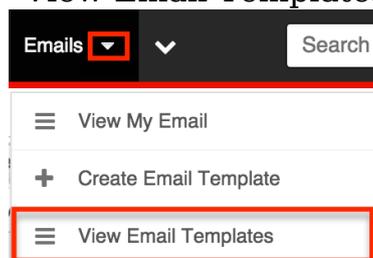


If there are no images, links, or formatting in your email, then sending it as text only may be a good option. Click the Send Text Only checkbox to remove the HTML formatting options. Alternatively you can click "Edit Plain Text" at the bottom of the page to have the plain text option send differently than the HTML text.

Viewing Email Templates

There are various options available for viewing email templates in Sugar including via list view, detail view, and Emails Recently Viewed menu. Please note that you will only be able to see email templates as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

The list view displays all email templates meeting the current search criteria. To access the list view, simply click the triangle on the Emails module tab and select "View Email Templates".



While list view shows key fields, you can click the email template's name to open the record in detail view.

Name	Type	Description
<input type="checkbox"/> <input type="checkbox"/> Case Response	Email	Standard Response for

The detail view displays thorough information including all email template fields. Select "Edit" to edit the email template.

Case Response

Edit

Type	Email
Name:	Case Response
Description:	Standard Response for Case submission
Subject:	Case Submission Successful

Sugar Email Archiving

Sometimes referred to as SNIP, the Sugar Email Archiving service allows users to easily archive email to Sugar records simply by sending the email to a special email address. The email archiving service monitors the email address, imports the email into your Sugar instance, and links related records without the use of a plug-in or other syncing process.

Note: Before you can use Sugar Email Archiving, an administrator must enable the service for your instance. For activation instructions, please refer to the [Email](#) documentation in the Administration Guide.

Features and Limitations

Anyone can send emails to the Sugar Email Archiving address, so the capability is not limited to users. Sugar Email Archiving will not import messages that are larger than 10 MB including attachments.

When an email record is archived via the Sugar Email Archiving service, the email's team will default to "Global". Users with the appropriate permissions may update the Teams field after the email has been archived in Sugar.

If the sender's email client is configured to use non-English From, To, and Cc fields, forwarding emails to Email Archiving may not work. Instead, send the email

to Email Archiving directly using the Cc and Bcc fields or forward the email as an attachment. For a large volume of non-English emails that need to be archived using Email Archiving, set a rule in your email application to copy the emails to the Sugar Email Archiving address.

Relating Archived Emails to Sugar Records

Sugar will scan incoming emails that are sent to the Email Archiving Service for the following relatable items:

- **From, To, and Cc fields** : The Sugar Email Archiving service scans the From, To, and Cc fields of the message and relates the email to any records it finds with a matching email address in Sugar. The archived email will appear in the Emails subpanel and History dashlet for any matching records in Sugar. Please note that Email Archiving cannot relate records based on email addresses in the Bcc field due to the field's hidden nature.
- **Message body** : The Sugar Email Archiving service scans the content in the body of the message and relates the email to any records it finds with a matching email address in Sugar. For an email address to be recognized in the body of an email, it must be preceded by "To:" and surrounded by opening and closing carets, for example, "To: <john@example.com>" or "To: John Smith <john@example.com>". The archived email will appear in the Emails subpanel and History dashlet for any matching records in Sugar.
- **Case Macro** : If an archived email's subject line contains a specially-formatted key known as the Case Macro, the message will automatically be associated with the corresponding case in Sugar's Cases module. For more information on using the case macro, please refer to the [Automatically Associating Emails With Cases](#) article.
- **Calendar invites (.ics)** : If the email contains a calendar event, Sugar will archive the email as well as create a Meeting record. Any users, contacts, or leads that share an email address with the meeting's attendees will be added as meeting invitees in Sugar.

The Sugar Email Archiving Service will relate emails to records in the following modules:

- **Accounts, Contacts, Leads** : relates emails with a matching email address
- **Cases** : relates emails containing a matching case number via [Case Macro](#)
- **Meetings** : creates meetings from emails with calendar invites; relates matching invitees
- **Opportunities** : relates emails from related contacts if the admin has enabled [Related Contacts Emails](#) for opportunities

Note: Any relationships between archived emails and custom modules must be made manually.

Sugar Email Archiving creates an implicit relationship between the email and matching records via the email addresses on the email. This implicit relationship behaves differently than an explicit relationship. For example, an email implicitly related (i.e. via Sugar Email Archiving by matching email address) to Beth Roberts' contact record would appear in her Emails subpanel just like one that is explicitly related (i.e. manually created relationship via subpanels). However, if Beth's email address is updated in Sugar, the emails created via Sugar Email Archiving will no longer appear in her subpanel since the email addresses no longer match. You can explicitly relate a contact to an email by navigating to the email's record view and selecting Beth Roberts in the email's Contacts subpanel.

Email Assignment

Like other records in Sugar, an email can only be assigned to one user. The Sugar Email Archiving service assigns emails to a user based on a match between the email address stored in the user's profile settings and an email address listed in the From, To, or CC fields. Sugar looks for users' email addresses in the From field first, then the To field, and then the CC field, and assigns the email record to the first user it finds with a matching email address. For example, if three Sugar users appear on an email, two in the To field and one in the CC field, the first user listed in the To field will be assigned the email record in Sugar.

Last Modified: 2018-05-25 23:06:56

Tasks

Overview

Sugar's Tasks module is used to track to-do or action items which can be related to various Sugar records to which the task is relevant. Tasks with due dates will display a [color coding](#) on list views and dashlets to help alert users when a task is overdue or will be due soon. You can view tasks in [specialized dashlets](#) on related records as well as in your [calendar](#) to help you plan your workday and complete important action items on time. As tasks are completed, they can be [closed](#) via various convenient methods throughout Sugar. This documentation will cover information and actions specific to the Tasks module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting calls, please refer to the [Working With Tasks](#) section of this page.

Please note that you will only be able to see task records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Task Fields

The Tasks module contains a number of stock fields which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration guide.

Field	Description
Assigned To	The Sugar user assigned to the task
Contact Name	The contact record the task is related to Note: The task will appear in either the contact's Active Tasks or Inactive Tasks dashlet in the intelligence pane.
Date Created	The date the task record was created
Date Modified	The date the task record was last modified
Description	A description or other information about the task
Due Date	The date and time the task is due to be completed Note: The task will appear on the assigned user's Calendar per the date and time of the task.
Priority	The priority or importance of the task (e.g. High, Medium, Low)
Related to	The module and record that is related to this task Note: The task will appear in either the Active Tasks or Inactive Tasks dashlet of the selected module record's intelligence pane or the Activities

	subpanel or History subpanel (BWC modules only).
Start Date	The date and time the task is started
Status	The current status of the task (e.g. Not Started, In Progress, Completed, etc.) Note: Closing a task will automatically set the status to "Completed".
Subject	The subject or brief summary of the task
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the task record

Task Due Date Colors

When viewing the Tasks list view or Tasks dashlet, the due date will be highlighted in one of two colors: blue or red. This allows users to quickly recognize scheduled tasks that are either overdue or due within the next 24 hours.

Task due dates are highlighted in list view and dashlets as follows:

- **Blue** : Tasks with any status other than "Completed" with a due date in the next 24 hours.
- **Red** : Tasks with any status other than "Completed" with a due date that has passed.
- **No color** : Tasks with a status of "Completed" or with a due date 24 hours or more in the future.

Tasks							Create	>
Filter		Create	Search by subject...					
<input type="checkbox"/>	<input type="checkbox"/>	Subject	Contact	Related to	Due Date	Assigned User		
<input type="checkbox"/>	<input type="checkbox"/>	Send Proposal	Julia Abram	Computers for ...	2015-06-29 10:00	Max Jensen	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Arrange Introd...	Janise Mcmillan	Ink Conglomer...	2015-06-26 09:00	Sarah Smith	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Send a Follow-...	Heather Baum...	A.G. Parr PLC	2015-06-24 11:00	Sally Bronsen	<input type="checkbox"/>	

Working With Tasks

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Tasks section describe Tasks-specific behaviors and functionality.

Content Link	Description
Creating Tasks Basic Task Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Tasks	<p>The Creating Records section covers the various methods of creating new task records, including via the Create button in the Tasks module, the Quick Create menu on the upper right of every Sugar page, via the Tasks subpanel on related modules, duplication of an existing task record, and importing a list of tasks into Sugar using a .csv spreadsheet.</p>
Viewing Tasks Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	<p>The Viewing Records section describes the various methods of viewing task records, including via the Tasks list view and record view, the Recently Viewed menu in the Tasks module tab, list view dashlets showing task information, activity stream entries concerning task updates or where a user mentions a task, previewing tasks in the right hand side panel, and reports displaying task data.</p>
Searching for Tasks Global Search List View Search	<p>The Searching for Records section provides an introduction to the two searching methods for locating tasks:</p>

Creating a Filter Saving a Filter	<p>global search, which searches across all Sugar modules, and list view search, which searches and filters within the Tasks module.</p>
Tasks List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Tasks Activity Stream Intelligence Pane	<p>The List View section walks through the many elements of the Tasks List View layout which contains a filterable list of all task records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Tasks list view's menus are available in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
Tasks Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	<p>The Record View section walks through the many elements of the Tasks Record View layout which contains detailed information about a single task record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Tasks record view's menu is available in the Record View Actions Menu section of this page.</p>
Editing Tasks Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing task records, including inline via the tasks record view, in full edit mode on the record view, inline via the Tasks subpanel on related module records, inline via the Tasks list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Tasks	<p>The Deleting Records section describes</p>

Deleting via Record View Deleting via List View Mass Deleting via List View	<p>the various methods of deleting unwanted tasks, including via the Tasks record view, an individual record's Actions menu on the Tasks list view, and the Mass Actions menu on the list view.</p>
Exporting Tasks	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of tasks and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Recalculating Calculated Values	<p>The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.</p>
Merging Tasks Merging via List View	<p>The Merging Records section provides instructions for merging duplicate tasks which will combine field values and related records into a single task.</p>
Viewing Task Change Logs	<p>The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the task's audited fields.</p>
Task PDFs Downloading Task PDFs Emailing Task PDFs	<p>The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of task information as configured by an administrator via Admin > PDF Manager.</p>
Favoriting Tasks Favoriting via List View Favoriting via Record View Favoriting via Subpanel	<p>The Favoriting Records section describes the various methods of marking tasks as favorites, including via the Tasks list view, Tasks record view, or any Tasks subpanel appearing on the record view of a related module. Favoriting a task allows you to easily access it from list views, dashlets, or the Tasks module tab.</p>
Following Tasks Following via List View	<p>The Following Records section describes the various methods of marking tasks as</p>

[Following via Record View](#)

"Following", including via the Tasks list view and record view. Following a task causes its activity stream updates to be included on your Home page and Tasks list view activity streams so that you can easily keep up with changes and user posts on the record.

[Sharing Tasks](#)

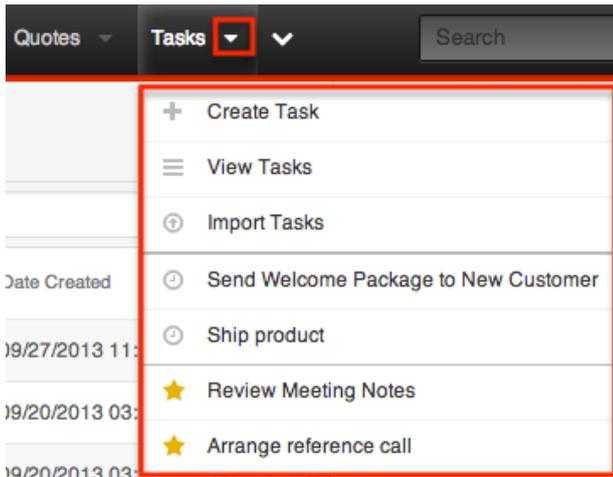
The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the task record. If the recipient is logged into Sugar, clicking the link will bring them directly to the task's record view.

Task Menus

The Tasks module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with a link to more information about the menu option either in the User Interface documentation or, for Tasks-specific functionality, within this page.

Module Tab Menus

The Tasks module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Tasks" to access the list view. Once the Tasks tab displays on the navigation bar, you can click the triangle within the tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of tasks you last viewed in the module. The [Favorites menu](#) displays the list of tasks you most recently marked as favorites.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Create Tasks	Opens the record view layout to create a new task
View Tasks	Opens the list view layout to search and display tasks
Import Tasks	Opens the import wizard to create or update tasks using external data

If you do not see the Tasks module tab in Sugar, please check the following:

- The Tasks module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Tasks module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Tasks module for your entire Sugar instance. Reach out to your Sugar administrator to have the Tasks module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

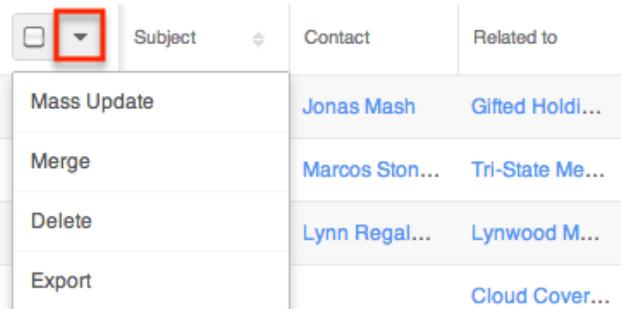
List View Menus

The Tasks [list view](#) displays all task records and allows for searching and filtering to locate specific tasks. You can view the basic details of each record within the field columns of the list view or click a task's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at

the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual task records or click the checkbox in the list header to select all records displayed on the current set of list view results.



The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more tasks at a time
Merge	Merge one or more duplicate tasks
Delete	Delete one or more tasks at a time
Export	Export one or more tasks to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual task directly from the list view.

Subject	Contact	Due Date	Assigned User	Status	...
Call to schedul...	Elsie Blum	2014-05-20 0...	Sally Bronsen	Pending Input	 
Send local user...	Forest Guidry	2014-08-08 0...	Sarah Smith	F	Edit
Ship product	Connie Finney	2013-10-21 0...	Sally Bronsen	F	Follow
Send quote	Bessie Gamble	2014-06-16 1...	Sarah Smith	F	Close
Get demo feed...	Everette Gins...	2014-06-30 0...	Sally Bronsen	F	Delete

The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this task in the intelligence pane
Edit	Edit this task
Follow	Follow this task
Close	Close this task
Delete	Delete this task

Record View Actions Menu

The Tasks [record view](#) displays a single task in full detail including its fields, subpanels of related records, and activity stream. To access a task's record view, simply click a hyperlinked task name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.

The screenshot shows a task card for 'Send contract'. The 'Edit' button is highlighted with a red box, and its dropdown menu is open, also outlined in red. The menu items are: Share, Download PDF, Tasks Template, Email PDF, Tasks Template, Close and Create New, Close, Copy, View Change Log, and Delete. The task details on the left include: Start Date, Priority High, Due Date 2016-12-05 04:30, Status In Progress, Assigned to Sally Bronsen, Tags, Description, Contact Name Johnathan Moreno, Date Created, and Teams.

The Actions menu allows you to perform the following operations:

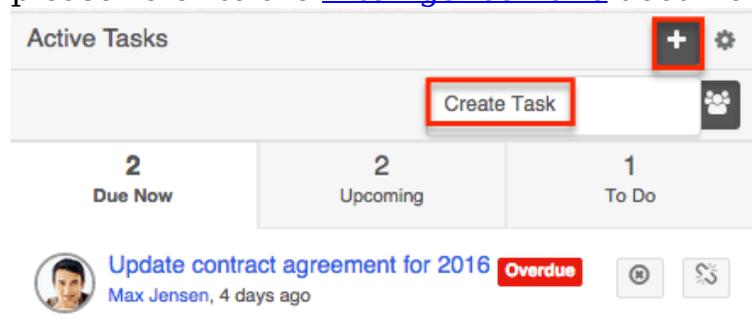
Menu Item	Description
Edit	Edit this task
Share	Share a link to this task via email
Download PDF	Download task information as a PDF file
Email PDF	Email task information as a PDF attachment
Close and Create New	Close this task as "Completed" and duplicate to a new task Note: This option only appears as long as the status does not equal "Completed".
Close	Close this task as "Completed" Note: This option only appears as long as the status does not equal "Completed".
Copy	Duplicate this task to create a new task
View Change Log	View a record of changes to this task
Delete	Delete this task

Task Dashlets

Dashlets showing task records can be added to your Home page, list view intelligence panes, and record view intelligence panes. The List View dashlet is a basic dashlet which allows you to select the tasks module and create a filter so that the dashlet displays tasks which meet your filter criteria. For more information, please refer to the Intelligence Pane documentation. Sugar also offers two dashlets with specific tasks functionality: the [Active Tasks dashlet](#) and the [Inactive Tasks dashlet](#). The dashlets may be added to a user's Home page as well as to a module's (e.g. Accounts, Contacts, etc.) intelligence pane. When on a related module's record view, they will only show tasks related to the current record. For example, if it is placed on the Account module's record view, when a user views ABC Account's record, the Active Tasks and Inactive Tasks dashlets will only show tasks related to ABC Account.

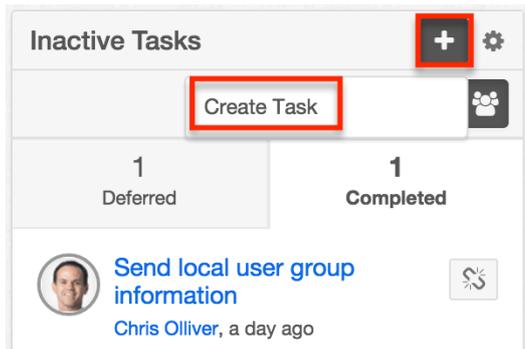
Active Tasks Dashlet

The Active Tasks dashlet displays all tasks in a status of "Not Started", "In Progress", and "Pending Input" with the tasks broken into three tabs based on their due dates. Users can easily create new tasks, close tasks, and unlink tasks from the current record. For more information regarding the Active Tasks dashlet, please refer to the [Intelligence Pane](#) documentation.



Inactive Tasks Dashlet

The Inactive Tasks dashlet displays all tasks in a status of "Completed" or "Deferred" with the tasks broken into two tabs based on their statuses. Users can easily create new tasks and unlink tasks from the current record. For more information regarding the Inactive Tasks dashlet, please refer to the [Intelligence Pane](#) documentation.



Closing Tasks

Once a task has been completed, users can edit the Status field to "Completed" while on the record or list view. As a more convenient option, Sugar also allows users to close tasks which automatically sets the status to "Completed". Please note that the Close option will only appear if the task is not already in a status of "Completed".

Tasks with statuses of "Not Started", "In Progress", or "Pending Input" appear in the Active Tasks dashlet on the record views of related records. Closing a task will cause it to instead appear in the Inactive Tasks dashlet along with deferred tasks. For more information on dashlets, please refer to the [Intelligence Pane](#) documentation

Closing via List View

Use the following steps to close a task via the list view:

1. Navigate to the Tasks list view by clicking the Tasks module tab.
2. Use the [Module Search](#) to find the task records you wish to close.

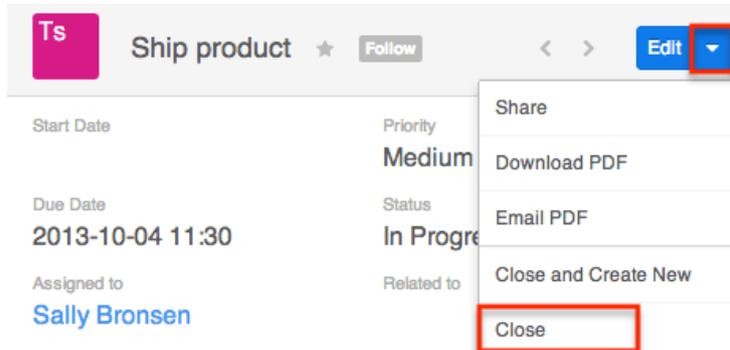
3. Click the Record Actions menu to the far right of the record's row and select "Close".

	Subject	Contact	Due Date	Assigned User	Status	...
<input type="checkbox"/>	★ Make travel arrangem...	Marcos Stoneburner	2013-10-08 09:00	Sarah Smith	Pending Input	
<input type="checkbox"/>	★ Get demo feedback	Ashley Steffey	2013-10-05 23:30	Will Westin	Comple	Edit
<input type="checkbox"/>	★ Send proposal	Zack Horowitz	2013-10-17 22:30	Sally Bronsen	In Progr	Unfollow
<input type="checkbox"/>	★ Call to schedule meeting	Elsie Blum	2014-05-20 02:00	Sally Bronsen	Pending	Close

Closing via Record View

Use the following steps to close a task via the record view:

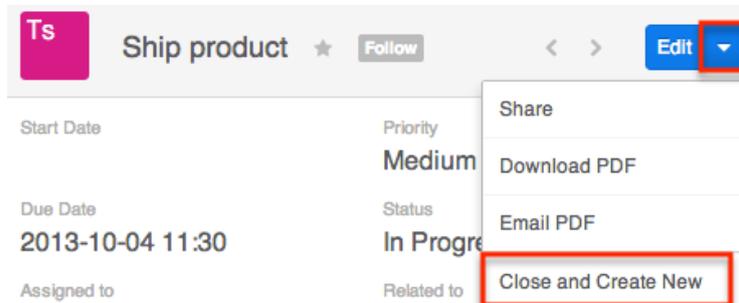
1. Navigate to a task's record view.
2. Select "Close" from the Actions menu.



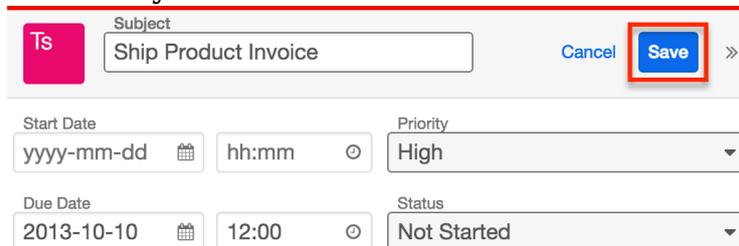
Closing and Creating New via Record View

Use the following steps to close and duplicate a task via the record view:

1. Navigate to a task's record view.
2. Select "Close and Create New" from the Actions menu.



3. The displayed record view is pre-populated with the original task's values. By default, the new task's status is set to "Not Started". Update the necessary fields then click "Save".

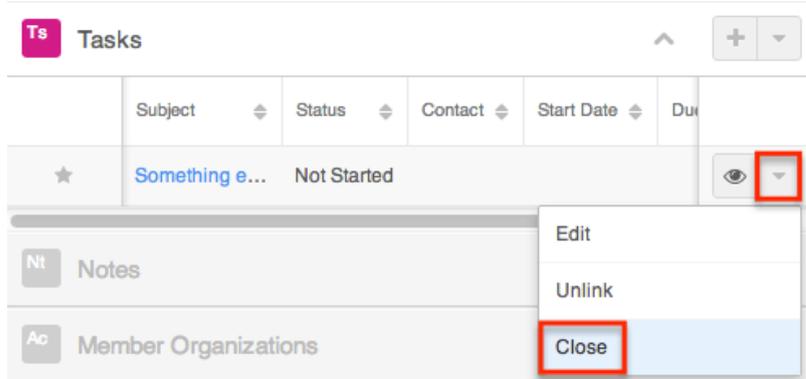
A screenshot of a task creation form. The "Subject" field contains "Ship Product Invoice". There are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box. Below the subject field, there are input fields for "Start Date" (format: yyyy-mm-dd), "Priority" (dropdown menu set to "High"), "Due Date" (format: yyyy-mm-dd), and "Status" (dropdown menu set to "Not Started").

Closing via Subpanels

Use the following steps to close a task from the Tasks subpanel on the record view

of a related record:

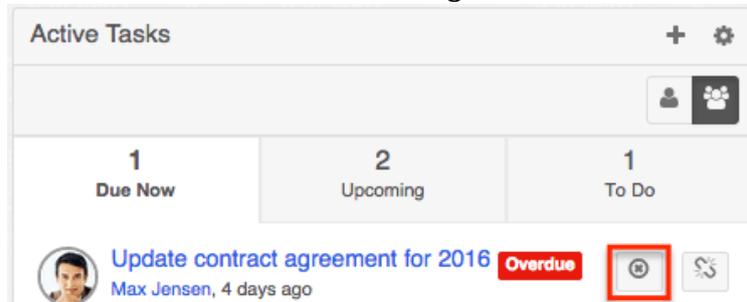
1. Scroll to the Tasks subpanel on the record view of a related record.
2. Select "Close" from the Actions menu of the task record you wish to close.



Closing via Dashlet

Use the following steps to close a task via the Active Tasks dashlet:

1. Navigate to a the Active Tasks dashlet on your Home page or a module record view's (e.g. Accounts) intelligence pane.
2. Click the appropriate tab (Due Now, Upcoming, To Do) on the dashlet, then locate the task record you wish to close.
3. Click the X button to the right of the task's row in the dashlet.



4. A pop-up message will display asking for confirmation. Click "Confirm" to proceed.

Once the task is closed, the task record will be moved to the Inactive Tasks dashlet and the task's status will change to "Completed".

Calendar Module and Tasks

The Calendar module displays a user's calendar including their Sugar activity records. You can view, schedule, and manage their calls, meetings, and tasks directly within the calendar, allowing you to plan your time with full access to your other scheduling commitments.

Viewing via Calendar

When tasks are created in Sugar, they appear in the assigned user's calendar based on the set due date of the task. For example, if you create a task due on October 8th at 1pm and assign it to user John Smith, then the task will appear in that user's calendar per the specified due date and time. You can view the quick details of the task by clicking the "i" icon on the task record cell and view/edit the actual task record by clicking the Eye or Pencil icon in the popup window. For more information on viewing via calendar, please refer to the [Calendar](#) documentation.

Calendar

Day Week Month Year Shared

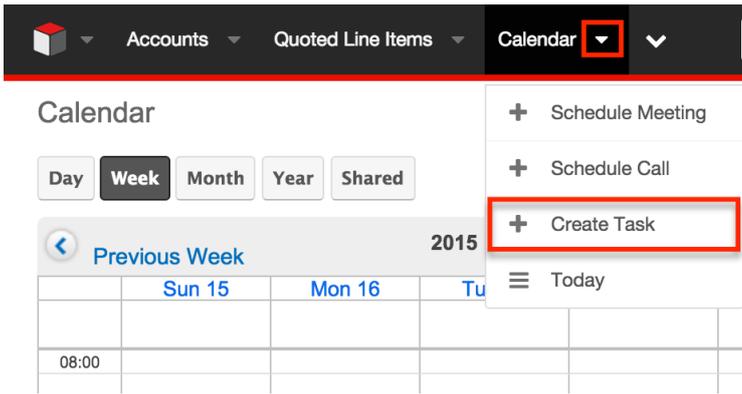
Previous Week 2013 October 6 - 2013 October 12

	Sun 06	Mon 07	Tue 08	Wed 09
08:00				
09:00			Send a follow-up <i>i</i>	
10:00			Schedule Team <i>i</i>	
11:00				
12:00				
13:00			Get demo feedback <i>i</i>	

Please note that you will only be able to see task records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Creating via Calendar

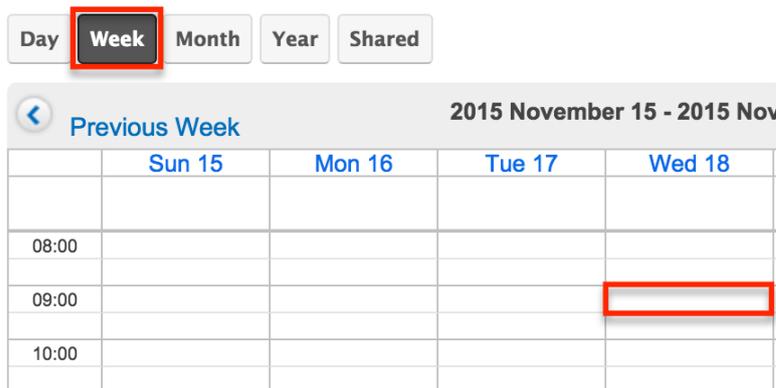
There are two methods of creating tasks in the Calendar module. The first method is to create a task via the Create Task option in the Calendar module tab. This will open up the Tasks record view in edit mode to create a new task record. For more information on creating tasks, please refer to the [Creating Records](#) section of the User Interface documentation.



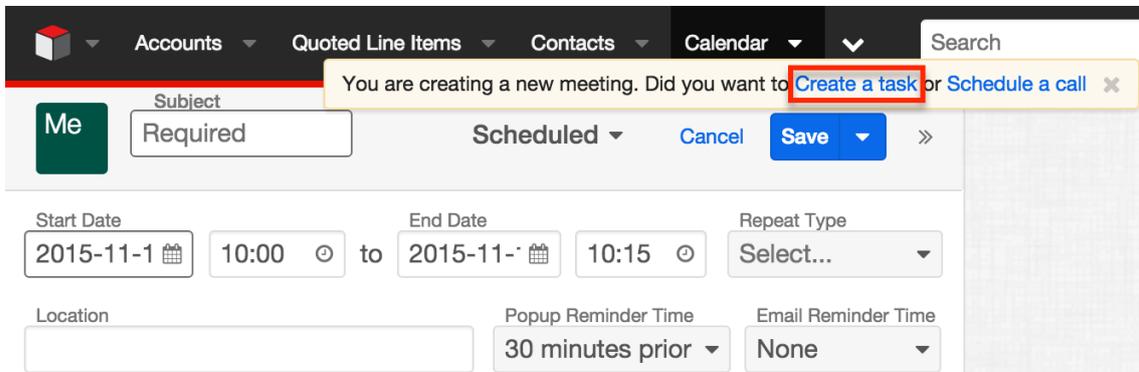
The second method is to create the task directly via the user's Sugar calendar using the following steps:

1. Click the Calendar module tab.
2. On the calendar view, click the cell corresponding to the date and time you wish to schedule the task. You can choose to view the calendar by Day, Week, Month, Year, or Shared. For more information on viewing the shared calendar, please refer to the [Calendar](#) documentation.

Calendar



3. When a cell is selected, a popup will appear at the top of the drawer. Select "Create a task".

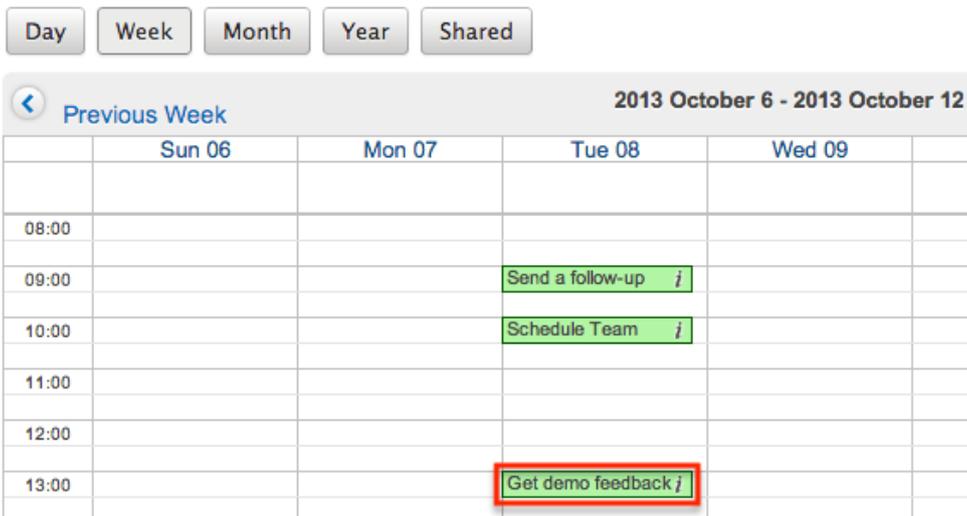


4. Refer to step 2 and beyond in the [Basic Record Creation](#) section of the User Interface documentation for additional instructions about creating task records.

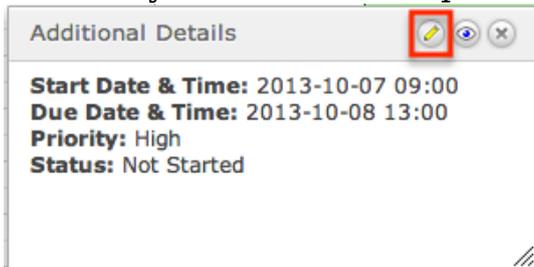
Editing via Calendar

Once tasks are created in Sugar, they appear in the assigned user's calendar based on the specified due date and time. You can click the "i" icon on the task record cell to view additional information regarding the task.

Calendar

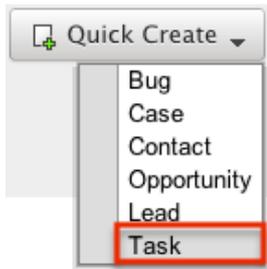


The Additional Details popup window displays the Pencil icon on the upper right, which opens up the Tasks record view for user's to make any changes as necessary. Click "Save" to preserve the changes made to the task record.



Creating Tasks via Emails

The Emails module enables users to create new task records from external and imported emails using the Quick Create option. Simply click the Quick Create button above the selected email header then select "Task".



A pop-up window will open with the quick create form where you can enter relevant values for the new task. The name and description fields are populated by default based on the email's subject and body. All required fields are marked with a red asterisk and must be completed prior to saving. Once the necessary information is entered, click "Save". For more information on how to create, send, and manage emails, please refer to the [Emails](#) documentation.

Last Modified: 2017-11-28 22:49:25

Notes

Overview

Sugar's Notes module consists of individual notes which contain text or an attached field pertinent to the related record. The Related To flex-relate field is typically set to the module and record to which the note's contents are relevant. A contact record can also be related using the Contact field which will cause the note to be displayed when viewing the contact record. This documentation will cover information and actions specific to the Notes module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting notes, please refer to the [Working With Notes](#) section of this page.

Please note that you will only be able to see note records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Note Fields

The Notes module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Assigned To	The Sugar user assigned to the note
Attachment	An optional file to attach to the note Note: The Sugar administrator can specify the maximum file size allowed to be uploaded.
Contact	The contact record the note is related to. Note: If populated, this note will show in the contact's History subpanel
Display in Portal?	Select this checkbox to allow the note to be displayed in the customer portal
Note	The details and content of the note
Related to	The module and record that is related to this note Note: This will decide which module this note will show in the History subpanel
Subject	The subject or designation of the note
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the note record

Working With Notes

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Notes section describe Notes-

specific behaviors and functionality.

Content Link	Description
Creating Notes Basic Note Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Notes	<p>The Creating Records section covers the various methods of creating new note records, including via the Create button in the Notes module, the Quick Create menu on the upper right of every Sugar page, via the Notes subpanel on related module records, duplication of an existing note record, and importing a list of notes into Sugar using a .csv spreadsheet.</p>
Viewing Notes Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	<p>The Viewing Records section describes the various methods of viewing note records, including via the Notes list view and record view, the Recently Viewed menu in the Notes module tab, list view dashlets showing note information, activity stream entries concerning note updates or where a user mentions a note, previewing notes in the right hand side panel, and reports displaying note data.</p>
Searching for Notes Global Search List View Search Creating a Filter Saving a Filter	<p>The Searching for Records section provides an introduction to the two searching methods for locating notes: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Notes module.</p>
Notes List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu	<p>The List View section walks through the many elements of the Notes List View layout which contains a filterable list of all note records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Notes list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>

More Notes Activity Stream Intelligence Pane	
Notes Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Activity Stream Intelligence Pane	<p>The Record View section walks through the many elements of the Notes Record View layout which contains detailed information about a single note record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Notes record view are described in the Record View Actions Menu section of this page.</p>
Editing Notes Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing note records, including inline via the Notes record view, in full edit mode on the record view, inline via the Notes subpanel on related module records, inline via the Notes list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Notes Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted notes, including via the Notes record view, an individual record's Actions menu on the Notes list view, and the Mass Actions menu on the list view.</p>
Exporting Notes	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of notes and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Recalculating Calculated Values	<p>The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.</p>
Merging Notes Merging via List View	<p>The Merging Records section provides instructions for merging duplicate notes</p>

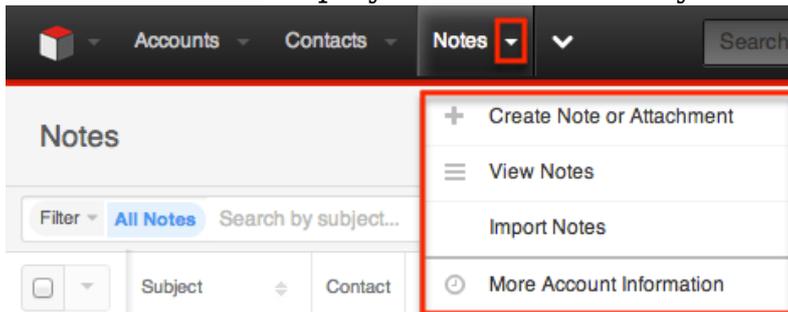
	which will combine field values and related records into a single note.
Note PDFs Downloading Note PDFs Emailing Note PDFs	The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of note information as configured by an administrator via Admin > PDF Manager.
Favoriting Notes Favoriting via List View Favoriting via Record View Favoriting via Subpanel	The Favoriting Records section describes the various methods of marking notes as favorites, including via the Notes list view, Notes record view, or any Notes subpanel appearing on the record view of a related module. Favoriting a note allows you to easily access it from list views, dashlets, or the Notes module tab.
Following Notes Following via List View Following via Record View	The Following Records section describes the various methods of marking notes as "Following", including via the Notes list view and record view. Following a note causes its activity stream updates to be included on your Home page and Notes list view activity streams so that you can easily keep up with changes and user posts on the record.
Sharing Notes	The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the note record. If the recipient is logged into Sugar, clicking the link will bring them directly to the note's record view.

Note Menus

The Notes module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation.

Module Tab Menus

The Notes module tab is typically located under the More tab on the navigation bar at the top of any Sugar screen to the right of the home cube icon. Depending on your settings, you may have to click "Show More" in order to see the Notes module tab. Click the tab to access the Notes list view. You may also click the triangle in the Notes tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of notes you most recently viewed. The [Favorites menu](#) displays the list of notes you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Note or Attachment	Opens the record view layout to create a new note
View Notes	Opens the list view layout to search and display notes
Import Notes	Opens the import wizard to create or update notes using external data

If you do not see the Notes module tab in Sugar, please check the following:

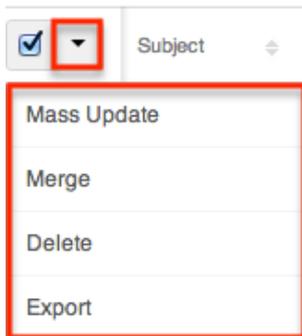
- The Notes module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Notes module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Notes module for your entire Sugar instance. Reach out to your Sugar administrator to have the Notes module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Notes [list view](#) displays all note records and allows for searching and filtering to locate specific notes. You can view the basic details of each record within the field columns of the list view or click a note's subject to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual note records or click the checkbox in the list header to select all records displayed on the current set of list view results.

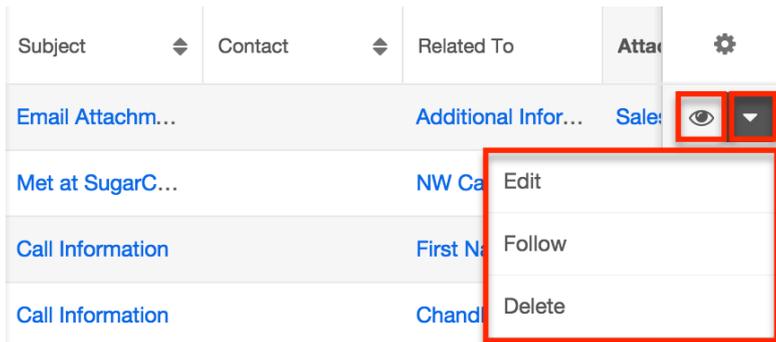


The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more notes at a time
Merge	Merge two or more duplicate notes
Delete	Delete one or more notes at a time
Export	Export one or more notes to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual note directly from the list view.

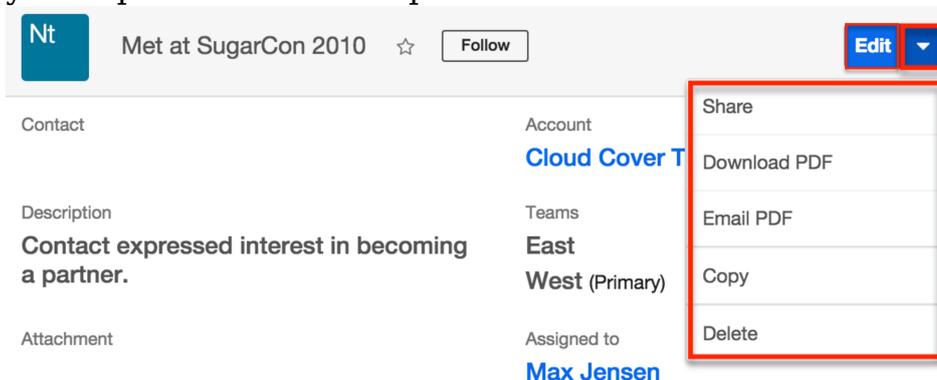


The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this note in the intelligence pane
Edit	Edit this note
Follow	Follow this note
Delete	Delete this note

Record View Actions Menu

The Notes [record view](#) displays a single note in full detail including its fields, subpanels of related records (if applicable), and activity stream. To access a note's record view, simply click a hyperlinked note name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
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Edit	Edit this note
Share	Share a link to this note via email
Download PDF	Download note information as a PDF file
Email PDF	Email note information as a PDF attachment
Copy	Duplicate this note
Delete	Delete this note

Last Modified: 2017-04-20 22:46:42

Targets

Overview

Sugar's Targets module consists of individual people who are unqualified prospects that you have some information on but who are not yet qualified leads. Information (e.g. name, email address) regarding these targets are normally acquired from business cards you receive while attending various trades shows, conferences, etc. Targets in Sugar are stand-alone records as they are not related to contacts, leads, accounts, or opportunities. Once the target is qualified according to your organization's practices, it can be [converted](#) into a lead record. This documentation will cover information and actions specific to the Targets module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting targets, please refer to the [Working With Targets](#) section of this page.

Please note that you will only be able to see target records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Target Fields

The Targets module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs.

Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Account Name	The account to which the target belongs
Alternate Address	The target's alternate address (e.g. billing or shipping)
Assigned To	The Sugar user assigned to the target
Assistant	The name of the target's assistant within his or her company
Assistant Phone	The assistant's phone number
Birthdate	The target's date of birth
D&B Principal ID	Unique ID number associated to the individual in D&B
Date Created	The date the target record was created
Date Modified	The date the target record was last modified
Department	The target's department within their company
Description	A description or other information about the target
Do Not Call	Indication that the target should not be called
Email Address	The target's email address
Email Opt Out	Indication that the target has opted out of receiving emails
Facebook Account	The target's Facebook account information
Fax	The target's fax number
First Name	The target's first name
Google Plus ID	The target's Google Plus ID
Home	The target's residence number
Last Name	The target's last name
Mobile	The target's mobile number
Name	When viewing, the target's full name
Office Phone	The target's office number

Other Phone	The target's alternate phone number
Primary Address	The target's primary address
Salutation	Standard greeting for the target (e.g. Mr., Ms., Mrs., etc.)
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the target record
Title	The target's business title
Twitter Account	The target's Twitter account information

Working With Targets

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Targets section describe Target-specific behaviors and functionality.

Content Link	Description
Creating Targets Basic Target Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Targets	The Creating Records section covers the various methods of creating new target records, including via the Create button in the Targets module, the Quick Create menu on the upper right of every Sugar page, via the Targets subpanel on related module records, via duplication of an existing target record, and importing a list of targets into Sugar using a .csv spreadsheet.
Viewing Targets Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Preview Viewing via Reports	The Viewing Records section describes the various methods of viewing target records, including via the Targets list view and record view, the Recently Viewed menu in the Targets module tab, previewing targets in the right hand

	side panel, and reports displaying target data.
Searching for Targets Global Search List View Search Creating a Filter Saving a Filter	The Searching for Records section provides an introduction to the two searching methods for locating targets: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Targets module.
Targets List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Targets Intelligence Pane	The List View section walks through the many elements of the Targets List View layout which contains a filterable list of all target records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Targets list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.
Targets Record View Favorite Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Intelligence Pane	The Record View section walks through the many elements of the Targets Record View layout which contain detailed information about a single target record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Targets record view are described in the Record View Actions Menu section of this page.
Editing Targets Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	The Editing Records section describes the various methods of editing existing target records, including inline via the Targets record view, in full edit mode on the record view, inline via the Targets subpanel on related module records, inline via the Targets list view, and via the Mass Update option on the list view. The Editing Fields section provides

	instructions for modifying the different field types available in Sugar records.
Deleting Targets Deleting via Record View Deleting via List View Mass Deleting via List View	The Deleting Records section describes the various methods of deleting unwanted targets, including via the Targets record view, an individual record's Actions menu on the Targets list view, and the Mass Actions menu on the list view.
Emailing Targets Emailing via Email Address Fields Emailing via List View Emailing via Quick Create Emailing via Emails Module Emailing via Workflows	The Emailing Records section describes the various methods of emailing target records as recipients, including clicking any email address within Sugar, via the Mass Actions menu on the Targets list view, via the Quick Create menu, via the Emails module using the Related To field, and via workflows which can automatically send emails according to conditions configured by administrator users.
Exporting Targets	The Exporting Records section provides an introduction to the export functionality which allows you to download a list of targets and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).
Recalculating Calculated Values	The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.
Finding Duplicate Targets	The Finding Duplicate Records section provides instructions for locating duplicate target records. If searching on matching fields (e.g. Last Name) identifies one or more duplicates, they can be merged into a single record.
Merging Targets Merging via List View	The Merging Records section provides instructions for merging duplicate targets which will combine field values and related records into a single target.
Viewing Target Historical Summaries	The Viewing Record Historical

	Summaries section describes the Historical Summary record view option which displays quick details of the target record's related calls, meetings, emails, notes, and tasks.
Target PDFs Downloading Target PDFs Emailing Target PDFs	The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of target information as configured by an administrator via Admin > PDF Manager.
Favoriting Targets Favoriting via List View Favoriting via Record View Favoriting via Subpanel	The Favoriting Records section describes the various methods of marking targets as favorites, including via the Targets list view, Targets record view, or any Targets subpanel appearing on the record view of a related module. Favoriting a target allows you to easily access it from list views, dashlets, or the Targets module tab.
Sharing Targets	The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the target record. If the recipient is logged into Sugar, clicking the link will bring them directly to the target's record view.

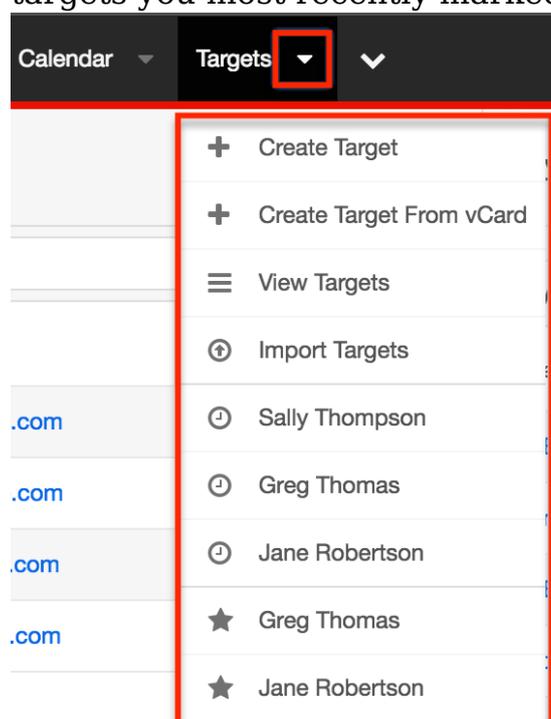
Target Menu

The Targets module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with a link to more information about the menu option either in the User Interface documentation or, for Targets-specific functionality, within this page.

Module Tab Menus

The Targets module tab is typically located under the More tab of the navigation bar at the top of any Sugar screen. Sugar normally displays the top six modules shown in the Display Modules list of your user preferences, so the remaining

displayed modules are grouped under the More tab. For more information on displayed modules for the navigation bar, please refer to the User Preferences section of the Getting Started documentation. Click the tab to access the Targets list view. You may also click the triangle in the Targets tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important operations within the module. The [Recently Viewed menu](#) displays the list of targets you most recently viewed. The [Favorites Menu](#) displays the list of targets you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Target	Opens the record view layout to create a new target
Create Target From vCard	Opens the record view layout and populates fields from a vCard
View Targets	Opens the list view layout to search and display targets
Import Targets	Opens the import wizard to create or update targets using external data

If you do not see the Targets module tab in Sugar, please check the following:

- The Targets module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your

user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Targets module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.

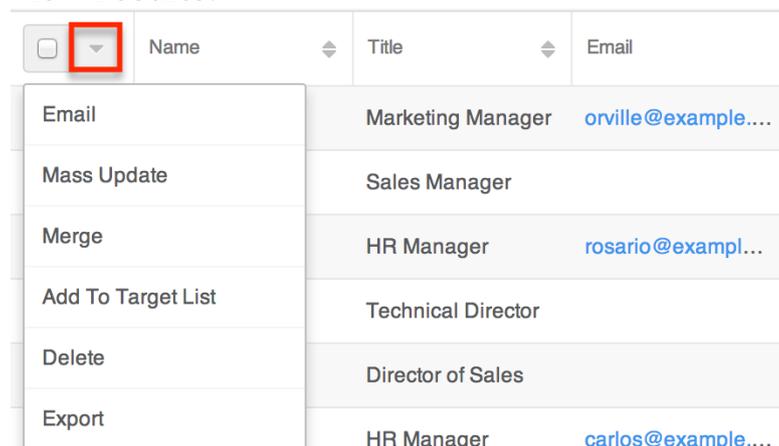
- The administrator may have disabled the Targets module for your entire Sugar instance. Reach out to your Sugar administrator to have the Targets module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Targets [list view](#) displays all target records and allows for searching and filtering to locate specific targets. You can view the basic details of each record within the field columns of the list view or click a target's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual target records or click the checkbox in the list header to select all records displayed on the current set of list view results.



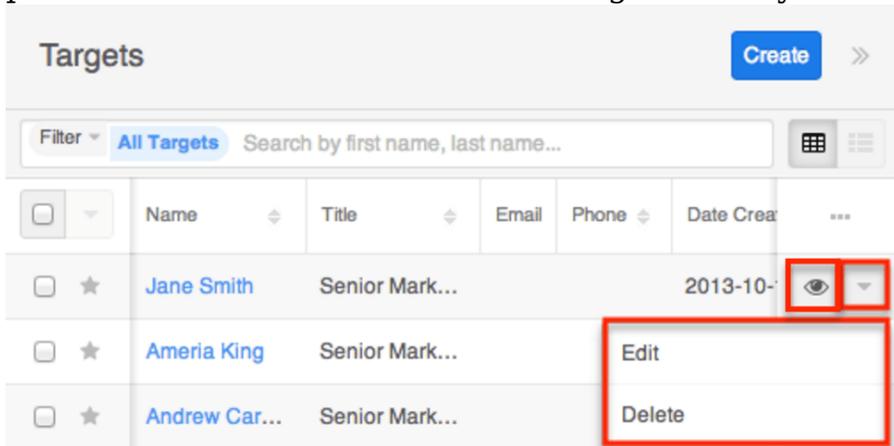
The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Email	Email one or more targets at a time

Mass Update	Mass update one or more targets at a time
Merge	Merge two or more duplicate targets
Add to Target List	Add one or more targets to a target list
Delete	Delete one or more targets at a time
Export	Export one or more targets to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual target directly from the list view.

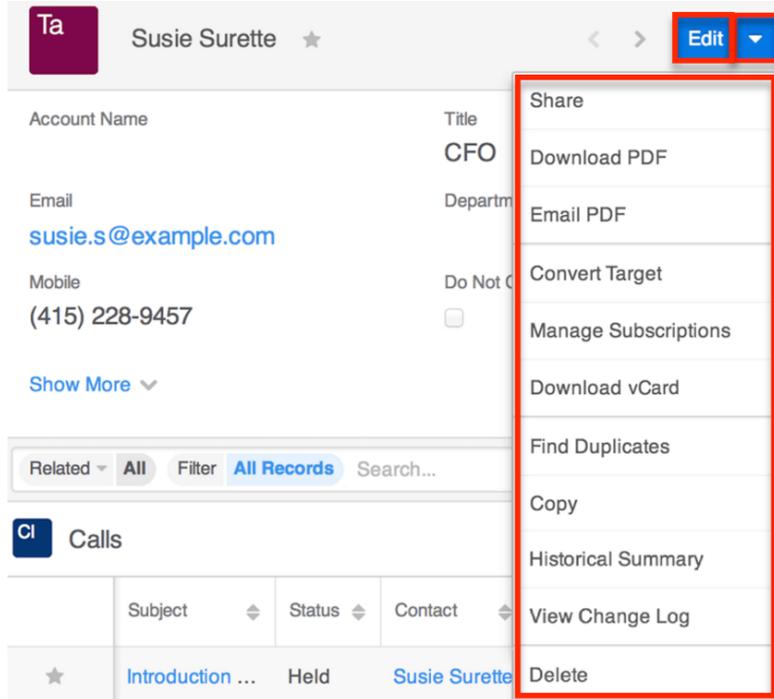


The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this target in the intelligence pane
Edit	Edit this target
Delete	Delete this target

Record View Actions Menu

The Targets [record view](#) displays a single target in full detail including its fields, and subpanels of related records. To access a target's record view, simply click a hyperlinked target name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this target
Share	Share a link to this target via email
Download PDF	Download target information as a PDF file
Email PDF	Email target information as a PDF attachment
Convert Target	Convert this target to a lead
Manage Subscriptions	Manage this target's newsletter campaign subscriptions
Download vCard	Download a vCard from Sugar and transfer this target's information to another application (e.g. Outlook)
Find Duplicates	Locate potential duplicates of this target
Copy	Duplicate this target to create a new

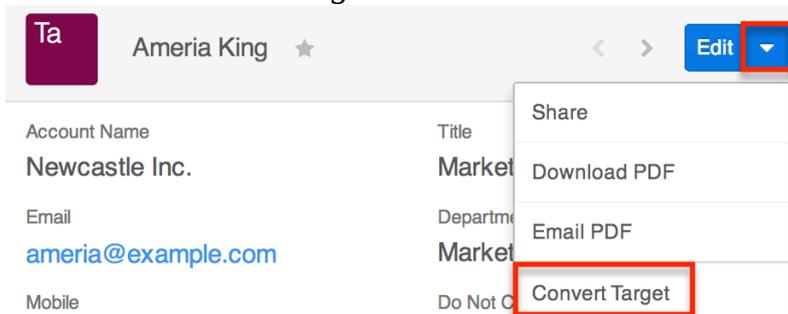
	target
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this target
Delete	Delete this target

Converting Targets to Leads

Sugar enables you to convert targets to leads as you determine they qualify for your organization's definition of a lead (e.g. after an evaluation/qualification process) and becomes a valid sales prospect. Please note that targets are only converted into leads in Sugar, and the new lead record will have a relationship to the original target record. Once the lead is qualified as a sales opportunity, they can be converted into contacts, opportunities, and accounts. For more information on lead conversions, please refer to the [Leads](#) documentation.

Use the following steps to convert a qualified target to a lead:

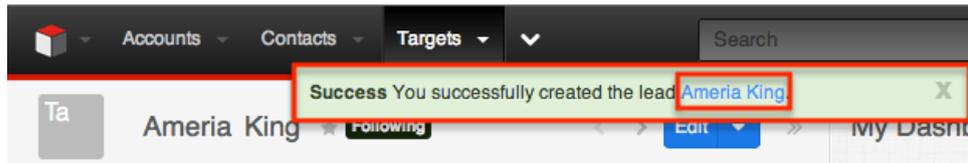
1. Navigate to a target's record view.
2. Select "Convert Target" from the Actions menu.



3. Enter appropriate values for the fields in the Leads record view layout then click "Save".
 - Since targets only convert to a lead, the Leads record view displays all lead fields which are grouped by default into the Overview, More Information, and Other panels. Administrators have the ability to determine what fields are displayed on the Leads record view via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration Guide.



4. Once the conversion is complete, the target record will display the converted lead name at the top of the record view page. You can click the record's name to view the detail of the converted lead.



Emails and Targets

Targets include an email address which can be used to email the target as a recipient. The methods for doing so are covered in the [Emailing Records](#) section of the User Interface documentation. Targets may also be recipients of campaigns which allow you to send email messages to a large group of recipients as well as to track the results of that message. Please refer to the [Campaigns and Targets](#) section of this page for more information. In addition to being a recipient or sender of an email, targets may be related to emails by being selected in the email's Related To field. These relationships allow the target to display all relevant email correspondence in the [Emails subpanel](#) and [History dashlet](#) on a target's record view.

Emails Subpanel

The Emails subpanel in the Targets module displays emails which are associated with the target record in a variety of ways:

- **Explicitly related to the target** : If the target is selected in the email's Related To field, the email and target are explicitly related, and the email will appear in the target's Emails subpanel and History dashlet. Instructions for using this flex relate field are available in the [Emails](#) documentation.
- **Implicitly related to the target** : If one of the target's email addresses appears in the email's From, To, or Cc fields, the email and target are implicitly related, and the email will appear in the target's Emails subpanel and History dashlet. This implicit relationship is made for emails sent from Sugar as well as any email imported into Sugar via Inbound email targets or email archiving.

The Emails subpanel allows the following functions to be performed:

- **Email Details** : To view the details of an email, click the subject to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed.

Click the hyperlinked number to see the total count of related records.

- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note**: Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **Compose a New Email** : Click the Plus button on the upper right of a subpanel to create a new email with, by default, both an implicit and explicit relationship to the target you are currently viewing. The email will automatically select the target in the Related To field as well as add the target's primary email address as a recipient in the To field.
 - **Note**: Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **More Records** : By default, Sugar displays up to five records in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More Emails...") at the bottom of the subpanel to load the next set of records.

Subject	Status	Date Created	Date Modified
Initial discussion	Sent	2015-08-04 16:38	2015-08-04 16:38
Initial discussion	Sent	2015-08-04 16:39	2015-08-04 16:39
Introduce all players	Sent	2015-08-04 16:39	2015-08-04 16:39
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40
Follow-up on project	Sent	2015-08-04 16:40	2015-08-04 16:40

[More emails...](#)

Campaigns and Targets

Sugar's Campaigns module can be used to send mass emails or a series of newsletter emails to Sugar accounts, contacts, leads, and targets. The results of each campaign are recorded to measure its impact. Targets are not related directly to campaigns. Rather, each campaign is related to several target list records, and each target list is related to targets and other recipients. To send a campaign email to a target, the target should belong to a default-type target list associated to the campaign. To prevent a target from receiving emails from a campaign, the target should belong to the campaign's suppression list-type target list. Once a campaign is sent, the results specific to a particular target will appear in the Campaign Log Subpanel on the target's record view as described in the [Campaign Log Subpanel](#) section of this page.

Targets can be added to target lists via the target list record itself, from the Targets list view using the Add To Target List option, or from the Targets record view using the Manage Subscriptions option. Instructions for using the [Add To Target List](#) and [Manage Subscriptions](#) options in the Targets module are provided in the sections below. For instructions on other available methods of adding to target lists, please refer to the [Target Lists](#) documentation.

Adding to a Target List via Targets List View

A target list consists of a group of individuals or organizations you wish to be included or excluded on a mass marketing campaign. These targets are typically identified based on a set of predetermined criteria such as being a prospect or existing customer, age group, industry, etc. There are various ways to add targets to a target list in Sugar including using the Add To Target List option from the Target list view's Mass Actions Menu. For more information on target lists and other methods of adding target, please refer to the [Target Lists](#) documentation.

You can use the [Select All](#) feature in the list view when adding to a target list, which will allow you to easily select the first 1000 records in the result set. If you wish to add more than 1000 records or add a specific group of records to the target list, please use the [filter option](#) in list view search to perform the additions in smaller batches.

Use the following steps to add targets to a target list via the Targets list view:

1. Navigate to the Targets list view by clicking the Targets module tab.
2. Use the [List View Search](#) to find the Target records you wish to add to a target list.
3. Select the desired target records then choose "Add to Target List" from the Mass Actions menu.

<input type="checkbox"/>	Name	Title	Email
		CFO	susie@exampl...
		Sales Manager	jill@example.c...
		Technical Dire...	henry@examp...
		HR Manager	rosario@exam...
		VP Sales	susie.a@exam...
		HR Manager	carlos@exam...
<input checked="" type="checkbox"/>	Ron Landsing	Marketing Man...	ron@example....
<input checked="" type="checkbox"/>	Roger Marr	Director of Sales	roger@exampl...

4. Below the search bar, locate and select the desired target list in the dropdown list or click "Create new target list" to add the targets to a new target list. Click "Update" to add the record(s) to the target list.

Targets Create >>

Module Targets Filter All Targets Search by first name, last name...

Add To Target List Create new target list Update x

Required

In order to view the targets that have been added, you can navigate to the Target Lists module. Click the target list's name to open the record view, and you will see the target records within the Targets subpanel.

Targets (2)					
	Name	Title	Email	Phone	
☆	Roger Marr	Director of Sales	roger@example.com	415-226-8	<input type="checkbox"/>
☆	Ron Landsing	Marketing Manager	ron@example.com	510-826-9	<input type="checkbox"/>

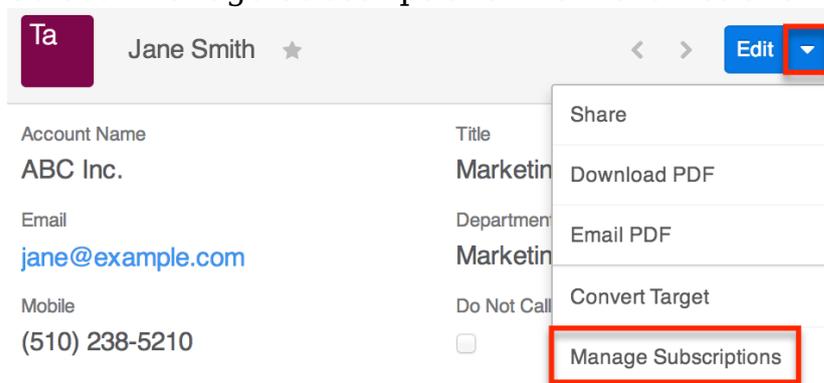
Managing Target Subscriptions

Targets who receive newsletter-type campaign emails from your Sugar instance are considered subscribers to that newsletter. Users can manage these newsletter subscriptions from the Targets record view using the Manage Subscriptions option

in the Actions menu. Please note that you can only manage subscriptions for newsletter-type campaigns. A newsletter campaign you have created will have one or more default-type target lists. Targets are added to these target lists in order to receive your newsletter. The Manage Subscriptions option allows you to add a target to the default-type or suppression-type target lists of your newsletter campaigns without leaving the Targets module. For more information on newsletter subscriptions, please refer to the [Campaigns](#) documentation.

Use the following steps to manage target subscriptions via a target's record view:

1. Navigate to a target record's record view.
2. Select "Manage Subscriptions" from the Actions menu.



3. To add the target to a newsletter subscription mailing list, select the newsletter from the Available/Newsletters Unsubscribed To list and drag it to the Newsletters Subscribed To list. This will add the target to the campaign's default target list.
4. To remove the target from the newsletter subscription mailing list, select the newsletter from the Newsletters Subscribed To list and drag it to the Available/Newsletters Unsubscribed To list. This will add them to the suppression-type unsubscription target list for the newsletter campaign which will prevent the target from receiving the newsletter. Please note that the target will not be removed from the campaign's default target list.

Manage Subscriptions

The screenshot shows a web interface for managing subscriptions. At the top left, there is a 'Save' button with a dropdown arrow. Below it, the interface is divided into two columns: 'Newsletters Subscribed To' and 'Available/Newsletters Unsubscribed To'. The 'Available' column has an information icon (i) next to its title. In the 'Subscribed To' column, 'Summer Newsletter' is listed. A red arrow points from 'Summer Newsletter' to the 'Available' column. At the bottom of the interface, there is another 'Save' button with a dropdown arrow.

5. Click "Save" to preserve your changes.

Campaign Log Subpanel

The Campaign Log subpanel contains historical information regarding a target's interaction with all Sugar campaigns. When a mass marketing campaign is sent to a target (or manually marked as sent in the case of non-email campaigns), the related campaign activity information will appear within the Campaign Log subpanel on the target's record view. This information mirrors the "View Status" page available from within each individual campaign and shows activities such as when a campaign was sent, when the recipient viewed the campaign message, when the recipient clicked a tracked link within the campaign, etc. Since this subpanel contains historical campaign interactions for the target, it cannot be used to associate a target with a campaign or otherwise manage a campaign or target list. For more information on associating a target with a campaign, please refer to the [Adding to a Target List via Targets List View](#) section of this page. For more information on campaigns, please refer to the [Campaigns](#) documentation.

The Campaign Log subpanel allows the following functions to be performed:

- **Campaign Details** : To view the details of a campaign, click its name to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits

to the module.

- **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths :** Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort :** Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **More Records :** By default, Sugar displays up to five records in each subpanel though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More campaign log...") at the bottom of the subpanel to load the next set of records.

Campaign	Activity Type	Activity Date	Related
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials
Summer 2015 Specials	Message Sent/Attempted	2015-08-05 09:51	Summer 2015 Specials

[More campaign log...](#)

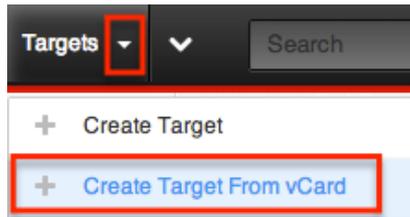
vCards and Targets

vCards are electronic business cards that are exchanged between applications such as email and web browsers. Targets may be [created from vCards](#) generated by another application or [saved as vCards](#) for use in other software.

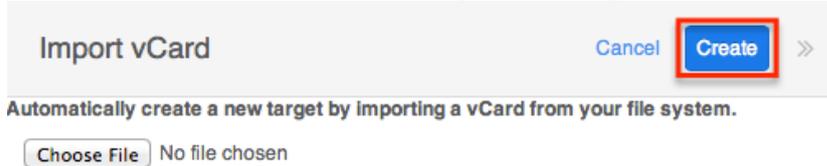
Creating Targets via vCard

Use the following steps to create a target in Sugar via vCard:

1. Click the triangle in the Targets module and select "Create Target From vCard".



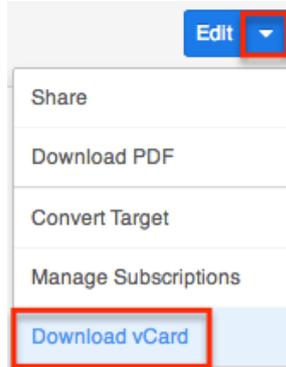
2. Choose the vCard file from your computer and click "Create".



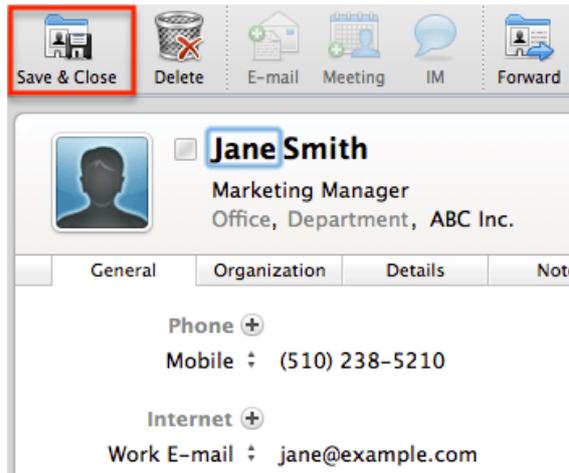
Downloading a Target's vCard

The following steps cover downloading a vCard and saving it as a target in Microsoft Outlook as an example:

1. Navigate to a Targets record view.
2. Select "Download vCard" from the Actions menu to download the vCard file.



3. Open the downloaded file in your mail or address book application. For this example, double clicking opens the vCard in Outlook.
4. Make any necessary changes to the information, then click "Save & Close" to save this lead in Outlook.



Last Modified: 2017-05-15 17:59:14

Target Lists

Overview

Target lists are used by Sugar's Campaigns module as collections of individuals or organizations you want to include or exclude in a campaign. Each campaign may relate to several target lists, and each target list can relate to any number and combination of targets, contacts, leads, users, and accounts. In turn, each of these records can be a part of multiple target lists, each of which may represent a grouping of recipients based on relevant criteria such as age group, geographical location, or industry.

This documentation will cover information and actions specific to the Target Lists module.

- For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting target lists, please refer to the [Working With Target Lists](#) section of this page.
- For instructions on how to send an email campaign to a target list, please refer to the [Campaigns](#) documentation and the [Creating a Campaign](#) and other campaign-related articles in our [Knowledge Base](#).

Please note that you will only be able to see target list records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Target Lists Fields

The Target Lists module contains a number of stock fields, which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs.

Field	Description
Assigned To	The Sugar user assigned to the target list
Date Created	The date the target list record was created
Date Modified	The date the target list record was last modified
Description	A description or other information about the target list
Name	The name or designation of the target list
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the target list
Total Entries	The total count of records (contacts, leads, targets, users, and accounts) belonging to a target list. This number will update automatically and cannot be edited manually. Note: You must refresh the record view page to update the Total Entries field after adding records to the target list.
Type	The type of the target list (e.g. default, test, etc.)
Domain Name	The name of the domain to exclude from the campaign recipient list (e.g. "example.com"). All email addresses containing the domain name will not receive the campaign email. Note: This field only displays when

	"Suppression List - By Domain" is selected for the Type field.
--	--

Target List Types

A target list can specify individuals or organization who need to be included in a campaign or excluded from a campaign. This can be controlled using the following target list types:

Target List Type	Description
Default	A list of people who are the primary recipients of the campaign email
Seed	A list of people who need to receive the campaign email but not be tracked in the campaign statistics Note: This list is typically used for internal purposes where the individuals in this group need to approve the campaign before it is launched. The seed list is ignored in the campaign's View Status page.
Suppression List - By Domain	A list of people who should be excluded from the campaign email recipient list and whose email addresses share a common domain name, such as "website.com" Note: Suppression by domain can be used to prevent marketing to entire organizations such as competitors.
Suppression List - By Email Address	A list of people who should be excluded from the campaign email recipient list Note: This list typically consists of people who chose to opt out from receiving your campaign message.
Suppression List - By Id	A list of people who should be excluded from a Newsletter-type campaign email recipient list Note: The "Suppression List - By Id" must be related to the Newsletter campaign in order for the message's opt-out link to function properly.

Test	<p>A list of people who receive test email campaigns to make sure that the message's layout is displayed properly before the campaign is finalized and sent to the default list</p> <p>Note: A campaign may be sent to the test list multiple times by using the Delete Test Entries button on the View Status page between re-sends.</p>
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For more information on sending campaigns, please refer to the [Campaigns](#) documentation.

Working With Target Lists

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Target Lists section describe Target Lists-specific behaviors and functionality. For more information on sending campaigns, please refer to the [Campaigns](#) documentation.

Content Link	Description
Creating Target Lists Basic Target List Creation Creating via Subpanels Creating via Duplication	<p>The Creating Records section covers the various methods of creating new target list records, including via the Create button in the Target Lists module, via the Target Lists subpanel on campaigns, and via duplication of an existing target list record.</p>
Viewing Target Lists Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Preview	<p>The Viewing Records section describes the various methods of viewing target list records, including via the Target Lists list view and record view, the Recently Viewed menu in the Target Lists module tab, and previewing target lists in the right hand side panel.</p>
Searching for Target Lists Global Search List View Search Creating a Filter Saving a Filter	<p>The Searching for Records section provides an introduction to the two searching methods for locating target lists: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Target Lists module.</p>

Target Lists List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Target Lists Intelligence Pane	<p>The List View section walks through the many elements of the Target Lists List View layout which contains a filterable list of all target list records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Target Lists list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
Target Lists Record View Favorite Designation Next or Previous Record Actions Menu Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Intelligence Pane	<p>The Record View section walks through the many elements of the Target Lists Record View layout which contain detailed information about a single target list record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Target Lists record view are described in the Record View Actions Menu section of this page.</p> <p>Note: In the Users subpanel on a target list record view, regular users can link or unlink any active user record but can only inline edit their own user record. Administrators can inline edit, link, and unlink any active user record via the Users subpanel.</p>
Editing Target Lists Editing Inline via Record View Editing via Record View Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing target list records, including inline via the Target Lists record view, in full edit mode on the record view, inline via the Target Lists list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Target Lists Deleting via Record View	<p>The Deleting Records section describes the various methods of deleting</p>

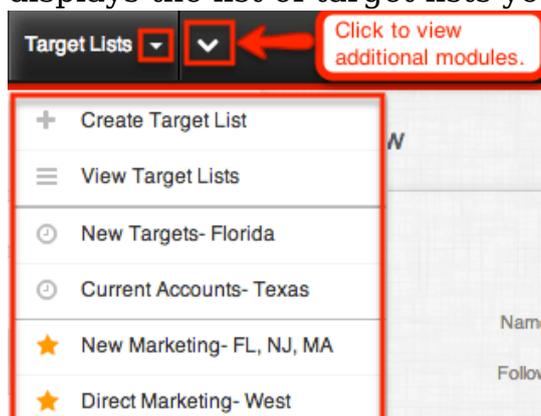
Deleting via List View Mass Deleting via List View	<p>unwanted target lists, including via the Target Lists record view, an individual record's Actions menu on the Target Lists list view, and the Mass Actions menu on the list view.</p>
Exporting Target Lists	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of target lists and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Merging Target Lists Merging via List View	<p>The Merging Records section provides instructions for merging duplicate target lists which will combine field values and related records into a single target list.</p>
Favoriting Target Lists Favoriting via List View Favoriting via Record View	<p>The Favoriting Records section describes the various methods of marking target lists as favorites, including via the Target Lists list view or Target Lists record view. Favoriting a target list allows you to easily access it from list views, dashlets, or the Target Lists module tab.</p>
Sharing Target Lists	<p>The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the target list record. If the recipient is logged into Sugar, clicking the link will bring them directly to the target list's record view.</p>

Target Lists Menus

The Target Lists module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Target Lists-specific functionality, within this page.

Module Tab Menus

The Target Lists module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Target Lists" to access the list view. Once the Target Lists tab is visible in the navigation bar, you can click the triangle within the tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of target lists you most recently viewed. The [Favorites menu](#) displays the list of target lists you most recently marked as favorites.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Create Target List	Opens the record view layout to create a new target list
View Target Lists	Opens the list view layout to search and display target lists

If you do not see the Target Lists module tab in Sugar, please check the following:

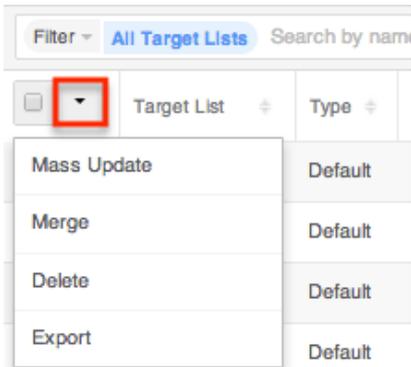
- The Target Lists module may be marked as hidden in your user preferences, which will prevent it from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Target Lists module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Target Lists module for your entire Sugar instance. Reach out to your Sugar administrator to have the Target Lists module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

List View Menus

The Target Lists [list view](#) displays all call records and allows for searching and filtering to locate specific target lists. You can view the basic details of each record within the field columns of the list view or click a target list's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual target list records or click the checkbox in the list header to select all records displayed on the current set of list view results.



The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more target lists at a time
Merge	Merge two or more duplicate target lists
Delete	Delete one or more target lists at a time
Export	Export one or more target lists to a CSV file

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual target list directly from the list view.

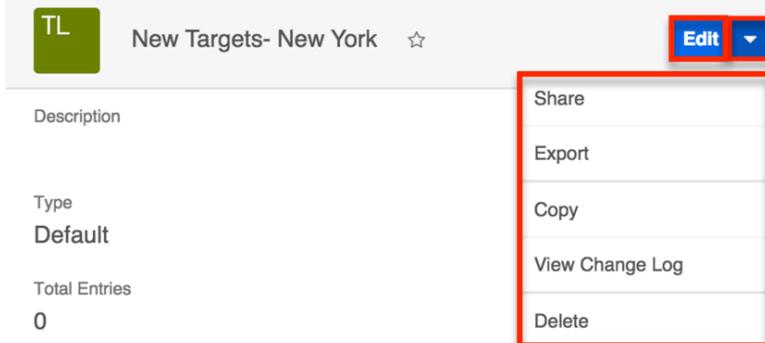
Target List	Type	Description	User	...
Direct Marketing- In...	Default	Direct marketing ...	Max Jensen	 
Direct Marketing- C...	Default		Max	Edit
Direct Marketing- East	Default		Max	Delete

The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this target list in the intelligence pane
Edit	Edit this target list
Delete	Delete this target list

Record View Actions Menu

The Target Lists [record view](#) displays a single target list in full detail including its fields and subpanels of related records. To access a target list's record view, simply click a hyperlinked target list name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The screenshot shows the record view for a target list named "New Targets- New York". At the top right, there is a blue "Edit" button with a dropdown arrow. A red box highlights the Actions menu that appears below it, containing the following items: Share, Export, Copy, View Change Log, and Delete.

The Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this target list
Share	Share a link to this target list via email
Export	Export the members (i.e. contacts, leads, targets, users, and accounts) of

	this target list to a .csv file
Copy	Duplicate this target list to create a new target list
Delete	Delete this target list

Populating Target Lists

A target list consists of a group of individuals or organizations (e.g. targets, contacts, accounts, etc.) you wish to be included or excluded on a mass marketing campaign. These targets are typically identified based on a set of predetermined criteria such as being a prospect or existing customer, age group, industry, etc. There are various ways to populate a target list in Sugar including using the Add to Target List option from a module's list view, selecting records from the subpanel in the Target Lists record view, etc. You can use the [Select All](#) feature in the module's list view when adding to a target list, which will allow you to easily select the first 1000 records in the result set. If you wish to add more than 1000 records or add a specific group of records to the target list, please use the [filter option](#) in the list view search to perform the additions in smaller batches.

Please note that if you have multiple targets with the same email address, Sugar will send the campaign email to only one of the targets, chosen at random. The other email addresses which are considered duplicates will be suppressed even though they are not on the opt-out list.

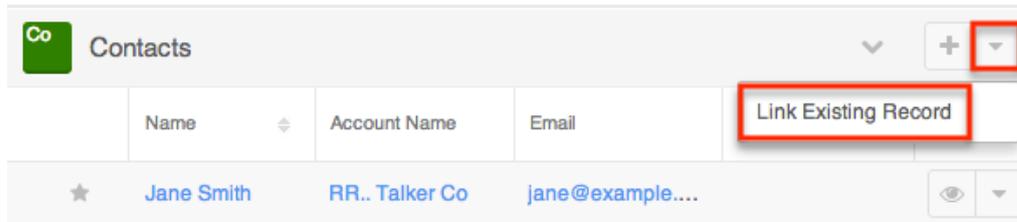
For more information on sending campaigns, please refer to the [Campaigns](#) documentation.

Populating via Individual Selection

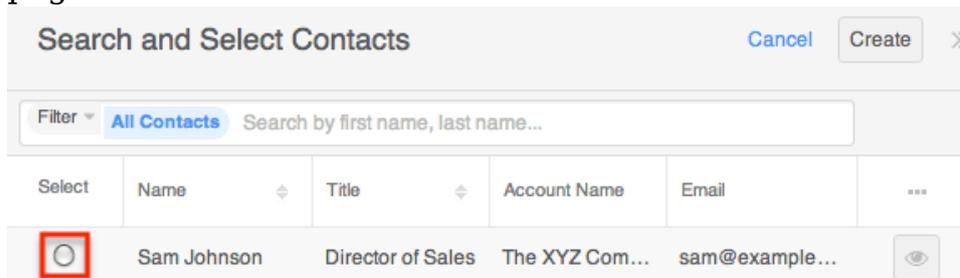
The record view of each target list will display the Targets, Contacts, Leads, Users, and Accounts subpanels. Users have the option to select and add the desired targets directly via these subpanels.

The following steps cover populating a target list with contacts via the Target Lists record view as an example:

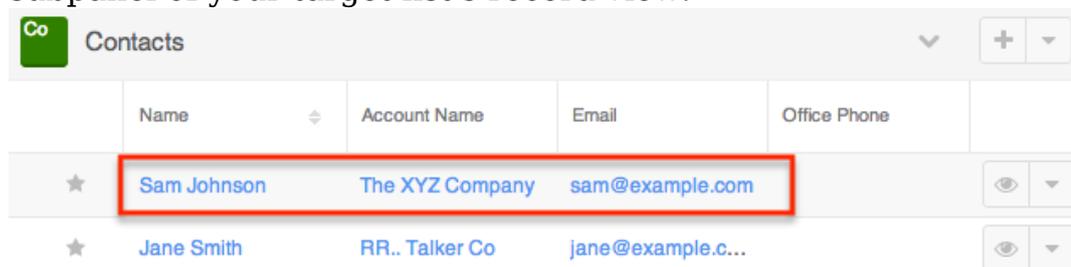
1. Navigate to a target list's record view.
2. Scroll to the Contacts subpanel and choose "Link Existing Record" from the subpanel's Action menu.



3. Locate and select the desired record from the Search and Select Contacts page.



Once the contact's have been selected, you will see the records within the Contacts subpanel of your target list's record view.

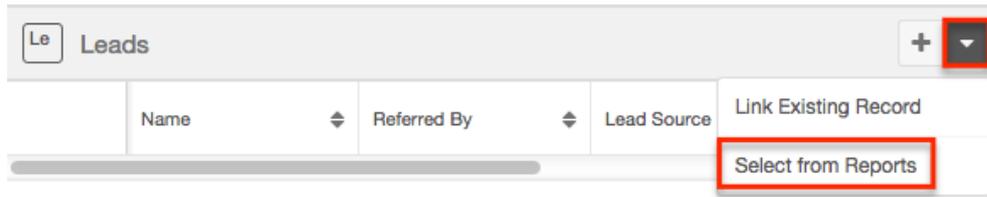


Populating via Reports

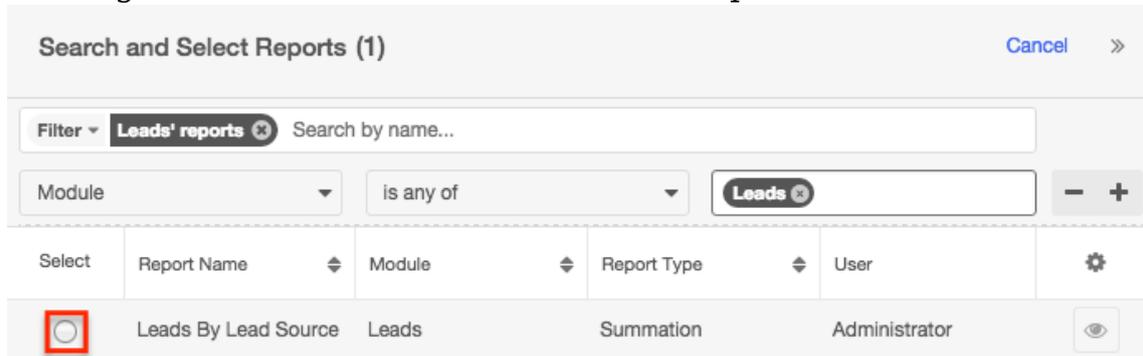
The record view of each target list will display the Targets, Contacts, Leads, Users, and Accounts subpanels. You can select and add the desired targets from an existing report directly to the target list via these subpanels.

The following steps cover populating a target list by selecting a report based on the Leads module as an example:

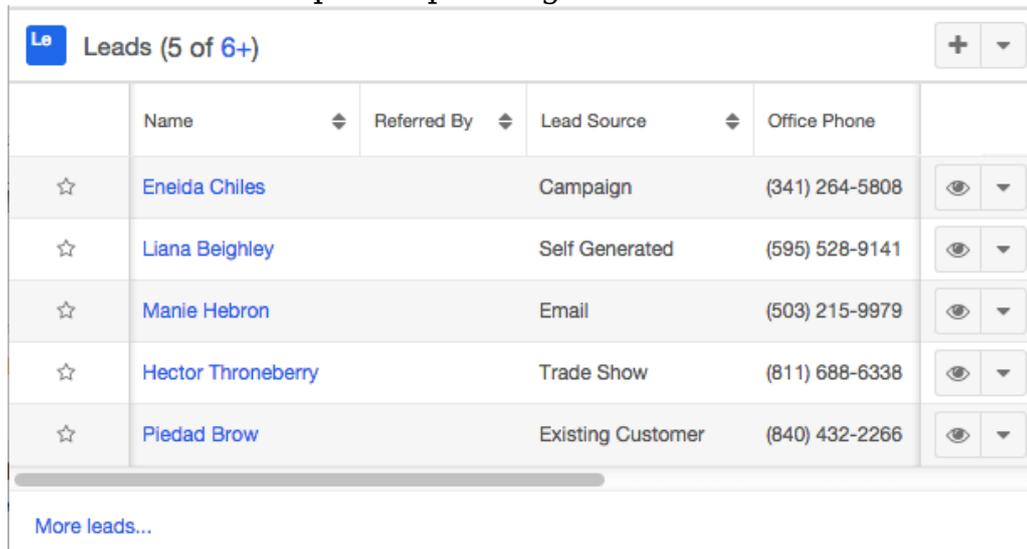
1. Navigate to a target list's record view.
2. Scroll to the Leads subpanel and choose "Select from Reports" from the subpanel's Action menu.



3. Reports based on the Leads module will display on the Search and Select Reports page. Select the report you wish to add to the target list by clicking the radio button to the left of the report's name.



Once the report has been selected, the lead records from the report results will display in the Leads subpanel. To add more records to the target list, simply use the Select from Reports option again and choose a different report.



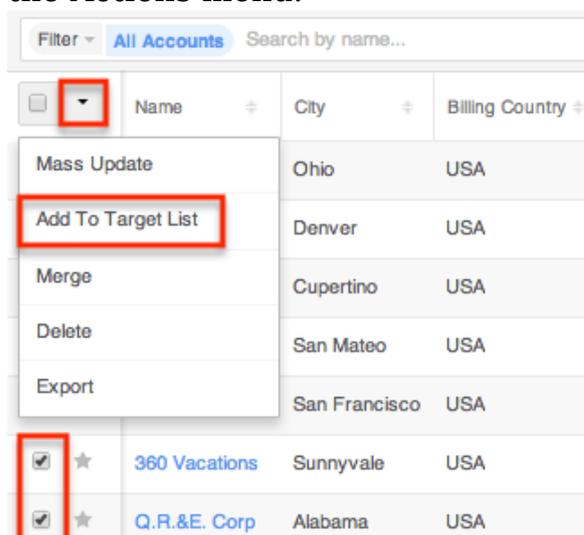
Populating via Module List View

You can select records directly from the Accounts, Contacts, Leads, and Targets list views to add them to a target list.

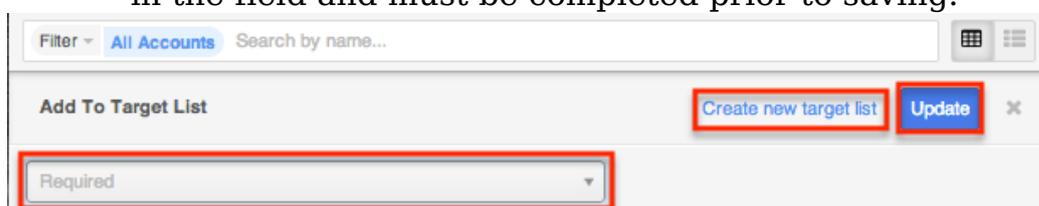
The following steps cover populating a target list by selecting records from the Accounts list view as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.

2. Use the [List View Search](#) to find the Account record(s) you wish to add.
3. Select the desired account record(s) then choose "Add to Target List" from the Actions menu.



4. The Add To Target List panel will appear below the search bar. Search and select the desired target list from the dropdown list or create a new target list by clicking "Create new target list".
 - If creating a new target list, enter appropriate values for the fields in the record view layout. All required fields will indicate "Required" in the field and must be completed prior to saving.



5. Once the appropriate target list is selected or created, click "Update" to add the account records to the target list.

The selected account records will appear in the Accounts subpanel of the target list record.

The screenshot shows the 'Accounts' subpanel with a table of account records. The records '360 Vacations' and 'Q.R.&E. Corp' are highlighted with a red box.

	Name	Phone	Email	Assigned to
★	360 Vacations	(743) 464-7206	the.hr@example.net	Sarah Smith
★	Q.R.&E. Corp	(088) 608-2318	support46@exam...	Max Jensen

Populating via Importing Targets

The Target Lists module does not have an import option, but you can import

targets via the Targets module. While performing the import, users have the option to add the targets to a target list. For more information on how to import records into Sugar, please refer to the [Import](#) documentation.

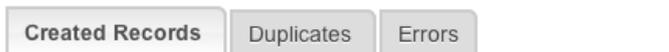
Use the following steps to populate a new or existing target list with newly imported targets:

1. Click the triangle in the Targets module tab and select "Import Targets".
2. In Step 1, select the source of the data you are importing. Click "Next".
3. In Step 2, select the import file and choose "Create new records only". Click "Next".
4. In Step 3, confirm the import file properties. Click "Next".
5. In Step 4, confirm the field mappings for the import. Click "Next".
6. On Step 6 of the import process, click the Add to Target List button.

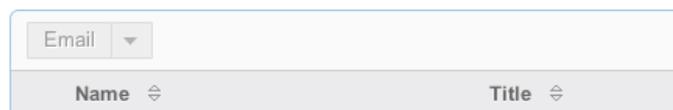
Step 6: View Import Results

Summary

20 records were created



Targets



7. A popup window will open with the option to select an existing target list or create a new target list.
 - If adding to an existing target list, search and select the desired target list from the window.
 - If creating a new target list, enter appropriate values for the fields in the record view layout. All required fields will indicate "Required" in the field and must be completed prior to saving.

Target Lists Search

Target List

My Items

Type

- Default
- Seed
- Suppression List - By
- Suppression List - By
- Suppression List - By
- Test

My Favorites

Create Target List

Target Lists

(1 - 10 of 11+)

Target List	Type	Description	User
Direct Marketing-Indiana	Default	Direct marketing prospects for the state of Indiana	Administrator

Once the appropriate target list is selected or created, the newly imported targets will appear in the Targets subpanel of the target list record.

Targets

	Name	Title	Email	Phone	
★	Fred Miller	Director of Sales	fred@example...	(415) 238-1860	<input type="button" value="👁"/> <input type="button" value="▼"/>
★	John Smith	Marketing Man...	john@example...	(510) 615-7890	<input type="button" value="👁"/> <input type="button" value="▼"/>

Exporting Target List Members

In addition to exporting target list records from the Target Lists list view, Sugar allows you to export the members of a target list from the Target Lists record view. This allows users to download all fields for the members of the selected target list to their computers in a .CSV format.

Use the following steps to export the members of a target list via the target lists record view:

1. Navigate to a target list's record view.
2. Click the Actions menu and select "Export".



Please note that your ability to export target list members from Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Export option.

Last Modified: 2018-11-12 23:40:05

Campaigns

Overview

Sugar's Campaigns module can be used to create and manage email and non-email marketing and advertisement campaigns for your organization. Email-based campaigns can be used to send mass emails or a series of newsletter emails to individuals with whom you have an active or growing relationship. The results of each campaign are recorded to measure the success of your campaigns.

Campaign Fields

The Campaigns module contains a number of stock fields, which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged to best meet your organization's needs. Users with administrator or developer access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration guide.

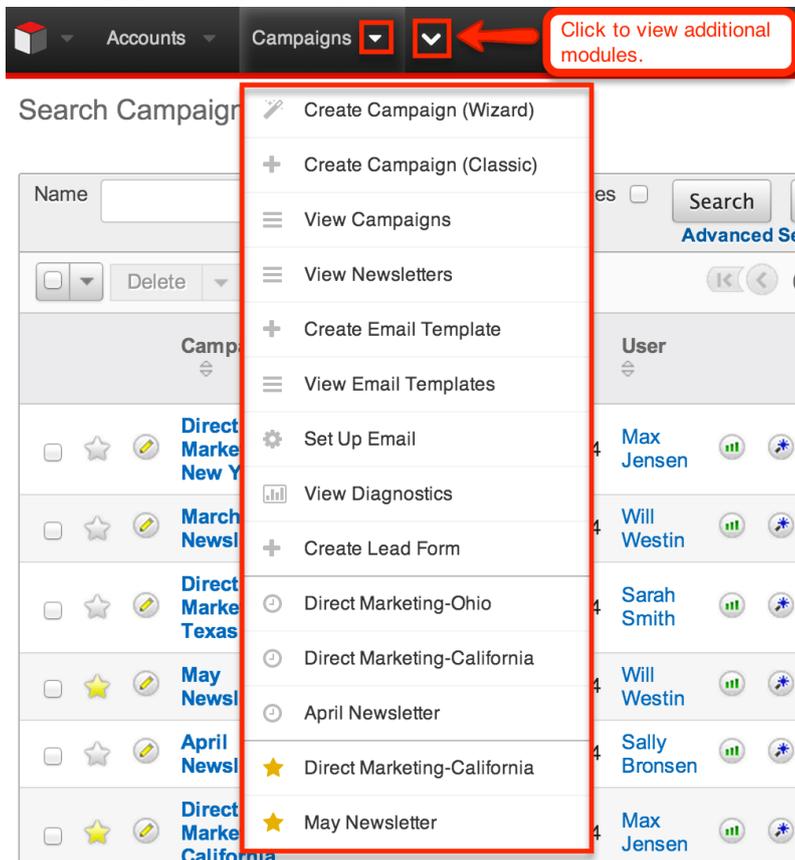
Field	Description
Actual Cost	The total cost of the campaign
Assigned To	The Sugar user assigned to the campaign record

Budget	The budgeted amount for the campaign's cost
Currency	The currency of the campaign costs
Description	A description or other information about the campaign
Date Created	The date the campaign record was created
Date Modified	The date the campaign record was last modified
End Date	The date the campaign is expected to end
Expected Cost	The expected cost of the campaign
Expected Revenue	The expected revenue stemming from the campaign
Frequency	For newsletter-type campaigns, the frequency the campaign is expected to be sent
Impressions	The expected number of recipient click-throughs
Name	The name of the campaign record
Objective	The objective or purpose of the campaign
Start Date	The date the campaign is expected to start
Status	The current status of the campaign Note: This field is manually set, not automatic.
Teams	The Sugar team(s) assigned to the campaign
Type	The campaign's format or type (e.g. email, web)

Campaigns Module Tab

The Campaigns module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Campaigns" to access the list view. Once the Campaigns tab

displays on the navigation bar, you can click the triangle within the tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the campaigns, target lists, and targets you last viewed in the module. The [Favorites menu](#) displays the list of campaigns you most recently marked as favorites in the module.



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Create Campaign (Wizard)	Opens the campaign wizard to create a new campaign
Create Campaign (Classic)	Opens the edit view layout to create a new campaign
View Campaigns	Opens the list view layout to search and display campaigns
View Newsletters	Opens the list view layout to search and display newsletter-type campaigns
Create Email Template	Opens the Email Templates edit view layout to create a new email template
View Email Template	Opens the Email Templates list view

	layout to search and display email templates
Set Up Email	For users with administrator access, opens the email setup for campaigns wizard
View Diagnostics	Displays your system's configuration status for sending email-based campaigns
Create Lead Form	Opens the Lead Form wizard to generate a web-to-lead form

If you do not see the Campaigns tab in Sugar, please check the following:

- The Campaigns module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Campaigns module in the Hide Modules list, simply move it to the Display Modules list and save. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Campaigns module for your entire Sugar instance. Reach out to your Sugar administrator to have the Campaigns module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Prerequisites

There are several key components involved when executing an email or newsletter campaign in Sugar. Before sending out an email-based campaign, an administrator must make sure the following items are set up properly:

- **Outbound Emails** : Configure Sugar to send outbound emails via Admin > Email Settings. For more information on configuring outbound email, please refer to [Set Up Email](#) below or to the [Email](#) documentation in the Administration Guide.
- **Campaign Batch Size** : Specify the number of emails sent per batch via Admin > Campaign Email Settings. Due to some email providers throttling the number of emails allowed to be sent at one time, we recommend setting this to 200 and adjusting as necessary. For more information on configuring the campaign batch size, please refer to [Set Up Email](#) below or to the [Email](#) documentation in the Administration Guide.
- **Bounce Handling Account** : Create the bounce-handling inbox for

bounced campaign emails via Admin > Inbound Email. For more information on configuring the bounce handling account, please refer to the [Email](#) documentation in the Administration Guide.

- **Campaigns Scheduler** : Configure the scheduler job that automatically sends campaign emails via Admin > Schedulers > Run Nightly Mass Email Campaigns Scheduler. The frequency of this scheduler should be determined in conjunction with the campaign batch size to ensure you do not exceed sending limitations imposed by your email provider. For more information on configuring schedulers, please refer to the [Schedulers](#) documentation in the Administration Guide.
- **Bounced Emails Scheduler** : Configure the scheduler job to process the bounced campaign emails via Admin > Schedulers > Run Nightly Process Bounced Campaign Emails Scheduler. For more information on configuring schedulers, please refer to the [Schedulers](#) documentation in the Administration Guide.

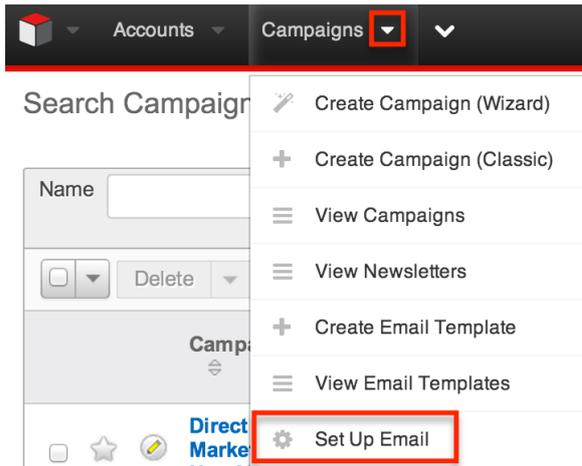
Note: The Run Nightly Mass Email Campaigns and Run Nightly Processed Bounced Campaign Emails schedulers are configured by default to run every night on the hour from 2:00 AM to 6:00 AM for the time zone of the admin user (User Id = 1). For quicker processing of campaign information we recommend changing both schedulers to run every 10 minutes throughout the day. Please note that if your email provider throttles the number of emails allowed to be sent in a given time period, you may need to reduce the frequency of sending.

Set Up Email

In addition to navigating directly to the email settings on the Administration page, you can also configure Sugar's email settings for campaigns via the Set Up Email option in the Campaigns module tab. This launches a wizard that walks through entering all of the relevant information for email set up. Please note that the Set Up Email option is only available to administrators and only needs to be configured once for your Sugar instance.

Use the following steps to configure email settings via the Campaigns module:

1. Click the triangle in the Campaigns module tab to open the Actions menu and select "Set Up Email".



2. Enter the appropriate values specific to your email server in the fields on the Setup Email page. Please note that any values entered on this page will affect the system-wide email settings in Admin > Email Settings. Click "Next".

Note: All required fields (e.g. From Name, From Address, SMTP Server, etc.) are marked with a red asterisk and must be completed.



[Setup Email](#)

New Mail Account
Summary

Setup Email

Fill out the form below to modify your system settings so that campaign emails can be sent out.

From Name: *

Mail Transfer Agent:

From Address: *

SMTP Server * SMTP Port *

3. Enter the appropriate information to set up your bounce-handling email account on the New Mail Account page. Click "Next".

Note: A message will display if you already have an existing bounce-handling account, but you can mark the Create New Mail Account checkbox if you wish to create another one.



[Setup Email](#)

[New Mail Account](#)

Summary

New Mail Account

1 Mail account(s) with bounce handling were detected. You do not need to create a new one, but you can still do so below. .

Mail Account Name:	User Name	Monitored Folder	Mail Server Address	Status
Bounce Handling	sugartest	INBOX	imap.gmail.com	Active

Create New Mail Account

Mail Account Name: * "From" Address:

Mail Server Address: * User Name: *

Mail Server Protocol: * Password: *

Mail Server Port: * Monitored Folder: *

Use SSL:

4. The Summary page will display a summary of the information you entered on the previous steps. Click "Save" to preserve your changes.

Back Cancel **Save**

[Setup Email](#)
[New Mail Account](#)
[Summary](#)

Summary

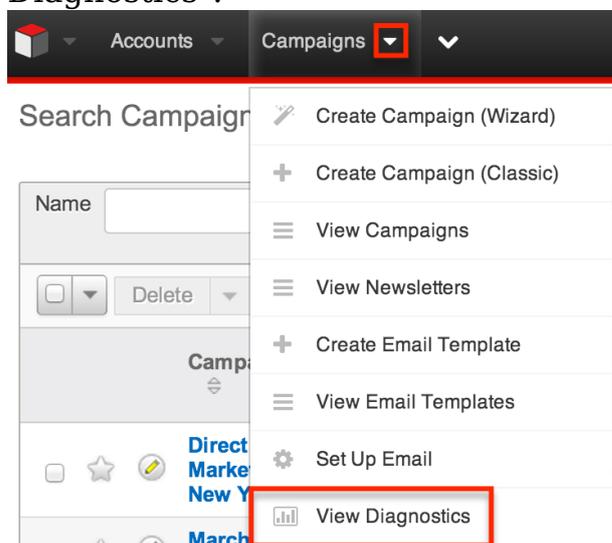
From Name:	SugarCRM
From Address:	admin@example.com
Number of emails sent per batch:	500
Location of campaign tracking files (like campaign_tracker.php):	Value of Config.php setting site_url
SMTP Server	smtp.gmail.com
SMTP Port	587
SMTP Username	admin@example.com
Enable SMTP over SSL or TLS?	TLS
Mail Account Name:	SugarCRM
Mail Server Address	smtp.gmail.com

Campaign Diagnostic Tool

The campaign diagnostic tool enables you to check if all pending administrative tasks have been completed before you attempt to launch the campaign. It is recommended that the Campaign Diagnostic tool be run prior to sending out campaigns to ensure any issues get resolved before the campaign emails need to be sent.

Use the following steps to run the campaign diagnostic tool:

1. Click the Actions menu in the Campaigns module tab and select "View Diagnostics".



-
2. Sugar will check your instance's email and scheduler configuration and display warnings if any additional configuration is necessary. Administrator users will also see links (e.g. Launch Email Setup) to appropriate sections of the Administration page to correct the issues.

Note: If you are not an administrator user, please reach out to your system administrator to have the issues looked into and resolved accordingly. For more information on the required elements for campaigns, please refer to the [Prerequisites](#) section above.

Campaign Diagnostics



Email Components

Please configure your system email address. E-mail Settings have not been configured or are invalid.

1 Mail account(s) with bounce handling detected: .

Mail Account Name:	User Name	Monitored Folder	Mail Server Address	Status
Bounce Handling	sugartest	INBOX	imap.gmail.com	Active

[Launch Email Setup](#)



Scheduler Components

Schedulers detected

Scheduler	Status
Run Nightly Process Bounced Campaign Emails	Active
Run Nightly Mass Email Campaigns	Active

[Re-Check](#)

3. Once all necessary configurations have been completed, click the Re-Check button to re-run the campaign diagnostic tool.

Campaign Types

Sugar supports many different types of campaigns. The main types and their differences are as follows:

- **Newsletter** : A series of mass emails sent to a consistent or growing target list periodically or on a regular basis. Each newsletter is intended to be

managed on a subscription basis and is normally targeted towards individuals with whom you have an existing relationship. The Frequency field is only available for campaigns with the type set to "Newsletter". Recipients opting out of newsletter-type campaigns are added to that campaign's unsubscription list but will still be able to receive other campaigns' emails.

- **Email Campaign** : A one-time or series of mass emails sent to a target list. Email campaigns are typically targeted towards a wide audience with the intention of lead generation. Recipients opting out of email-type campaigns have their email address marked as "opt-out" and are prevented from receiving any future campaign emails.
- **Non-email based Campaign** : A non-email mass marketing effort delivered via mail, web, radio, television, print, or telesales. These campaigns are not executed through Sugar, but you can create a campaign record and manually update send dates and results for record keeping and to assess return on investment.

Note: Non-email based campaigns will not display Tracker URLs and Email Marketing subpanels in the detail view.

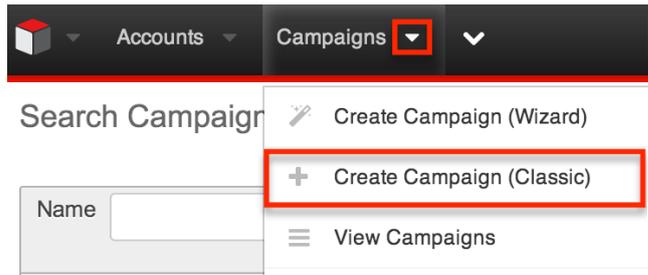
Creating Campaigns

There are two primary methods for creating a campaign in Sugar: the Create Campaign (Classic) option and the Create Campaign (Wizard) option. When using the classic option, you will create the campaign record then add the target list and create tracker URLs as well as an email marketing record via the related subpanels below the campaign's detail. The classic option is recommended for simplicity and empowering users to make modifications to the campaign later. The campaign wizard option will walk you through getting the campaign created step-by-step. Each step of the campaign set-up process will guide users on the items (Tracker URLs, Target List, Marketing, etc.) that need to be completed.

Creating Via Classic Option

Creating a campaign using the classic method opens the Campaigns edit view where you may enter the basic campaign information. Use the following steps to create a campaign via the classic option:

1. Click the Actions menu in the Campaigns module tab and select "Create Campaign (Classic)".



2. Enter appropriate values for the [fields](#) in the edit view layout which will help identify the campaign. All required fields are marked with a red asterisk and must be completed prior to saving.
Note: The status, start date, and end date entered on this screen are for your records only and will not control when the actual email campaign will be executed.

3. Once the necessary information is entered, click "Save".

Create

Once the campaign record is created, scroll to the related subpanels below the campaign's detail to add the [target list](#) and create the [tracker URLs](#) as well as an [email marketing](#) record.

Creating Via Duplication

You can also create a new campaign by duplicating an existing campaign record. The Copy option is useful if the campaign you are creating has similar information to an existing campaign. When duplicating a campaign, the campaign data, and the related target lists will copy over, but the original campaign's tracker URLs and Email Marketing records will not be related to the new campaign.

Use the following steps to create a campaign by duplicating an existing campaign record:

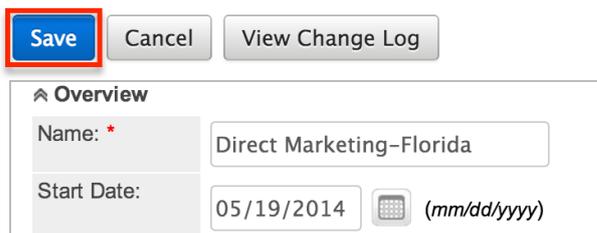
1. Navigate to a campaign record's detail view.
2. Click the Actions menu and select "Copy".

Direct Marketing-New York ☆



3. The displayed edit view is pre-populated with the original campaign's values. Update the necessary fields, then click "Save".

Create



Once the campaign record has been created, scroll to the related subpanels below the campaign's detail to add the [target list](#) and create the [tracker URLs](#) as well as an [email marketing](#) record.

Creating Target Lists

A target list consists of a collection of individuals or organizations you want to include or exclude in a mass marketing campaign. Target lists can contain any number and combination of contacts, leads, targets, users, and accounts. You have the option to associate existing target lists with your new campaign or to create new target lists during the campaign creation process.

The target list type determines some specific functionality within the campaign. The available target list types are "Default", "Seed", "Suppression List", and "Test". Default and Seed-type target lists will receive emails when campaigns are sent. Test-type target lists will receive emails when campaigns are tested.

Sugar will also create some target lists for you by default. For example, when selecting a campaign type of "Newsletter", Sugar automatically generates three target lists for the campaign: default-type "Subscription List", suppression by ID-type "Unsubscription List", and test-type "Test List". Please note that these three target list types are required for the Newsletter campaign. You may add additional target list types to the campaign as necessary. If you wish to remove the system generated target list types (e.g. suppression by ID-type "Unsubscription List"), please keep in mind that you must replace it with the same target list type (e.g. Suppression List - By Id).

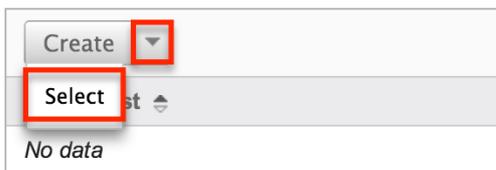
For more information about target lists, please refer to the [Target Lists](#) documentation.

Use the following steps to add an existing target list to your campaign via the Target List subpanel on the Campaigns detail view:

1. Navigate to the Target List subpanel.
2. Choose "Select" from the Actions menu.

Note: Click the Create button if you wish to create a new target list for the campaign.

▲ Target List



3. Locate and select the name of the desired target list in the pop-up window. To add several target lists at once, mark the specific record's corresponding checkbox then click "Select".

Target Lists Search

A screenshot of the Target Lists Search form. It includes a search input field, a 'Type' dropdown menu with options like 'Default', 'Seed', and 'Suppression List - By', and checkboxes for 'My Items' and 'My Favorites'. There are 'Search' and 'Clear' buttons at the bottom.

Create Target List

Select

Target Lists

A screenshot of the Target Lists table. The table has columns for 'Target List', 'Type', and 'Description'. Two rows are visible: 'Test Target List' (Type: Test) and 'Default Target List' (Type: Default). Both rows have their checkboxes selected, which are highlighted with red boxes.

<input type="checkbox"/>	Target List	Type	Description
<input checked="" type="checkbox"/>	Test Target List	Test	
<input checked="" type="checkbox"/>	Default Target List	Default	

Creating Tracker URLs

Tracker URLs are special links for your email template that you can insert in place of standard links to help you understand how your recipients are engaging with the campaign message. If you choose to create your links as tracker links, then Sugar will log your recipients' clicks by assigning each tracker link a unique key and routing the link through Sugar before loading the final URL in their browser. The

click-through results are reportable and visible via the [Campaign Status](#) page for your email campaign.

Tracker URLs can [redirect recipients](#) to public URLs such as a page on your website, to a Sugar [web-to-lead form](#), or to an [opt-out](#) page which suppresses the recipient's email address from future mailings from the current list in Sugar.

Creating Redirect Tracker URLs

Tracker URLs pass clicks from the email message through your Sugar instance before arriving at their final destination. This allows the clicks to be tracked by your campaign, which provides visibility into how your recipients are responding to the campaign.

Redirect tracker URLs can appear as text or images in your campaign email and, when clicked, will steer your recipient to the URL of your choice: a page on your website, a targeted advertisement, or even a web-to-lead form where they can provide details that will be saved as a Sugar lead record. For more information on web-to-lead forms, please refer to the [Web To Lead Forms](#) documentation.

Use the following steps to create a redirect URL via your campaign's detail view:

1. Navigate to the Tracker URLs subpanel.
2. Click the Create button to create a new tracker URL.



3. Enter appropriate values in the fields on the page. All required fields are marked with a red asterisk and must be completed.
Tracker Name : Enter an internal name for the tracker URL.
Opt-out Link : Leave this box unchecked.
Tracker URL : Enter the destination URL where recipients will be directed to after clicking the link in the email.
4. Click "Save" to create the tracker URL record.

Campaign Trackers

The screenshot shows the 'Campaign Trackers' form. At the top left, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box. Below the buttons, the form contains the following fields:
- Campaign Name: Holiday Specials
- Tracker Name: * Holiday Special Redirect (highlighted with a red box)
- Opt-out Link?
- Tracker URL: * http://www.my-website.com/holiday-specials (highlighted with a red box)

You can now insert this tracker URL into the email template of your choice. For more information on adding redirect URL links to your template, please refer to the [Inserting Tracker URLs](#) section of this documentation.

Creating Opt-Out Tracker URLs

You can create an opt-out tracker URL to embed an Unsubscribe link in the campaign email which will allow the targets to opt out of your campaign mailing list. Please note that you will need to manually add the opt-out link by [inserting the tracker URL](#) in the email template. If an opt-out link is not included in the email template, Sugar will add a default opt-out link to the bottom of your campaign email.

Please note that both the newsletter-type and email-type campaigns include opt-out links, but the behavior of each is different. For more information on how the opt-outs work for each campaign type, please refer to the [Understanding Campaign Opt Outs](#) article.

When a recipient clicks the opt-out link in the email, a new browser tab will open to confirm that the recipient has elected to opt out of receiving campaign emails. Please note that administrators can modify the confirmation message that appears by changing the LBL_ELECTED_TO_OPTOUT label via Admin > Studio > Campaigns > Labels. For more information on modifying labels, please refer to the [Studio](#) documentation in the Administration guide. Any recipients who have elected to opt out of receiving campaign emails will be listed in the [Opted Out subpanel](#) of the Campaign Status page.

Use the following steps to create an opt-out link via your campaign's detail view:

1. Navigate to the Tracker URLs subpanel.
2. Click the Create button to create a new tracker URL.



3. Enter appropriate values in the fields on the page. All required fields are marked with a red asterisk and must be completed.
 - **Tracker Name** : Enter an internal name for the tracker URL.
 - **Opt-out Link** : Mark the checkbox so that this link will be used to allow recipients to opt out.
 - **Tracker URL** : This is defaulted and disabled for opt-out links.

Campaign Trackers

Save Cancel

Campaign Name: Holiday Specials

Tracker Name: * Unsubscribe Opt-out Link?

Tracker URL: * index.php?entryPoint=removeme

4. Click "Save" to create the opt-out tracker URL record.

You can now insert this tracker URL into the email template of your choice. For more information on adding an opt-out link to your template, please refer to the [Inserting Tracker URLs](#) section of this documentation.

Creating Email Marketing Records

When you create an email campaign, you must also create an Email Marketing record that specifies the body of the message in the form of an email template, which bounce-handling account will catch automated replies from invalid email addresses, and which target lists will receive this particular mass email of your campaign.

When you are sending more than once from a single campaign, both newsletter-type and email-type campaigns will need a new Email Marketing for each subsequent send. For example, a monthly newsletter campaign will have 12 Email Marketing records created in a year, each one with a different email template with the same target lists. Or, if you wish to send an introductory email to all of your newest prospects every 3 months, this email-type campaign will have 4 Email Marketing records created in a year, each one using the same email template but different target lists. Sugar will not allow the same Email Marketing record to be sent to a recipient more than once.

Use the following steps to create an Email Marketing record via your campaign's detail view:

1. Click the Create button to create a new email marketing record.

^ Email Marketing

Create

Name	Start Date
No data	

2. Complete the fields as follows. All required fields are marked with a red asterisk and must be completed.
 - **Name** : Enter an internal name for the email marketing record.

- **Status** : Select "Active" from the dropdown. Only active Email Marketing records may be sent.
- **Start Date & Time** : Enter a date and time when the emails need to begin sending. This start date and time must have passed before the campaign may be queued for delivery.
- **Email Template** : Select or create an email template. For more information on creating an email template, please refer to the [Creating Email Templates](#) section of this documentation.
- **Send This Message To** : Check this box to send this email to all target lists that are associated with this campaign or select individual target lists via the multiselect box below.

- **Use Mailbox** : Select the bounce handling account that will catch automated replies from invalid email addresses.
- **From Name** : This will automatically populate based on the selected bounce handling account. You can enter a different name that will appear as the email's From name.
- **From Email Address** : This will automatically populate based on the selected bounce handling account. You can override the field to enter a different email address that the campaign will be sent from. Please note that your system outbound email account may need to grant specific 'Send As' permissions if you wish to use a From email address that differs from the address set up in Admin > System Email Settings. If these permissions are not granted, emails may fail to send or the authenticated email account will be imposed in place of the address depending on your mail server settings. Also, if the From address entered is not configured as a bounce handling email address in Sugar, you will not see the results of the bounced emails in your campaign's [Status page](#).
- **"Reply-to" Name** : This field will automatically populate if a Reply-to name is provided on the bounce handling account. You can override the Reply-to name to a different one so that any replies on the email campaign can be addressed to this name on the email.
- **"Reply-to" Address** : This field will automatically populate if a Reply-to address is provided on the bounce handling account. Please note that if any recipients reply back to the email campaign, it will be sent to this email address on the bounce handling account by default. You can override the Reply-to address for the campaign

to a different one so that any replies can be sent to a specific email address where it can be better monitored.

3. Click the Save button to complete the creation of the Email Marketing record.

Create Email Marketing

The screenshot shows a form titled "Create Email Marketing". At the top left, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box. Below the buttons is a text input field labeled "Name: *" with the text "Holiday Sales WK1" entered. The form has a light blue border.

Creating Email Templates

Email templates contain the design and content of the emails your campaign will send. Placeholder variables can be added to the template for field values like the target name so you can personalize the email to your recipients. Creating an email template through the Campaigns module rather than via the Emails module sets the template's type to "Campaign" and allows you to add redirect and opt-out tracker URLs.

Use the following steps to create an email template from the Email Marketing record:

1. While creating or editing your campaign's Email Marketing record, click "Create" to the right of the Email Template dropdown.

Create Email Marketing

The screenshot shows a more complete form titled "Create Email Marketing". At the top left are "Save" and "Cancel" buttons. At the top right is a note: "* Indicates required field". The form contains several fields: "Name: *" with "Holiday Sales WK1", "Start Date & Time: *" with "12/02/2013", "5:00", and "pm", "Status: *" with a dropdown menu set to "Active", and "Email Template: *" with a dropdown menu set to "-none-". A "Create" button is highlighted with a red rectangular box.

2. Enter the appropriate values for the fields in the pop-up window. The required field is marked with a red asterisk and must be completed.
 - **Name** : Enter an internal name for the email template.
 - **Teams** : Select the Sugar team(s) assigned to the email template.
 - **Type** : This will automatically populate as "Campaign".
 - **Description** : Enter a description or other information about the template.
 - **Insert Variable** : Insert variables or placeholders into the template. For more information regarding inserting variables, please refer to the [Inserting Variables](#) section.
 - **Insert Tracker URL** : Insert a tracker URL or opt-out link into the template. For more information regarding inserting tracker URLs, please refer to the [Inserting Tracker URLs](#) section.
 - **Subject** : Enter the subject of the emails that will be sent.

- **Body** : Enter the body of the emails that will be sent.
3. Using the TinyMCE functions, add simple formatting to your email's content. For more advanced customization you can click the HTML button in the top left to access and edit the generated HTML code.
Note: Only inline CSS may be used in email templates. Inline CSS is a method of using CSS within your HTML content instead of storing it in an external CSS file. So, every HTML element must be styled using inline CSS by virtue of the "style=" declaration.



4. Click "Save" to preserve your changes to the email template.

Create

Save Cancel

Name: * Holiday Specials 2013

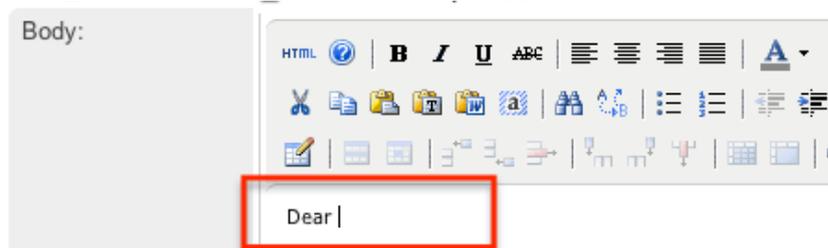
Type Campaign

Inserting Variables

When constructing the subject and body of your email, Sugar allows you to insert variables, or placeholders, into the template that will be populated with the record's information for that variable.

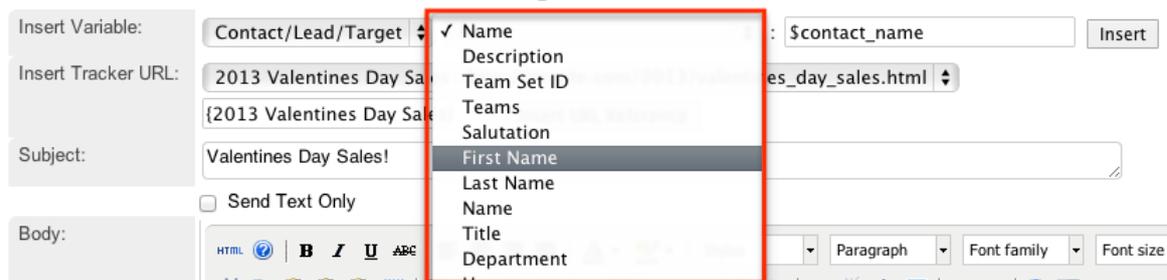
Use the following steps to insert a variable for the recipient's first name into the template:

1. Click to place your cursor on the location in the subject or body where the recipient's first name should appear.



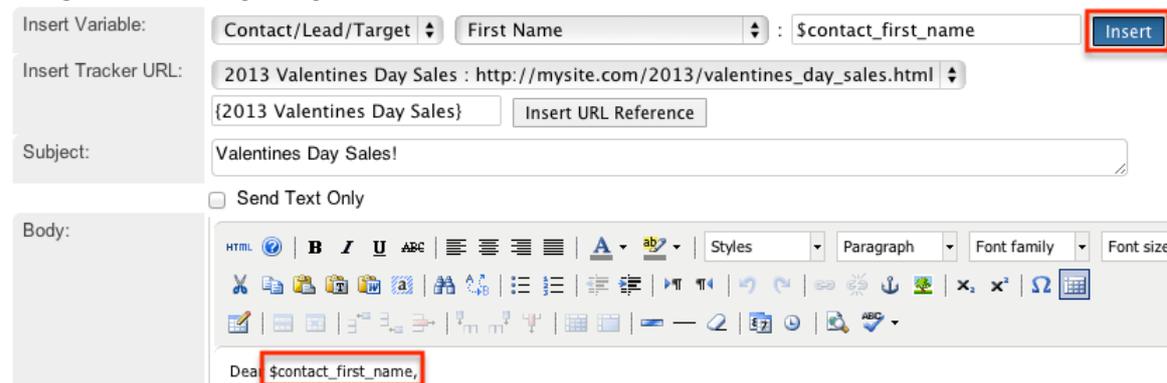
2. In the Insert Variable row, the first dropdown defaults to "Contact/Lead/Target" which will allow you to insert fields from the associated person-type recipient's record.
3. Set the second dropdown to the desired field (e.g. First Name) from the

modules selected in the first dropdown.



The screenshot shows the email editor interface. The 'Insert Variable' dropdown is set to 'Contact/Lead/Target'. A secondary dropdown menu is open, listing various variables: Name (checked), Description, Team Set ID, Teams, Salutation, First Name (highlighted), Last Name, Name, Title, and Department. The 'Insert' button is visible to the right of the variable selection area.

4. Click the Insert button to insert the generated variable name to your subject or body at your cursor's location.



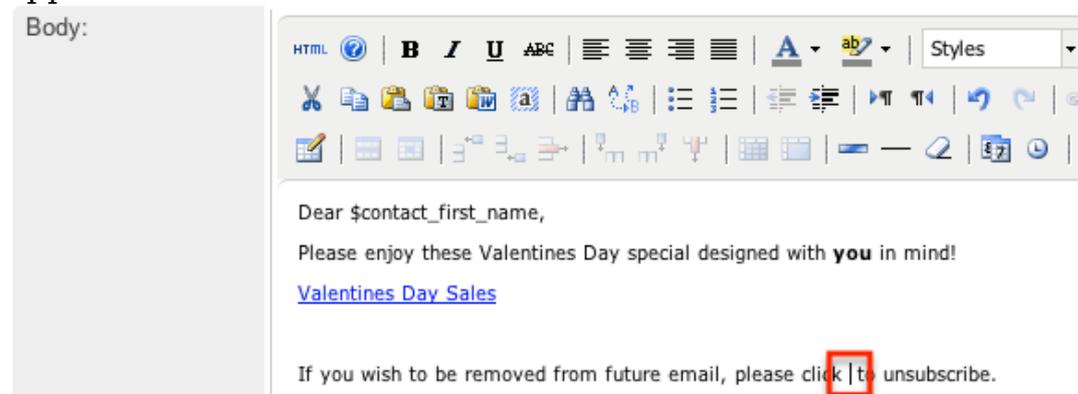
The screenshot shows the email editor interface. The 'Insert Variable' dropdown is now set to 'First Name'. The 'Insert' button is highlighted with a red box. The subject line now contains the variable: 'Valentines Day Sales!'. The body text is 'Dear \$contact_first_name,'.

Inserting Tracker URLs

When constructing the body of your email, Sugar also allows you to insert redirect or opt-out tracker URLs.

Use the following steps to insert a tracker URL or opt-out link into the template.

1. Click to place your cursor on the location in the body where the link should appear.



The screenshot shows the email editor interface. The body text is 'Dear \$contact_first_name, Please enjoy these Valentines Day special designed with **you** in mind! [Valentines Day Sales](#) If you wish to be removed from future email, please click [|t|](#) unsubscribe.' The link 'Valentines Day Sales' is highlighted with a red box.

2. Select the link you wish to add from the Insert Tracker URL dropdown.
Note: For more information on creating tracker URLs, please refer to the [Creating Tracker URLs](#) section.

Insert Variable: Contact/Lead/Target First Name : \$contact_first_name Insert

Insert Tracker URL: ✓ 2013 Valentines Day Sales : http://mysite.com/2013/valentines_day_sales.html
 Unsubscribe : index.php?entryPoint=removeme

Subject: Valentines Day Sales!

3. Type the text you wish to appear as a link between the curly brackets in the text box to the right of the dropdown.

Insert Variable: Contact/Lead/Target First Name : \$contact_first_name Insert

Insert Tracker URL: Unsubscribe : index.php?entryPoint=removeme
 {Unsubscribe} Insert URL Reference

Subject: Valentines Day Sales!

4. Click the Insert URL Reference button to place the link in the body of the email where your cursor is located.

Insert Variable: Contact/Lead/Target Name : \$contact_name Insert

Insert Tracker URL: Unsubscribe : index.php?entryPoint=removeme
 {here} Insert URL Reference

Subject: Valentines Day Sales!

Send Text Only

Body:

HTML | B I U ABC | Styles Paragraph Font family Font size

Dear \$contact_first_name,
 Please enjoy these Valentines Day special designed with **you** in mind!
[Valentines Day Sales](#)

If you wish to be removed from future email, please click [here](#) to unsubscribe.

Testing Campaigns

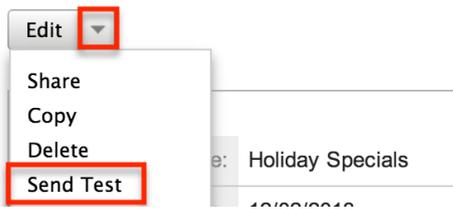
Before you launch an email or newsletter campaign, it is recommended that you perform tests to check how different email clients display the campaign message. A test-type target list must be selected under the Target Lists subpanel as well as in the Email Marketing record in order to test the campaign.

Note that in test mode, the system disables your suppression lists allowing the campaign message to be sent to targets on your suppression-type target lists. The system also disables checks for duplicate email addresses thereby allowing users to send a message multiple times to the same recipients.

Use the following steps to test an email-based campaign:

1. Navigate to a campaign record's detail view.
2. Select "Send Test" from the Actions menu.

Holiday Specials ☆



3. Select the Email Marketing record and test target list combination that you would like to test and click "Send".

Note: If an Email Marketing record does not have a test-type target list associated to it, then the Targeted Lists section will remain empty and no test emails will be sent.

Campaign: Send Test

Please select the campaign messages that you would like to test:



You can send the campaign to the test target list multiple times by clicking the Delete Test Entries button on the [View Status](#) page. You will need to do this after each test in order to delete the log entries on the campaign status and allow Sugar to send to the test list recipients again. Please note that sending to these recipients again will be prevented until the previous test's entries have been deleted. Also, please be sure that the test entries are all deleted once the campaign is ready to be sent so that the statistics from the test will not be included in the actual campaign's results.

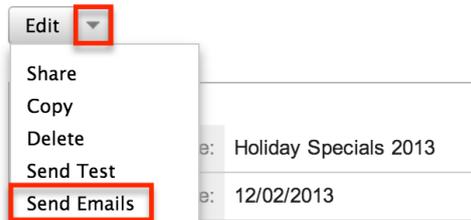
Sending Campaigns

Once the Sugar email settings are configured and your campaign has been tested successfully, you are now ready to send the campaign. Upon sending a campaign, the emails are queued to be sent out in intervals. The administrator can configure how many emails are sent and when to send them. For more information on the relevant configurations, please refer to the [Prerequisites](#) section.

Use the following steps to send an email-based campaign:

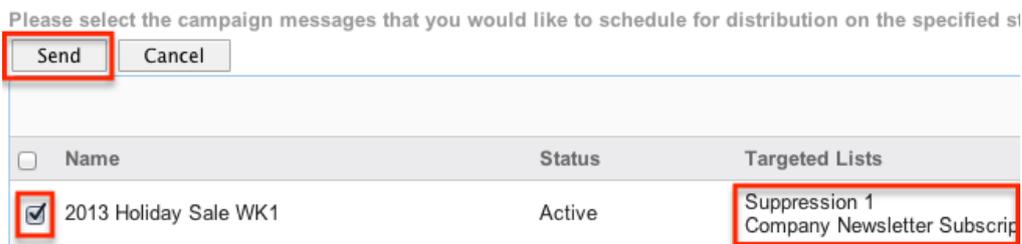
1. Navigate to a campaign record's detail view.
2. Select "Send Emails" from the Actions menu.

Holiday Specials 2013 ☆



3. Select the Email Marketing record and default target list that you would like to receive the email campaign then click "Send".
Note: If the email marketing record does not have a default-type target list associated to it, then the Targeted Lists section will remain empty and no emails will be sent.

Campaign: Send Emails



The specified start date and time on the email marketing record must have passed before the campaign will be queued for delivery. Once the emails enter the queue in Admin > Email Queue, the relevant scheduler will send the emails in set batches on an interval configured by an administrator. For more information on the email queue, please refer to the [Email](#) documentation in the Administration guide. For more information on the schedulers used by the Campaigns module, please refer to the [Prerequisites](#) section.

Viewing Campaign Status

After you launch a campaign, you can view its results on the Campaign Status page to gauge its impact and progress. The Campaign Status page includes several subpanels, which display information such as the recipients who viewed the message, the recipients who clicked a tracker URL in the email, how many leads and contacts were created from the campaign, etc. This enables you to evaluate the effectiveness of the campaign.

Use the following steps to view the Campaign Status page:

1. Navigate to a campaign record's detail view.
2. Click the View Status button on the upper right of the page.

Campaign Status Chart

This is a visual representation of the counts of your recipient's activities which are also detailed in the below subpanels. Use the dropdown to view a particular Email Marketing record's data or choose "--None--" to view the cumulative results of all of this campaign's sends.



Message Queue Subpanel

The Message Queue subpanel shows the campaign emails waiting to be sent in the email queue. The emails will remain in the queue until the start time of the Email Marketing record has passed and the scheduler picks up and sends them in batches as specified in Admin > Campaign Email Settings. For more information on batch size, please refer to the [Prerequisites](#) section. For more information on monitoring this queue, please refer to the [Email](#) documentation of the Administration guide.

⌄ Message Queue

⏪ ⏩ (1 - 2 of 2) ⏪ ⏩

Recipient Name	Recipient Email	Marketing Id	Send On
Carmella Belew	Carmella.Belew@email.co	2013 Holiday Sale WK1	02/11/2013 01:00am
Robert Smith	robert.smith@email.co	2013 Holiday Sale WK1	02/11/2013 01:00am

Campaign Response Subpanels

The success of a campaign can be determined by analyzing the response statistics. Knowing how many of your targets saw your email, clicked its links, and became leads or contacts, for example, can provide insight for your campaign strategy.

Message Sent/Attempted

Recipient Name	Recipient Email	Marketing Id	Activity Type	Activity Date
Robert Smith	robert.smith@email.co	2013 Holiday Sale WK1	Message Sent/Attempted	02/26/2013 12:14pm

The following subpanels measure different aspects of your recipient's responses to the campaign or a specific send of the campaign based on your selection in the Filter Chart By dropdown at the top of the page:

- **Message Sent/Attempted** : The list of campaign emails that were sent out to targets.
- **Viewed Message** : The list of targets who viewed the emails that were delivered. Sugar includes a very small, invisible image in each email. Each time the recipient downloads this image, Sugar records that they viewed the email.
- **Click-thru Link** : The list of targets who clicked on a redirect tracker URL in the email. This does not include opt-outs. For more information on redirect tracker URLs, please refer to the [Creating Tracker URLs](#) section.
- **Leads Created** : The list of leads who have been generated from a web-to-lead form assigned to this campaign record.
- **Contacts Created** : The list of contacts who have been converted from a lead generated from a web-to-lead form assigned to this campaign record.
- **Bounced Messages, Invalid Email** : The list of campaign emails that bounced back due to invalid email addresses.
- **Bounced Messages, Other** : The list of campaign emails that failed to send despite having valid email addresses. After six failed attempts, these messages will be removed from the queue.
- **Opted Out** : The list of targets who chose to opt out of receiving campaign emails by clicking the opt-out link.
Note: Opt-out links for newsletter-type and email-type campaigns behave differently. When a target clicks an opt-out for a newsletter-type campaign, they are prevented from receiving future emails from that specific campaign by being added to the campaign's suppression-type list. When clicking an opt-out for an email-type campaign, they are prevented from receiving future emails from any campaign by having their email address marked as "Opted Out" on their Sugar record. For more information, refer to the [Understanding Campaign Opt Outs](#) article.
- **Suppressed by Email Address or domain** : The list of email addresses which were not sent the campaign email because they had previously opted out, were a member of a suppression list, or were invalid addresses.

Note: If you do not see the campaign response subpanels, the administrator may have disabled the Campaign Log subpanels for your entire Sugar instance. Reach

out to your Sugar administrator to have the Campaign Log subpanels displayed. For more information on displaying and hiding subpanels throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Campaign Results Subpanels

The last three subpanels on the Campaign Status page can be used to demonstrate the broader effects of the campaign by showing what new accounts, leads, and opportunities were generated as a result of the effort.

^ Accounts



Name	City	Billing Country:	Phone	
XY&Z Funding Inc	Cupertino	USA	(233) 381-4991	edit
Tortoise Corp	Ohio	USA	(471) 905-7799	edit
T-Cat Media Group Inc	Santa Fe	USA	(992) 954-1698	edit
NW Bridge Construction	Los Angeles	USA	(021) 980-0180	edit

- **Accounts** : The list of accounts that are related to this campaign record either through lead generation and then conversion or manually related through the Campaign field on the account's record view.
- **Leads** : The list of leads that are related to this campaign record either through lead generation or manually related through the Campaign field on the lead's record view.
- **Opportunities** : The list of opportunities that are related to this campaign record either through lead generation and then conversion or manually related through the Campaign field on the opportunity's record view.

Viewing Campaign ROI

For campaigns (Email and Newsletter) that are executed through Sugar, you can view the campaign's return on investment by clicking the View ROI button in the Campaigns detail view. The return on investment chart displays the actual revenue you earned through the campaign versus the estimated expected revenue. It also reflects the actual cost you incurred by executing the campaign versus the budget that you set for the campaign. The budget, actual cost, and expected revenue amounts entered in the campaign overview screen are displayed as bars in the campaign return on investment chart. The actual revenue is calculated from the campaign's related opportunities that have a sales stage of "Closed Won".

Use the following steps to view a campaign's ROI:

1. Navigate to a campaign record's detail view.
2. Click the View ROI button on the upper right of the page.

WebtoLead ☆

Edit ▾

Launch Wizard

View Status

View ROI

Viewing Campaigns

There are various options available for viewing campaign records in Sugar including via Campaigns list view, Campaigns detail view, Campaigns Recently Viewed menu, dashlets, and reports. Please note that you will only be able to see campaign records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Viewing Via List View

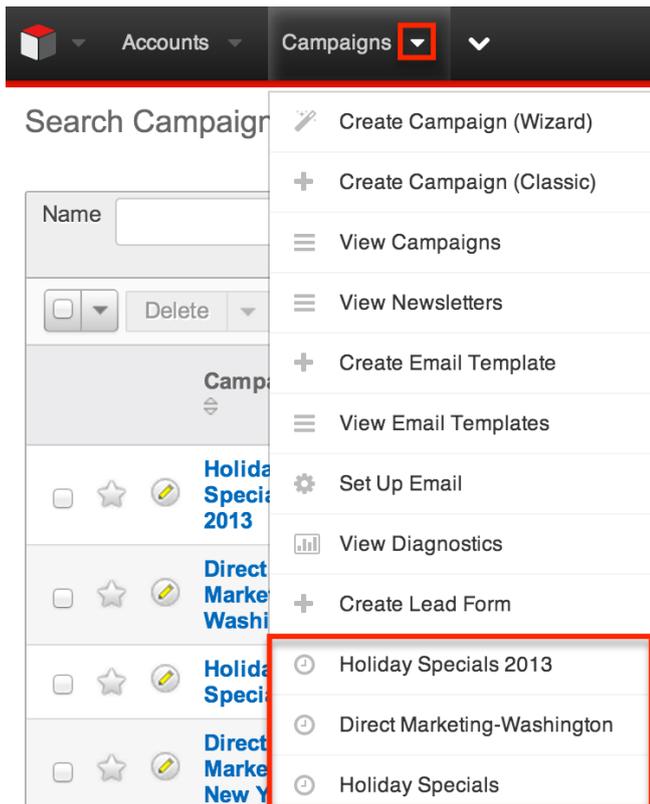
The Campaigns list view displays all campaign records meeting the current search criteria. To access the list view, simply click the Campaigns tab. While list view shows key campaign fields, you can click the campaign's name to open the record in detail view. For more information on viewing campaigns via list view, please refer to the [Campaigns List View](#) section.

Viewing Via Detail View

The Campaigns detail view displays thorough campaign information including all campaign fields followed by subpanels of the campaign's related records. The detail view can be reached by clicking a contact record's link from anywhere in the application including from the Campaigns list view. For more information on viewing campaigns via detail view, please refer to the [Campaigns Detail View](#) section.

Viewing Via Recently Viewed

As you work, Sugar will keep track of which campaigns you have recently viewed. Click the Actions menu in the [Campaigns Module Tab](#) to see a list of your most recently viewed campaigns and click each name to open the Campaigns detail view.



Viewing Via Dashlets

Sugar dashlets allow users to get a quick view of various records, reports, etc. Dashlets may be added to a user's Home page or to the intelligence pane for modules (e.g. Accounts) using the Sidecar user interface. You can view campaign information in List View dashlets specific to the Campaigns modules (e.g. My Campaigns dashlet), as well as List View dashlets based on other modules such as "My Contacts". Clicking a campaign's name from any dashlet will open the Campaigns detail view. For more information on using dashlets and viewing campaign records via dashlets, please refer to the [Intelligence Pane](#) documentation.

My Dashboard Create

My Campaigns							My Contacts				
Name	Status	Type	End Date	Team:	User	Date C	Name	Title	Account Name	Email	Campaign
Direct Marke...	Active	Email	06/20/2014	Global	Max Jensen	05/14	Tonya Abhram	IT Developer	Powder Supp...	sugar.qa.inf...	Direct Marke...

Viewing Via Reports

Users with access to the Reports module have the option to build, generate, and

manage various reports in Sugar. You can generate reports to gather key data regarding your campaigns plus information for related records. You also have the option to filter the report based on the campaign and related module(s) to only include records that is of importance. The display columns will only show data for fields (e.g. campaign name, type, related leads etc.) that you choose specifically when creating the report. Once the report is run, you will be able to view the campaign record's detail view by clicking the campaign's name in the report results. Please note that you can only click into campaign records for Rows and Columns Report and Summation Report with Details Report type. The other two report types (Summation Report, Matrix Report) are summation reports and do not include display columns with hyperlinks (e.g. Campaign Name) to allow for navigating to campaign record detail views. For more information on viewing campaign records via the Reports module, please refer to the [Reports](#) documentation.

Searching Campaigns

The Campaigns list view includes a Basic and Advanced Search to help you find your records easily and effectively in a module-specific manner. Once the search is performed, the relevant search results will be displayed in the Campaigns list view below. Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Please note that Sugar automatically appends the wildcard character (%) to the end of your search phrase. This allows the system to retrieve all records that start with the keyword entered in the search. If you would like to broaden the search, you can use the wildcard at the beginning of your text as well (e.g. %offer). This will pull up any record that has the word "offer" in the name, regardless of how it starts or ends.

For more information on using the various search methods as well as how wildcards are used in the different methods, please refer to the [Search](#) documentation.

Basic Search

Basic search offers a few, commonly used fields for a simplified search experience. From the Basic Search panel, you can click "Advanced Search" to access additional search functionality as needed.

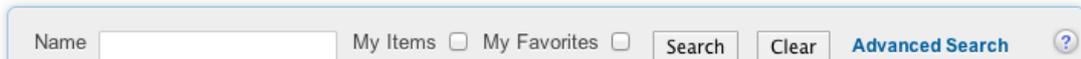
The buttons and checkboxes available in the Basic Search panel have the following functions:

- **Search** : Click the Search button or hit Return/Enter key to perform the

search.

- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Items** : Select this box to return only records assigned to you.
- **My Favorites** : Select this box to return only records you have marked as favorites.

Search Campaigns



The screenshot shows a search interface with a text input field labeled 'Name', two checkboxes labeled 'My Items' and 'My Favorites', a 'Search' button, a 'Clear' button, and a link for 'Advanced Search' with a question mark icon.

When you perform a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "My Items" and enter a campaign's name, Sugar will only return campaign records with a matching name that are assigned to you. Once the search is complete, the relevant results will populate in the [list view](#) below the search panel. To see all campaign records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters.

Please note that you will only be able to see campaign records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Administrators can configure what fields appear on the Campaigns Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Advanced Search

Advanced search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. From the Advanced search panel, you can click "Basic Search" for simplified searching.

The buttons, checkboxes, and dropdowns available in Advanced Search have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Favorites** : Select this box to return only records you have marked as favorites.
- **Layout Options** : Use the expandable Layout Options section to configure your list view. For more information, please refer to the [Layout Options](#)

section of the Search documentation.

- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of the Search documentation.

Search Campaigns

The screenshot shows the 'Search Campaigns' interface. It features several input fields and dropdown menus for filtering search results. The fields include 'Name', 'Start Date', 'End Date', 'Status', 'Type', and 'Assigned to'. The 'Status' dropdown is open, showing options like 'Planning', 'Active', 'Inactive', 'Complete', and 'In Queue'. The 'Type' dropdown is also open, showing options like 'Telesales', 'Mail', 'Email', 'Print', and 'Web'. The 'Assigned to' dropdown is open, showing a list of names including 'Administrator', 'Chris Olliver', 'Jim Brennan', 'Max Jensen', 'Sally Bronsen', and 'Sarah Smith'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Saved Searches'. There are also buttons for 'Save', 'Update', and 'Delete'.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields for which you have given a value. For example, if you select "My Favorites" and enter in a campaign's name to search, Sugar will only return campaign records with a matching name that you have marked as favorites. When searching by a multiselect or dropdown field (e.g. "Assigned to"), however, Sugar will return records matching any of these selections. Once the search completes, the relevant results will populate in the [list view](#) below the search panel. To see all campaign records to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters.

Please note that you will only be able to see campaign records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide. Administrators can configure what fields appear on the Campaigns Advanced Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Global Search

Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Beginning with version 6.5.0, Full Text Search may be used with Global Search to search throughout nearly all fields and modules for an enhanced search experience. The Global Search bar is located on the top right hand side of Sugar. You can click the magnifying glass icon or hit Return/Enter to perform your search once the text string is entered in the search box.



To use global search, you need to first enter the keyword into the search box and the pop-up results will begin appearing once you enter in at least one character. Clicking the magnifying glass icon or hitting your Return/Enter key will cause Sugar to return exact matches for your keyword rather than matches with words beginning with your keyword.

For more information on using and configuring Global Search, please refer to the [Global Search](#) section of the Search documentation.

Regular Sugar users can configure some aspects of global search such as what modules are displayed in the search results by clicking the down arrow within the Search box then selecting the module(s) to include in the search. For more information on configuring your Global Search, please refer to the [Search](#) documentation.

Administrators can control additional elements of global search via Admin > Search and Admin > Studio. For more information on administrator configuration of Global Search, please refer to the [Field Options](#) section of the Studio documentation as well as the [Search](#) section of the System documentation in the Administration guide.

Campaigns List View

The Campaigns list view displays all campaign records meeting the current search criteria to which your user has access. You can view the basic details of each campaign within the field columns. Please note that you will only be able to see campaign records as allowed by your team membership, user access type, and assigned roles.

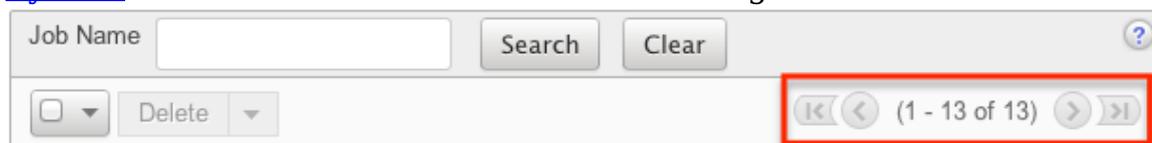
For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide. You have the option to change what fields are displayed in list view by configuring your layout options in the Campaigns Advanced Search.

For more information on configuring your list view, please refer to the [Layout Options](#) section of the Search documentation. Users with administrator or developer access also have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing list view layouts, please refer to the [Studio](#) documentation in the Administration guide.

Pagination

List view displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. To the right just below the search panel you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results.

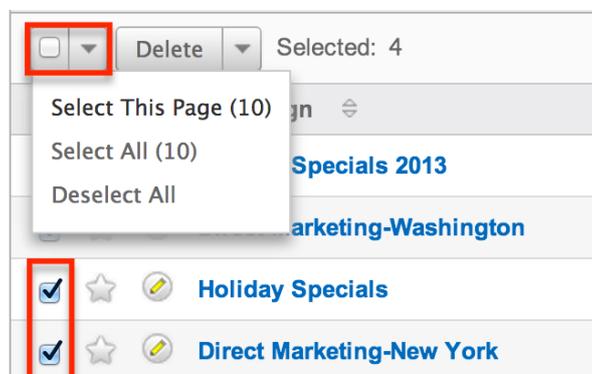
By default, Sugar displays 20 records per list view page, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation in the Administration guide.



Checkbox Selection

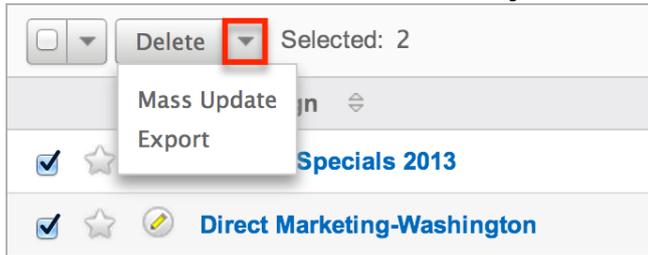
You can perform several actions on campaign records directly from the list view by first selecting the desired records. To select individual campaign records on the Campaigns list view, mark the checkbox on the left of each row. To select or deselect multiple campaign records on the list view, use the options in the checkbox dropdown menu:

- **Select This Page** : Selects all records shown on the current page of campaign results.
- **Select All** : Selects all records in the current search results across all pages of campaign results.
- **Deselect All** : Deselects all records that are currently selected.



Actions Menu

The Actions menu to the right of the checkbox dropdown allows you to perform various actions on the currently selected records.

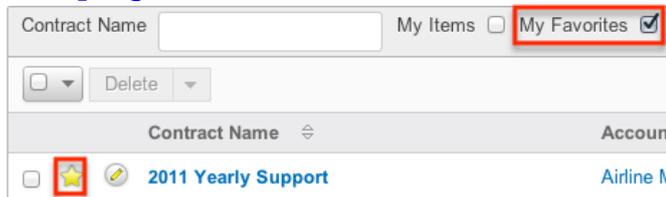


The options in the actions menu allow you to perform the following operations:

Menu Item	Description
Delete	Delete one or more campaigns at a time
Mass Update	Mass update one or more campaigns at a time
Export	Export one or more campaigns to a CSV file

Favorite Designation

Users have the option to mark campaign records as favorites via the list view as well as the detail view. This allows users to designate records that are important or will be viewed often as they can easily be accessed via search or from the Campaigns module tab. In the Campaigns list view, the star on the left of each campaign's row is yellow once marked to indicate a favorite campaign. For more information on marking records as favorites, please refer to the [Favoriting Campaigns](#) section of this documentation.



Campaign Status

Each campaign's status page may be accessed directly from the list view by clicking the Chart icon on the right of each list view row. For more information on the campaign status page, please refer to the [Campaign Status](#) section of this documentation.

Campaign	Status	Type	End Date	User	Date Created
Newsletter	Active	Newsletter	03/29/2013	Administrator	03/26/2013 12:06pm

Campaign Wizard

The Campaign Wizard may be directly accessed from the list view by clicking the Wand icon on the right far right of each list view row. For more information regarding the Campaign Wizard, please refer to the [Using the Campaign Wizard](#) section of this documentation.

Campaign	Status	Type	End Date	User	Date Created
Newsletter	Active	Newsletter	03/29/2013	Administrator	03/26/2013 12:06pm

More Information

Additional details for each campaign can be viewed by clicking the "i" to the far right of each list view row. This provides users a quick view of additional campaign information in addition to what appears in the display column fields. The resulting pop-up window will show the Start Date, Description, and Objective fields by default. The list of fields appearing here may only be configured through a code-level customization.

Campaign	Status	Type	End Date	User	Date Created
Newsletter	Active	Newsletter	03/29/2013	Administrator	03/26/2013 12:06pm

Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. The list view may be sorted by only one column at a time. You can also set a default order-by column using the layout options in Advanced Search. For more information on setting a default column sort, please refer to the [Layout Options](#) section of the Search documentation.

	Document Name	File Name
<input type="checkbox"/>  	2013-04-Flight Plan	2013-04-Flight Plan.docx
<input type="checkbox"/>  	2013-05-Flight Plan	2013-05-Flight Plan.docx

Campaigns Detail View

The Campaigns detail view displays thorough campaign information including all campaign fields which are grouped by default into the Overview and Other panels. You can also view a campaign's related records which appear in [subpanels](#) beneath the campaign fields. The detail view can be reached by clicking a campaign record's link from anywhere in the application including from the Campaigns list view.

Please note that you will only be able to view a campaign record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide. Users with administrator or developer access have the ability to change the detail view by configuring the layout via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Actions Menu

The actions menu on the top left of each campaign's detail view allows you to perform various actions on the current record. Administrator users can change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation in the Administration guide.

Direct Marketing-Washington 

Edit 

- Share
- Copy
- Delete
- Send Test
- Send Emails
- Mark As Sent
- View Change Log

e: Direct Marketing-Washington

e:

e: 06/20/2014

The options in the actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this campaign
Share	Share a link to this campaign via email
Copy	Duplicate this campaign
Delete	Delete this campaign
Send Test	Send test emails for this campaign
Send Emails	Send all emails for this campaign
Mark As Sent	Mark a non-email campaign as being sent
View Change Log	View a record of changes to this campaign

Favorite Designation

Users have the option to mark campaign records as a favorite via the detail view as well as the list view. This allows users to group records that are important or will be viewed often as they can easily be accessed via search or from the Campaigns module tab. In the Campaigns detail view, the star on the right of the campaign's name is yellow once marked to indicate a favorite campaign. For more information on marking records as favorites, please refer to the [Favoriting Via Detail View](#) section of this documentation.

2013 Yearly Support 

Edit ▾

^ Overview

Contract Name: 2013 Yearly Support

Next or Previous Record

On the upper right of the Campaigns detail view, there are two buttons that allow you to page through each campaign in the Campaigns list view's current search results. Clicking the Previous button displays the previous campaign of the current search results while clicking the Next button displays the next campaign of the current search results. The text in between shows which campaign result you are

currently viewing within the total number of current results.

Direct Marketing-Ohio 



Related Record Subpanels

Every campaign record's detail view will display subpanels which list related records from other modules. Users with administrator or developer access have the ability to change the fields (e.g. Name, Assigned User, etc.) and labels of each subpanel by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information on modifying subpanels, please refer to the [Studio](#) documentation in the Administration guide.

Related record subpanels allow the following operations to be performed. Please note that administrators in Sugar can change the subpanel's Action menu to be displayed as separate buttons instead of a dropdown via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration guide.

- To view the details of a related record, click the record's name in the subpanel to open it in detail view.
- To relate an existing record to the campaign, choose "Select" from the subpanel's Action menu, then locate and select the desired record.
- To relate a new record to the campaign, click "Create" on the upper left of the subpanel, then complete the Record View layout and click "Save".
- To edit the campaign's related record, click either the record's name or the View button to the far right of the record's row to open the record view and edit as necessary.
- To delete the campaign's relationship to a record, choose "Unlink" from the Actions menu on the far right of the record's row. This removes the relationship, but does not delete the record itself.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.

Target List			
Select	Description	Type	Targets in List
Default Target List		Default	20

Please note that administrators can prevent users from moving subpanels to different locations in the detail view. For more information on preventing rearranging of subpanels, please refer to the [System](#) documentation in the Administration guide. Check with your system administrator if you are not able to rearrange your subpanels.

Editing Campaigns

Campaigns may be edited at any time to update or add information to the record. You can make changes to existing campaign records via the Campaigns edit view. Edit view is available within the Campaigns module and includes all of the Campaign fields you should need.

[New Product Announcement](#) » Edit

Overview	
Name: *	New Product Announcement
Start Date:	<input type="text"/> (mm/dd/yyyy)
End Date: *	02/28/2013 (mm/dd/yyyy)
Currency:	US Dollars : \$
Status: *	Planning
Type: *	Email
Impressions:	0

Please note that your ability to edit campaigns in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure the Campaigns edit view via Admin > Studio. For more information on configuring these layouts, please refer to the [Studio](#) documentation in the Administration guide.

Editing Via Detail View

You can edit campaigns via the [detail view](#) by clicking the Edit button on the upper left of the page. Once the edit view layout is open, update the necessary field, then click "Save" to preserve your changes.

Direct Marketing-Washington ☆



Overview

Name: Direct Marketing-Washington

Editing Via List View

You can edit campaigns via the [list view](#) by clicking the pencil icon to the left of each campaign's name. The edit view layout will open and you can update the necessary fields then click "Save" to preserve your changes.

Campaign	Status
<input type="checkbox"/> ☆  Newsletter	Active

Deleting Campaigns

If a campaign record is invalid or should no longer appear in your organization's Sugar instance, it may be deleted from either the Campaigns detail view or list view. Deleting via the detail view allows you to delete a single record while the list view allows for mass deleting multiple records at once. Deleting campaign records will not delete the related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records. Please note that your ability to delete campaigns may be restricted by a role.

For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Deleting Via Detail View

Use the following steps to delete a campaign record via the detail view:

1. Navigate to a campaign record's detail view.
2. Select "Delete" from the Actions menu.

Direct Marketing-New York ☆

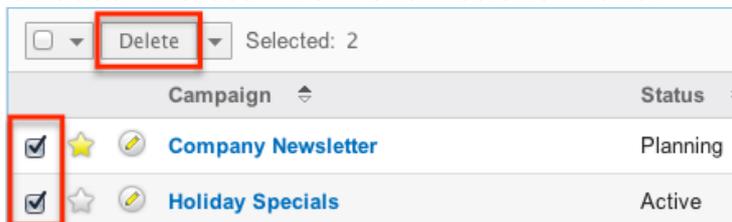


3. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Mass Deleting Via List View

Use the following steps to delete one or more campaign records via the list view:

1. Navigate to the Campaigns list view by clicking the Campaigns module tab.
2. Use the [Basic](#) or [Advanced Search](#) to find the campaign records you wish to delete.
3. Select the desired campaign records individually or using the [checkbox dropdown's](#) options.
4. Choose "Delete" from the Actions menu.



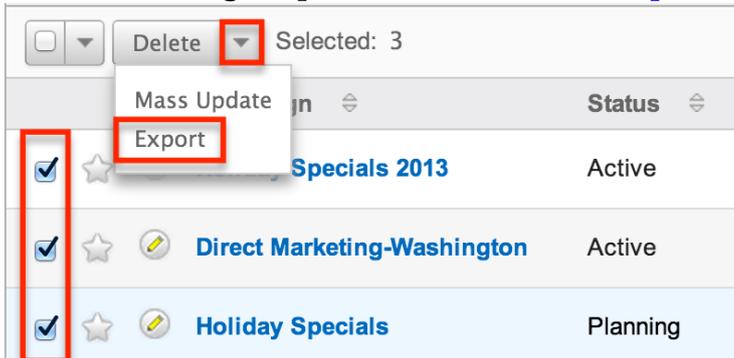
5. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Exporting Campaigns

Sugar's Export option allows users to download all fields for the selected campaigns to their computers as a .CSV (comma-separated values) file. This may be useful when needing to use campaign data with other software such as Microsoft Excel. Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a large number of campaign records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Campaigns may be exported from the Campaigns list view by selecting "Export" from the Actions menu. Users with access to the Reports module also have the option of creating or accessing reports containing specifically chosen fields for campaigns and their related record(s). Please note that only Rows and Columns-

type reports have the ability to be exported. For more information on exporting records in Sugar, please refer to the [Export](#) documentation.



Please note that your ability to export campaigns from Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Export option.

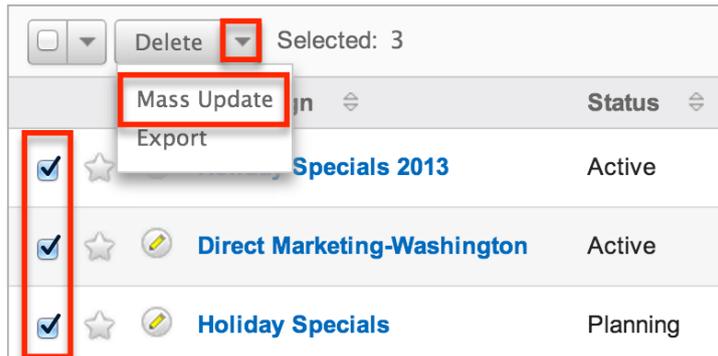
Mass Updating Campaigns

Mass Updating allows users to make the same change to multiple campaign records at once from the Campaigns list view. Users with administrator or developer access can control which fields are available to change during mass update via Admin > Studio. Currently, only fields with the data type of date, datetime, dropdown, multiselect, and radio may be altered during a mass update. For more information on configuring mass update, please refer to the [Studio](#) documentation in the Administration guide. Due to the PHP memory limitations on the server, there may be occasions when the application times out while mass updating a large number of campaign records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Please note that your ability to mass update campaigns may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Mass Update option.

Use the following steps to mass update campaign records from the list view:

1. Navigate to the Campaigns list view by clicking the Campaigns module tab.
2. Use the list view's [Basic](#) or [Advanced Search](#) to find campaigns you wish to modify.
3. Select the desired campaigns individually or using the [checkbox dropdown's](#) options.
4. Choose "Mass Update" from the Actions menu.



5. Scroll to the Mass Update panel and set values for the fields you wish to alter.

Note: For the Teams field, use "Replace" to remove existing team assignments before adding those specified here. Use "Add" to add the teams specified here to any existing team assignments.

Mass Update

Assigned to:	<input type="text"/>	Start Date:	<input type="text"/>
			(mm/dd/yyyy)
End Date:	<input type="text"/>	Status:	<input type="text" value="-none-"/>
	(mm/dd/yyyy)		
Type:	<input type="text" value="-none-"/>	Frequency:	<input type="text" value="-none-"/>
Teams	<input type="text"/> <input type="text"/> <input type="radio"/> Primary		
	<input checked="" type="radio"/> Replace <input type="radio"/> Add		

6. Click "Update" to save the changes to all of the currently selected campaign records.

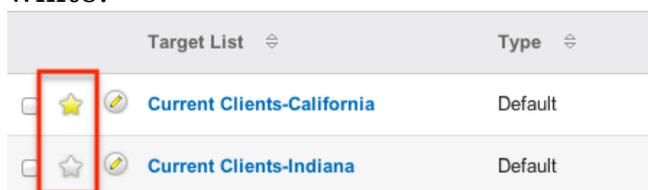
Favoriting Campaigns

Each Sugar user has the option to designate their own favorite campaigns which are important or will be viewed often. Favorite records can then be easily be accessed via search or from the Campaigns module tab. Once records are marked as favorites, use the My Favorites checkbox in the Campaigns [Basic](#) or [Advanced Search](#) to retrieve your favorites or select from your most recent favorites directly from the [Campaigns module tab](#) .

Favoriting Via List View

Use the following steps to mark records as favorites via the Campaigns list view:

-
1. Navigate to the Campaigns list view by clicking the Campaigns module tab.
 2. Use the [Basic](#) or [Advanced Search](#) to find the campaign records you wish to mark as favorites.
 3. Click the star icon on the left of each desired campaign's row.
 4. To remove the campaign as a favorite, click the star again to revert it to white.



Target List	Type
<input type="checkbox"/>   Current Clients-California	Default
<input type="checkbox"/>   Current Clients-Indiana	Default

Favoriting Via Detail View

Use the following steps to mark records as favorites via the Campaigns detail view:

1. Navigate to a campaign record's detail view.
2. Click the star icon to the right of the campaign's name in the upper left of the detail view to designate it as a favorite.
3. To remove the campaign as a favorite, click the star again to revert it to white.



Sharing Campaigns

Individual Campaign records can be shared with other users in your organization by sending an email with the record's link directly from the detail view. In the campaign's detail view, select "Share" from the Actions menu which will open a Compose Email window including the URL of the campaign record. Enter the recipient(s) email address in the To field then click "Send".

Direct Marketing-Washington ☆



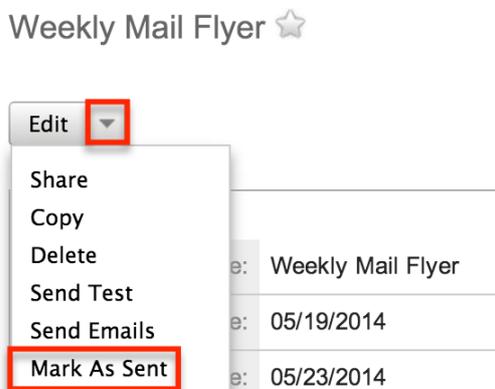
Users can simply click the link in the email to access the campaign record in Sugar. Please note that the user must be logged into Sugar in order to access the record. Users will only be able to view the shared record as allowed by their team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Marking Campaigns As Sent

When launching a non-email campaign such as a telesales or mail campaign, Sugar will need to be told that the campaign has been sent since the sending is performed outside of the application. Once you mark the campaign as sent, the Campaigns subpanel on the detail view of each member of the campaign's target populates with a row indicating an activity of "Message Sent" to indicate that the campaign material was sent to that individual. The Campaign's status page will then display these recipients in the Message Sent/Attempted subpanel. For more information on the Campaigns status page, please refer to the [Viewing Campaign Status](#) section of this documentation.

Use the following steps to mark a campaign as sent via the Campaigns detail view :

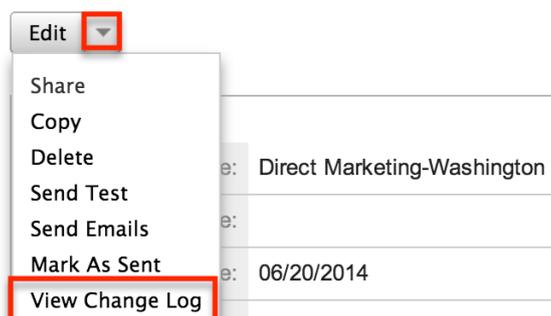
1. Navigate to a campaign record's detail view.
2. Select "Mark As Sent" from the Actions menu.



Viewing Campaign Change Logs

Changes made to each campaign record are tracked over time, and users are able to view the history of changes via the change log in each campaign's detail view. To view the change log, navigate to a campaign in detail view and select "View Change Log" from the Actions menu. Please note that only fields marked as "Audit" in Admin > Studio will be displayed in the change log. For more information on designating for audit, please refer to the [Studio](#) documentation in the Administration guide.

Direct Marketing-Washington ☆



Using the Campaign Wizard

You can use the Campaign Wizard to guide you through the process of creating a campaign, however it is recommended to create and modify campaigns using the classic interface instead. For instructions on creating and editing campaign records using the classic interface, please refer to the [Creating Campaigns](#) and [Editing Campaigns](#) sections of this documentation.

Last Modified: 2018-05-10 18:46:16

Web-To-Lead Forms

Overview

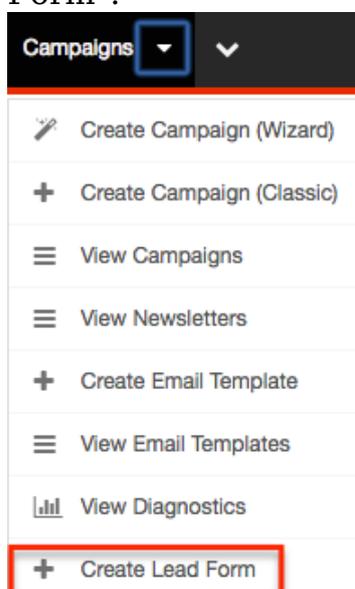
Sugar provides a simple way to allow visitors to your website or other online locations to become leads in your Sugar instance. You can generate a web-to-lead form in Sugar and place the form on an external website. When a visitor to your

site completes and submits the form, their information is entered into Sugar as a new lead record. You can use this lead information to generate more opportunities for your organization.

Creating Web-To-Lead Forms

The Sugar Campaigns module contains a lead form wizard to assist in generating a custom web-to-lead form. Use the following steps to create a web-to-lead form via the Campaigns module:

1. Click the triangle in the Campaigns module tab and select "Create Lead Form".



2. Click and drag the desired fields from the Available Fields list to the Lead Form (First Column) or Lead Form (Second Column) lists.
Note: You can also choose to add all fields to either column by clicking the Add All Fields button.
3. All required fields marked with an asterisk must be added to a column on the lead form prior to continuing.
4. Once the fields you desire have been moved to the appropriate columns, click the Next button to continue.

Lead Form Wizard

Drag and drop lead fields in column 1 & 2

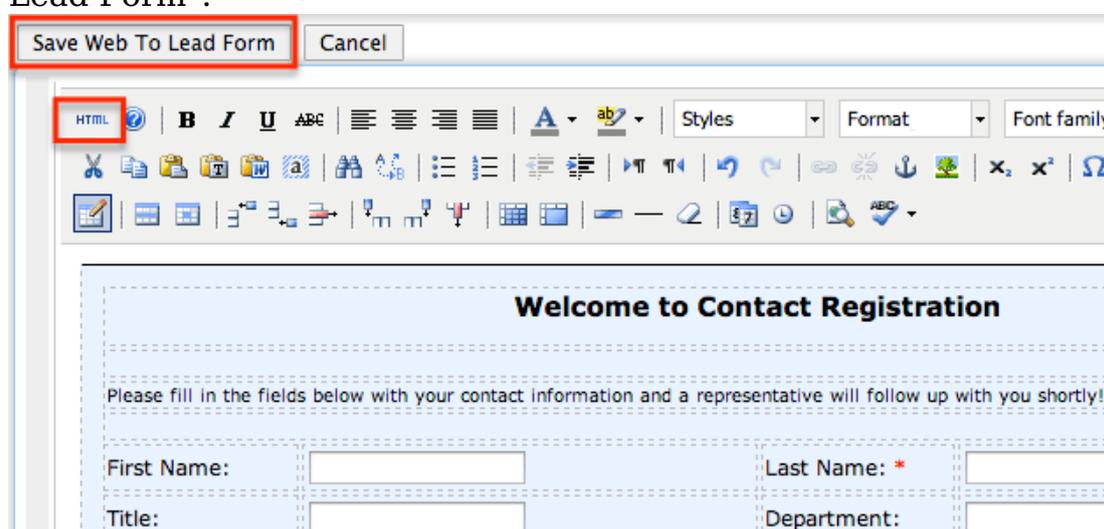
The screenshot shows the 'Lead Form Wizard' interface. On the left is a list of 'Available Fields' including Description, Salutation, Do Not Call, Home Phone, Mobile, Fax, Primary Address Street, Primary Address City, Primary Address State, Primary Address Postalcode, and Primary Address Country. This list is enclosed in a red box. To the right are two columns: 'Lead Form (First Column)' and 'Lead Form (Second Column)'. The first column contains 'First Name', 'Office Phone', and 'Other Phone'. The second column contains 'Last Name *', 'Department', 'Email Address', and 'Other Email'. Two red arrows point from the 'Available Fields' list to the 'First Name' and 'Department' fields. At the bottom, there are three buttons: 'Add All Fields' (enclosed in a red box), 'Cancel', and 'Next' (enclosed in a red box).

5. Enter appropriate values for the fields in the next page of the wizard:
 - Form Header** : This will be the title at the top of your form. A generic title has been populated; modify or remove this to suit your needs.
 - Form Description** : This will be a brief description of the form and will show below the form header, but before the form begins. A generic description has been populated; modify or remove this to suit your needs.
 - Submit Button Label** : Enter in the label for the button that will be used to complete the form. Submit is the default; you may change this to say "Sign Up", "Save", "Complete", or any other label to suit your needs.
 - Post URL** : This is the location the form will send the data entered and is defaulted to your instance of Sugar. Select "Edit Post URL" to edit this field.
 - Note** : If you change this location to be anything other than your Sugar instance then a lead will not be generated when the form is completed.
 - Redirect URL** : This is the location your visitors will be directed to after completing the form. You may enter the location of your corporate website, a custom "Thanks for signing up" page, or any URL to suit your needs.
 - Note** : Leaving this field empty will display a message that says: "Thank You For Your Submission".
 - Related Campaign** : Use the Select button to enter an existing campaign that is related to this lead form. Leads generated from this form will automatically be associated to this campaign.
 - Assigned to** : Use the Select button to enter the user to be assigned to the new lead record when the form is submitted. By default, this field is populated with the current user who is generating the form.
 - Team** : Enter the name of the team that is allowed access to the leads generated from this form. To change the primary team, either enter the team name here or select the team. By default the primary team selected

will be Global. More than one team can be assigned simultaneously. For more information on teams, please refer to the [Team Management](#) documentation.

Form Footer : The form footer displays the text entered here below the form inputs, but before the submit button.

6. All required fields are marked with a red asterisk and must be completed prior to continuing.
7. Once the necessary information is entered, click "Generate Form".
8. Sugar then generates the HTML needed for your form and shows you a preview in a TinyMCE editor. At this point you can continue to add text and images and change the layout of your form.
9. For more advanced customization you can click on the HTML button in the top left to access and edit the generated HTML code.
10. Once any additional changes have been completed, click "Save Web To Lead Form".



Saving Web-To-Lead Forms

Since your web-to-lead form will be hosted outside of Sugar, you will need to save the generated HTML to a different hosting location. Your generated form will not be saved or accessible through Sugar after leaving this screen. If you need to add or remove fields to your form after generation, you will have to go through the steps to generate a new form.

Use the following steps to save your generated web-to-lead form:

1. You may download the generated HTML file by clicking on the Web to Lead Form link.
2. This will download the HTML file to your local computer. Simply transfer this file to the final hosting destination.
3. Alternatively, you may copy the HTML directly out of the text box on this

screen and add it to a preexisting HTML file of your choosing.

Please download your Web To Lead form

[Web To Lead Form](#)

Or copy and paste the html below into an existing page

NOTE: Please make sure that the page containing the web-to-lead form has the following lines in the

```
<head>
...
<meta http-equiv="Content-Type" content="text/html; charset=UTF-8">
...
</head>
```

```
<html lang='en_us'><head><meta http-equiv="Content-Type" content="text/html;
charset=UTF-8"></head><body><script type="text/javascript"
src="http://localhost:8888/ult661/cache/include/javascript/sugar_grp1.js?
v=7BljkPOM4hPkrVGe1sCXsA"></script>
<script type="text/javascript"
src="http://localhost:8888/ult661/cache/include/javascript/calendar.js?>
```

4. Once the web-to-lead form is accessible to your potential customers, include a link to the form on your corporate website, social media websites, or add as a tracker URL in a campaign. For more information regarding adding tracker URLs to a campaign, please refer to the [Campaigns](#) documentation in the Application guide.

Lead Generation

Once a web-to-lead form is submitted the data entered in the form becomes a lead record in your instance of Sugar tied to the campaign selected during form generation. Leads can be converted to contacts, accounts, and opportunities. For more information on the Leads module, please refer to the [Leads](#) documentation in the Application guide.

The campaign selected during form generation is linked to the created lead via the Campaign field under the More Information panel:

More Information
Status: Converted
Status Description:
Opportunity Amount:
Campaign: WebtoLead

As well as a subpanel called Campaigns:

Campaigns			
Campaign	Activity Type	Activity Date	Related
WebtoLead	Leads Created		Robert Smith

Leads created from the web-to-lead form can be tracked in the Campaigns status page via the Status Chart:



And the subpanel titled Leads Created:

^ Leads Created					
Add To Target List					
Recipient Name	Recipient Email	Marketing Id	Activity Type	Activity Date	Rel
Chris Cornell			Leads Created		Chr
Edie Mad...			Leads Created		F.J.

If the lead that was captured in the web-to-lead form is converted to a contact, this will be shown in the Campaigns status page as well:

1 Contacts Created: 1					
^ Contacts Created					
Add To Target List					
Recipient Name	Recipient Email	Marketing Id	Activity Type	Activity Date	Rel
Robert Smith			Contacts Created	02/14/2013 11:14am	Rot

For more information regarding the Campaigns status page, please refer to the [Viewing Campaign Status](#) section in the Campaigns documentation in the Application guide.

Last Modified: 2017-04-20 22:46:42

Cases

Overview

Sugar's Cases module is used to track and manage customer requests for assistance with products or services. As a case is opened, worked on, and resolved, its progress will be denoted by the Status field. Each case record may relate to other Sugar records such as calls, contacts, and bugs, making it easy to get the full picture of a customer's issues and history. Cases can be automatically created from incoming emails, and a case macro can be employed to automatically relate emails to existing cases. This documentation will cover information and actions specific to the Cases module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting cases,

please refer to the [Working With Cases](#) section of this page.

Please note that you will only be able to see case records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Case Fields

The Cases module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Account Name	The account that submitted the case
Assigned To	The Sugar user assigned to the case Note: Case owners receive an email whenever a case is assigned to them if the administrator has enabled email notification
Case Number	An automatically incremented number to identify every case, which cannot be edited through Sugar
Date Created	The date the case was created
Date Modified	The date the case was last modified
Description	Explanation of the cause and details of the case when submitted
Priority	Specify the urgency of the problem from this dropdown list
Resolution	Results of the investigation into the problem.
Status	Specifies the status of the case as the support representative moves the case along the process from submission to resolution
Subject	Brief statement of the problem

Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the case
Type	Type of categorization that this case falls in to
Work Log	Free form field to add activities and notable events while working on the case

Working With Cases

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Cases section describe Cases-specific behaviors and functionality.

Content Link	Description
Creating Cases Basic Case Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Cases	The Creating Records section covers the various methods of creating new case records, including via the Create button in the Cases module, via the Quick Create menu on the upper right of every Sugar page, via the Cases subpanel on related module records, via duplication of an existing case record, and via importing a list of cases into Sugar using a .csv spreadsheet.
Viewing Cases Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	The Viewing Records section describes the various methods of viewing case records, including via the Cases list view and record view, the Recently Viewed menu in the Cases module tab, list view dashlets showing case information, activity stream entries concerning case updates or where a user mentions a case, previewing cases

	in the right hand side panel, and reports displaying case data.
Searching for Cases Global Search List View Search Creating a Filter Saving a Filter	The Searching for Records section provides an introduction to the two searching methods for locating cases: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Cases module.
Cases List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Cases Activity Stream Intelligence Pane	The List View section walks through the many elements of the Cases List View layout which contains a filterable list of all case records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Cases list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.
Cases Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	<p>The Record View section walks through the many elements of the Cases Record View layout which contains detailed information about a single case record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Cases record view are described in the Record View Actions Menu section of this page.</p> <p>Note: When linking a record via the Contacts subpanel, the Search and Add Contacts drawer will automatically be filtered to only display contact records associated to the case's parent account.</p>
Editing Cases Editing Inline via Record View Editing via Record View	The Editing Records section describes the various methods of editing existing case records, including inline via the

Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>Cases record view, in full edit mode on the record view, inline via the Cases subpanel on related module records, inline via the Cases list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Cases Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted cases, including via the Cases record view, an individual record's Actions menu on the Cases list view, and the Mass Actions menu on the list view.</p>
Exporting Cases	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of cases and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Recalculating Calculated Values	<p>The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.</p>
Finding Duplicate Cases	<p>The Finding Duplicate Records section provides instructions for locating duplicate case records. If searching on matching fields (e.g. Subject) identifies one or more duplicates, they can be merged into a single record.</p>
Merging Cases Merging via List View	<p>The Merging Records section provides instructions for merging duplicate cases which will combine field values and related records into a single case.</p>
Viewing Cases Historical Summaries	<p>The Viewing Record Historical Summaries section describes the Historical Summary record view option which displays quick details of the case record's related calls, meetings, emails, notes, and tasks.</p>
Viewing Cases Change Logs	<p>The Viewing Record Change Logs</p>

	<p>section describes the View Change Log record view option which displays a history of changes to the case's audited fields.</p>
<p>Cases PDFs Downloading Cases PDFs Emailing Cases PDFs</p>	<p>The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of case information as configured by an administrator via Admin > PDF Manager.</p>
<p>Favoriting Cases Favoriting via List View Favoriting via Record View Favoriting via Subpanel</p>	<p>The Favoriting Records section describes the various methods of marking cases as favorites, including via the Cases list view, Cases record view, or any Cases subpanel appearing on the record view of a related module. Favoriting a case allows you to easily access it from list views, dashlets, or the Cases module tab.</p>
<p>Following Cases Following via List View Following via Record View</p>	<p>The Following Records section describes the various methods of marking cases as "Following", including via the Cases list view and record view. Following a case causes its activity stream updates to be included on your Home page and Cases list view activity streams so that you can easily keep up with changes and user posts on the record.</p>
<p>Sharing Cases</p>	<p>The Sharing Records section provides instructions for the Share record view option which composes an email with a link to the case record. If the recipient is logged into Sugar, clicking the link will bring them directly to the case's record view.</p>

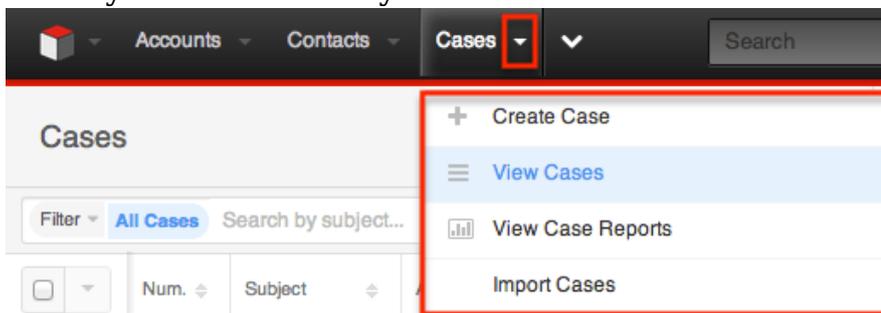
Case Menus

The Cases module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Cases-specific functionality,

within this page.

Module Tab Menus

The Cases module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Cases" to access the list view. Once the Cases tab displays on the navigation bar, you can click the triangle within the tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important operations within the module. The [Recently Viewed](#) menu displays the list of cases you most recently viewed. The [Favorites menu](#) displays the list of cases you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Case	Opens the record view layout to create a new case
View Cases	Opens the list view layout to search and display cases
View Case Reports	Displays existing reports based on the Cases module
Import Cases	Opens the import wizard to create or update cases using external data

If you do not see the Cases module tab in Sugar, please check the following:

- The Cases module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Cases module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.

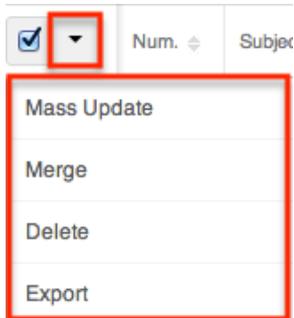
- The administrator may have disabled the Cases module for your entire Sugar instance. Reach out to your Sugar administrator to have the Cases module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Cases [list view](#) displays all case records and allows for searching and filtering to locate specific cases. You can view the basic details of each record within the field columns of the list view or click a case's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual case records or click the checkbox in the list header to select all records displayed on the current set of list view results.



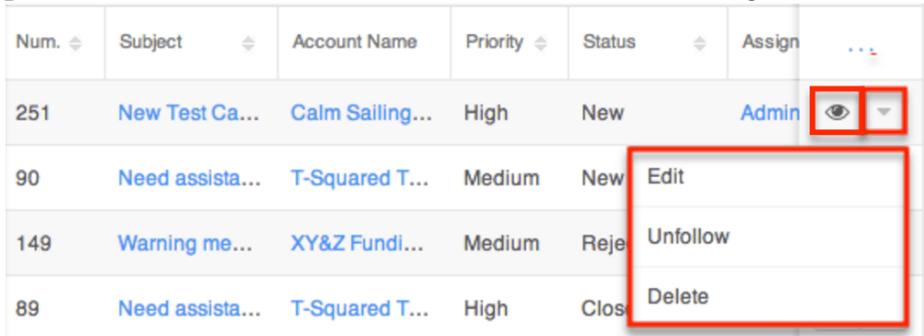
The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more cases at a time
Merge	Merge two or more duplicate cases
Delete	Delete one or more cases at a time
Export	Export one or more cases to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect

	changes to calculated fields made in Studio
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List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual case directly from the list view.

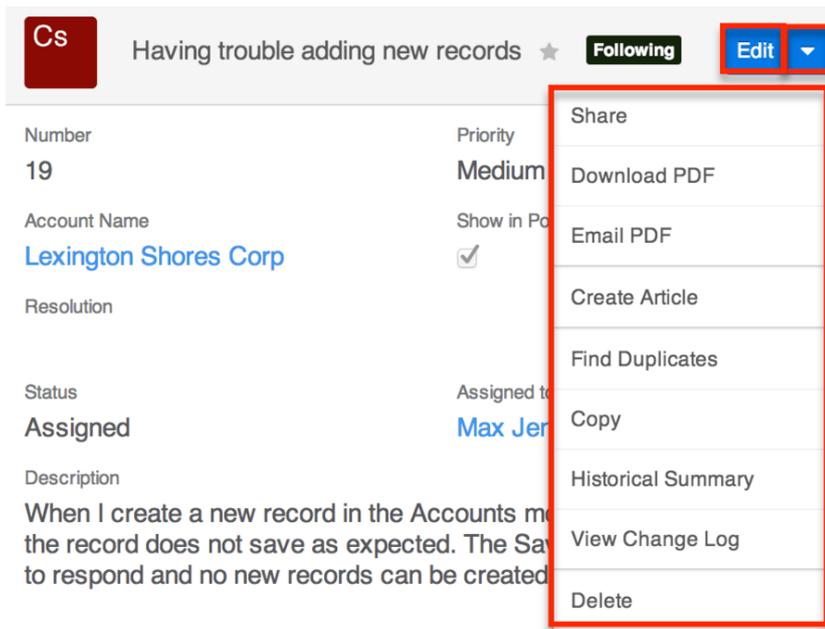


The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this cases in the intelligence pane
Edit	Edit this case
Follow	Follow this case
Delete	Delete this case

Record View Actions Menu

The Cases [record view](#) displays a single case in full detail including its fields, subpanels of related records, and activity stream. To access a case's record view, simply click a hyperlinked case name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this case
Share	Share a link to this case via email
Download PDF	Download case information as a PDF file
Email PDF	Email case information as a PDF attachment
Create Article	Converts information from the case to the record view of a Knowledge Base article. Please refer to the Knowledge Base documentation in the Application Guide
Find Duplicates	Locate potential duplicates of this case
Copy	Duplicate this case
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this case
View Change Log	View a record of changes to this case
Delete	Delete this case

Emails and Cases

Emails offer important functionality for working with cases in Sugar. Inbound emails can [automatically generate new cases](#), or users can [manually create cases](#) from individual emails as needed. Once the case exists, Sugar can automatically related emails to a relevant case when the [case macro](#) is used. Emails can also be manually related to cases using the email's Related To field. These relationships allow the case's record view to display all relevant email correspondence in the [Emails subpanel](#) and [History dashlet](#).

Please note that an administrator must first configure the outbound mail server for the system via Admin > Email Settings in order for users to send outbound emails. For more information on setting up the system email settings, please refer to the [Email](#) documentation in the Administration Guide. Users will also need to have their email settings configured in their Emails module prior to sending outbound email from the Emails module or Cases module. For more information on setting up your email settings, please refer to the [Emails](#) documentation.

Creating Cases via Emails

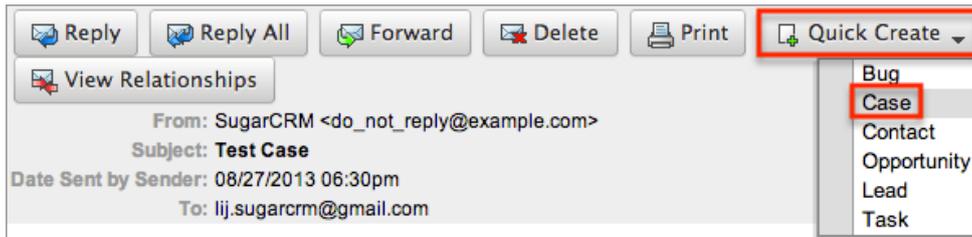
Creating cases via emails provides users with added convenience in the case creation process and helps expedite the amount of time before the support team can begin working on the issue. Cases can be automatically created when emails are sent to a group mailbox account which is monitored by Sugar or they can be manually created from emails sent to individual users via the Emails module .

Automatically Creating via Inbound Email

Administrators can create group mail accounts via Admin > Inbound Email which periodically poll an email account for new emails and import the emails to Sugar. The group mail account can be configured to automatically create a new case for each incoming email as well as to send an automatic reply email including the generated case's number. For more information, please refer to the [Email](#) documentation in the Administration Guide.

Creating via Email Quick Create

The Emails module enables users to create new case records from external and imported emails using the Quick Create option. Simply click the Quick Create button above the selected email header then select "Case".



A pop-up window will open where you can enter relevant values for the new case. The Subject and Description fields for the case are populated by default with the subject and body of the email. All required fields are marked with a red asterisk and must be completed prior to saving. Once the necessary information is entered, click "Save". For more information on how to create, send, and manage emails, please refer to the [Emails](#) documentation.

Please note that the selected email will be imported, if it is not already imported, and automatically related to the new case. The case and email will be related using the email's Related To field. The email record will appear within the Emails subpanel and History dashlet of the case's record view.

Email Case Macro

Sugar has the ability to automatically relate emails to their relevant cases using a case macro. The case macro is placed in the subject line of the email and contains the case number. Administrators have the ability to alter the macro's format via Admin > Inbound Email, but the default format is "[CASE:{number}]". The formatting of the macro in email subjects is imperative for Sugar to properly create the relationship. For example, a valid email subject line using the default macro would be "Re: [CASE:123] System not responding". For more information on configuring the case macro, please refer to the [Email](#) documentation in the Administration Guide.

When Sugar automatically relates an email to a case because of a case macro match, the case will be set in the email's Related To field. When viewing the case in record view, the email will appear in both the the [History dashlet](#) and [Emails subpanel](#).

Sugar will recognize the case macro and automatically relate the email to the relevant case for any email entering Sugar in the following ways:

- **Group mail account** : A group mail accounts is a monitored inbound mailbox which is created via Admin > Inbound Email. This is a mailbox on your company's mail server that Sugar is granted the ability to read. For example, creating "support@mycompany.com" as a group mail account means that any email with "support@mycompany.com" in the To or CC list

will be checked for a case macro and automatically related to the case in Sugar. Support representatives can CC the address when corresponding with customers to have the emails automatically archived and related to the case in Sugar. Please note that if the account is configured to not automatically import emails, the relationship to the case will not be formed until a user imports it from the group inbox in the Emails module. //mention on Admin Emails documentation. For more information on configuring a group mail account, please refer to the [Email](#) documentation in the Administration Guide.

- **Sugar Email Archiving** : Sugar Email Archiving must be configured and enabled by administrators in Sugar via Admin > Email Settings. Once configured, an email address will be generated that is specific to your instance of Sugar. When this email address receives an email, it scans the email for any email addresses. The email is then imported into Sugar, where the email is associated to any contact, lead, etc. containing an email address on the email. When a case macro is included in the email's subject, Sugar will also relate the email to the referenced case. For more information on setting up Email Archiving, please refer to the [Email](#) documentation in the Administration Guide.
- **Sent from within Sugar** : Composing and sending an email from anywhere within Sugar, including via the Emails module, clicking an email address on any record, from the History dashlet, etc., will cause Sugar to automatically search the subject for a case macro and relate the email to the relevant case. For more information on composing emails within Sugar, please refer to the [Emails](#) documentation.

Emails Subpanel

The Emails subpanel in the Cases module displays emails which are associated with the case record in a variety of ways:

- **Related to the case** : If the case is selected in the email's Related To field, the email and case are related, and the email will appear in the case's Emails subpanel and History dashlet. Instructions for using this flex relate field are available in the [Emails](#) documentation.
- **Related to the case's related contacts** : If the email is related, either explicitly or implicitly, to a contact record which is related to the case, the email will appear in the case's Emails subpanel and History dashlet.
 - **Note:** Administrators can enable or disable a case from displaying related contact emails via Admin > Related Contacts Emails. For more information, please refer to the [Emails](#) documentation in the Administration guide.

The Emails subpanel allows the following functions to be performed:

-
- **Email Details** : To view the details of an email, click the subject to open it in detail view.
 - **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
 - **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
 - **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
 - **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
 - **Compose a New Email** : Click the Plus button on the upper right of a subpanel to create a new email with, by default, both an implicit and explicit relationship to the case you are currently viewing. The email will automatically select the case in the Related To field.
 - **Note:** Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
 - **More Records** : By default, Sugar displays up to five records in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More Emails...") at the bottom of the subpanel to load the next set of records.

Em Emails (3 of 4+) +				
Subject	Status	Date Created	Date Modified	
[CASE:231] Warning...	Sent	2015-11-19 13:07	2015-11-19 13:07	
[CASE:231] Warning...	Sent	2015-11-19 13:06	2015-11-19 13:06	
[CASE:231] Warning...	Sent	2015-11-19 13:05	2015-11-19 13:05	

[More emails...](#)

Sugar Portal and Cases

The Sugar Portal allows customers to view their organization's cases as well as submit cases directly to Sugar. Please note that customers have to be registered users of the portal in order to be able to submit cases to Sugar. For more information on enabling and configuring the portal, please refer to the [Sugar Portal](#) documentation. For information on using the portal, please refer to the [Portal Deployment User Guide](#) and [Portal User Guide](#) documentation.

In addition to being used by your customers to view and submit cases, the Sugar Portal can also be used as a method of communicating about cases between customers and your organization. Utilizing the portal this way ensures that all case-related communications between your users and contacts are stored in Sugar. This communication is conducted via related note records which can be created by both Sugar users and portal-enabled contacts. Sugar users can create and add notes to the case via the Notes subpanel on the case's record view in Sugar. Please note that for cases created in Sugar, the Show in Portal checkbox must be marked in the case's record view in order for it to appear in the portal. Customers can easily add notes to the case as well by clicking the Add a Note button on the case's record view in the portal. When a customer adds a note via the portal, the note record will appear in the Notes subpanel of the case's record view in Sugar. Likewise, when a Sugar user adds a note to a case in Sugar, the note record will appear in the Notes panel of the case's record view in the portal. Please note that the Display in Portal checkbox must be marked in the note in order for it to appear in the portal. These notes will only be visible to other portal users in your organization.

Nt Additional information ☆ Following Edit ▾

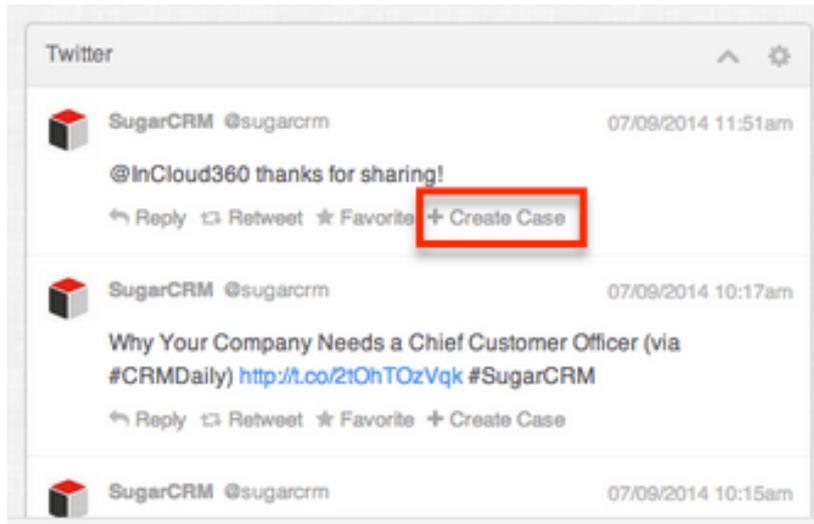
Contact Margarett Bristol	Case Cannot access the Accounts module
Description Hello Margarett, Please let me know if this issue is affecting all users in the system or only yourself. In addition, if you could please let me know if you would have some time to meet and discuss this further that would be great. Thank you, Max Jensen	Teams Global (Primary)
Attachment	Assigned to Max Jensen

Display in Portal?

Twitter Dashlet and Cases

Users can create cases directly from the Twitter dashlet via the Home page or from within any sidecar module's intelligence pane using Sugar's Tweet to Case feature. Follow the instructions below to get started with Tweet to Case:

1. Before enabling or using Tweet-to-Case, an administrator must first [configure the Twitter connector](#) for your instance.
2. Once the Twitter connector is configured, an administrator must then enable the Tweet to Case feature. Please refer to the [Tweet to Case](#) section of the System documentation for instructions on how to enable this feature.
3. Now you can add the Twitter dashlet to your Home page or to any Sidecar module's intelligence pane. For more information, please refer to the [Twitter Dashlet](#) section of the Intelligence Pane documentation.
4. When the Tweet to Case feature is enabled and the Twitter dashlet is successfully added to your Home page or to a sidecar module's intelligence pane, you will see a "+ Create Case" link below each incoming tweet.



5. To create a case, simply click on this link and a new case drawer will open. Please note that the tweet ID will automatically be populated in the Subject field.

Contacts and Cases

On a case's record view, the Contacts subpanel is uniquely configured with an intelligent filter. Sugar presumes that any contacts related to a case will belong to the account already related to the case. Therefore, a filter for the case's account is automatically applied to search results in the Contacts subpanel.

Cs Need to purchase additional licenses ☆ Follow Edit

Number: 73 Priority: High

Account Name: **S Cane Sweeteners Ltd** Type: Product

Source: Email Status: Duplicate

[Show more...](#)

Related: All Filter All Records Search...

Co Contacts + ▼

Name Account Name Email Link Existing Record

Search and Add Contacts (6) Cancel Add

Selected: (0) Reset

Filter: **S Cane Sweeteners Ltd** Search by first name, last name...

Account Name: **S Cane Sw...** is any of **S Cane Sw...**

<input type="checkbox"/>	Name	Title	Account Name	Email	⚙
<input type="checkbox"/>	Portia Boyd	Mgr Operations	S Cane Sweeteners...	kid.im@example.de	👁

In the event that a case should be linked to a contact from a different account, you may override the default account filter by clicking on the X next to the account name filter in the search bar or by removing the filter line item:

Search and Add Contacts (6) Cancel Add »

Selected: (0) Reset

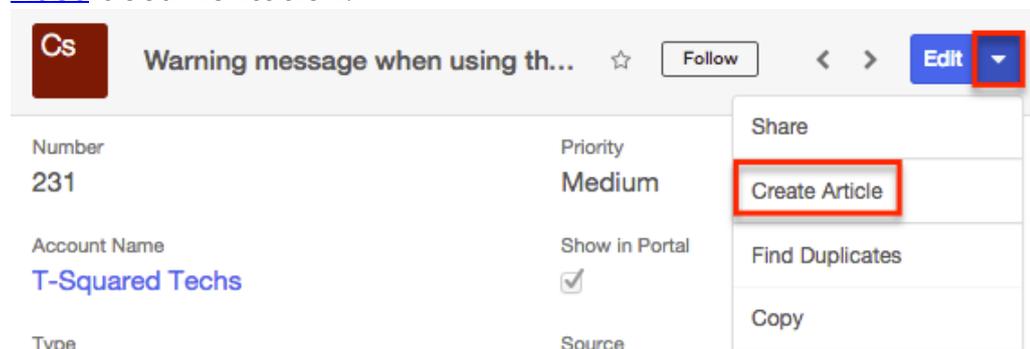
Filter: **S Cane Sweeteners Ltd** Search by first name, last name...

Account Name: **S Cane Sw...** is any of **S Cane Sw...** - +

Knowledge Base Articles and Cases

You can create Knowledge Base articles based on a bug or case. This is particularly useful when the bug fix or situation will not be resolved until a later

date, but a work-around currently exists. Simply click "Create Article" in the Case record view's Actions menu. The Knowledge Base record view layout will open and include all of the relevant fields for your organization's articles. For more information on creating knowledge base articles, please refer to the [Knowledge Base](#) documentation.



Last Modified: 2017-11-30 21:43:14

Knowledge Base

Overview

Sugar's Knowledge Base module provides the ability to create, maintain, and publish information in the form of articles. Knowledge base articles can cover a variety of topics such as case resolutions or frequently asked questions. Articles can be accessed via the Sugar instance by Sugar users within your organization. Articles can be rated based on their usefulness to help you determine which articles should be improved or updated and which should be promoted as valuable information. As you work to improve articles, you can create revisions to keep a history of versions as well as to make changes without immediately affecting published content. Articles can also be localized to reach new audiences using a variety of languages. This documentation will cover information and actions specific to the Knowledge Base module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting accounts, please refer to the [Working With Articles](#) section of this page.

Please note that you will only be able to see account records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#)

documentation in the Administration Guide.

Article Fields

The Knowledge Base module contains a number of stock data fields that come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Users with administrator or developer access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration guide.

Field	Description
Active Revision	Denotes the most up-to-date, unpublished revision of an article. This box is automatically set when a new revision is created for an unpublished article so that only the newest revision will have it checked. Only revisions with "Active Revision" checked will appear in the Knowledge Base list view. Note: If a revision is published, it will retain the Active Revision designation until a subsequent revision is published in its place.
Approved By	The Sugar user appointed to approve the article Note: When setting an article's status to "Approved", the Approved By field will automatically be populated with your name.
Attachments	External files uploaded to the article which are available for download
Author	The Sugar user who owns the article Note: The author defaults to the current user.
Body	The HTML content of the article
Category	The category, or topic, the article belongs to
Created By	The Sugar user who created the article
Date Created	The date that a user created the article
Date Modified	The last date that a user modified the

	article
Description	A brief description of the article's content
Expiration Date	The date on which the article information expired or will expire in the future Note: The status for published articles will automatically change to "Expired" on the specified expiration date.
View Count	How many times the published article has been viewed in the Sugar instance
Language	The language used in the article
Modified By	The Sugar user who last modified the article
Publish Date	The date the article was published or will be published in the future Note: The Publish Date field will automatically default to today's date when an article's status is set to "Published".
Related Case	The case record that inspired and is associated with the article Note: Creating an article from a case causes the case to automatically populate this field.
Status	The current status of the article (e.g. Draft, Expired, In Review, Published)
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the article
Title	The name of the article Note: This field will be visible to readers when the article is published.

Article Statuses

When viewing an article's record view or the Knowledge Base list view, the Status field will show a different colors for each status. Administrators have the ability to configure the status values via Admin > Dropdown Editor. For more information on configuring the status values, please refer to the [Developer Tools](#) documentation in the Administration guide.

Please note that the below values are only guidelines for defining your status and that you can skip one or more statuses based on your organization's needs.

Color	Status	Label	Description
White	Draft		The article is currently undergoing changes
Beige	In Review		The article is being reviewed by the designated approver Note: When the status changes to "In Review", a notification email is automatically sent to the user designated in the Approver field.
Blue	Approved		The article has been approved for publish
Green	Published		The article is live in the knowledge base
Gray	Expired		The article's expiration date is in the past Note: The status for published articles will automatically change to "Expired" on the specified expiration date, but the will

		remain live in the knowledge base.
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Working With Articles

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Knowledge Base documentation describe Knowledge Base-specific behaviors and functionality.

Content Link	Description
Creating Articles Basic Article Creation Creating via Subpanels Creating via Duplication	The Creating Records section covers the various methods of creating new articles including via the Create button in the Knowledge Base module, via the Knowledge Base subpanel on related module records, and duplication of an existing article.
Viewing Articles Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	The Viewing Records section describes the various methods of viewing articles including via the Knowledge Base list view and record view, the Recently Viewed menu in the Knowledge Base module tab, list view dashlets showing article information, activity stream entries concerning article updates or where a user mentions an article, previewing articles in the right hand side panel, and reports displaying article data.
Searching for Articles Global Search List View Search Creating a Filter Saving a Filter	The Searching Records section provides an introduction to the two searching methods for locating articles: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Knowledge Base module.
Knowledge Base List View Total Record Count Create Button Module Search Checkbox Selection	The List View section walks through the many elements of the Knowledge Base List View layout which contains a filterable list of all articles in Sugar. While the generic menu options are

Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Articles Activity Stream Intelligence Pane	<p>described in the User Interface sections linked to the left, the options specifically available in the Knowledge Base list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
Knowledge Base Record View Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	<p>The Record View section walks through the many elements of the Knowledge Base Record View layout which contains detailed information about a single article. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Knowledge Base record view are described in the Record View Actions Menu section of this page.</p>
Editing Articles Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing articles including inline via the article record view, in full edit mode on the record view, inline via the Knowledge Base subpanel on related module records, inline via the Knowledge Base list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Articles Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted articles including via the articles record view, an individual record's Actions menu on the Knowledge Base list view, and the Mass Actions menu on the list view.</p>
Viewing Article Change Logs	<p>The Viewing Record Change Logs section describes the View Change Log</p>

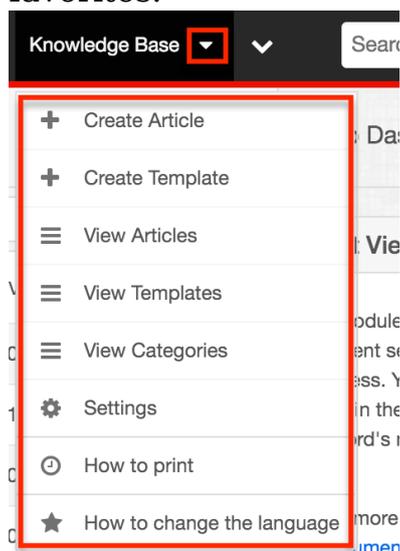
	record view option which displays a history of changes to the article's audited fields.
Article PDFs Downloading Article PDFs Emailing Article PDFs	The Article PDFs section provides instructions for these record view options which allow you to download or email .pdf files of article information as configured by an administrator via Admin > PDF Manager.
Favoriting Articles Favoriting via List View Favoriting via Record View	The Favoriting Records section describes the various methods of marking articles as favorites including via the Knowledge Base list view or an article's record view. Favoriting an article allows you to easily access it from list views, dashlets, or the Knowledge Base module tab.
Following Articles Following via List View Following via Record View	The Following Records section describes the various methods of marking articles as "Following" including via the Knowledge Base list view and the article's record view. Following an article causes its activity stream updates to be included on your Home page and Knowledge Base list view activity streams so that you can easily keep up with changes and user posts on the record.
Sharing Articles	The Sharing Records section provides instructions for this record view option which composes an email with a link to the article. If the recipient is logged into Sugar, clicking the link will bring them directly to the article's record view.
Using the TinyMCE Text Editor	The Using the TinyMCE Text Editor section describes how to use the built-in WYSIWYG to build and customize the contents of your knowledge base articles.

Article Menus

The Knowledge Base module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Knowledge Base-specific functionality, within this page.

Module Tab Menus

The Knowledge Base module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Knowledge Base" to access the list view. Once the Knowledge Base tab is visible in the navigation bar, you may click the triangle in the tab to display the Actions, Recently Viewed, and Favorites menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of articles you most recently viewed. The [Favorites menu](#) displays the list of Knowledge Base records you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Create Article	Opens the record view layout to create a new article
Create Template	Opens the record view layout to create a new template Note: This option is only available to administrators.
View Articles	Opens the list view layout to search and display articles

View Categories	Opens the list view layout to search and display categories
View Templates	Opens the list view layout to search and display templates Note: This option is only available to administrators.
Settings	Opens the Knowledge Base language-configuration settings Note: This option is only available to administrators.

If you do not see the Knowledge Base module tab in Sugar, please check the following:

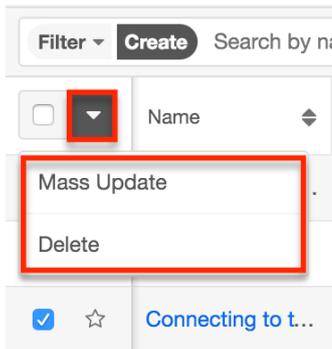
- The Knowledge Base module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Knowledge Base module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Knowledge Base module for your entire Sugar instance. Reach out to your Sugar administrator to have the Knowledge Base module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

List View Menus

The Knowledge Base [list view](#) displays all knowledge base records and allows for searching and filtering to locate specific articles. You can view the basic details of each record within the field columns of the list view or click an article's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual article records or click the checkbox in the list header to select all records displayed on the current set of list view results.

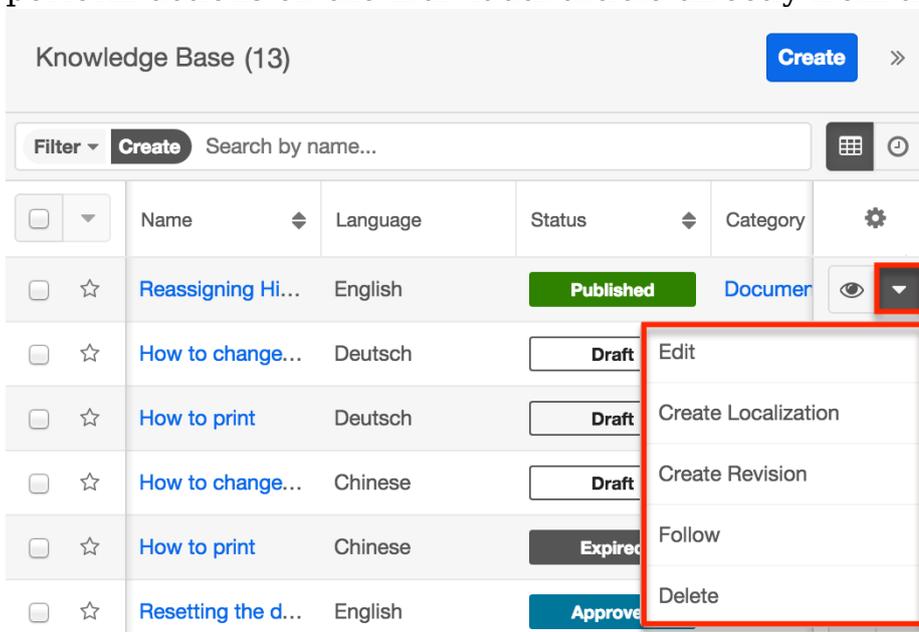


The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more articles at a time
Delete	Delete this article

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual article directly from the list view.



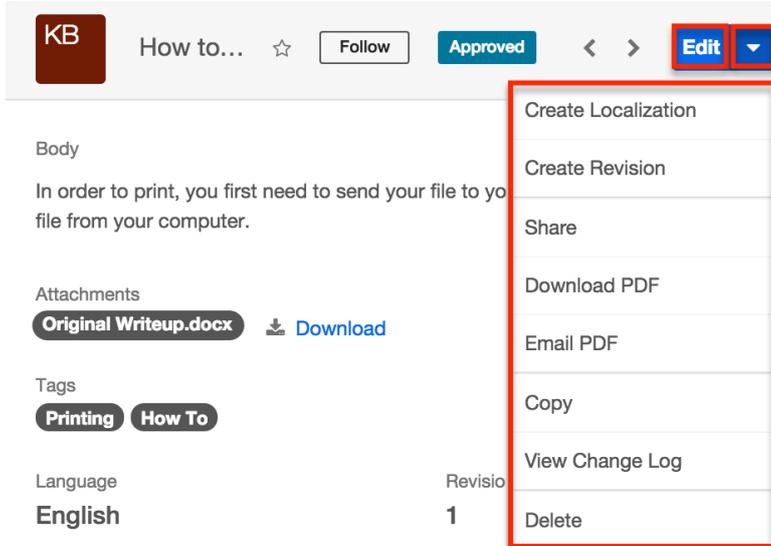
The list view's Record Actions menu allows you to perform the following operations:

--	--

Menu Item	Description
Edit	Edit this article
Create Localization	Copy this article in order to adapt it for a different audience via another language
Create Revision	Create a new or corrected version of the original article
Follow	Follow this article
Delete	Delete this article

Record View Actions Menu

The Knowledge Base [record view](#) displays a single article in full detail including its fields, subpanels of related records, and activity stream. To access an article's record view, simply click a hyperlinked article name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this article
Create Localization	Copy this article in order to adapt it for a different audience via another language

Create Revision	Create a new or corrected version of the original article
Share	Share a link to this article via email
Download PDF	Download article information as a PDF file
Email PDF	Email article information as a PDF attachment
Copy	Duplicate this article
View Change Log	View a record of changes to this article
Delete	Delete this article

Article

Publishing Articles

For knowledge base consumers within your organization who are Sugar users, publishing changes the article's status and designates that version as the active revision, making it available in the knowledge base list view until a subsequent revision is published. This enables your internal users to access knowledge base content within Sugar by browsing the Knowledge Base Categories & Published Articles dashlet or the Knowledge Base list view.

Articles can be published manually or scheduled to be published automatically on a future date. Publishing will check the article's Active Revision checkbox, making it available in the Knowledge Base list view even if a related revision was previously considered the active revision. Once an article has been published, the published version will retain the Active Revision designation when new revisions are created. Only when another revision is published in its place will the Active Revision designation be transferred. If an article is already published, publishing a related revision will also cause the original article's status to be changed to "Expired". For more information about revisions, please refer to the [Article Revisions](#) section of this page.

Publishing Articles Immediately

To publish an article, simply edit the Status field to "Published" and save the record. The Publish Date field will automatically set to today's date.

The screenshot shows a Knowledge Base record form for an article titled "How to print". The status dropdown menu is open, showing options: Draft, In Review, Approved, Published, and Expired. The "Published" option is highlighted with a red box. The "Save" button is also highlighted with a red box.

Scheduling a Future Publish

To schedule an article to publish in the future, set the Publish Date field to a date in the future, change the the Status field to "Published", and save the record. On the specified publish date, the article's status will change to "Published" and the article will automatically become visible.

The screenshot shows a Knowledge Base record form for an article titled "How to print". The status dropdown menu is set to "Approved". The "Save" button is highlighted with a red box. The "Publish Date" field is highlighted with a red box and contains the date "2015-07-22". Other fields include Author (Will Westin), Date Created (2015-07-13 15:50), Date Modified (2015-07-16 14:27), Expiration Date (2015-12-31), and External Article (checked).

Viewing Published Articles by Category

While the Knowledge Base list view allows you to locate articles using traditional search, filter, and sorting, Sugar also allows you to navigate the hierarchical structure of categories to locate published articles. The Knowledge Base Categories & Published Articles dashlet can be added to the Knowledge Base list view and record view intelligence panes. When it is included on the Knowledge Base record view and you are viewing a published article, it will automatically

open to display the current article. This is a convenient way to confirm the placement of a published article in your category hierarchy.

Folder icons represent categories while document icons represent articles. Blue folders indicate that a category contains child categories or published articles; clicking the blue folder will expand it to display the category's contents. White folders, on the other hand, may not be expanded since they indicate that the category has no child categories or published articles. To collapse an expanded category, simply click the open folder icon. Clicking an article's name will open the article in record view.

The screenshot shows the Knowledge Base interface. At the top, there's a header for 'Knowledge Base (9)' with a 'Create' button. Below it is a search bar with 'Filter' and 'Create' options. The main area is a table of articles with columns for Name, Language, Status, Category, and Frequency. The table contains five rows of articles, with the first two in 'Draft' status and the last three in 'Published' status. On the right side, there's a sidebar titled 'Knowledge Base Categories & Published Articles' with a 'Create' button. The sidebar shows a tree view of categories: Documentation (with a red box around it), Calendar, Calls (with a red box around 'Charging the battery - revision 2'), Email, Database, Tutorials, Video, and Help.

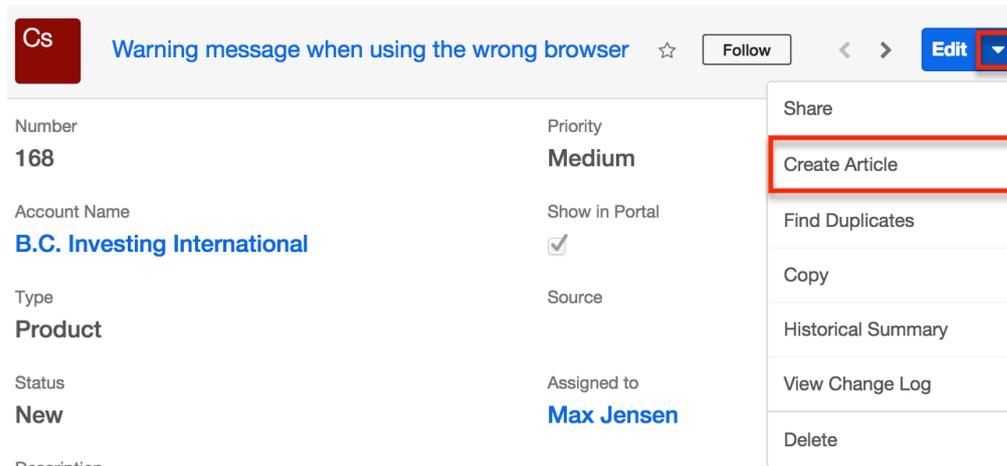
Name	Language	Status	Category	Freq
Verbinden mit ...	Deutsch	Draft	Database	0
Resetting the d...	English	Draft	Calendar	0
How to print	English	Published	Video	7
How to print	Greek	Published	Video	5
How to print	Chinese	Published	Video	7

Creating Articles via Cases

Sugar allows you to create an article based on the details of a case record. This is useful when a resolution to a problem is documented in a case. Creating an article from such records enables you to make this information available without manually copying from the case. The new article's Title field is based on the case's Subject field, and the article's body is automatically populated with the case's number, subject, description, and resolution. The case will automatically be set in the new article's Related Case field. For more information on working with cases, please refer to the [Cases](#) documentation.

Use the following steps to create an article from a case record:

1. Navigate to a case's record view.
2. Select "Create Article" from the Actions menu.



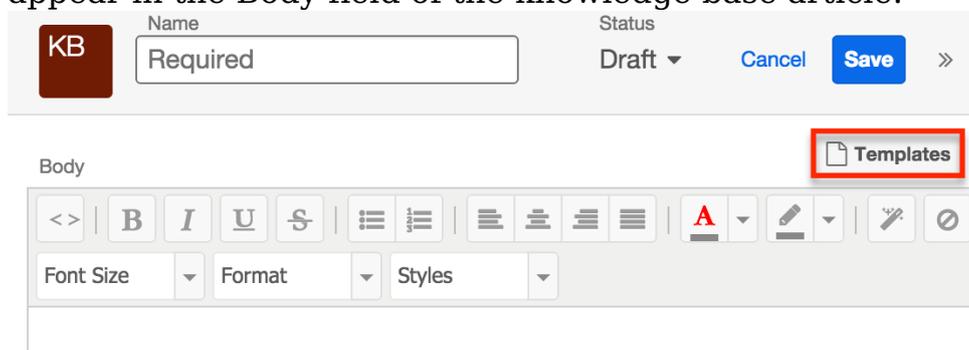
3. Update the necessary fields and then click "Save".

Article Templates

Administrators have the ability to create templates to improve consistency or ease access to common or brand elements across your organization's knowledge base. Knowledge Base templates can contain text, HTML content, and images including embedded .jpg or .png image files. Existing templates can then be used by regular users when creating articles to improve article consistency and quality while reducing the amount of time they must spend. For more information how administrators can work with article templates, please refer to the [Knowledge Base Administration](#) documentation in the Administration Guide.

Applying Templates to Articles

You can apply an existing template when creating or editing a Knowledge Base article. From the article's record view, click on the Templates button located above the toolbar in the Body field. A Search and Select drawer will appear where you can choose the desired template record. The selected template's content will then appear in the Body field of the knowledge base article.



Note: If the Body field already contains content prior to selecting a template, you will receive a message requesting confirmation before the selected template can

be applied. Select "Cancel" to disregard the template or "Confirm" to overwrite any existing content with the template's content.

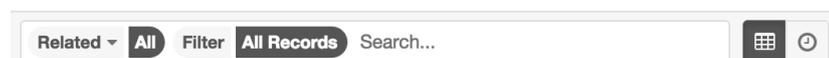
Article Ratings

Reader feedback is important to gather and consider when working on knowledge base articles. Users will find the Useful and Not Useful buttons on the article's record view. Each time a new revision is created, it starts with zero votes, effectively wiping the slate for your improved or updated content.

Expiration Date

2015-07-22

[Show less](#)



Viewing Article Ratings

As users vote an article as useful or not useful, the clicks are tallied within Sugar and can be viewed via a dashlet on the article's record view. The Usefulness for Articles dashlet may be added to the Knowledge Base record view's intelligence pane to display the aggregated usefulness of the current article. It totals the Useful and Note Useful votes the article has received and shows the percentage of Useful votes on top of a visual depiction of the ratio. The red portion represents Not Useful votes while the Useful votes are shown in green. Hovering on the green or red portions displays the exact percentage and number of corresponding votes.

KB How to print ☆ Follow Published Edit »
My Dashboard ▾ Create ▾

<p>Language English</p> <p>Category Database</p> <p>View Count 8</p> <p>Assigned to Will Westin</p> <p>Date Created 2016-04-12 10:41</p> <p>Date Modified 2016-04-12 17:51</p> <p>Publish Date 2016-04-12</p> <p>Expiration Date 2017-04-07</p>	<p>Revision 1</p> <p>Active Revision <input checked="" type="checkbox"/></p> <p>Teams Global (Primary)</p> <p>External Article <input type="checkbox"/></p> <p>Created By Administrator</p> <p>Approved By</p> <p>Related Case</p>
---	--

Usefulness for Articles ^ ⚙

Category	Percentage	Score
Useful	66.7%	2.00
Not Useful	33.3%	-

Viewing Useful Published Articles

The Most Useful Published Knowledge Base Articles dashlet displays a list of top-rated published articles based on usefulness ratings and view count. Article usefulness is tallied via clicks on the Useful and Not Useful icons. The view count is the total number of views an article has received as shown in the View Count field. This dashlet displays the top three articles in descending order according to their rating. Click "More most useful published knowledge base articles" at the bottom of the dashlet to see additional articles. To view the details of an article listed in this dashlet, click on the article's name to navigate to its record view.

KB Resetting the device ☆ Follow Published < > Edit »
My Dashboard ▾ Create ▾

<p>Language English</p> <p>Category Help</p> <p>View Count 2</p> <p>Assigned to Will Westin</p>	<p>Revision 1</p> <p>Active Revision <input checked="" type="checkbox"/></p> <p>Teams Global (Primary)</p> <p>External Article <input type="checkbox"/></p>
---	---

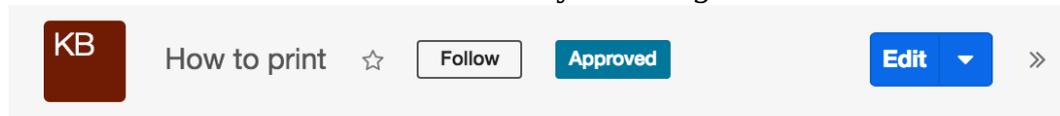
Most Useful Published Knowledge Base Articles ^ ⚙

- [How to print](#)
Administrator 7 hours ago
- [Resetting the device](#)
Administrator 7 hours ago

Article Attachments

Articles can include attached files which will then be available for download by the article's viewers. In an article's record view, one or more files can be uploaded to

the Attachments field. Then, when users view the published article, they will have the option to download a single attachment by either clicking the pill that contains the name of the attached file or by clicking "Download".



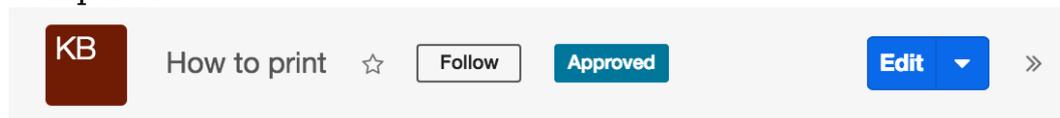
Body

In order to print, you first need to send your file to your computer. Access and print the file from your computer.

Attachments



When multiple attachments exist on a single article, users viewing the article will have the option to download a single attachment or all attachments at once. They may click the pill that contains the name of the single file for download or click "Download All" to download a .zip file containing all of the attachments to their computer.



Body

In order to print, you first need to send your file to your computer. Access and print the file from your computer.

Attachments



Article Localizations

A localization is a copy of an article that has been adapted for a different audience, usually via translation to another language. Administrators must first add desired languages to the Knowledge Base module as described in the [Knowledge Base Administration](#) documentation. Once languages are configured in your instance, users may create localizations which will copy all populated fields from the original article except for the Status and Language fields. This allows users to re-write the article's contents in various languages to accommodate different target audiences.

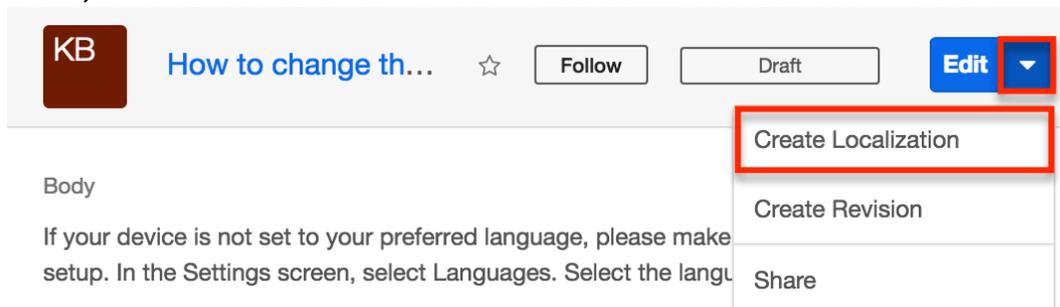
Note: If an administrator deletes a language from the Knowledge Base module's Settings page, all localization articles associated with the deleted language will

also be deleted.

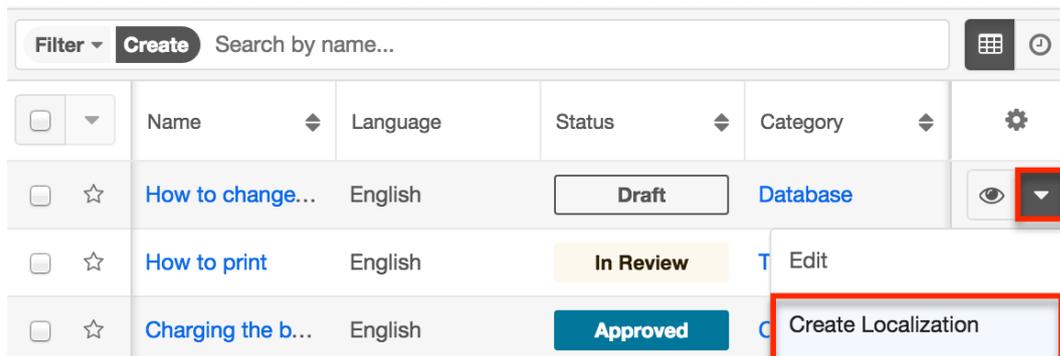
Creating Localization Articles

A localization article can be created from the Knowledge Base list view, the article's record view, or the Localizations subpanel. There are many ways users can create a new localization:

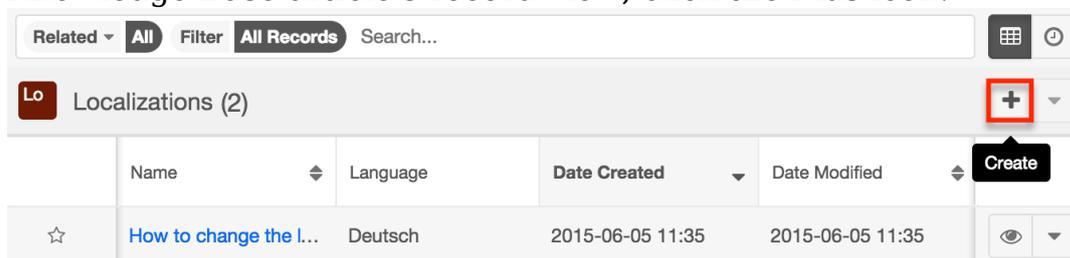
- To create a localization article from a Knowledge Base article's record view, click the Actions menu and select "Create Localization".



- To create a localization article from the Knowledge Base article list view, click the article row's Actions menu and select "Create Localization".



- To create a localization article from the [Localizations subpanel](#) on a Knowledge Base article's record view, click the Plus icon.



A drawer will appear with a copy of the original article details except for the Language and Status fields. The Status field will automatically be set to "Draft". Users should choose the appropriate language and, optionally, edit the status and any other desired field. Clicking "Save" will finalize the new localization article, and it will appear within the Knowledge Base list view and on the parent article's record view within the Localizations subpanel.

KB Name: How to change the language Status: Draft Cancel Save >>

Language: Greek (selected) Greek German

Revision: 1

Active Revision:

View Count: 4

Assigned to: Administrator

Teams: Global ★ +

External Article:

Localizations Subpanel

A localization article is a copy of an article that has been adapted for a different audience via translation to another language. The Localizations subpanel displays all localizations related to the article and allows the following operations to be performed:

- **Localization Details** : To view the details of a related localization article, click the article's name in the subpanel to open it in record view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of localizations currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more localizations than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable the sticky feature and collapse all subpanels by default via Admin > System Settings. For more information, please refer to the User Interface section of the [System](#) documentation in the Administration guide.
- **Column Widths** : Place your cursor on the column divider and, when the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **Create a New Localization** : Click the Plus button on the upper right of a subpanel to create a new localization for the article you are currently viewing.

- **Note:** Because creating a new related record opens a draw on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **Favorites Designation :** Click the star on the left of a record's row to toggle it as a favorite. A dark grey star indicates that the record is a favorite while a white star indicates it is not. For more information, please refer to the [User Interface](#) page.
- **Hyperlink Fields :** Blue field values, such as record names, may be clicked to open the record in record view. Record view provides a complete picture of the record and is described in detail in the [User Interface](#) page. Email addresses also appear in blue and can be clicked to compose an email to that recipient.
- **Record Actions Menu :** Click the triangle on the right of a record's row to access the Record Actions Menu which includes the following options:
 - **Preview :** To preview a record by displaying its fields and activity stream in the right hand side drawer, click the Eye icon to the far right of the record's row. For more information, please refer to the [User Interface](#) page.
 - **Create Revision :** To create a new revision of the localized article, choose "Create Revision" from the actions menu on the far right of the record's row, then complete the record view layout and click "Save".
 - **Edit :** To inline edit the record directly within the subpanel, choose "Edit" from the Actions menu on the right of the record's row and click "Save" to preserve the changes.
- **More Records :** By default, Sugar displays up to five records in each subpanel though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation in the Administration. If additional related records exist, click "More <Module Name>..." (e.g. "More Accounts...") at the bottom of the subpanel to load the next set.

	Name	Language	Date Created	Date Modified	
☆	How to print	Greek	2015-07-13 15:50	2015-07-17 1	👁️
☆	How to print	Chinese	2015-07-13 15:50		⌵ Create Revision
☆	How to print	English	2015-07-13 15:50		⌵ Edit

Published Articles in Other Languages Dashlet

The Published Articles in Other Languages dashlet displays all published

localization articles related to the current article you are viewing. From this dashlet, you can view who created each localization and when they created it, as well as which language is associated to each localization via the language code icon located to the right of the article's name. This two-letter icon corresponds with the language code you administrator has specified in the [Settings](#). To access an article's record view, click on the article's name directly from the dashlet.

The screenshot displays the record view for an article titled "How to change t...". The article is in English, has 9 views, and was created on 2016-04-12 10:41. It is assigned to Will Westin and is a Global (Primary) team article. The record view includes fields for Language, Revision (1), Category (Documentation), View Count (9), Assigned to (Will Westin), Date Created (2016-04-12 10:41), Date Modified (2016-04-12 10:41), and Publish Date. A right-hand dashlet titled "Published Articles in Other Languages" shows three localized versions of the article, each with a language code icon (en, ge, gr) and a "Created By Administrator 8 hours ago" note. The first and third items in the dashlet are highlighted with red boxes.

Article Revisions

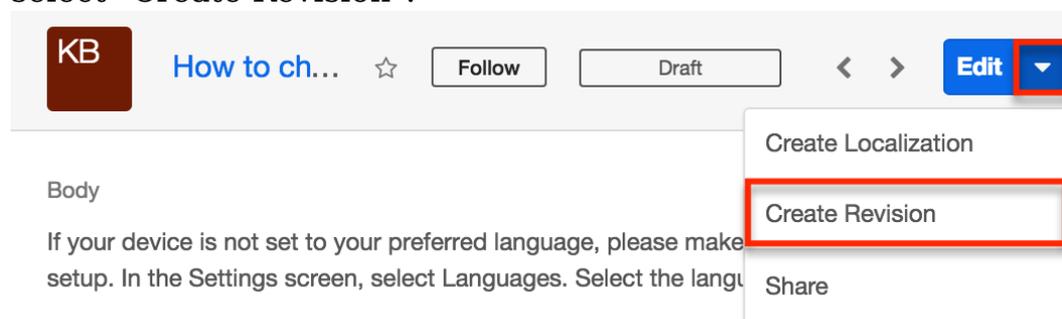
As you improve or update your knowledge base content, Sugar allows you to create revisions. Revisions are a set of articles that are versions of the same content. They allow you to keep a history of past versions as well as to make content changes without affecting the published version. One revision of each set of related revisions will be designated as the active revision using the Active Revision checkbox. Only article revisions with the Active Revision field checked are displayed in the Knowledge Base list view while the others will only be visible in the Revisions subpanel. If an article is not yet published, creating a new revision will cause the Active Revision designation to transfer to the newest revision. Once an article has been published, the published version will retain the Active Revision designation when new revisions are created. Only when another revision is published in its place will the Active Revision designation be transferred. For more information about how publishing affects revisions, please refer to the [Publishing Articles](#) section of this documentation.

Creating Revision Articles

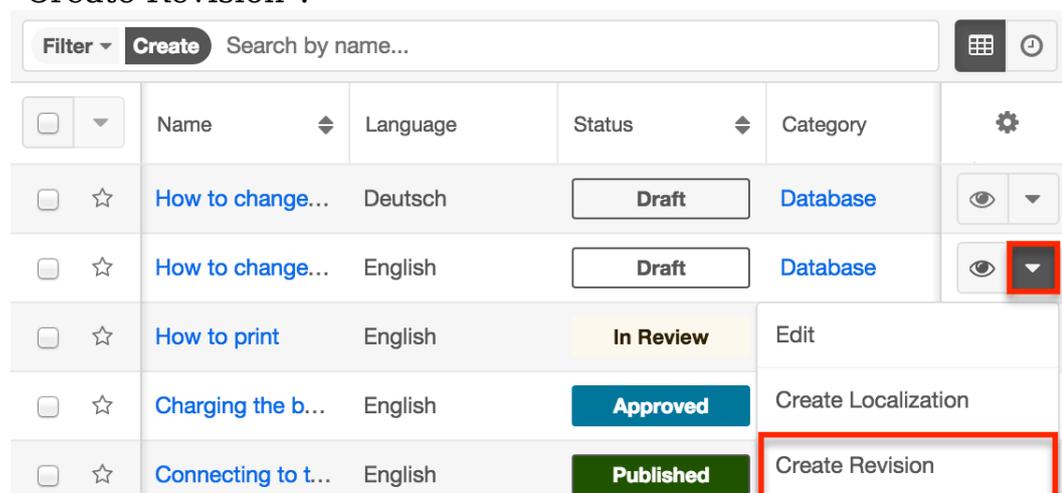
When a revision is created, it duplicates all fields from the original article except

for the Status field, which will default to "Draft". Please note that the Date Created field of all revisions will match the date the original article was created. The Date Modified fields will, however, reflect the most recent edit of the particular revision. A revision can be created from the Knowledge Base list view, the article's record view, the Revisions subpanel, or the Localizations subpanel.

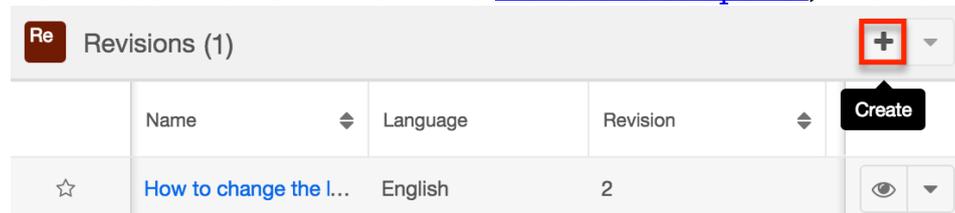
To create a revision from an article's record view, click the Actions menu and select "Create Revision".



To create a revision from the list view, click the record Actions menu and select "Create Revision".



To create a revision from the [Revisions subpanel](#), click the Plus icon.



To create a revision from the [Localizations subpanel](#), click the record Actions menu and select "Create Revision".

Lo Localizations (3) + ▼

	Name	Language	Date Created	
☆	How to change the l...	Deutsch	2015-07-13 15:50	 ▼
☆	How to change the l...	Chinese	2015-0	Create Revision
☆	How to change the l...	Greek	2015-0	Edit

Deleting Revision Articles

Deleting an article from the Knowledge Base list view only deletes the active revision. Another revision, if available, is then promoted to be the active revision. In order to delete an article revision which is not marked as the active revision, you must click on its name in the revisions subpanel, then select "Delete" in the record view's actions menu.

KB [How to change the langu...](#) ☆ Following Draft Edit ▼

<p>Language English</p> <p>Category Documentation</p> <p>View Count 12</p> <p>Assigned to Administrator</p> <p>Date Created 2016-04-12 10:41</p>	<p>Revision 2</p> <p>Active Revision <input type="checkbox"/></p> <p>Teams Global (Prim</p> <p>External Article <input type="checkbox"/></p> <p>Created By Administrat</p>	Create Localization Create Revision Share Download PDF Email PDF Copy View Change Log Delete
--	--	--

Revisions Subpanel

The Revisions subpanel is available on each article's record view and displays all revisions related to the article. The subpanel allows the following operations to be performed:

- **Revision Article Details** : To view the details of a related revision, click the article's name in the subpanel to open it in record view.
- **Record Count** : Subpanel headers display the total count of related

revisions (e.g. "5 of 6+") next to the module name. The count captures the number of revisions currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more revisions than currently displayed. Click the hyperlinked number to see the total count of related revisions.

- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size. Please note that the column width will not be preserved when you navigate away from the page.
- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **Create a New Revision** : Click the Plus button on the upper right of the subpanel to create a new revision for the article you are currently viewing.
 - **Note:** Because creating a new revision opens a draw on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **Favorites Designation** : Click the star on the left of a revision's row to [toggle it as a favorite](#). A dark grey star indicates that the revision is a favorite while a white star indicates it is not.
- **Record Actions Menu** : Click the triangle on the right of a revision's row to access the Record Actions Menu which includes the following options:
 - **Preview** : To [preview](#) a revision by displaying its fields and activity stream in the right hand side drawer, click the Eye icon to the far right of the revision's row.
 - **Edit** : To inline edit the revision directly within the subpanel, choose "Edit" from the Actions menu on the right of the revision's row and click "Save" to preserve the changes.
- **Note:** The new subpanel order will reset when the user's browser cache is cleared.
- **More Records** : By default, Sugar displays up to five revisions in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related revisions exist, click "More {Module Name}..." (e.g. "More Emails...") at the bottom of the subpanel to load the next set of records.

Revisions (2)					+
	Name	Language	Revision	Active Revisor	
☆	How to print	Deutsch	1	✓	👁️ ▼
☆	How to print	Deutsch	1		Edit

For more information on revisions, please refer to the [Revisions](#) section of this documentation.

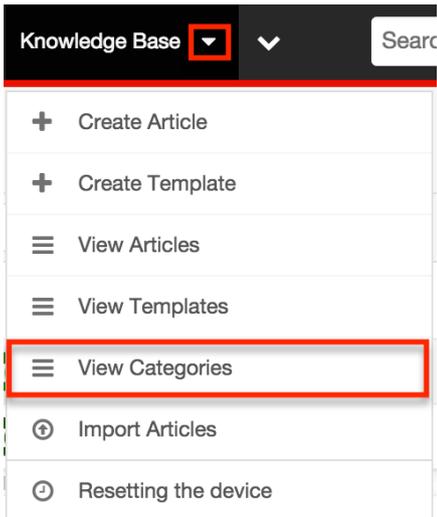
Article Categories

Categories provide a way to group knowledge base articles so that writers, as well as viewers, can easily locate desired articles and related topics. Each article can belong to one category, and a category can have many articles. Categories can also have child or parent categories, allowing for a hierarchical structure of categories and sub-categories. Categories can be viewed in the Categories list view and in the [Knowledge Base Categories & Published Articles dashlet](#). Clicking on a category's hyperlink in the Knowledge Base list view or an article's record view will open a drawer containing all articles belonging to that category, providing a convenient way to view and open articles. Alternatively, you can directly filter the Knowledge Base list view for a particular category. For more information about filtering list views, please refer to the [Search](#) documentation.

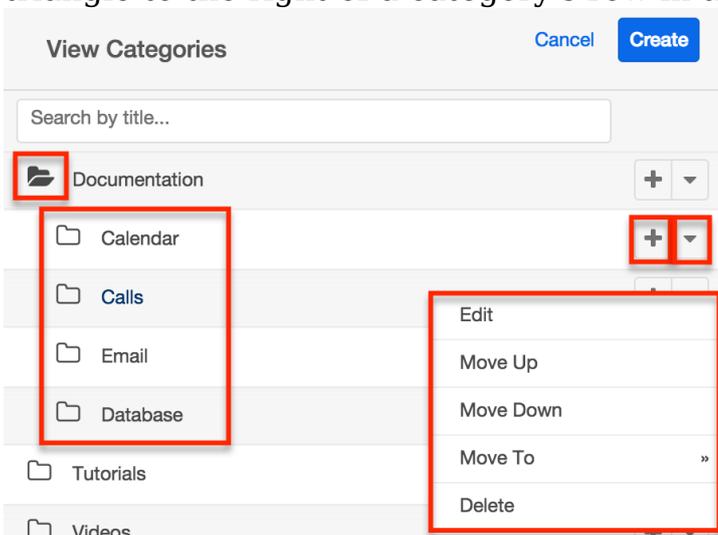
Knowledge Base					Cancel	>>
Filter Create Search by name...						
Category		is	Tutorials		-	+
	Name	Language	Status	Category	⚙️	
☆	Resetting the d...	English	Draft	Tutorials	👁️	▼
☆	How to change...	English	Published	Tutorials	👁️	▼

Categories List View

Click the triangle in the Knowledge Base module tab then select "View Categories" from the menu to open the Categories list view.



In the Categories list view, you can view all knowledge base categories and their subcategories by expanding the Categories tree view or search for categories by title in the search bar. Grey folder icons indicate that a category contains subcategories while white folder icons represent categories with no children. Clicking the grey folders, as opposed to the category name, will reveal its subcategories. You can perform actions on an individual category by clicking the triangle to the right of a category's row in the list view.



Each category's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Add Subcategory (Plus icon)	Create a new category as a child of this category
Edit	Edit the name of the category

Delete	Delete the category
Move Down	Move the category down in the tree
Move To	Move the category to a parent folder
Move Up	Move the category up in the tree

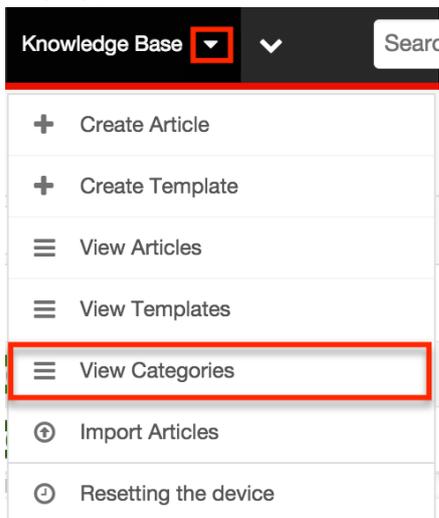
Creating Categories

Categories and subcategories can be created from the [Categories list view](#), and top-level categories can be created from the Category field within an article's record view.

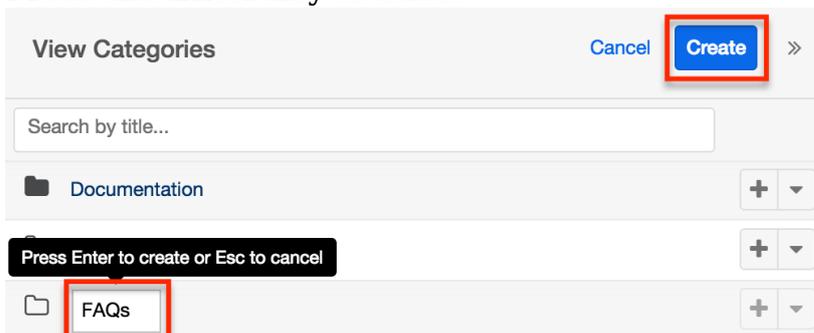
Creating via Categories List View

Use the following steps to create a category from the Categories list view:

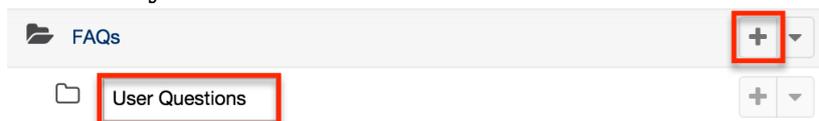
1. Select "View Categories" from the Knowledge Base module tab's Actions menu.



2. Click "Create" and enter the category name in the new row which appears. Press the Enter key to save.



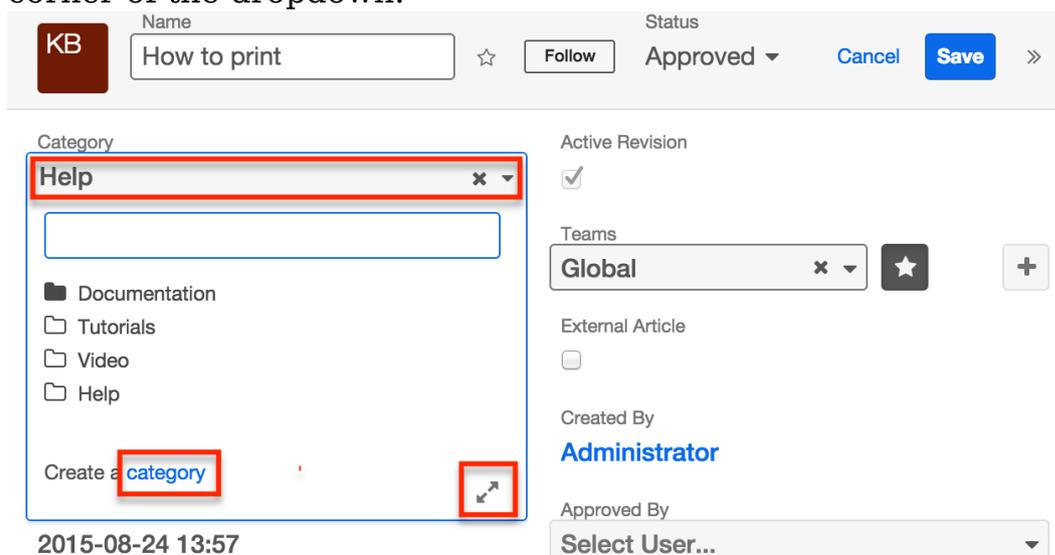
3. To create a subcategory, select the "+" to the far right of the category's row and enter the name of the new child row which appears. Press the Enter key to save.



Creating via Category Field

Use the following steps to create a top-level category from the Category field while creating or editing a knowledge base article. Please note that this method does not allow for creating subcategories:

1. Create a new article or edit an existing article in the Knowledge Base module.
2. Click the Categories field and select "Create a category" in the bottom left corner of the dropdown.



Alternatively, select the expand icon located in the bottom right corner to open the Search and Select Categories drawer and click "Create" in the top right corner of the drawer which opens.

3. Type the desired category's name into the open text box which appears and press the Enter key to save the new category.

4. Select the new category's name in the dropdown to select it for the current knowledge base article. If you do not wish to change the category of the current article, click outside of the Category field's dropdown.

Renaming Categories

Categories may be renamed via the Categories list view and the the Categories field in an article's record view. To rename a category from the [Categories list view](#), simply click the triangle to the far right of the category row and select "Edit". Type the new category name followed by the Enter key to save your change.

You can also rename categories while editing or creating an article. Click the category field to open the dropdown and select the Expand icon located in the bottom right corner. The drawer that opens allows categories to be renamed similarly to the list view. After renaming desired categories, you can click "Cancel" or select a category to relate to the current article.

KB Name ☆ Follow Status Approved ▾ Cancel Save >>

Category **Help** x ▾

- Documentation
- Tutorials
- Video
- Help

Create a [category](#)

2015-08-24 13:57

Active Revision

Teams **Global** x ▾ ☆ +

External Article

Created By **Administrator**

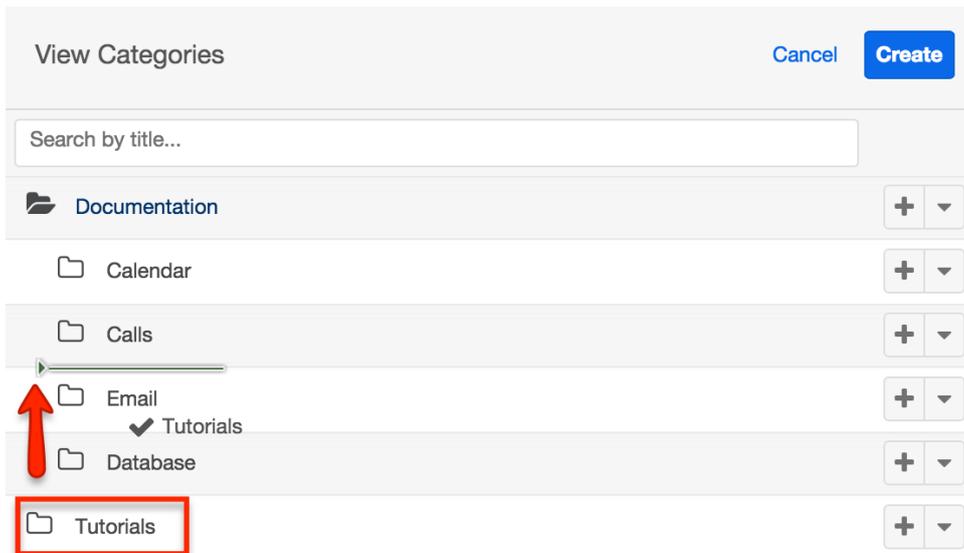
Approved By

Moving Categories

Users can change the order and hierarchy of categories via the [Categories list view](#). Categories and subcategories can be moved up, down, or into a different folder. This can be accomplished through the drag and drop method or through the move options in the Record Actions menu.

Moving via Drag and Drop

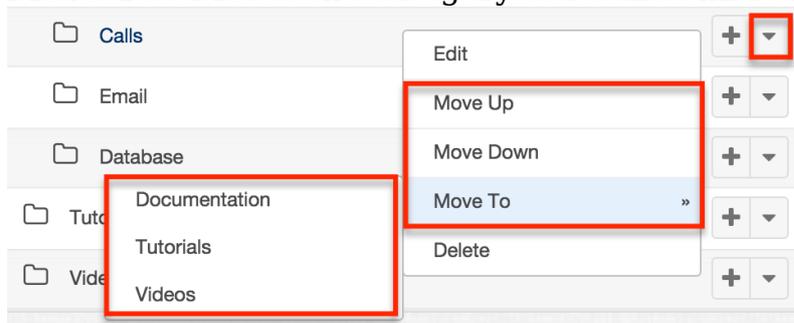
To drag and drop a category to a new position in the Categories tree view, click and hold the category and drag it to the desired location. A category can be moved into a new position in the main tree view or into a different folder. A checkmark will appear beside the category name when the category is in a successful drop position.



Moving via Record Actions Menu

To move a category using the Record Actions menu, click the triangle located on the right of the category's row. The menu presents the following three options for moving categories:

- **Move Up** : Moves the category up one position within its current folder
- **Move Down** : Moves the category down one position within its current folder
- **Move To** : Moves the category to be the child of another category



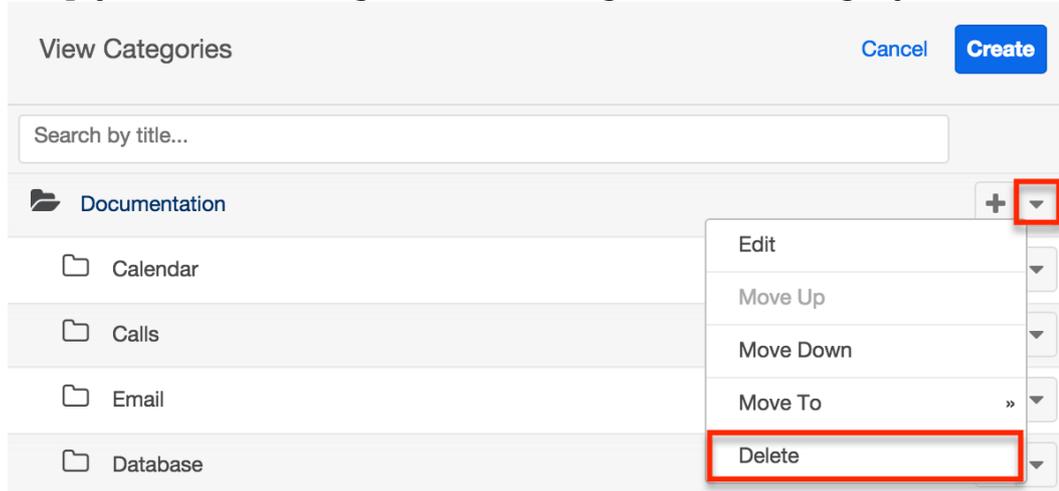
Deleting Categories

Categories can be deleted via the Categories list view and the Category field in an article's record view. Use caution when deleting a category because it will not only delete the current category, it will also delete all of its subcategories. When a category is deleted, any articles belonging to the category will have empty Category fields. While the Category field is not required, it is useful for organizing articles. It is recommended to associated articles be assigned a new category using

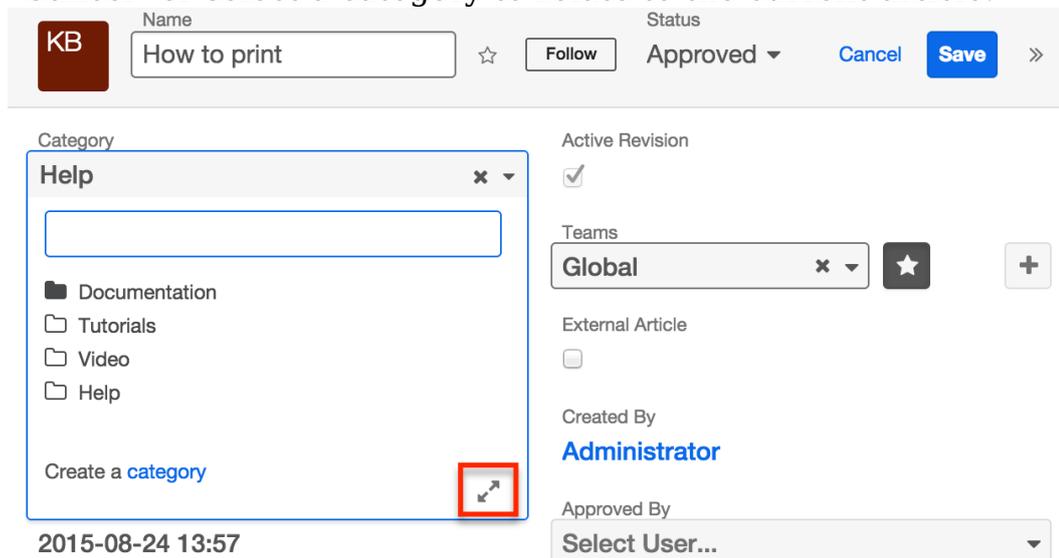
mass update prior to the deletion.

Note: When a parent category is deleted, all subcategories are automatically deleted as well.

To delete a category and its child subcategories from the [Categories list view](#), simply click the triangle to the far right of the category row and select "Delete".



You can also delete categories while editing or creating an article. Click the category field to open the dropdown and select the Expand icon located in the bottom right corner. The drawer that opens allows categories to be deleted similarly to the list view. After deleting unwanted categories, you can click "Cancel" or select a category to relate to the current article.



Last Modified: 2017-04-20 22:46:42

Bugs

Overview

Sugar's Bugs module is used to track and manage product-related problems, commonly referred to as bugs, defects, or feature requests, either found internally or reported by customers. As a bug is reported, worked on, and resolved, the process may be facilitated by adding the found-in and fixed-in release, status, and other information. Each bug record may relate to other Sugar records such as calls, contacts, and cases, making it easy to get the full picture of a customer's issues and history. This documentation will cover information and actions specific to the Bugs module. For instructions concerning views and actions which are common across most Sugar modules, such as creating, editing, and deleting bugs, please refer to the [Working With Bugs](#) section of this page.

Please note that you will only be able to see bug records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration Guide.

Bug Fields

The Bugs module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Administrators or users with developer-level role access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Studio](#) documentation in the Administration Guide.

Field	Description
Assigned To	The Sugar user assigned to the bug
Category	The general area of the product or service where the bug was discovered
Date Created	The date the bug was created
Date Modified	The date the bug was last modified
Description	Explanation of the details and reproduction steps of the bug when submitted

Fixed in Release	The version of product where the bug was fixed
Found in Release	The version of product where the bug was found
Number	An automatically incremented number to identify every bug, which cannot be edited through Sugar
Priority	Specify the urgency of the bug from this dropdown list
Resolution	Results of the investigation of the bug and how it can be fixed
Source	The method in which this bug was submitted, (e.g. internal, customer email, etc.)
Status	Specify the status of the bug as it moves along the process from submission to resolution
Subject	Brief statement of the problem
Tags	User-created keywords that can be used to identify records in filters, dashlets, and reports Note: For more information on creating and using tags, please refer to the Tags documentation.
Teams	The Sugar team(s) assigned to the bug
Type	Type of categorization that this bug falls in to (e.g. Defect, Feature, etc.)
Work Log	Free form field to add activities and actions while working on the bug

Working With Bugs

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Bugs section describe Bugs-specific behaviors and functionality.

Content Link	Description
Creating Bugs	The Creating Records section covers the

Basic Bug Creation Creating via Quick Create Creating via Subpanels Creating via Duplication Importing Bugs	<p>various methods of creating new bug records, including via the Create button in the Bugs module, via the Quick Create menu on the upper right of every Sugar page, via the Bugs subpanel on related module records, via duplication of an existing bug record, and via importing a list of bugs into Sugar using a .csv spreadsheet.</p>
Viewing Bugs Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Activity Streams Viewing via Preview Viewing via Reports	<p>The Viewing Records section describes the various methods of viewing bug records, including via the Bugs list view and record view, the Recently Viewed menu in the Bugs module tab, list view dashlets showing bug information, activity stream entries concerning bug updates or where a user mentions a bug, previewing bugs in the right hand side panel, and reports displaying bug data.</p>
Searching for Bugs Global Search List View Search Creating a Filter Saving a Filter	<p>The Searching for Records section provides an introduction to the two searching methods for locating bugs: global search, which searches across all Sugar modules, and list view search, which searches and filters within the Bugs module.</p>
Bugs List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview Record Actions Menu More Bugs Activity Stream Intelligence Pane	<p>The List View section walks through the many elements of the Bugs List View layout which contains a filterable list of all bug records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Bugs list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>
Bugs Record View	<p>The Record View section walks through</p>

Favorite Designation Following Designation Next or Previous Record Actions Menu Show More Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Activity Stream Intelligence Pane	<p>the many elements of the Bugs Record View layout which contains detailed information about a single bug record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Bugs record view are described in the Record View Actions Menu section of this page.</p>
Editing Bugs Editing Inline via Record View Editing via Record View Editing Inline via Subpanels Editing Inline via List View Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing bug records, including inline via the Bugs record view, in full edit mode on the record view, inline via the Bugs subpanel on related module records, inline via the Bugs list view, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Bugs Deleting via Record View Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted bugs, including via the Bugs record view, an individual record's Actions menu on the Bugs list view, and the Mass Actions menu on the list view.</p>
Exporting Bugs	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of bugs and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Recalculating Calculated Values	<p>The Recalculating Calculated Values section provides instructions on utilizing the Recalculate Values list view option to update calculated field values in the module if the administrator has changed the field's formula via Admin > Studio.</p>
Finding Duplicate Bugs	<p>The Finding Duplicate Records section provides instructions for locating duplicate bug records. If searching on matching fields (e.g. Subject) identifies</p>

	one or more duplicates, they can be merged into a single record.
Merging Bugs Merging via List View	The Merging Records section provides instructions for merging duplicate bugs which will combine field values and related records into a single bug.
Viewing Bug Historical Summaries	The Viewing Record Historical Summaries section describes the Historical Summary record view option which displays quick details of the bug record's related calls, meetings, emails, notes, and tasks.
Viewing Bug Change Logs	The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the bug's audited fields.
Bug PDFs Downloading Bug PDFs Emailing Bug PDFs	The Record PDFs section provides instructions for these record view options which allow you to download or email .pdf files of bug information as configured by an administrator via Admin > PDF Manager.
Favoriting Bugs Favoriting via List View Favoriting via Record View Favoriting via Subpanel	The Favoriting Records section describes the various methods of marking bugs as favorites, including via the Bugs list view, Bugs record view, or any Bugs subpanel appearing on the record view of a related module. Favoriting a bug allows you to easily access it from list views, dashlets, or the Bugs module tab.
Following Bugs Following via List View Following via Record View	The Following Records section describes the various methods of marking bugs as "Following", including via the Bugs list view and record view. Following a bug causes its activity stream updates to be included on your Home page and Bugs list view activity streams so that you can easily keep up with changes and user posts on the record.
Sharing Bugs	The Sharing Records section provides instructions for the Share record view

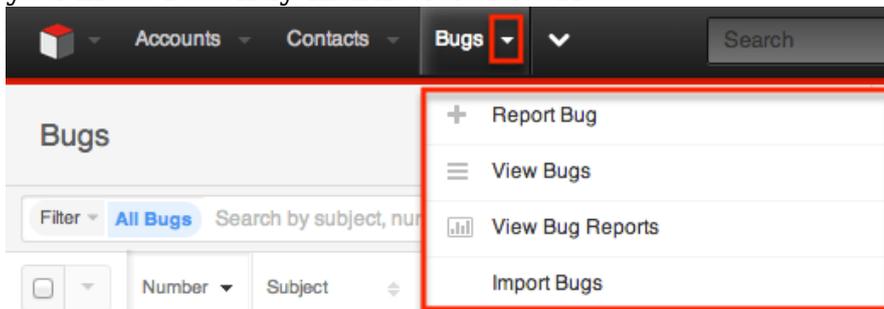
option which composes an email with a link to the bug record. If the recipient is logged into Sugar, clicking the link will bring them directly to the bug's record view.

Bug Menus

The Bugs module contains various options and functionality which are available via menus in the module tab, list view, and record view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Bugs-specific functionality, within this page.

Module Tab Menus

The Bugs module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar. The additional modules will appear on the list and you can click "Bugs" to access the list view. Once the Bugs tab displays on the navigation bar, you can click the triangle within the tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important operations within the module. The [Recently Viewed menu](#) displays the list of bugs you most recently viewed. The [Favorites menu](#) displays the list of bugs you most recently marked as favorites.



The module tab's Actions menu allows you to perform the following operations:

Menu Item	Description
Report Bug	Opens the record view layout to create a new bug
View Bugs	Opens the list view layout to search and display bugs
View Bug Reports	Displays existing reports based on the

	Bugs module
Import Bugs	Opens the import wizard to create or update bugs using external data

If you do not see the Bugs module tab in Sugar, please check the following:

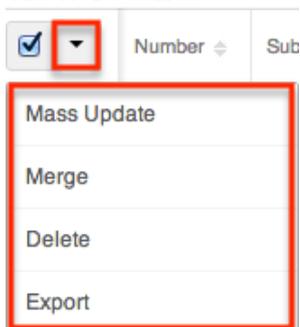
- The Bugs module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Bugs module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Bugs module for your entire Sugar instance. Reach out to your Sugar administrator to have the Bugs module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Bugs [list view](#) displays all bug records and allows for searching and filtering to locate specific bugs. You can view the basic details of each record within the field columns of the list view or click a bug's name to open the record view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual bug records or click the checkbox in the list header to select all records displayed on the current set of list view results

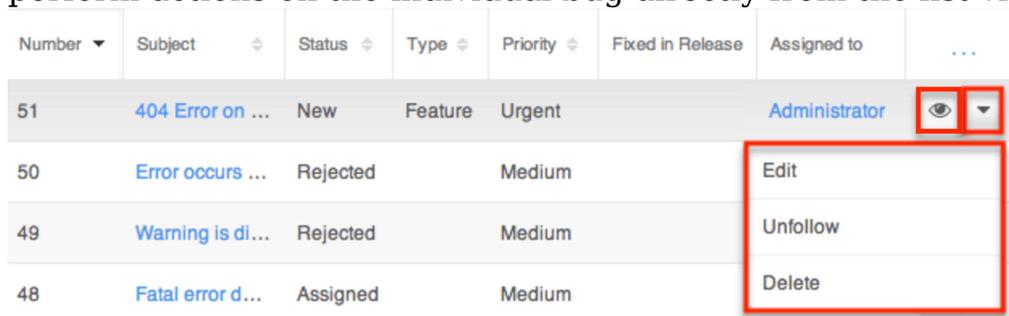


The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more bug at a time
Delete	Delete one or more bug at a time
Merge	Merge two or more duplicate bug
Export	Export one or more bugs to a CSV file
Recalculate Values	(Available in certain circumstances) Updates calculated values to reflect changes to calculated fields made in Studio

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual bug directly from the list view.



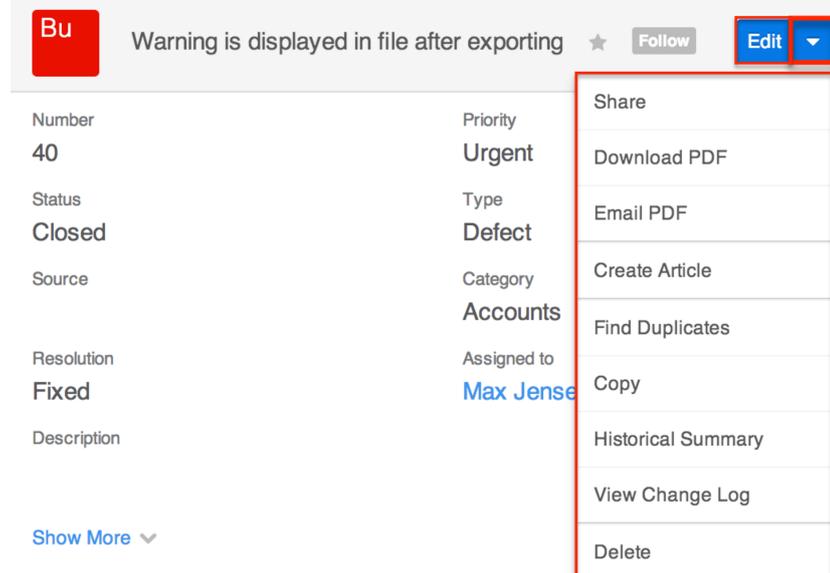
Number	Subject	Status	Type	Priority	Fixed in Release	Assigned to	...
51	404 Error on ...	New	Feature	Urgent		Administrator	 
50	Error occurs ...	Rejected		Medium			Edit Unfollow Delete
49	Warning is di...	Rejected		Medium			
48	Fatal error d...	Assigned		Medium			

The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this bug in the intelligence pane
Edit	Edit this bug
Follow	Follow this bug
Delete	Delete this bug

Record View Actions Menu

The Bugs [record view](#) displays a single bug in full detail including its fields, subpanels of related records, and activity stream. To access a bug's record view, simply click a hyperlinked bug name from anywhere within Sugar. The record view's Actions menu appears on the top right of the page and allows you to perform various operations on the current record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Edit	Edit this bug
Share	Share a link to this bug via email
Download PDF	Download bug information as a PDF file
Email PDF	Email bug information as a PDF attachment
Create Article	Converts information from the case to the record view of a Knowledge Base article. Please refer to the Knowledge Base documentation in the Application Guide
Find Duplicates	Locate potential duplicates of this bug
Copy	Duplicate this bug
Historical Summary	View a historical summary of activities (e.g. calls, meetings, etc.) related to this bug
View Change Log	View a record of changes to this bug
Delete	Delete this bug

Emails and Bugs

Bugs may be related to emails by being selected in the email's Related To field. These relationships allow the bug to display all relevant email correspondence in the [Emails subpanel](#) and in the [History dashlet](#) on a bug's record view. Additionally, new bugs can be created from any email in Sugar using the Quick Create menu while viewing an email in the Emails module. For more information, please refer to the [Creating Bugs via Emails](#) section below.

Please note that an administrator must first configure the outbound mail server for the system via Admin > Email Settings in order for users to send outbound emails. For more information on setting up the system email settings, please refer to the [Email](#) documentation in the Administration Guide. Users will also need to have their email settings configured in their Emails module prior to sending outbound email from the Emails module or Bugs module. For more information on setting up your email, please refer to the [Emails](#) documentation.

Emails Subpanel

The Emails subpanel in the Bugs module displays emails which are related to the bug record via the email's Related To field. These emails will also appear in the [History dashlet](#) on a bug's record view.

The Emails subpanel allows the following functions to be performed:

- **Email Details** : To view the details of an email, click the subject to open it in detail view.
- **Record Count** : Subpanel headers display the total count of related records (e.g. "5 of 6+") next to the module name. The count captures the number of records currently displayed with an additional, hyperlinked number (e.g. "6+") where there are more records than currently displayed. Click the hyperlinked number to see the total count of related records.
- **Collapse or Expand** : Click anywhere in the subpanel's header to collapse or expand it. Subpanels will remain collapsed or expanded on future visits to the module.
 - **Note:** Administrators can choose to disable collapse stickiness or to collapse all subpanels by default via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration Guide.
- **Column Widths** : Place your cursor on the column divider. When the double arrow cursor appears, click and drag the column to the desired size.

Please note that the column width will not be preserved when you navigate away from the page.

- **Column Sort** : Click a column header to sort the subpanel's items by that value. Clicking the same header again will reverse the sorting order (e.g. from ascending to descending).
- **Compose a New Email** : Click the Plus button on the upper right of a subpanel to create a new email with, by default, a relationship to the bug you are currently viewing. The email will automatically select the bug in the Related To field.
 - **Note**: Because creating a new related record opens a drawer on top of the current record view, you should use the Cancel button to return to record view. Using the browser's back button will return you to the previous page.
- **More Records** : By default, Sugar displays up to five records in each subpanel, though administrators can alter the number via Admin > System Settings as described in the [System](#) documentation of the Administration Guide. If additional related records exist, click "More {Module Name}..." (e.g. "More emails...") at the bottom of the subpanel to load the next set of records.

Subject	Status	Date Created	Date Modified
Status Update	Sent	2015-11-19 13:41	2015-11-19 13:41
Follow up	Sent	2015-11-19 13:40	2015-11-19 13:40
Additional Questions	Sent	2015-11-19 13:39	2015-11-19 13:39

More emails...

Creating Bugs via Emails

The Emails module enables users to create new bug records from external and imported emails using the Quick Create option. Simply click the Quick Create button above the selected email header then select "Bug".

From: SugarCRM <do_not_reply@example.com>
Subject: Test
Date Sent by Sender: 08/12/2013 04:32pm
To: lij.sugarcrm@gmail.com

Quick Create

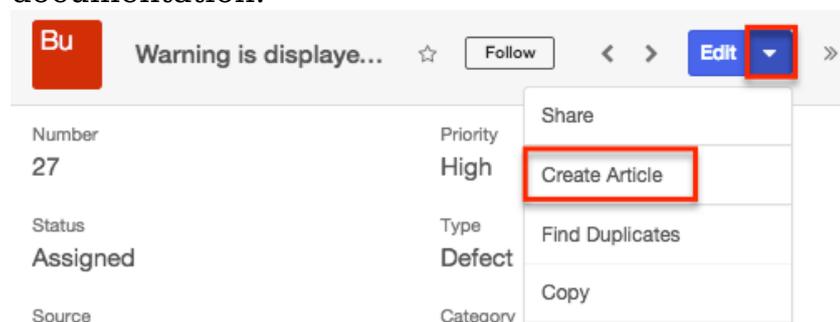
- Bug
- Case
- Contact
- Opportunity
- Lead
- Task

A pop-up window will open where you can enter relevant values for the new bug. The Subject and Description fields for the bug are populated by default with the subject and body of the email. All required fields are marked with a red asterisk and must be completed prior to saving. Once the necessary information is entered, click "Save". For more information on how to create, send, and manage emails, please refer to the [Emails](#) documentation.

Please note that the selected email will be imported, if it is not already imported, and automatically related to the new bug. The bug and email will be related using the email's Related To field. The email record will appear within the Emails subpanel and History dashlet of the bug's record view.

Creating a Knowledge Base Article

You can create knowledge base articles based on a bug or case. This is particularly useful when the bug fix or situation will not be resolved until a later date, but a work-around currently exists. Simply click "Create Article" in the Bug record view's Actions menu. The Knowledge Base record view layout opens and includes all of the relevant fields for your organization's articles. For more information on creating knowledge base articles, please refer to the [Knowledge Base](#) documentation.



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Projects

Overview

Sugar's Projects module is used to track a variety of tasks in order for a project manager to properly organize and complete a given project. Projects are tracked using both a project grid and a Gantt chart. Resources (e.g. contacts and users)

can be allocated to the tasks of each project to help ensure your deadlines are met.

Projects are also able to be associated to different [accounts](#), [contacts](#), [opportunities](#), or other modules so that if a project is a direct result of one of these modules, such as the project being performed that was purchased through an opportunity, the relationship will show and alternate details be made available.

Note: This module is hidden by default. The administrator must [enable it](#) for your use.

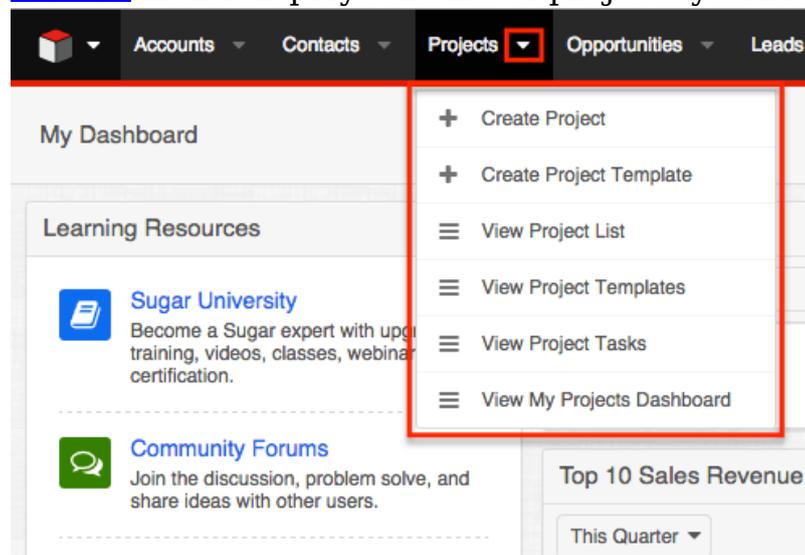
Project Fields

The Projects module contains the following fields which enable users to create and properly organize projects.

Field	Description
Assigned to	Enter the name of the user who has ownership of the project, which is assigned to you by default
Date Created	The date the project record was created
Date Modified	The date the project record was last modified
Description	Enter a brief description of the project
End Date	Click the Calendar icon and select the project end date
Name	Enter a name for the project
Priority	Select the importance of the project from the dropdown list, such as Low, Medium, or High
Start Date	Click the Calendar icon and select the project start date
Status	Select a value from the dropdown list such as Draft, In Review, or Published to show the approval status of the project
Team	The Sugar team(s) assigned to the project

Projects Module Tab

The Projects module tab is typically located on the navigation bar at the top of any Sugar screen. Click the tab to access the Projects list view. You may also click the triangle on the tab to display the Actions and Recently Viewed menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed](#) menu displays the list of projects you last viewed in the module.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Create Project	Opens the edit view layout to create a new project
Create Project Template	Opens the edit view layout to create a new project template
View Project List	Opens the list view layout to search and display projects
View Project Templates	Opens the list view layout to display project templates
View Project Tasks	Opens the list view layout to search and display project tasks
View My Projects Dashboard	Opens the Projects Dashboard

If you do not see the Projects module tab in Sugar, please check the following:

- The Projects module may be marked as hidden in your user preferences, which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Projects module in the Hide Modules list, simply move it to the Display Modules list and save. For more

information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.

- The administrator may have disabled the Projects module for your entire Sugar instance. Reach out to your Sugar administrator to have the Projects module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Creating Projects

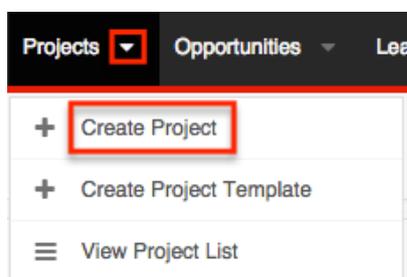
There are three methods for creating projects in Sugar including via the Projects module, quick create, and Project Templates. The full edit view layout opens when creating the project directly from the Projects menu as well as via the Quick Create menu and includes all of the relevant fields for your organization. You can quick create a project while viewing an existing record (e.g. Accounts) of another module and Sugar will automatically create a relationship between both records. For example, if you are viewing an account record (e.g. ABC Company) and create a new project via the Projects subpanel, the project record's Accounts subpanel will automatically populate with "ABC Company", thus creating the relationship. Please note that administrators can configure both the Edit View and Quick Create layouts via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#) documentation in the Administration guide.

Creating via Projects Module

One of the most common methods of project creation is via the Create Project option in the Projects module tab. This opens up the edit view layout, which allows you to enter in all the relevant information for the project.

Use the following steps to create a project via the Projects module:

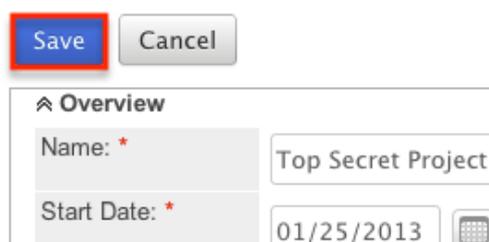
1. Click the triangle on the Projects module and select "Create Project".



2. Enter appropriate values for the [fields](#) in the edit view layout. All required fields are marked with a red asterisk and must be completed prior to saving.

3. Once the necessary information is entered, click "Save".

Create



Save Cancel

Overview

Name: * Top Secret Project

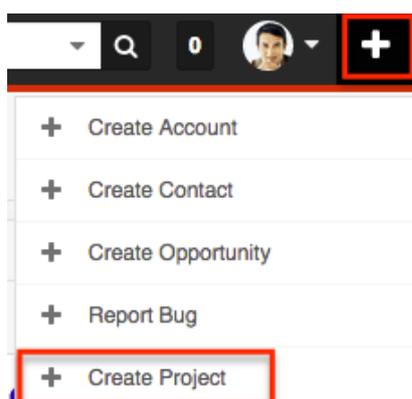
Start Date: * 01/25/2013

Creating via Quick Create

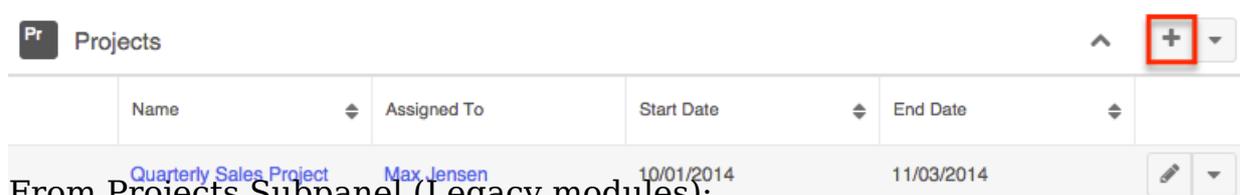
The Quick Create menu allows you to easily create new records from anywhere in Sugar. Simply click the quick create button on the upper right of all Sugar pages to access the menu. You can also easily create new records from any Projects subpanel on related module records.

Use the following steps to create a project via Quick Create:

1. Open the Quick Create menu on the upper right of any Sugar page and select "Create Project". You can also quick create projects using the following methods below:
From Quick Create menu:



From Projects Subpanel (Sidecar modules):



Name	Assigned To	Start Date	End Date	
Quarterly Sales Project	Max Jensen	10/01/2014	11/03/2014	

From Projects Subpanel (Legacy modules):

Projects

Name	Assigned To	Start Date:
Quarterly Sales Project	Max Jensen	10/01/2014

2. Enter appropriate values in the [fields](#) in the edit view layout. All required fields are marked with a red asterisk and must be completed prior to saving.
3. If creating the project via the Projects subpanel in a Legacy module and additional fields are desired, click the Full Form button to use edit view instead.
4. Once the necessary information is entered, click "Save".

4th Quarter Marketing Project » Edit

Overview

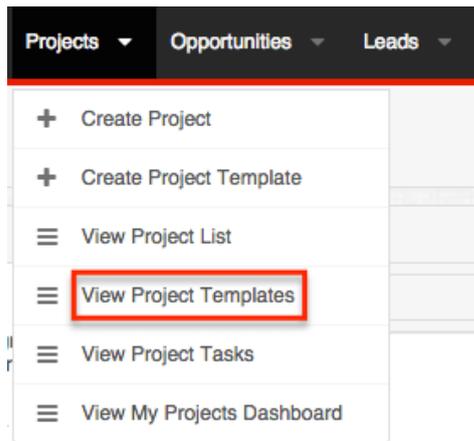
Name: *

Start Date: *

Creating via Project Template

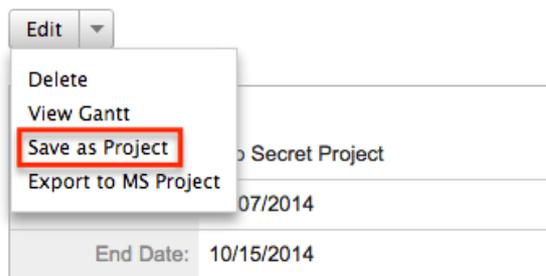
Project Templates are used when a similar project is going to be configured time and time again. See [Project Templates](#) for more information. After you have a template already created, you can use the template to create additional projects, following these steps:

1. Click the triangle on the Projects module and select "View Project Templates".



2. While on the Project Template list view, click the name of your template to open the template's detail view.
3. Select "Save as Project" from the Actions menu.

[Top Secret Project](#) » Project Template



4. Change the name of your new project as need be and click "Save as New Project", where you will be brought to the detail view of your new project.

Viewing Projects

There are various options available for viewing projects in Sugar including via Projects list view, Projects detail view, Projects Recently Viewed menu, the Project Dashboard, dashlets, and reports. Please note that you will only be able to see projects records as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

Viewing via List View

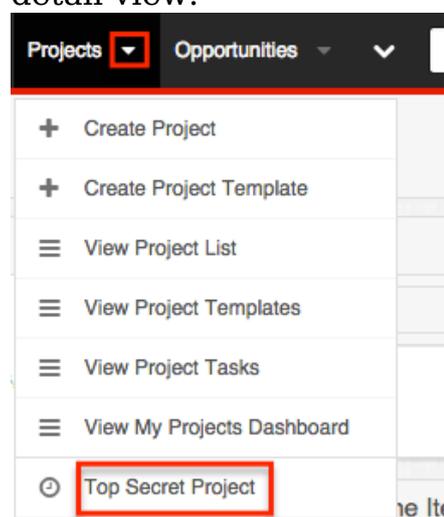
The Projects list view displays all project records meeting the current search criteria. To access the list view, simply click the Projects module tab. While list view shows key project fields, you can click the project's name to open the record in detail view. For more information on viewing project via list view, please refer to the [Projects List View](#) section.

Viewing via Detail View

The Projects detail view displays thorough projects information including all project fields followed by subpanels of the project's related records belonging to various modules. The detail view can be reached by clicking a project record's link from anywhere in the application including from the Projects list view. For more information on viewing projects via detail view, please refer to the [Projects Detail View](#) section.

Viewing via Recently Viewed

As you work, Sugar will keep track of which projects and project templates you have recently viewed. Click the triangle on the [Projects module tab](#) to see a list of your most recently viewed projects and click each name to open the project in detail view.



Viewing via Project Dashboard

The Project Dashboard allows users to view upcoming and overdue project tasks, as well as any support cases related to projects the user is assigned to. It also allows an option for users to view any upcoming or overdue project tasks that are assigned to the user. The Project Dashboard can be reached by clicking the appropriate link in the [Projects module tab](#).

The "My Projects Dashboard" panel shows four columns, showing projects that are assigned to you, any overdue project tasks where the Finish Date is in the past, any upcoming project tasks where the Start Date is within the next week, and any cases that are open related to the project.

The "My Project Tasks" panel shows two columns, showing any overdue project tasks assigned to you where the Start Date is in the past, any upcoming project tasks assigned to you where the Finish Date is within the next week.

All record references, for projects, project tasks, or cases, on either panel, are clickable and will bring you to either the detail view for the specific record or the Gantt chart of the parent project.

My Projects Dashboard

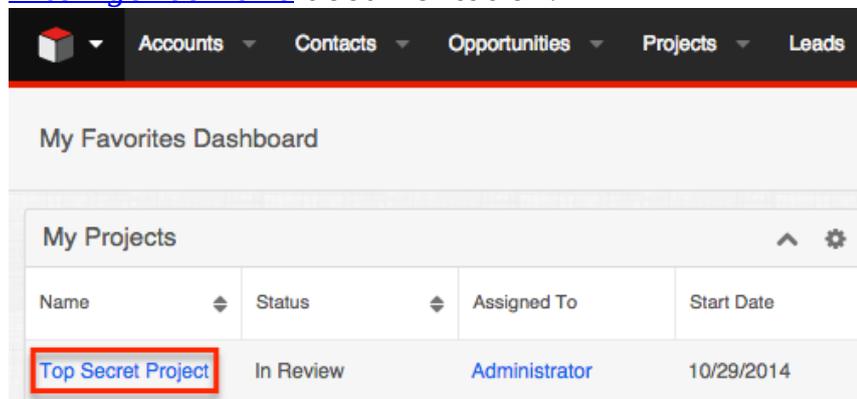
Project	Overdue Tasks	Upcoming Tasks (1 Week)	Open Cases
Top Secret Project 01/25/2014	Receive funding 02/28/2013	Prepare draft 07/05/2013 Execute proposal 10/29/2013	<hr/>
Create new plan for the annual audit 12/31/2014	Perform field studies to collect data 03/28/2013 Create draft of the plan 04/01/2013	Update draft of the plan 04/04/2013 Gather data from meetings 04/04/2013	57 149 59

My Project Tasks

Overdue Tasks	Upcoming Tasks (1 Week)
Review requirements 03/14/2013	Identify resources 04/03/2013 Secure workspace 04/03/2013

Viewing via Dashlets

Sugar Dashlets allow users to get a quick view of various records, activities, reports, etc. Dashlets may be added to a user's Home page or to the intelligence pane of any module. You can view account information in List View dashlets specific to the Projects module (e.g. My Projects dashlet). Clicking a project's name from any dashlet will open the Project record view. For more information on using dashlets and viewing account records via dashlets, please refer to the [Intelligence Pane](#) documentation.



Viewing via Reports

Users with access to the Reports module can build, run, and manage reports to gather key data regarding projects and their related records. In addition to only displaying desired fields and relationships, reports can also incorporate complex filters to only display specific subsets of your records. Once the report is run, you will be able to view the project record's detail view by clicking the project's name in the report results. Please note that you can only directly access project detail views with Rows and Columns-type and Summation with Details-type reports as Summation-type and Matrix-type reports do not include hyperlinks in their display columns. For more information on using reports, please refer to the [Reports](#) documentation.

All Project Tasks ☆

Title: All Project Tasks

Run Report ▾

Hide Details

Name: All Project Tasks
Modules: Project Tasks
Display Columns: Name, % Complete, Duration, Duration Unit, Start Date, Finish Date
Schedule: None
Filters: None

Type: Rows and Columns Report
Teams: Global
Assigned to: Administrator

Name	% Complete	Duration	Duration Unit	Start Date	Finish Date
Gather data from meeting	50	3	Days	10/13/2014	10/15/2014
Update draft of plan	0	5	Days	10/13/2014	10/17/2014

Please note that your ability to access reports may be restricted by a role. For more information on roles, please refer to the [Roles](#) documentation in the Administration guide. Check with your system administrator if you cannot access the Reports module.

Searching Projects

The Projects list view includes a Basic and Advanced Search to help you locate records easily and effectively in a module-specific manner. Once the search is performed, the relevant results will be displayed in the Projects list view below. Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Please note that Sugar automatically appends the wildcard character (%) to the end of your search phrase. This allows the system to retrieve all records that start with the keyword entered in the search. If you would like to broaden the search, you can

use the wildcard at the beginning of your text as well (e.g. %services). This will pull up any record that has the word "services" in the name, regardless of how it starts or ends.

For more information on using the various search methods as well as how wildcards are used in the different methods, please refer to the [Search](#) documentation.

Note: Projects is hidden from Global Search by default. The administrator must [enable it](#) for your use.

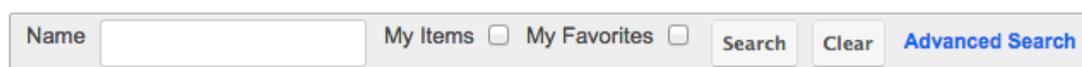
Basic Search

Basic search offers a few, commonly used fields for a simplified search experience. From the Basic Search panel, you can click "Advanced Search" to access additional search functionality as needed.

The buttons and checkboxes available in Basic Search panel have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Items** : Select this box to return only records assigned to you.
- **My Favorites** : Select this box to return only your favorite records.

Search Projects



The screenshot shows a search interface with a text input field labeled "Name", two checkboxes labeled "My Items" and "My Favorites", and three buttons labeled "Search", "Clear", and "Advanced Search".

When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "My Items" and enter a project name, Sugar will only return projects with a matching name that are assigned to you. Once the search is complete, the relevant results will populate in the [list view](#) below the search panel. To see all projects to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see projects as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

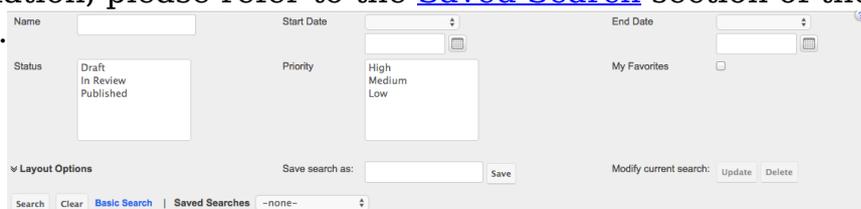
Administrators can configure what fields appear on the Projects Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Advanced Search

Advanced Search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. From the Advanced search panel, you can click "Basic Search" for simplified searching.

The buttons, checkboxes, and dropdowns available in Advanced Search have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **Layout Options** : Use the expandable [Layout Options](#) section to configure your list view. For more information, please refer to the Layout Options section of the Search documentation.
- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of the Search documentation.



The screenshot displays the Advanced Search interface with the following fields and options:

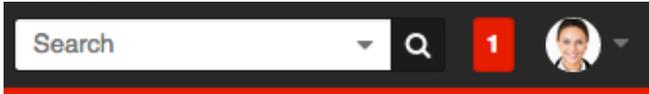
- Name**: Text input field.
- Start Date**: Date picker.
- End Date**: Date picker.
- Status**: Multiselect dropdown with options: Draft, In Review, Published.
- Priority**: Multiselect dropdown with options: High, Medium, Low.
- My Favorites**: Checkmark.
- Layout Options**: Expandable section.
- Save search as:** Text input field with a **Save** button.
- Modify current search:** **Update** and **Delete** buttons.
- Search** button.
- Clear** button.
- Basic Search** button.
- Saved Searches** dropdown menu showing **-none-**.

When you run a search, Sugar will return records matching all (as opposed to any) of the fields for which you have given a value. For example, if you select "My Items" and enter in a project name to search, Sugar will only return projects with a matching name that are assigned to you. When searching by a multiselect or dropdown field (e.g. "Status"), however, Sugar will return records matching any of these selections. Once the search completes, the relevant results will populate in the [list view](#) below the search panel. To see all projects to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see projects as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

Administrators can configure what fields appear on the Projects Advanced Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Global Search

Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Beginning with version 6.5.0, Full Text Search may be used with Global Search to search throughout nearly all fields and modules for an enhanced search experience. The Global Search bar is located on the top right hand side of Sugar. You can click the magnifying glass icon or hit Return/Enter to perform your search once the text string is entered in the search box.



To use global search, you need to first enter the keyword into the search box. With Full Text Search enabled, pop-up results will begin appearing once you input three or more characters. Clicking the magnifying glass icon or hitting your Return/Enter key will cause Sugar to return exact matches for your keyword rather than matches with words beginning with your keyword. When Full Text Search is not enabled, results starting with your keyword will appear after clicking the magnifying glass icon or hitting your Return/Enter key. For more information on using and configuring Global Search, please refer to the [Global Search](#) section of the Search documentation.

Regular Sugar users can configure some aspects of global search such as what modules are displayed in the search results. For more information on configuring your Global Search, please refer to the [Search](#) documentation. Administrators can control additional elements of global search via Admin > Search and Admin > Studio. For more information on administrator configuration of Global Search, please refer to the [Studio](#) documentation as well as the [Search](#) section of the System documentation in the Administration guide.

Projects List View

The Projects list view displays all projects meeting the current search criteria and to which your user has access. You can view the basic details of each project within the field columns. Please note that you will only be able to see projects as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

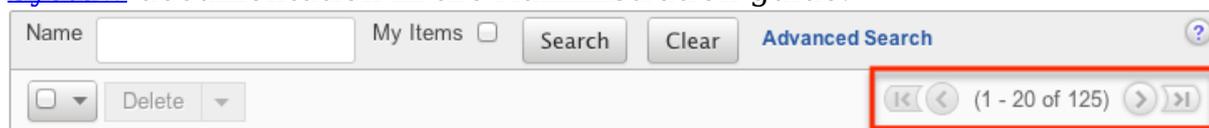
You have the option to change what fields are displayed in list view by configuring your layout options in the Projects Advanced Search. For more information on configuring your list view, please refer to the [Layout Options](#) section of the Search documentation. Users with administrator or developer access also have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the

Administration guide.

Pagination

List view displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. To the right just below the search panel you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results.

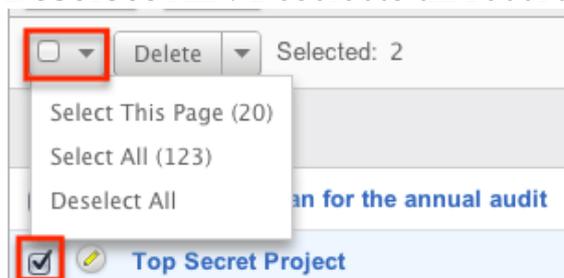
By default, Sugar displays 20 records per list view page, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation in the Administration guide.



Checkbox Selection

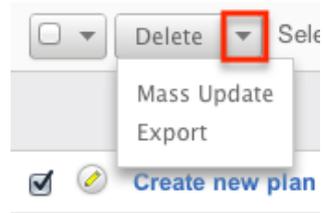
You can perform several actions on projects directly from the list view by first selecting the desired records. To select individual projects on the Projects list view, mark the checkbox on the left of each row. To select or deselect multiple projects on the list view, use the options in the checkbox dropdown menu:

- **Select This Page** : Selects all records shown on the current page of project results.
- **Select All** : Selects all records in the current search results across all pages of project results.
- **Deselect All** : Deselects all records that are currently selected.



Actions Menu

The Actions menu to the right of the checkbox dropdown allows you to perform various actions on the currently selected records.



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Delete	Delete one or more projects at a time
Mass Update	Mass update one or more projects at a time
Export	Export one or more projects to a CSV file

Favorite Designation

Users have the option to mark project records as favorites via the list view as well as the detail view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via search or from the Projects module tab. In the Projects list view, the star on the left of each record's row is yellow once marked to indicate a favorite project. For more information on how to mark records as favorites, please refer to the [Favoriting Projects](#) section of this documentation.

More Information

Additional details for each project can be viewed by clicking the "i" icon to the far right of each list view row. This provides users a quick view of additional project information in addition to what appears in the display column fields. The resulting pop-up window will show the Description field by default. The list of fields appearing here may only be configured through a code-level customization.

Name	Start Date	End Date	Status	Assigned To
Create new plan for the annual audit	11/01/2010	12/31/2014	Draft	Administrator 

Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. The list view may be sorted by only one column at a time. You can also set a default order-by column using the layout options in Advanced Search. For more information on setting a default column sort, please refer to the [Layout Options](#) section of the Search documentation.



Name	Start Date	End Date	Status
<input type="checkbox"/>  Create new plan for the annual audit	11/01/2010	12/31/2014	Draft

Projects Detail View

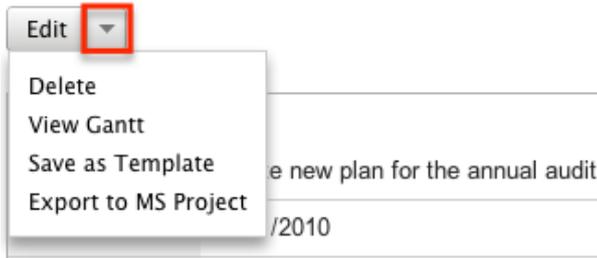
The Projects detail view displays thorough project information including all project fields, which are grouped by default into the Overview and Other panels. You can also view a project's related records (Activities, Opportunities, Cases, etc.), which appear in [subpanels](#) beneath the project fields. The detail view can be reached by clicking a project's link from anywhere in the application including from the Projects list view.

Please note that you will only be able to view a project record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide. Users with administrator or developer access have the ability to change the detail view by configuring the layout via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Actions Menu

The Actions menu on the top left of each project's detail view allows you to perform various actions on the current record. Administrator users can change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation in the Administration guide.

Create new plan for the annual audit



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this project
Delete	Delete this project
View Gantt	View the project's Gantt chart
Save As Template	Save this project as a template for future use
Export To MS Project	Export this project to an MPX file for use with Microsoft Project

Favorite Designation

Users have the option to mark project records as a favorite via the detail view as well as the list view. This allows users to designate records that are important or will be viewed often as they can easily be accessed via search or from the Projects module tab. In the Projects detail view, the star on the right of the record's name is yellow once marked to indicate a favorite project. For more information on how to mark records as favorites, please refer to the [Favoriting Projects](#) section of this documentation.

Next or Previous Record

On the upper right of the Projects detail view, there are two buttons that allow you to page through each project in the Project list view's current search results. Clicking the Previous button displays the previous project of the current search results while clicking the Next button displays the next project of the current search results. The text in between shows which project result you are currently viewing within the total number of current results.

Create new plan for the annual audit

Edit ▾ ◀ (1 of 123) ▶

⌵ Overview

Name: Create new plan for the annual audit Status: Draft

Subpanels

Beneath a project's fields are subpanels containing all of the users and contacts that are working on the project, the project's tasks that need to be done, any holidays or days off of the project so they will not be included in the date and time calculations, and related records from various modules.

Please note that administrators can prevent users from moving subpanels to different locations in the detail view. For more information on preventing rearranging of subpanels, please refer to the [System](#) documentation in the Administration guide. Check with your system administrator if you are not able to rearrange your subpanels.

Resources Subpanel

The Resources subpanel is used to add specific Sugar users and contacts to the project. When these users and contacts are added to the project, they will be available to be added as resources on project tasks via the Gantt chart, meaning they are the responsible party for the task. For more information on project resources, please review the [Project Resources](#) section of this documentation.

The Resources subpanel allows the following operations to be performed:

- To view the details of a related user or contact, click the Users or Contacts icon in the subpanel to open it in detail view.
- To relate an existing user or contact to the project, choose the appropriate "Select" option from the subpanel's Action menu, then locate and select the desired record.
- To remove the resource from the project, click "Unlink" from the dropdown on the far right of the record's row. This removes the relationship, but does not delete any actual records.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.



Note: If you are not able to view this subpanel, the administrator may have disabled the Projects subpanel for your entire Sugar instance. Reach out to your Sugar administrator to have the subpanel displayed. For more information on displaying and hiding subpanels throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Project Tasks Subpanel

The Project Tasks subpanel lists all of the project's Project Tasks and basic details of each task. When a task is added to the project via the Gantt chart, the project task will appear on this subpanel. The Project Tasks subpanel allows the following operations to be performed:

- To view the details of a project task, click the record's name in the subpanel to open it in detail view.
- To add additional tasks to the project, click the "View Gantt" button from the subpanel's header and follow the information provided in [Creating Project Tasks](#) section of this documentation.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.

Project Holidays Subpanel

The Project Holidays subpanel lists all of the resources' days that they will not be working. The subpanel includes columns showing the resource's name, the date of the holiday, and a description of the holiday. For more information on Project Holidays, please refer to the [Project Holidays](#) section of this documentation. The Project Holiday's subpanel allows the following operations to be performed:

- To add additional holidays to the project, click the "Create" button from the subpanel's header and fill in the necessary fields.
- To remove the holiday from the project, click "Unlink" from the dropdown

on the far right of the record's row.

- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.

Activities and History Subpanels

The Activities subpanel lists open or upcoming tasks, calls, and meetings that are related to the project. Once the activities have taken place or are completed, they will instead appear within the History subpanel. The History subpanel also includes notes and emails associated with the project. For more information on the history and activities subpanel, please refer to the [User Interface](#) documentation.

The screenshot shows two subpanels. The top subpanel is titled 'Activities' and has a dropdown menu open with options: 'Create Task', 'Schedule Meeting', 'Log Call', and 'Compose Email'. Below the menu is a table with columns: Status, Contact, Due Date, and Assigned User. The table contains one row with the following data:

Status	Contact	Due Date	Assigned User
Planned	Joseph Kelly	05/04/2013 11:00am	Administrator

The bottom subpanel is titled 'History' and has a dropdown menu with the option 'Create Note or Attachment'. Below the menu is a table with columns: Subject, Status, Contact, Date Modified, Date Created, and Assigned User. The table contains one row with the following data:

Subject	Status	Contact	Date Modified	Date Created	Assigned User
New product specs	Note		04/04/2013 03:50pm	04/04/2013 03:50pm	Administrator

Related Record Subpanels

The most common type of subpanels displayed on a project's detail view contain the project's related records belonging to various modules. The relationship type determines whether a related record will be displayed in the field listing or in a subpanel. Out-of-the-box, the Projects module does not include any relationships to other modules that would cause a related record to be displayed in the field listing. However, for example, a project may be related to multiple cases. This means that the cases will be displayed in a subpanel beneath the fields listing.

Users with administrator or developer access have the ability to change the fields (e.g. Name, Assigned User, etc.) and labels of each subpanel by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information on modifying subpanels, please refer to the [Studio](#) documentation in the Administration guide.

Related record subpanels allow the following operations to be performed. Please note that administrators in Sugar can change the subpanel's Action menu to be

displayed as separate buttons instead of a dropdown via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration guide.

- To view the details of a related record, click the record's name in the subpanel to open it in record view (for Sidecar modules) or detail view (for Legacy modules).
- To relate an existing record to the project, choose "Select" from the subpanel's Action menu, then locate and select the desired record.
- To relate a new record to the project, choose the Create option (e.g. Create Task) from the subpanel's Action menu, then complete the record view layout and click "Save".
- To edit the project's related record, choose "Edit" on the far right of the record's row.
- To delete the project's relationship to a record, choose "Unlink" from the dropdown on the far right of the record's row. This removes the relationship, but does not delete the record itself.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.

Num.	Subject	Account Name	Status	Date Created	Assigned User
57	Warning message when using the wrong browser	Super Star Holdings Inc	Pending Input	04/02/2013 10:47am	Sarah Smith

Editing Projects

Projects may be edited at any time to update or add information to the record. You can make changes to existing project records via the Projects edit view and quick create forms (for Legacy modules). Edit view is available within the Projects module and includes all of the Project fields you should need. To edit the Project Tasks related to this project, please refer to the [Editing Project Tasks](#) section of this documentation.

Save Cancel (1 of 1+)

Overview

Name: * Top Secret Project Status: In Review ▾

Start Date: * 10/08/2014 [calendar] Priority: High ▾

End Date: * 10/21/2014 [calendar]

Description:

Quick create is available for editing projects from outside the Projects module and opens as a pop-up without navigating away from your current page. It generally contains fewer fields, but the Full Form button may be used to access the full edit view should you need to edit additional fields. Please note that the quick create form is only available when viewing Legacy module records (e.g. Quotes).

Projects

Save Cancel **Full Form**

Name: * Create new plan for the annual . Status: Draft ▾

Start Date: * 12/01/2013 [calendar] End Date: * 01/25/2014 [calendar]

Priority: Medium ▾

Assigned to: Administrator [clear]

Teams: * [add] Global

Description: The annual audit is coming up next month.

Save Cancel Full Form

Name ↕	Assigned To	Start Date: ↕	End Date: ↕
Create new plan for the annual audit	Administrator	12/01/2013	01/25/2014

Please note that your ability to edit projects in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure both the Projects edit view and quick create via Admin > Studio. For more information on configuring layouts, please

refer to the [Studio](#) documentation in the Administration guide.

Editing via Detail View

You can edit projects via the [detail view](#) by clicking the Edit button on the upper left of the page. Once the edit view layout is open, update the necessary fields, then click "Save" to preserve your changes.

Create new plan for the annual audit



Overview	
Name:	Create new plan for the annual audit
Start Date:	12/01/2013

Editing via List View

You can edit projects via the [list view](#) by clicking the Pencil icon to the left of each project's name. Once the edit view layout is open, update the necessary fields, then click "Save" to preserve your changes.

Name	Start Date	End Date	Status
 Create new plan for the annual audit	12/01/2013	01/25/2014	Draft

Deleting Projects

If a project record is invalid or should no longer appear in your organization's Sugar instance, it may be deleted from either the Projects detail view or list view. Deleting via the detail view allows you to delete a single record while the list view allows for mass deleting multiple records at once. Deleting projects will not delete related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records if necessary.

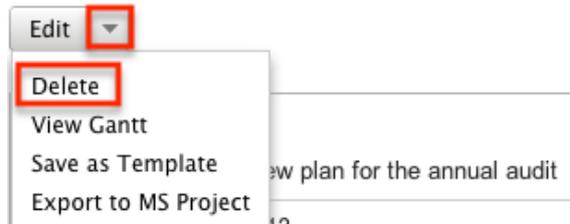
Please note that your ability to delete projects may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Deleting via Detail View

Use the following steps to delete a project via the detail view:

1. Navigate to a project's detail view.
2. Select "Delete" from the Actions menu.

Create new plan for the annual audit

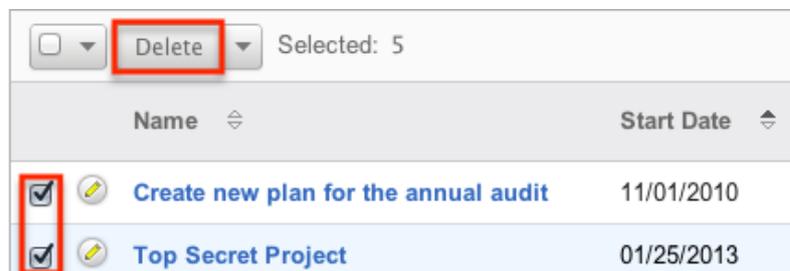


3. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Mass Deleting via List View

Use the following steps to delete one or more projects via the list view:

1. Navigate to the Projects list view by clicking the Projects module tab.
2. Use the [Basic](#) or [Advanced Search](#) to find the project records you wish to delete.
3. Select the desired project records individually or using the [Checkbox Dropdown's](#) options.
4. Choose "Delete" from the Actions menu.



5. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

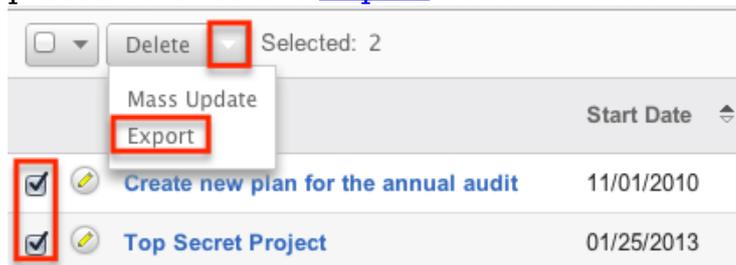
Due to PHP memory limitations on the server, there may be occasions when the application times out while deleting a large number of project records. If you encounter an error when performing this action, we recommend selecting the

records in smaller batches.

Exporting Projects

Sugar's Export option allows users to download all fields for the selected projects to their computers as a .CSV (comma-separated values) file. This may be useful when needing to use Project data with other software such as Microsoft Excel. Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a large number of project records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Projects may be exported from the Projects list view by selecting "Export" from the Actions menu. Users with access to the Reports module also have the option of creating or accessing reports containing specifically chosen fields for projects and their related record(s). Please note that only Rows and Columns-type reports have the ability to be exported. For more information on exporting records in Sugar, please refer to the [Export](#) documentation.



Please note that your ability to export projects from Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Export option.

Exporting to Microsoft Project

Sugar includes the functionality to export projects not just in CSV format, but also in .MPX format. MPX is the standard format used by Microsoft Project. Upon exporting this file, you will be able to open the file in Microsoft Project, which allows people who are not Sugar users to be able to view this project information.

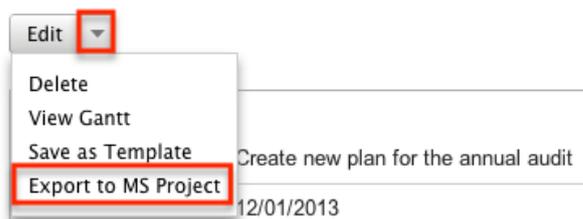
Note: MPX file format is not supported by MS Project 2013.

The following steps cover exporting a project to Microsoft Project:

1. Navigate to a project's detail view.

-
2. Select "Export to MS Project" from the Actions menu.

Create new plan for the annual audit



3. Open the downloaded file in Microsoft Project.

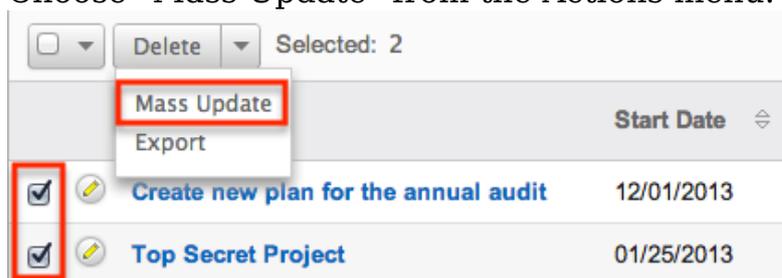
Mass Updating Projects

Mass Updating allows users to make the same change to multiple projects at once from the Projects list view. Users with administrator or developer access can control which fields are available to change during mass update via Admin > Studio. Currently, only fields with the data type of date, datetime, dropdown, multiselect, and radio may be altered during a mass update. For more information on configuring mass update, please refer to the [Studio](#) documentation in the Administration guide. Due to the PHP memory limitations on the server, there may be occasions when the application times out while mass updating a large number of project records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Please note that your ability to mass update projects may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Mass Update option.

Use the following steps to mass update projects from the list view:

1. Navigate to the Projects list view by clicking the Projects module tab.
2. Use the list view's [Basic](#) or [Advanced Search](#) to find projects you wish to modify.
3. Select the desired project individually or using the [Checkbox Dropdown's](#) options.
4. Choose "Mass Update" from the Actions menu.



-
5. Scroll to the Mass Update panel and set values for the fields you wish to alter.

Note: For the Teams field, use "Replace" to remove existing team assignments before adding those specified here. Use "Add" to add the teams specified here to any existing team assignments.

Mass Update

Assigned To:	<input type="text"/>	Created by	<input type="text"/>
Start Date:	<input type="text"/> (mm/dd/yyyy)	End Date:	<input type="text"/> (mm/dd/yyyy)
Status:	<input type="text" value="-none-"/>	Priority:	<input type="text" value="-none-"/>
Teams	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/> <input type="radio"/> Primary		
<input checked="" type="radio"/> Replace <input type="radio"/> Add			

6. Click "Update" to save the changes to all of the currently selected project.

Favoriting Projects

Each Sugar user has the option to designate their own favorite projects which are important or will be viewed often so that they can easily be accessed via search or from the Projects module tab. Once records are marked as favorites, use the My Favorites checkbox in the Projects [Basic](#) or [Advanced Search](#) to retrieve your favorites or select from your most recent favorites directly from the [Projects module tab](#).

Favoriting via List View

Use the following steps to mark records as favorites via the Projects list view:

1. Navigate to the Projects list view by clicking the Projects module tab.
2. Use the [Basic](#) or [Advanced Search](#) to find the Project records you wish to mark as favorites.
3. Mark the star icon on the left of each desired project's row.
4. To remove the project as a favorite, click the star again to revert it to gray.

Favoriting via Detail View

Use the following steps to mark records as favorites via the Projects detail view:

1. Navigate to a project's detail view.

-
2. Click the star icon to the right of the project's name in the upper left of the detail view to designate it as a favorite.
 3. To remove the project as a favorite, click the star again to revert it to gray.

Favoriting via Subpanel

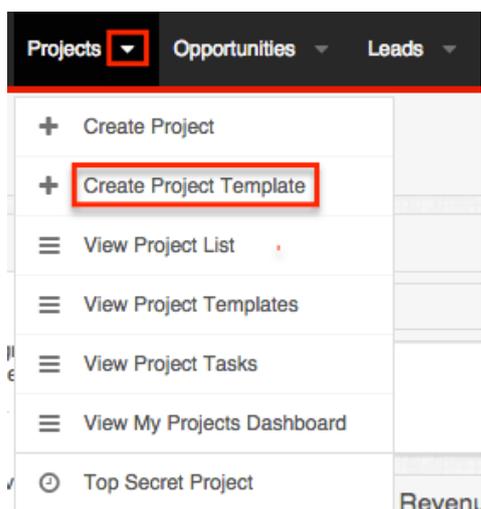
Use the following steps to mark project records as favorites via the subpanel in related modules:

1. Navigate to a related module's record view (e.g. Contacts).
2. Click the star icon to the left of the desired record's row in the Projects subpanel.
3. To remove the project as a favorite, click the star again to revert it to gray.

Project Templates

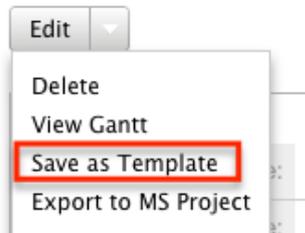
Project Templates are used when a similar project is used multiple times. Project Templates will save you from recreating the project each time. Instead, the template can be used to create a new project which will have the same information from the detail view and the same [Project Tasks](#). Templates can be reused as often as need be. They can be created using two different ways:

- The module tab's Action Menu



- Replicating an existing project using the Detail View's Action Menu

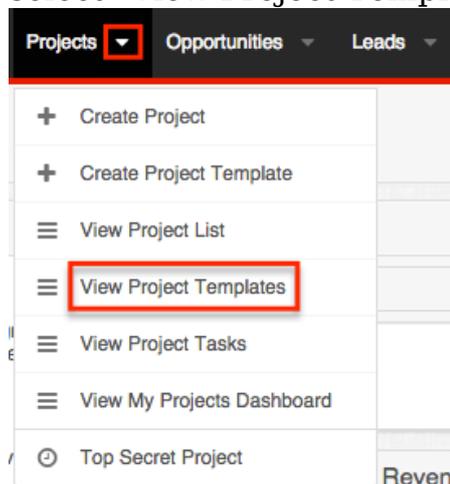
Create new plan for



Choosing this option will bring you to a screen to define a new name for the template so that it can be made unique before saving the template and being mixed with others.

When creating a project from a Project Template, the [Project Tasks](#) carry over from the template to the new project. In addition, all of the fields within the module carry over.

To see a list of all project templates, navigate to the Project Templates list view. To access the list view, simply click the triangle over the Projects [module tab](#) and select "View Project Templates".



While list view shows key project template fields, you can click the project template's name to open the record in detail view. For more information on the Project Template's list view, please review the [Projects List View](#) section of this documentation.

To create a project from a template, please review the [Creating via Project Template](#) section of this documentation.

Project Resources

Project Resources are a list of users and contacts that can be assigned [Project Tasks](#). On a project where you are the assigned user, you will see a subpanel on the [Projects detail view](#) called "Resources". The subpanel will provide options to Select User, Select Contact, or unlink an existing relationship. In addition any related user or contact resource will have a corresponding icon allowing you to view the [user's detail view](#) or contact's record view. For more information on viewing a contact's record view, please refer to the [Viewing via Record View](#) section of the User Interface documentation.



When a resource has been added to the project, the resource will show on the Gantt chart as an available option for Project Tasks to be assigned. For more information on the Gantt chart, please review the [Project Tasks Gantt Chart](#) section of this documentation.

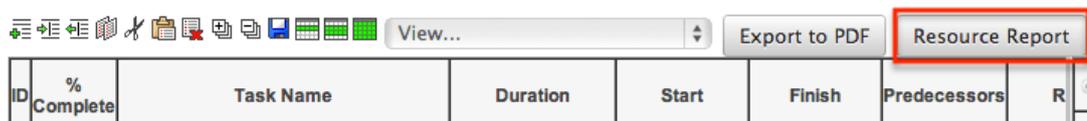
Note: If you are not able to view project resources, the administrator may have disabled the Projects subpanel for your entire Sugar instance. Reach out to your Sugar administrator to have the subpanel displayed. For more information on displaying and hiding subpanels throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Project Resource Reports

From the Gantt chart, a resource report can be created showing a specific user's or contact's assigned tasks across all projects and the user or contact's workload for a given timeframe.

[Audit Preparation](#)

View Gantt



The report is filtered by each resource and filters for tasks starting or finishing after a date, and before another given date. This allows an overall view of the resource's time relative to all projects, not just one specific project.

Resource Report

Resource:** Joseph Kelly

Tasks that Start or Finish After:** 04/01/2013

And Before:** 04/05/2013

Report

This report shows the following information:

- **Daily Report** : This section shows a daily breakdown of all weekday dates for the report for the resource. The section also shows a "% Busy" section showing what percentage of an 8 hour day is being taken up for this resource by project tasks. If the resource has a Project Holiday scheduled, the % Busy will show as "Holiday".

Daily Report

Date	% Busy
04/01/2013	0
04/02/2013	100
04/03/2013	100
04/04/2013	Holiday
04/05/2013	Holiday

- **Project Tasks** : This section shows a list of all [project tasks](#) associated with the resource in the given timeframe. This includes tasks across all projects, not just the project from which the report was generated. This shows details for each task so that you can see each task assigned to the user, as well as the project that the task is for.

Project Tasks

ID	Project	Task Name	% Complete	Duration	Start	Finish
1	Create new plan for the annual audit	Communicate with internal stakeholders	100	3 Days	04/02/2013	04/04/2013

- **Holidays** : This section shows a list of all of the resource's [project holidays](#) for the given timeframe. This will show all holidays, regardless of which project they are associated.

Holidays

Date	Project
04/04/2013	Audit Preparation
04/05/2013	Create new plan for the annual audit

Project Holidays

The Project Holidays subpanel allows you to list any days that a user or contact resource will not be working on a given project. This links with the project tasks to ensure that timing of tasks is not affected by a resource taking a holiday. The holidays are marked for specific days for specific project resources. Project Holidays contain three fields:

Field	Description
Description	A brief description or reason for the holiday.
Holiday Date	The holiday or vacation date for this resource on the project.
Resource Name	The user or contact taking the holiday, selected from a dependent dropdown list.

Holidays created from this subpanel are specific to the project. Holiday records can be deleted and removed from the project by clicking "Unlink" on the corresponding line on the subpanel.

Project Holidays

Resource Name	Holiday Date	Description	
Joseph Kelly	04/05/2013	Joseph off project	unlink
Will Westin	04/10/2013	Will off project	unlink

Project Tasks

Project Tasks are a list of each task that needs to be performed to complete the project. Project Tasks is a separate module than the Projects module, but it can only be accessed via Projects. Each task can be tracked and monitored via the Gantt chart. Each task can also be assigned a specific [resource](#) and is given a planned start and finish date allowing the timing to be tracked and planned.

Project Task Fields

The Project Tasks module contains the following fields, which enable users to properly organize and track each task.

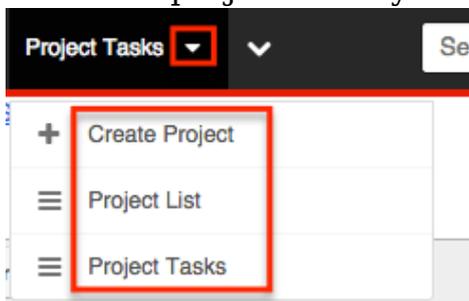
Field	Description
% Complete	A numerical value to indicate what percentage of the task has been completed.
Actual Duration	After the task is completed, enter a numerical value for the actual duration of the task.
Description	Found only in the edit and detail views, enter a brief description of the task and any necessary details.
Duration	<p>Only editable from the Gantt chart, enter a numerical value to indicate how long it would take to complete the task which can be specified in days or in hours.</p> <p>Note: Changes to this field will affect the Finish Date as well.</p>
Estimated Effort (hrs)	Found only in the edit and detail views, enter a numerical value for the estimated amount of work needed for this task.
Finish Date	<p>Only editable from the Gantt chart, this field will populate based on the Start Date and Duration. Clicking on this field on the Gantt chart will produce a calendar popup to easily select a date.</p> <p>Note: Changes to this field will affect the Duration as well, and will be affected by changes to the Start Date and/or Duration fields.</p>
Milestone	Mark tasks as milestones if they are an important and measureable landmark on the way to completing the project. Tasks can be marked with a checkbox on the edit view or by clicking the task ID to highlight the entire row and then right clicking in the Gantt chart. Milestone tasks will include an asterisk next to the task ID on the Gantt chart.
Order	The project task's detail view and edit view display an Order field. This field,

	<p>which was used in the application prior to version 5.0, has been replaced by the Task ID field. If you are not using an order number, you can safely remove this field from the Project Task layouts in Studio.</p>
Predecessors	<p>If the completion of this task depends on the completion of other tasks, enter the Task ID in this column. This field must be edited and viewed from the Gantt chart.</p> <p>Note: Multiple tasks can be predecessors and the IDs can be separated by commas.</p>
Priority	<p>Choose a value of Low, Medium, or High for the task which can be edited and viewed from the edit and detail views.</p>
Project	<p>The name of the parent project that can be viewed from both the edit and detail views. This value cannot be edited.</p>
Resource	<p>Select the individual who is assigned to the task from the Resources dropdown list.</p>
Start Date	<p>Only editable from the Gantt chart, this field will automatically populate with today's date. Clicking on this field on the Gantt chart will produce a calendar popup to easily select a date.</p>
Status	<p>Found only in the edit and detail view, choose a value representing the current stage of the task. This field also shows on the Project Tasks subpanel.</p>
Task ID	<p>When viewing the Gantt chart, the tasks are ordered by Task ID. Task IDs cannot be directly edited from the Gantt chart or the edit and detail views. To move a task to a different section of the list, and therefore change its Task ID, click on the existing ID to highlight the row, then right click to "Cut" and then "Paste" it in the new location.</p>
Task Name	<p>Enter the name for the project task</p>

	here.
Task Number	The project task's detail view and edit view display a Task Number field. This field, which was used in the application prior to 5.0, has been replaced by the Task ID field. If you are not using task number, you can safely remove this field from the Project Task layouts in Studio.
Teams	The Sugar team(s) assigned to the task. This is only viewable from the edit and detail view.
Utilization (%)	From the dropdown list, select the percentage of a day that the resource should dedicate their work hours towards the assigned task. This field is only found in the edit and detail views of the project task. Note: The value of this field is not reflected in the Resource Report.

Project Tasks Module Tab

The Project Tasks module tab is located on the navigation bar at the top of the Project Task detail view, Project Task edit view, or Project Task list view. Click the tab to access the Project Task list view. You may also click the triangle on the tab to display the Actions and Recently Viewed menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed](#) menu displays the list of project tasks you last viewed in the module.



The Actions menu allows you to perform the following operations:

Menu Item	Description

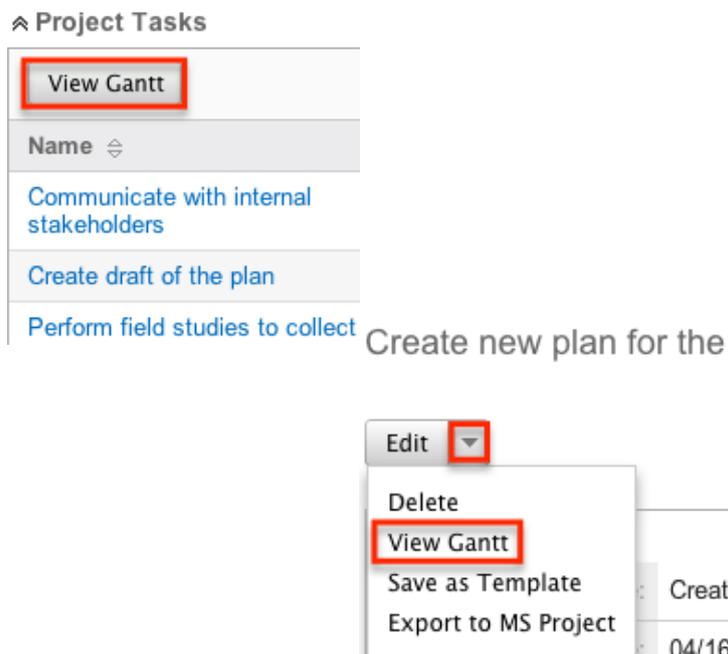
Create Project	Opens the edit view layout to create a new project
Project List	Opens the list view layout to search and display projects
Project Tasks	Opens the list view layout to search and display project tasks

Creating Project Tasks

Project Tasks can only be created from the Gantt chart's project grid. The tasks are specific to each project, so they must be created directly from the project. When creating a Project Task from the grid, you will be able to put in basic information about the task. To add additional information later, please review the [Editing Project Tasks](#) section of this documentation.

Use the following steps to create a project task via the Projects module:

1. Navigate to the [detail view](#) of the project where you would like to add tasks.
2. From the detail view, select "View Gantt" from either the Project Tasks subpanel or the Action Menu.



3. Add a row to the grid next to the Gantt chart. This can be done using the icon in the toolbar or by right clicking on the grid.

View Gantt



ID	% Complete	Task Name	Duration	Start	Finish
1	0		1 Days	10/10/2014	10/10/2014

- Fill in the grid columns on the new row that you created. When complete, click the save icon the toolbar.

View Gantt



ID	% Complete	Task Name	Duration
1	0	Prepare initial filings	2 Days

Viewing Project Tasks

There are various options available for viewing project tasks in Sugar including via the grid and Gantt chart, the My Projects Dashboard, Project Tasks list view, Project Tasks detail view, Project Tasks Recently Viewed menu, dashlets, and reports.

Viewing Project Tasks via Gantt Chart

The Projects module includes a grid and Gantt chart, which allows you to view all project tasks related to a specific project in one place. The grid, on the left of the screen, outlines each task with pertinent information regarding each project task. The Gantt chart, on the right, shows a timeline of each task and how they overlap. For more information on the Gantt chart, please review the [Project Tasks Gantt Chart](#) section of this documentation.

[Create new plan for the annual audit](#)

View Gantt



ID	% Complete	Task Name	Duration	Start	Finish	Predecessors	Res
1	100	Communicate with internal stakeholders	2 Days	04/15/2013	04/16/2013		Joseph
2	38	Create draft of the plan	7 Days	04/17/2013	04/25/2013	1	Joseph
3	75	Perform field studies to collect data	18 Days	04/18/2013	05/13/2013		Will We
4	0	Update draft of the plan	6 Days	04/26/2013	05/03/2013	2	Admini
5	50	Gather data from meetings	2 Days	05/14/2013	05/15/2013	3	Joseph

Viewing Project Tasks via My Projects Dashboard

The Project Dashboard allows for users to view any upcoming or overdue project tasks that are assigned to the user, or are related to any projects for which the user is the assigned user. The Project Dashboard can be reached by clicking the appropriate link in the [Projects module tab](#).

The "My Projects Dashboard" panel shows four columns, showing projects that are assigned to you, any overdue project tasks where the Finish Date is in the past, any upcoming project tasks where the Start Date is within the next week, and any cases that are open related to the project.

The "My Project Tasks" panel shows two columns, showing any overdue project tasks assigned to you where the Start Date is in the past, any upcoming project tasks assigned to you where the Finish Date is within the next week.

Any project task link is clickable and will take you to the grid and Gantt chart for the given project. Next to the task name, Sugar also displays the Finish Date for the task.

My Projects Dashboard

Project	Overdue Tasks
Audit Preparation 01/25/2014	Perform field studies to collect data 03/28/2013 Create draft of the plan 04/01/2013 Gather data from meetings 04/04/2013

Viewing Project Tasks via List View

The Project Tasks list view displays all project records meeting the current search criteria. To access the list view, click the "View Project Tasks" option from the Projects module tab. While list view shows key project fields, you can click the project task's name to open the record in detail view. For more information on viewing project via list view, please refer to the [Project Tasks List View](#) section.

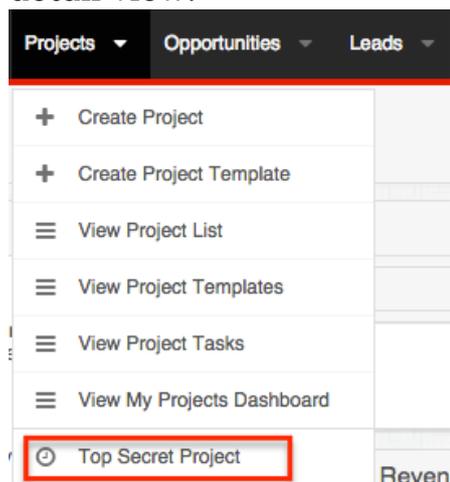
Viewing Project Tasks via Detail View

The Project Tasks detail view displays thorough project task information including all project task fields followed by subpanels of the project task's related records belonging to various modules. The detail view can be reached by clicking a project task record's link from anywhere in the application including from the Projects

detail view. For more information on viewing project tasks via detail view, please refer to the [Project Tasks Detail View](#) section.

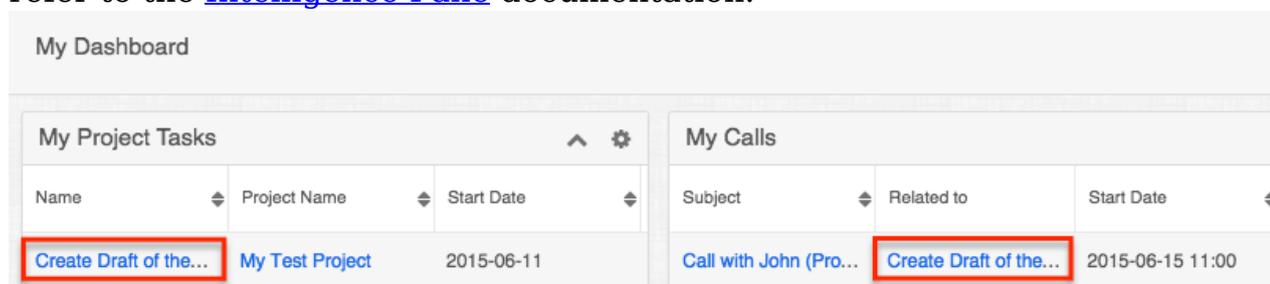
Viewing Project Tasks via Recently Viewed

As you work, Sugar will keep track of which project tasks you have recently viewed. Click the triangle on the [Project Tasks module tab](#) to see a list of your most recently viewed project tasks and click each name to open the project task in detail view.



Viewing Project Tasks via Dashlets

Sugar Dashlets allow users to get a quick view of various records, activities, reports, etc. Dashlets may be added to a user's Home page or to the intelligence pane of any module. You can view project task information in List View dashlets specific to the Project Tasks module (e.g. My Project Tasks dashlet), as well as List View dashlets based on other modules such as "My Calls". Clicking a project task's name from any dashlet will open the Project Tasks detail view. For more information on using dashlets and viewing project task records via dashlets, please refer to the [Intelligence Pane](#) documentation.



Viewing Project Tasks via Reports

Users with access to the Reports module can build, run, and manage reports to gather key data regarding projects and their related records. In addition to only displaying desired fields and relationships, reports can also incorporate complex filters to only display specific subsets of your records. Once the report is run, you will be able to view the project task record's detail view by clicking the project's name in the report results. Please note that you can only directly access project task detail views with Rows and Columns-type and Summation with Details-type reports as Summation-type and Matrix-type reports do not include hyperlinks in their display columns. For more information on using reports, please refer to the [Reports](#) documentation.

All Project Tasks ☆

Title: All Project Tasks

Run Report ▾

Hide Details

Name: All Project Tasks	Type: Rows and Columns Report
Modules: Project Tasks	Teams: Global
Display Columns: Name, % Complete, Duration, Duration Unit, Start Date, Finish Date	Assigned to: Administrator
Schedule: None	
Filters: None	

Name	% Complete	Duration	Duration Unit	Start Date	Finish Date
Gather data from meeting	50	3	Days	10/13/2014	10/15/2014
Update draft of plan	0	5	Days	10/13/2014	10/17/2014

Please note that your ability to access reports may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you cannot access the Reports module.

Searching Project Tasks

The Project Tasks list view includes a Basic and Advanced Search to help you locate records easily and effectively in a module-specific manner. Once the search is performed, the relevant results will be displayed in the Project Tasks list view below. Global Search allows users to search for information across their entire Sugar database as opposed to restricting search within a specific module. Please note that Sugar automatically appends the wildcard character (%) to the end of your search phrase. This allows the system to retrieve all records that start with the keyword entered in the search. If you would like to broaden the search, you

can use the wildcard at the beginning of your text as well (e.g. %services). This will pull up any record that has the word "create" in the name, regardless of how it starts or ends.

For more information on using the various search methods as well as how wildcards are used in the different methods, please refer to the [Search](#) documentation.

Note: Project Tasks is hidden from Global Search by default. The administrator must [enable it](#) for your use.

Project Tasks Basic Search

Basic search offers a few, commonly used fields for a simplified search experience. From the Basic Search panel, you can click "Advanced Search" to access additional search functionality as needed.

The buttons and checkboxes available in Basic Search panel have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **My Items** : Select this box to return only records assigned to you.

Project Task: Home



The screenshot shows a search interface with a text input field labeled "Name". To the right of the input field are two checkboxes: "My Items" and "My Favorites". Further right are three buttons: "Search", "Clear", and "Advanced Search".

When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "My Items" and enter a project task name, Sugar will only return project tasks with a matching name that are assigned to you. Once the search is complete, the relevant results will populate in the [list view](#) below the search panel. To see all project tasks to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see projects as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

Administrators can configure what fields appear on the Project Tasks Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

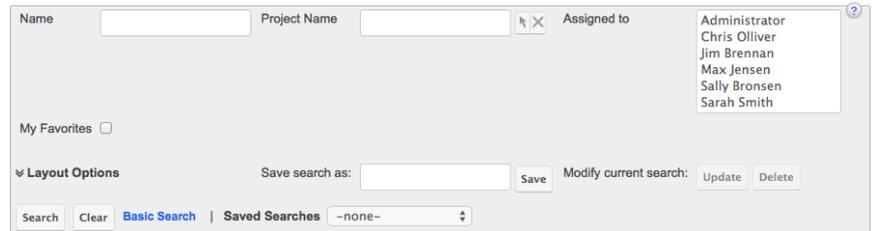
Project Tasks Advanced Search

Advanced Search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. From the Advanced search panel, you can click "Basic Search" for simplified searching.

The buttons, checkboxes, and dropdowns available in Advanced Search have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **Layout Options** : Use the expandable [Layout Options](#) section to configure your list view. For more information, please refer to the Layout Options section of the Search documentation.
- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of the Search documentation.

Project Task: Home



When you run a search, Sugar will return records matching all (as opposed to any) of the fields for which you have given a value. For example, if you select a Project Name and enter in a project task name to search, Sugar will only return project tasks with a matching name that related to that specific project. When searching by a multiselect or dropdown field (e.g. "Assigned to"), however, Sugar will return records matching any of these selections. Once the search completes, the relevant results will populate in the [list view](#) below the search panel. To see all project tasks to which you have access, simply click "Clear" and then "Search" to perform a blank search with no filters. Please note that you will only be able to see project tasks as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

Administrators can configure what fields appear on the Projects Advanced Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Project Tasks List View

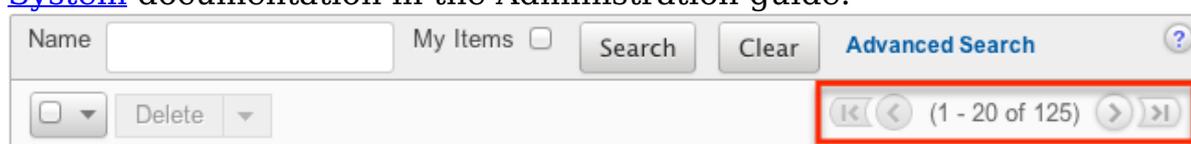
The Project Tasks list view displays all project tasks meeting the current search criteria and to which your user has access. You can view the basic details of each project task within the field columns. Please note that you will only be able to see project tasks as allowed by your team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide.

You have the option to change what fields are displayed in list view by configuring your layout options in the Project Tasks Advanced Search. For more information on configuring your list view, please refer to the [Layout Options](#) section of the Search documentation. Users with administrator or developer access also have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Project Tasks Pagination

List view displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. To the right just below the search panel you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results.

By default, Sugar displays 20 records per list view page, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation in the Administration guide.



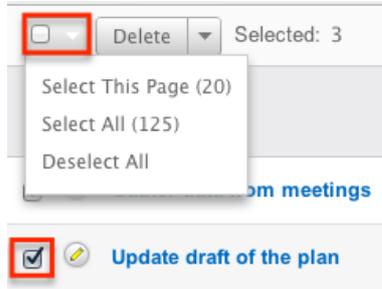
Project Tasks Checkbox Selection

You can perform several actions on project task records directly from the list view by first selecting the desired records. To select individual project tasks on the Project Tasks list view, mark the checkbox on the left of each row. To select or deselect multiple project tasks on the list view, use the options in the checkbox dropdown menu:

- **Select This Page** : Selects all records shown on the current page of

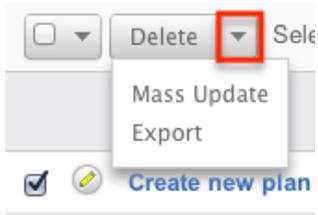
project results.

- **Select All** : Selects all records in the current search results across all pages of project results.
- **Deselect All** : Deselects all records that are currently selected.



Project Tasks Actions Menu

The Actions menu to the right of the checkbox dropdown allows you to perform various actions on the currently selected records.



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Delete	Delete one or more project tasks at a time
Mass Update	Mass update one or more project tasks at a time
Export	Export one or more project tasks to a CSV file

Favorite Designation

Users have the option to mark project tasks records as favorites via the list view as well as the detail view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via search or from the Project Tasks module tab. In the Project Tasks list view, the star on the left of each record's row is yellow once marked to indicate a favorite record. For more

information on how to mark records as favorites, please refer to the [Favoriting Projects Tasks](#) section of this documentation.

Project Tasks More Information

Additional details for each project task can be viewed by clicking the "i" icon to the far right of each list view row. This provides users a quick view of additional project task information in addition to what appears in the display column fields. The resulting pop-up window will show the Description field by default. The list of fields appearing here may only be configured through a code-level customization.

Name	Project Name	Start Date	Finish Date	Priority	% Complete	Assigned To
Gather data from meetings	Create new plan for the annual audit	05/15/2013	05/15/2013	Low	50	Administrator 

Project Tasks Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. The list view may be sorted by only one column at a time. You can also set a default order-by column using the layout options in Advanced Search. For more information on setting a default column sort, please refer to the [Layout Options](#) section of the Search documentation.

Name	Project Name	Start Date	Finish Date
<input type="checkbox"/>  Gather data from meetings	Create new plan for the annual audit	05/15/2013	05/15/2013

Project Tasks Detail View

The Project Tasks detail view displays thorough project task information including all project task fields which are grouped by default into one panel. You can also view a project task's related records (Activities, History, etc.), which appear in [subpanels](#) beneath the project task fields. The detail view can be reached by clicking a project task's link from within Sugar including from the Project Tasks list view.

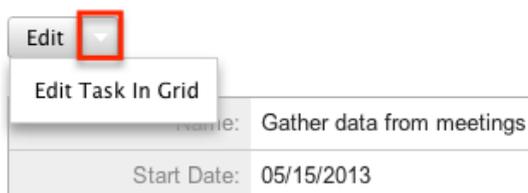
Please note that you will only be able to view a project task record according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Teams](#) and [Roles](#) documentation in the Administration guide. Users with administrator or developer access have the ability to change the detail view by configuring the layout via Admin > Studio. For

more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Project Tasks Actions Menu

The Actions menu on the top left of each project's detail view allows you to perform two actions on the current record. Administrator users can change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation in the Administration guide.

Gather data from meetings



The options in the Actions menu allow you to perform the following operations:

Menu Item	Description
Edit	Edit this project task
Edit Task In Grid	View the project task's parent project's Grid and Gantt chart

Favorite Designation

Users have the option to mark project tasks records as a favorite via the detail view as well as the list view. This allows users to designate records that are important or will be viewed often as they can easily be accessed via search or from the Project Tasks module tab. In the Project Tasks detail view, the star on the right of the record's name is yellow once marked to indicate a favorite record. For more information on how to mark records as favorites, please refer to the [Favoriting Projects Tasks](#) section of this documentation.

Next or Previous Project Task Record

On the upper right of the Project task's detail view, there are two buttons that allow you to page through each project in the Project Task list view's current search results. Clicking the Previous button displays the previous project task of

the current search results while clicking the Next button displays the next project task of the current search results. The text in between shows which project task result you are currently viewing within the total number of current results.

Gather data from meetings



Project Tasks Subpanels

Beneath a project task's fields are subpanels containing related records from various modules, including different activities such as calls and meetings, as well as a history of notes and emails.

Please note that administrators can prevent users from moving subpanels to different locations in the detail view. For more information on preventing rearranging of subpanels, please refer to the [System](#) documentation in the Administration guide. Check with your system administrator if you are not able to rearrange your subpanels.

Project Tasks Related Record Subpanels

The most common type of subpanels displayed on a project task's detail view contain the project task's related records belonging to various modules. The relationship type determines whether a related record will be displayed in the field listing or in a subpanel. Out-of-the-box, the Project tasks module does not include any relationships to other modules that would cause a related record to be displayed in the field listing. However, a project task may be related to multiple notes which means that the related notes will be displayed in a subpanel beneath the fields. Please note that the Project Tasks module displays the Activities and History subpanels by default. Administrators can create new relationships between various modules in Sugar to create additional subpanels. For more information on creating relationships, please refer to the [Studio](#) documentation in the Administration guide.

Users with administrator or developer access have the ability to change the fields (e.g. Subject, Assigned User, etc.) and labels of each subpanel by configuring the layout via Admin > Studio to provide visibility to the most important fields. For more information on modifying subpanels, please refer to the [Studio](#) documentation in the Administration guide.

Related record subpanels allow the following operations to be performed. Please

note that administrators in Sugar can change the subpanel's Action menu to be displayed as separate buttons instead of a dropdown via Admin > System Settings. For more information, please refer to the [System](#) documentation in the Administration guide.

- To view the details of a related record, click the record's name in the subpanel or choose "View" from the Actions menu on the far right of the record's row to open it in record view.
- To relate a new record to the project task, choose the Create option (e.g. Create Task) from the subpanel's Action menu, then complete the record view layout and click "Save".
- To delete the project task's relationship to a record, choose "unlink" from the Actions menu on the far right of the record's row. This removes the relationship, but does not delete the record itself.
- To close an activity (e.g. Tasks) from the Activities subpanel, choose "close" from the Actions menu on the far right of the record's row. This moves the record to the History subpanel within the Project Tasks record.
- To collapse or expand the subpanel, click the double arrow to the left of the subpanel's name.
- To move the subpanel to a new location on the detail view, drag and drop the subpanel's header.

Subject	Status	Contact	Due Date	Assigned User	
Follow up with client	Not Started	Heidi Breit	2015-06-24	Administrator	view close
Team Meeting	Scheduled		2015-06-16 14:30	Administrator	close unlink

Please note that administrators can prevent users from moving subpanels to different locations in the detail view. For more information on preventing rearranging of subpanels, please refer to the [System](#) documentation in the Administration guide. Check with your system administrator if you are not able to rearrange your subpanels.

Project Tasks Activities and History Subpanels

The Activities subpanel lists open or upcoming tasks, calls, and meetings that are related to the project task record. Once the activities have taken place or are completed, they will instead appear within the History subpanel. The History subpanel also includes notes and emails associated with the project task record. For more information on the history and activities subpanel, please refer to the [User Interface](#) documentation.

Activities

Create Task ▾

- Schedule Meeting
- Log Call
- Compose Email

Status	Contact	Due Date	Assigned User
Planned		04/19/2013 03:00pm	Administrator

History

Create Note or Attachment ▾

Subject	Status	Contact	Date Modified	Date Created	Assigned User
Notes from meeting	Note		04/18/2013 11:58am	04/18/2013 11:58am	Administrator

Project Tasks Gantt Chart

The Projects module includes a grid and Gantt chart to allow you to visualize, track, and easily make changes to your project tasks all in one place. This menu is accessible from each project's detail view through the [Actions Menu](#) or the [Project Tasks](#) subpanel. The page consists of a grid which shows each project task, as well as information on the timing, % complete, preceding tasks, and who is responsible for completing the task. Project tasks on the grid can be edited by clicking on the specific cell and making in-line changes. Whole rows can be selected by clicking the Task ID number in the ID column on the far left column. The Gantt chart shows a timeline of each task represents which tasks are being worked on at a given time.

[Create new plan for the annual audit](#)

View Gantt



Gantt Chart Toolbar

The Gantt Chart Toolbar allows you to make changes to both what tasks are showing on the grid, but also how they are displayed. The icons and menus perform the following actions, from left to right:

Toolbar Option	Description
----------------	-------------

Add New Row	Adds a new row to the end of the task list, unless a row is selected, when the button will add the row above the selection
Indent Row	When a row is selected, this button will make it a subordinate function of the above row, causing any subordinate tasks to be grouped under the parent task
Outdent Row	When a row is selected and already indented, this button will move it out from being a subordinate function of the above row and making it its own task
Copy Row	When a row is selected, the Copy button will allow the data in the row to be placed in another row while keeping the original intact
Cut Row	When a row is selected, the Cut button will delete the entire row, but allow it to be pasted into another as an ensuing action
Paste Row	Adds currently copied or cut row to the end of the task list, unless a row is selected, when the button will place the row above the selection
Delete Row	When a row is selected, the Delete button will remove the entire row and delete the project task
Expand All	This button will affect the entire grid by expanding all hidden rows created by indenting to show all rows on the grid
Collapse All	This button will affect the entire grid by collapsing all visible indented rows on the grid
Save	Saves all changes to the grid and updates the related project task records
Week View	Changes the Gantt chart to show one week of events at a time
2 Week View	Changes the Gantt chart to show two weeks of events at a time
Month View	Changes the Gantt chart to show one

	month of events at a time
View...	Dropdown list to provide filters to change which project tasks are showing on the grid
Export to PDF	Exports a PDF from Sugar containing the information shown in the task grid
Resource Report	Opens the Resource Report popup
Grid	Changes the view of the page to only show the task grid and releted toolbar buttons
Gantt	Changes the view of the page to only show the Gantt chart and releted toolbar buttons
Grid/Gantt	Changes the view of the page to show both the task grid and Gantt chart

Editing Project Tasks

Project Tasks may be edited at any time to update or add information to the record. You can make changes to existing project task records via the Gantt chart and Project Tasks edit view. Edit view is available within the Project Tasks module and includes all of the Project Task fields you should need.

[Gather data from meetings](#) » Edit

Name: *

Duration: * 2 Days

Start Date: 05/15/2013

Status:

% Complete: 50

Task ID: 5

Finish Date: 05/15/2013

Priority:

Please note that your ability to edit project tasks in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Edit options.

Administrators in Sugar may configure the Project Tasks edit view via Admin > Studio. For more information on configuring layouts, please refer to the [Studio](#)

documentation in the Administration guide.

Editing Project Tasks via Detail View

You can edit project tasks via the [Detail View](#) by clicking the Edit button on the upper left of the page. Once the edit view layout is open, update the necessary fields, then click "Save" to preserve your changes.

Gather data from meetings



Name:	Gather data from meetings
Start Date:	05/15/2013

Editing Project Tasks via Gantt Chart

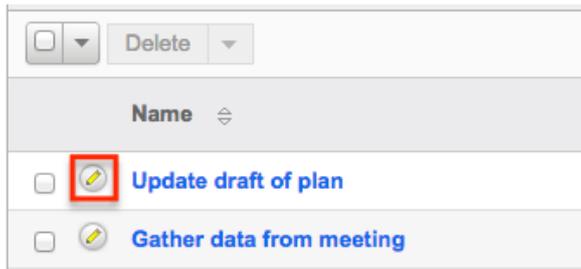
Project Tasks can be edited one at a time via the task grid and Gantt Chart. The Gantt chart can be accessed via the [Projects detail view](#) and [Project Tasks detail view](#). Project Task fields can be edited by clicking on the field, either if it is empty or if it contains existing data, and edits can be made directly inline on the grid. Selecting the entire row can be done by clicking the ID number for the row of each project task. Multiple tasks can be selected by holding the Shift key on your keyboard while clicking.

The following [fields](#) can be edited from the task grid and Gantt chart:

- % Complete
- Task Name
- Duration
- Start
- Finish
- Predecessors
- Resource
- Actual Duration

Editing Project Tasks via List View

You can edit project tasks via the list view by clicking the Pencil icon to the left of each project task's name. Once the edit view layout is open, update the necessary fields, then click "Save" to preserve your changes.



Deleting Project Tasks

If a project task is invalid or should no longer appear in your organization's Sugar instance, it may be deleted from either the project's Gantt chart or the Project Tasks list view. Deleting via the Gantt chart allows you to delete a single record while the list view allows for mass deleting multiple records at once. Deleting projects will not delete related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records if necessary.

Please note that your ability to delete project tasks may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Deleting Project Tasks via Gantt Chart

Use the following steps to delete a project task via the Gantt chart:

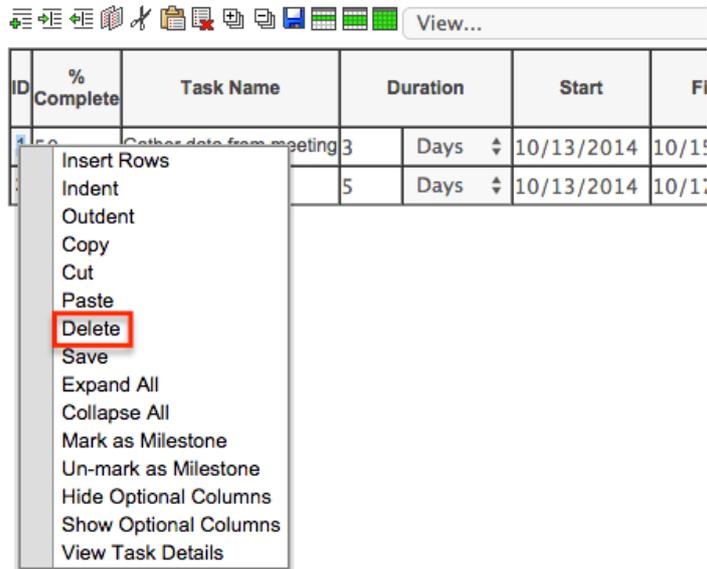
1. Navigate to the project's Gantt chart
2. Select the project task's row by clicking on the ID number for the task

View Gantt

ID	% Complete	Task Name	Duration	Start	Finish
1	50	Gather data from meeting	3 Days	10/13/2014	10/15/2014
2	0	Update draft of plan	5 Days	10/13/2014	10/17/2014

3. Right click on the selected row and select the "Delete" option from the action menu, or click the "Delete" button from the Gantt toolbar

View Gantt

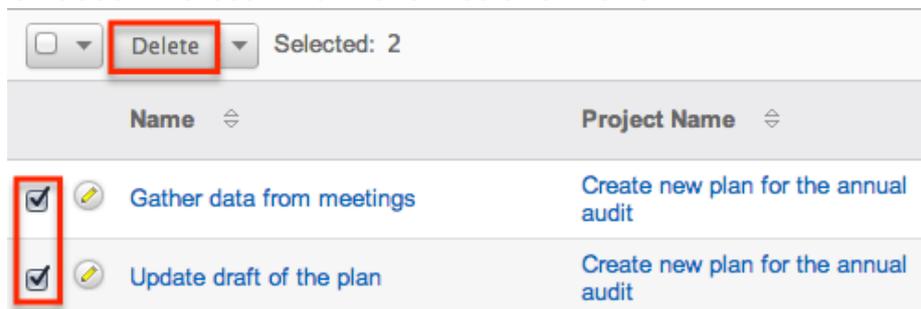


4. Save the Gantt chart to confirm the change to the project.

Mass Deleting Project Tasks via List View

Use the following steps to delete one or more project tasks via the list view:

1. Navigate to the Project Tasks list view by clicking the triangle on the Projects module tab and selecting "View Project Tasks".
2. Use the [Basic](#) or [Advanced Search](#) to find the project task records you wish to delete.
3. Select the desired project tasks individually or using the [checkbox dropdown's](#) options.
4. Choose "Delete" from the Actions menu.



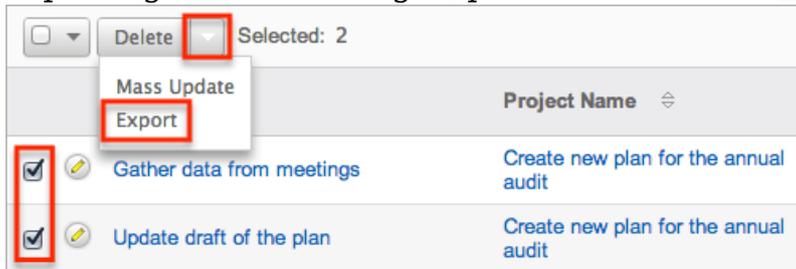
5. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Due to PHP memory limitations on the server, there may be occasions when the application times out while deleting a large number of project task records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Exporting Project Tasks

Sugar's Export option allows users to download all fields for the selected project tasks to their computers as a .CSV (comma-separated values) file. This may be useful when needing to use Project data with other software such as Microsoft Excel. Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a large number of project tasks. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Project tasks may be exported from the Project Tasks list view by selecting "Export" from the Actions menu. Users with access to the Reports module also have the option of creating or accessing reports containing specifically chosen fields for project tasks and their related record(s). Please note that only Rows and Columns-type reports have the ability to be exported. For more information on exporting records in Sugar, please refer to the [Export](#) documentation.



Please note that your ability to export projects from Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Export option.

Mass Updating Project Tasks

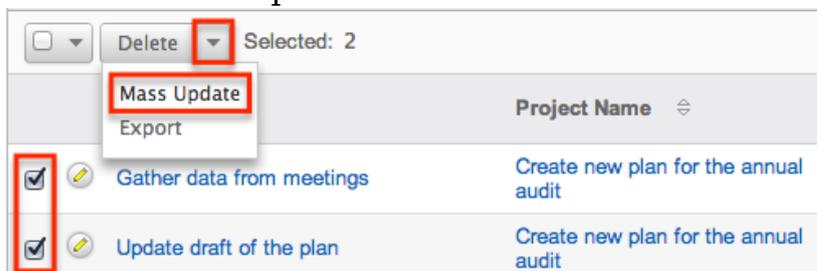
Mass Updating allows users to make the same change to multiple project tasks at once from the Project Tasks list view. Users with administrator or developer access can control which fields are available to change during mass update via Admin > Studio. Currently, only fields with the data type of date, datetime, dropdown, multiselect, and radio may be altered during a mass update. For more information on configuring mass update, please refer to the [Studio](#) documentation in the Administration guide. Due to the PHP memory limitations on the server, there may be occasions when the application times out while mass updating a large number of project tasks. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

Please note that your ability to mass update project tasks may be restricted by a

role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Mass Update option.

Use the following steps to mass update projects from the list view:

1. Navigate to the Project Tasks list view by clicking the triangle on the Projects module tab and selecting "View Project Tasks".
2. Use the list view's [Basic](#) or [Advanced Search](#) to find project tasks you wish to modify.
3. Select the desired project tasks individually or using the [checkbox dropdown's](#) options.
4. Choose "Mass Update" from the Actions menu.



5. Scroll to the Mass Update panel and set values for the fields you wish to alter.

Note: For the Teams field, use "Replace" to remove existing team assignments before adding those specified here. Use "Add" to add the teams specified here to any existing team assignments.

Mass Update

Status:	<input type="text" value="-none-"/>	Start Date:	<input type="text"/>
Finish Date:	<input type="text"/> (mm/dd/yyyy)	Due Date:	<input type="text"/>
Assigned To:	<input type="text"/>	Priority:	<input type="text" value="-none-"/>
Created by:	<input type="text"/>	Milestone:	<input type="text" value="-none-"/>
Teams:	<input type="text"/> <input type="radio"/> Primary <input type="radio"/> <input type="radio"/> <input type="radio"/>		
	<input checked="" type="radio"/> Replace <input type="radio"/> Add		

6. Click "Update" to save the changes to all of the currently selected project tasks.

Favoriting Project Tasks

Each Sugar user has the option to designate their own favorite project tasks which are important or will be viewed often so that they can easily be accessed via search

or from the Project Tasks module tab. Once records are marked as favorites, use the My Favorites checkbox in the Project Tasks [Basic](#) or [Advanced Search](#) to retrieve your favorites or select from your most recent favorites directly from the [Project Tasks module tab](#).

Favoriting via List View

Use the following steps to mark records as favorites via the Project Tasks list view:

1. Navigate to the Project Tasks list view by clicking "View Project Tasks" from the Projects module tab.
2. Use the [Basic](#) or [Advanced Search](#) to find the Project Tasks records you wish to mark as favorites.
3. Mark the star icon on the left of each desired record's row.
4. To remove the record as a favorite, click the star again to revert it to gray.

Favoriting via Detail View

Use the following steps to mark records as favorites via the Project Tasks detail view:

1. Navigate to a Project Task's detail view.
2. Click the star icon to the right of the record's name in the upper left of the detail view to designate it as a favorite.
3. To remove the record as a favorite, click the star again to revert it to gray.

Last Modified: 2017-04-20 22:46:42

Reports

Overview

Sugar's Reports module allows users to build, generate, and manage reports for modules such as Accounts, Contacts, Calls, etc. Reporting is a valuable tool in Sugar as users can gather data from various modules to generate vital information for their organization. There are four types of reports (Rows and Columns Report, Summation Report with Details, Summation Report, Matrix Report) available in Sugar. This documentation will cover information and actions specific to the Reports module. For instructions concerning views and actions which are common

across most Sugar modules, such as viewing, editing, etc., please refer to the [Working With Reports](#) section of this page.

Report Fields

The Reports module contains a number of stock fields which come out-of-the-box with Sugar. The definitions below are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. The following fields below are available when viewing the Reports list view.

Field	Description
Accessed On	The date the report record was last opened
Chart Type	The chart type (if applicable) defined for the report
Date Created	The date the report record was created
Date Modified	The date the report record was last modified
Description	A description or other key information about the report Note: The Description field is only viewable and editable via the list view preview .
Module	The target module (e.g. Accounts) associated to the report
Name	The name of the report
Report Type	The report type (Rows and Columns Report, Summation Report, Summation Report with Details, Matrix Report) specific to the report
Schedule Report	The scheduled date and time for the scheduled report
Tags	User-created keywords that can be used to identify, organize, and group report records by common attributes Note: For more information on tags in Sugar, please refer to the Tags documentation.

Team	The Sugar team(s) assigned to the report record
User	The Sugar user assigned to the report record

Working With Reports

The following links will open specific sections of the User Interface documentation where you can read about views and actions that are common across most Sidecar modules. The sections following this Working With Reports section describe Reports-specific behaviors and functionality.

Content Link	Description
Viewing Reports Viewing via List View Viewing via Recently Viewed Viewing via Dashlets Viewing via Preview	<p>The Viewing Records section describes the various methods of viewing report records, including via the Reports list view, the Recently Viewed menu in the Reports module tab, list view dashlets showing report information, and previewing reports in the right hand side panel.</p>
Searching for Reports List View Search Creating a Filter Saving a Filter	<p>The Searching for Records section provides an introduction to list view search, which searches and filters within the Reports module.</p> <p>Note: The Report module's Filter option includes the Recently Modified option as well which returns only records you have modified in the module within the last 7 days.</p>
Reports List View Total Record Count Create Button List View Search Checkbox Selection Mass Actions Menu Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection	<p>The List View section walks through the many elements of the Reports List View layout which contains a filterable list of all report records in Sugar. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Reports list view are described in the List View Mass Actions Menu and List View Record Actions Menu sections of this page.</p>

Preview Record Actions Menu More Reports Intelligence Pane	
Editing Reports Editing Inline via List View Editing via List View Preview Mass Editing via List View Editing Fields	<p>The Editing Records section describes the various methods of editing existing report records, including inline via the Reports list view, via the List View preview, and via the Mass Update option on the list view. The Editing Fields section provides instructions for modifying the different field types available in Sugar records.</p>
Deleting Reports Deleting via List View Mass Deleting via List View	<p>The Deleting Records section describes the various methods of deleting unwanted reports, including via an individual record's Actions menu on the Reports list view and the Mass Actions menu on the list view.</p>
Favoriting Reports Favoriting via List View	<p>The Favoriting Records section describes marking reports as favorites via the Reports list view. Favoriting a report allows you to easily access it from list views, dashlets, or the Reports module tab.</p>

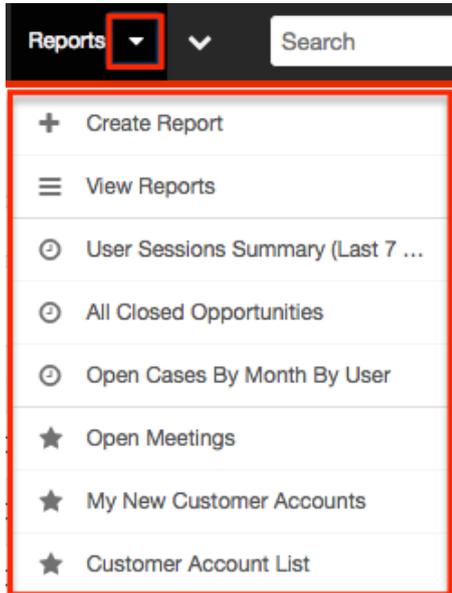
Report Menus

The Reports module contains various options and functionality which are available via menus in the module tab, list view, and detail view. The following sections present each menu and its options with links to more information about each option in the User Interface documentation or, for Reports-specific functionality, within this page.

Module Tab Menus

The Reports module tab is typically located on the navigation bar at the top of any Sugar screen. Click the tab to access the Reports list view. You may also click the triangle in the Reports tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important operations within the module. The [Recently Viewed menu](#) displays the list of reports you last viewed. The

[Favorites menu](#) displays the list of reports you most recently marked as favorites in the module.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Create Report	Opens the report wizard to create a new report
View Reports	Opens the list view layout to search and display reports

If you do not see the Reports module tab in Sugar, please check the following:

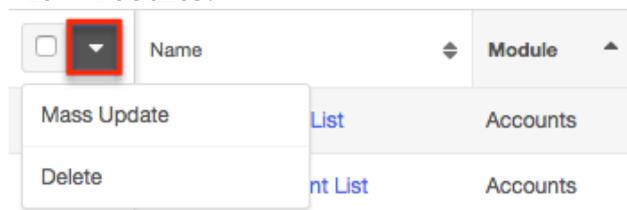
- The Reports module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Reports module in the Hide Modules list, simply move it to the Display Modules list. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Reports module for your entire Sugar instance. Reach out to your Sugar administrator to have the Reports module displayed. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration Guide.

List View Menus

The Reports [list view](#) displays all report records and allows for searching and filtering to locate specific reports. You can view the basic details of each record within the field columns of the list view or click a report's name to open the detail view. To access a module's list view, simply click the module's tab in the navigation bar at the top of any Sugar page.

List View Mass Actions Menu

The Mass Actions menu to the right of the checkbox option in the list header allows you to perform mass actions on all currently selected records. You can use the checkbox on each record's row to select individual report records or click the checkbox in the list header to select all records displayed on the current set of list view results.

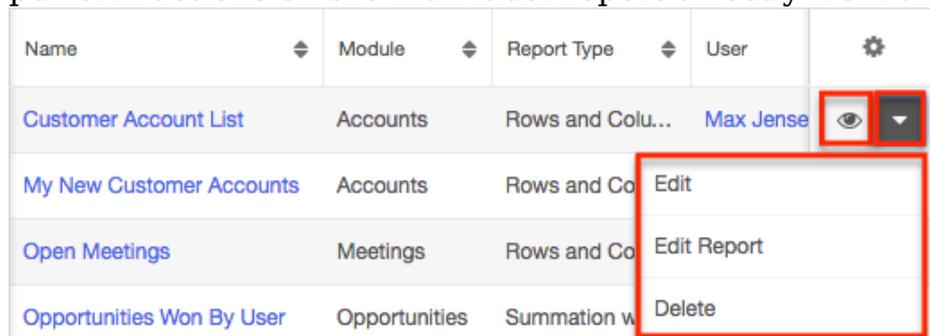


The Mass Actions menu allows you to perform the following operations:

Menu Item	Description
Mass Update	Mass update one or more reports at a time
Delete	Delete one or more reports at a time

List View Record Actions Menu

The Record Actions menu to the far right of each record's row allows you to perform actions on the individual report directly from the list view.



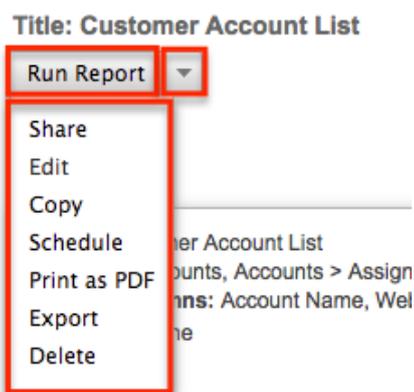
The list view's Record Actions menu allows you to perform the following operations:

Menu Item	Description
Preview (Eye icon)	Preview this report in the intelligence pane
Edit	Inline edit this report
Edit Report	Edit the report via the report wizard
Delete	Delete this report

Detail View Actions Menu

The Reports [detail view](#) displays a single report in full detail including display column fields (if applicable), charts (if applicable), etc. To access a report's detail view, simply click a hyperlinked report name from anywhere within Sugar. The Actions menu appears on the top left of each report's detail view and allows you to perform various operations on the current report. Administrator users can change the action items to be displayed as separate buttons instead of a dropdown menu via Admin > System Settings. For more information on configuring the actions menu, please refer to the [System](#) documentation in the Administration guide.

Customer Account List ★



The Actions menu allows you to perform the following operations:

Menu Item	Description
Run Report	Run this report to generate the result
Share	Share a link to this report via email
Edit	Edit this report

Copy	Duplicate this report to create a new report
Schedule	Schedule this report to be delivered via email
Print as PDF	Print this report as a PDF file
Export	Export this report result to a CSV file Note: Only available for Rows and Columns-type report
Delete	Delete this report

Report Types

There are four types of reports (Rows and Columns Report, Summation Report, Summation Report with Details, Matrix Report) available for users to create in Sugar. Please note that each report type provides users with information for records that meet the specified criteria, but each type displays the report results in different layouts.

Rows and Columns

The Rows and Columns report is the most basic report to create out of the four report types. The report results display the data in a simple rows and columns format displaying values for the selected display column fields for all records meeting the specified criteria. Please note that only Rows and Columns-type reports can be exported as a .CSV (comma-separated values) file in Sugar. For more information on creating a Rows and Columns report, please refer to the [Rows and Columns Report](#) section.

Summation

The Summation Report provides computed data based on the selected fields for records meeting the specified criteria. You can group the report based on one or more fields from the target or related module. The report result displays the data in groups, summarized using computed derivatives (e.g. SUM, AVG, MAX, MIN) from numeric-type field values (e.g. Likely) as well as weighted amounts. Summation Reports can be viewed in a chart format and displayed as a Sugar Dashlet on your Home page as well. For more information on creating a Summation Report, please refer to the [Summation Report](#) section.

Summation Report with Details

The Summation Report with Details is a combination of the Summation-type and Rows and Columns-type report as you can group the data, get the total count of records, and choose display columns (e.g. Contact Name, Account Name, Email Address) as well. You can group the report based on one or more fields from the target or related module. Summation Report with Details can be viewed in a chart format and displayed as a Sugar Dashlet on your Home page. For more information on creating a Summation Report with Details, please refer to the [Summation Report with Details](#) section.

Matrix

The Matrix Report is also similar to the Summation-type report as it provides an overview of the computed data and displays the total summary count. The report results display in a grid table with row and column headers. The numeric field values for all display summaries appear on the table along with the total amounts for each row and column. Matrix Reports can be viewed in a chart format and displayed as a Sugar Dashlet on your Home page. For more information on creating a Matrix Report, please refer to the [Matrix Report](#) section.

Creating Reports

There are various types of reports (e.g. Rows and Columns Report, Summation Report with Details, Summation Report, Matrix Report) you can create via the Reports module. The first step of creating a report via the Report Wizard is to choose the report type, and the steps to create the report vary slightly depending on the report type chosen. Please note that you can create reports in Sugar via the Reports module itself using the Create options as well as by duplicating an existing report via the Copy option.

Creating via Reports Module

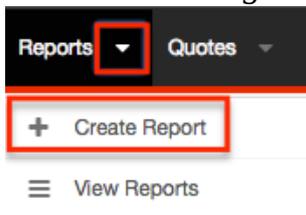
The most common method of report creation is via the Reports module using the Create button in the list view or the Create Report option in the module tab. This opens the Report Wizard which allows you to build the necessary report and generate the results accordingly. The following sections cover creating the four different report types via the Reports module.

Rows and Columns Report

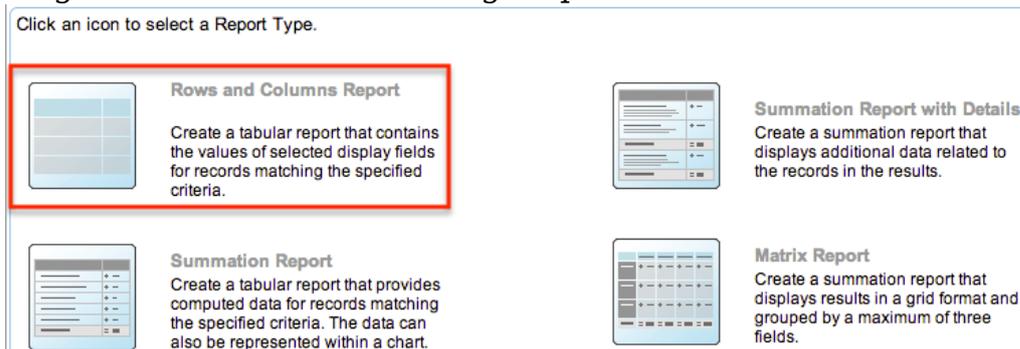
Out of the four report types, the Rows and Columns report is the most basic one to create in Sugar. Users can simply define filters to determine which records the report will include or exclude then choose the fields (e.g. Name, Email Address) they would like displayed in the report result. The Rows and Columns report creates a tabular report containing the values of selected display column fields for all records meeting the specified criteria. Please note that only Rows and Columns-type reports have the ability to be exported to a CSV file in Sugar.

The following steps cover creating a Rows and Columns report for calls with a status of held as an example:

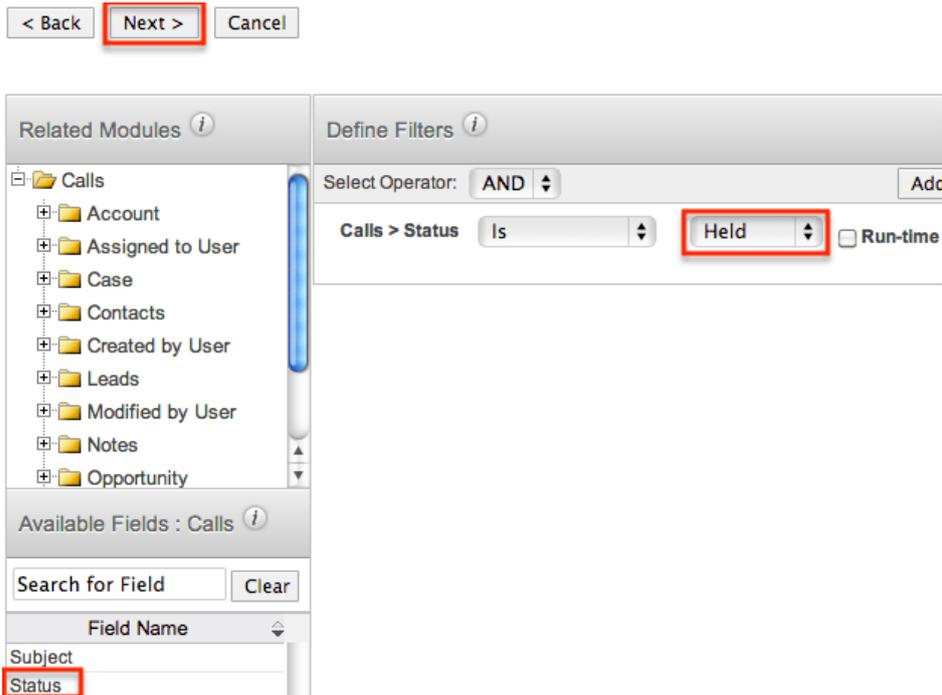
1. Click the triangle in the Reports module tab and select "Create Report".



2. Choose "Rows and Columns Report" as the report type and "Calls" as the target module in the following step.

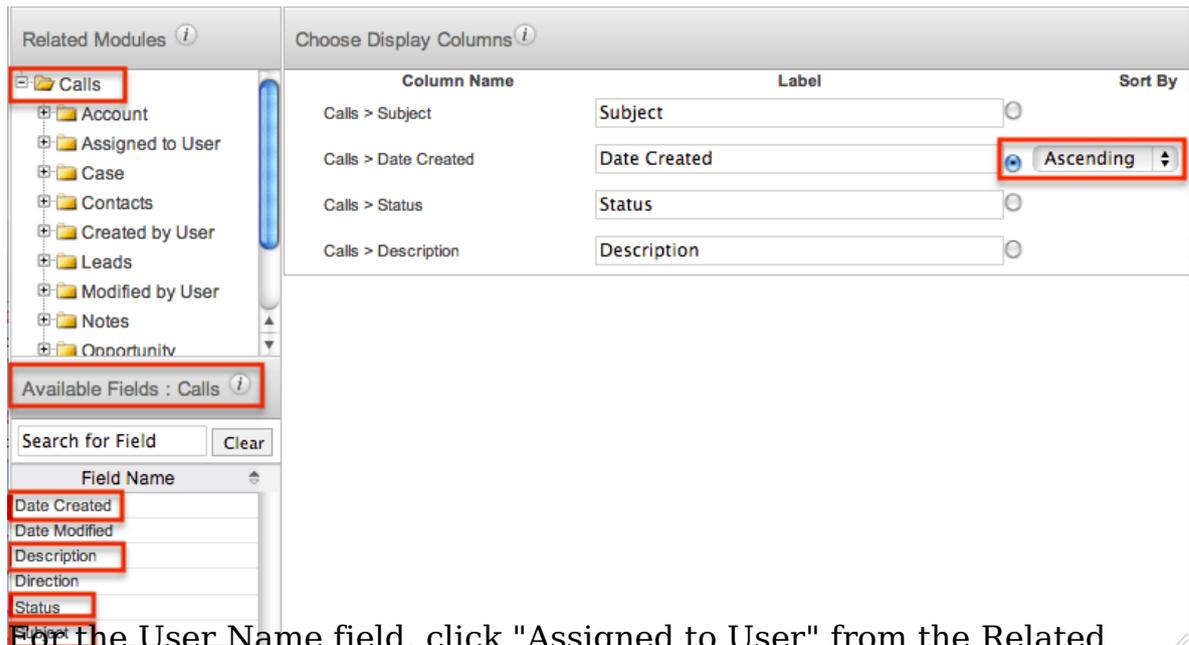


3. To filter on a field related to the target module, select it from the Available Fields list on the bottom left to add it to the list of filters. In this example, select "Status" to filter the report based on call records already held. Click "Next".
 - For more information on report filters, please refer to the [Report Filters](#) section.



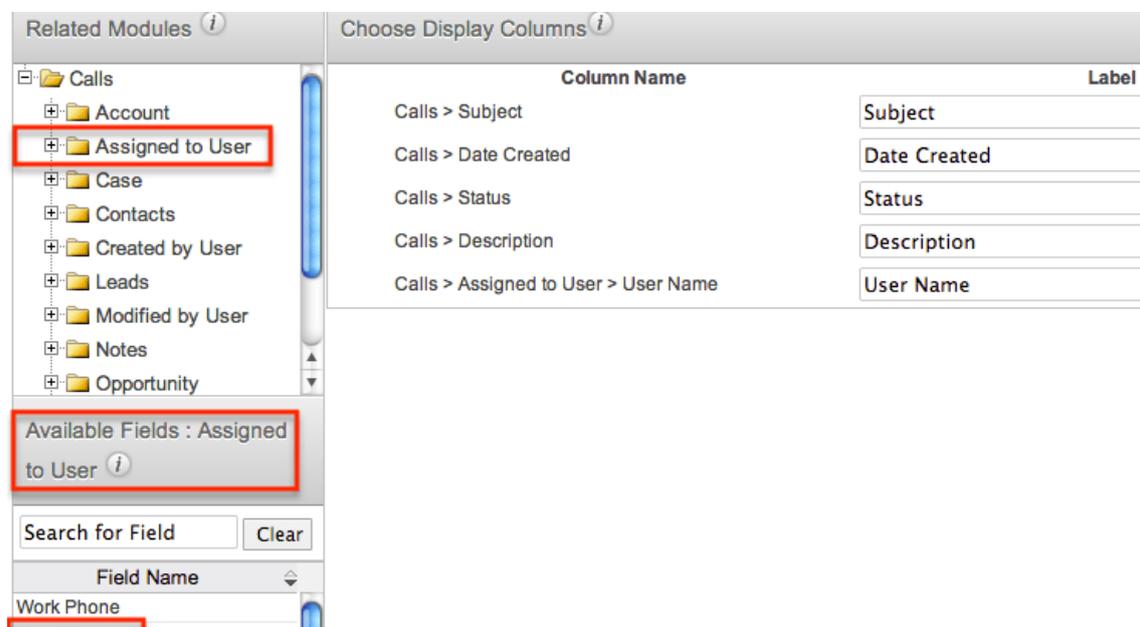
4. On the Choose Display Columns step, select the fields you would like included in the report results from the Available Fields list then click "Next". We are adding the following fields as an example: Subject, Status, Description, Date Created, User Name, Contacts Name, and Account Name.
 - For more information on selecting display column fields, please refer to the [Report Display Columns](#) section.
5. Select "Subject", "Date Created", "Status", and "Description" in the "Available Fields : Calls" list, as these are fields contained in the Calls module. By default, the target module's fields display in the Available Fields list.

Note: You can designate the generated report to be sorted by a specific display column field in either ascending or descending order. Simply mark the radio button next to the field label then select "Ascending" or "Descending" in the corresponding dropdown list.



6. For the User Name field, click "Assigned to User" from the Related Modules list at the top left then select "User Name" from the "Available Fields : Assigned to User" list.

Note: User names are stored in their own table in the database and are related to the modules in Sugar. So even though the Assigned User field appears in various module layouts, they are not direct fields in those modules.



7. For the Contact Name field, click "Contacts" from the Related Modules list then select "Name" from the "Available Fields : Contacts" list.
 - By default, the label for the Name field displays "Name", but you can change the label to "Contact Name" to differentiate the field between accounts and contacts. For more information on changing display column labels, please refer to the [Changing Display Column](#)

[Labels](#) section.

8. For the Account Name field, click "Account" from the Related Modules list then select "Name" from the "Available Fields : Account" list.
 - Change the label for the Name field to display "Account Name". For more information on changing display column labels, please refer to the [Changing Display Column Labels](#) section.
9. To place the fields in a different order on the report, drag and drop the field rows within the display column list.
 - The first field (Subject) on the display columns list represents the first column of the report, the second field (Date Created) is the second column, and so forth. For more information on changing the display column order, please refer to the [Changing Display Column Order](#) section.
10. Click "Next" after adding all of the appropriate fields.
11. On the Report Details step, enter the report name and assign it to the desired user and team.
 - Please note that if you want your report to include all held calls whether or not they have an assigned user, related contact, or account, you must mark the Optional Related Modules boxes. For more information on marking related modules as optional, please refer to the [Optional Related Modules](#) section.

The screenshot shows a form for configuring a report. At the top, there are navigation buttons: "< Back", "Save", "Preview", "Save and Run", and "Cancel". The "Save and Run" button is highlighted with a red box. Below the buttons, the form fields are as follows:

- Report Name:** * Calls with Held Status
- Assigned to:** * max (with a "Select" button)
- Teams:** * Global (with a "+" button and a "Primary" label)
- Optional Related Modules:** (with an information icon)
 - Calls > Assigned to User
 - Calls > Contacts
 - Calls > Account

12. After entering the report details, click "Save and Run" to save and generate the report immediately.
 - Clicking the Preview button allows you to preview the report before saving.
 - Clicking the Save button saves the report without running it immediately.

Name: Calls with Held Status Modules: Calls, Calls > Assigned to User, Calls > Contacts, Calls > Account Display Columns: Subject, Date Created, Status, Description, User Name, Contacts Name, Account Name Schedule: None Filters: ^				Type: Rows and Columns Report Teams: Global Assigned to: Max Jensen		
(1 - 4 of 4)						
Subject	Date Created	Status	Description	User Name	Contacts Name	Account Name
Follow up call	02/28/2013 03:20pm	Held	Call with Sheena regarding new account.	max	Sheena Rathbone	
Contract Renewal	03/04/2013 11:21am	Held	Call with Waverly Trading House regarding contract renewal.	max		Waverly Trading House

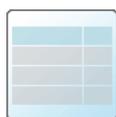
Summation Report

The Summation Report groups and provides computed data for records that meet the specified criteria. You can choose a number of group-by columns to group the data in the report and can define group-by data for related modules as well. You can also drag and drop the group-by fields to a different order in the Define Group By step to change the layout in the report results. Please note that the Summation Report does not provide detailed information like Summation Report with Details and will not include any display columns in the report.

The following steps cover creating a report to capture closed won opportunities for Q2 2017 grouped by assigned user and the month it was closed as an example:

1. Click the triangle in the Reports module tab and select "Create Report".
2. Choose "Summation Report" as the report type and "Opportunities" as the target module.

Click an icon to select a Report Type.



Rows and Columns Report

Create a tabular report that contains the values of selected display fields for records matching the specified criteria.



Summation Report with Details

Create a summation report that displays additional data related to the records in the results.



Summation Report

Create a tabular report that provides computed data for records matching the specified criteria. The data can also be represented within a chart.



Matrix Report

Create a summation report that displays results in a grid format and grouped by a maximum of three fields.

3. Next, define the [report filters](#) as follows then click "Next":
 - Select "Expected Close Date" from the Available Fields panel, then choose "Is Between" and select "04/01/2017 and 06/30/2017" from the options appearing to the right of the Expected Close Date filter.
 - Select "Sales Stage" from the Available Fields panel, then choose "Is" and "Closed Won" in the dropdowns appearing to the right of the Sales Stage filter.

Report Wizard

Summation Report : [Select Module](#) > [Define Filters](#) > [Define Group By](#) > [Choose Display Summaries](#) > [Chart Options](#) > [Report Details](#)

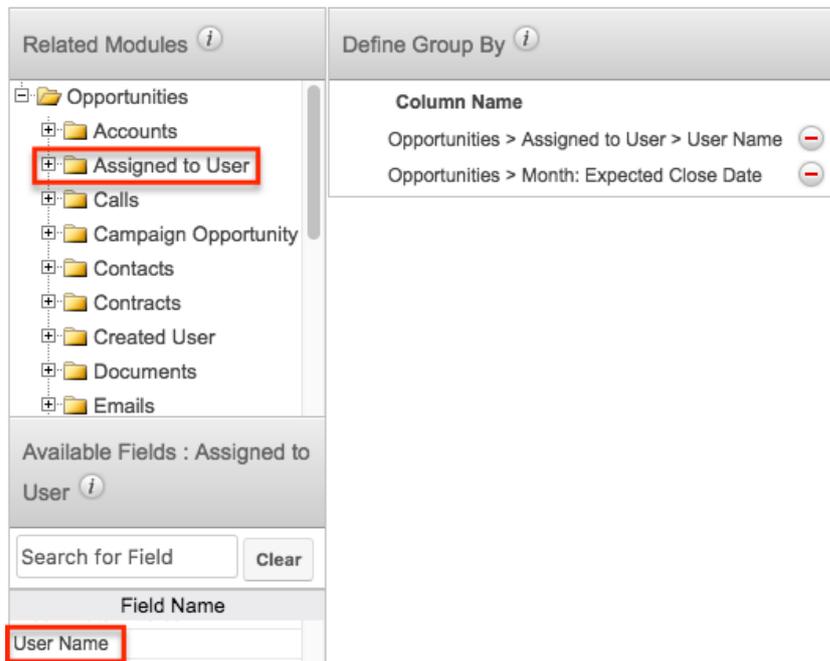
< Back **Next >** Save Preview Save and Run Delete Cancel

The screenshot shows the 'Define Filters' step of the Report Wizard. On the left, under 'Related Modules', 'Opportunities' is selected. Below it, under 'Available Fields', 'Expected Close Date' and 'Sales Stage' are selected. The main 'Define Filters' area shows two filters: 'Opportunities > Expected Close Date' with the operator 'Is Between' and values '04/01/2017' and '06/30/2017', and 'Opportunities > Sales Stage' with the operator 'Is' and value 'Closed Won'. The 'Run-time' checkbox is unchecked.

4. On the Define Group By step, select "User Name" and "Month: Expected Close Date", which will group the closed won opportunity records by the assigned user and month it was closed. Click "Next".

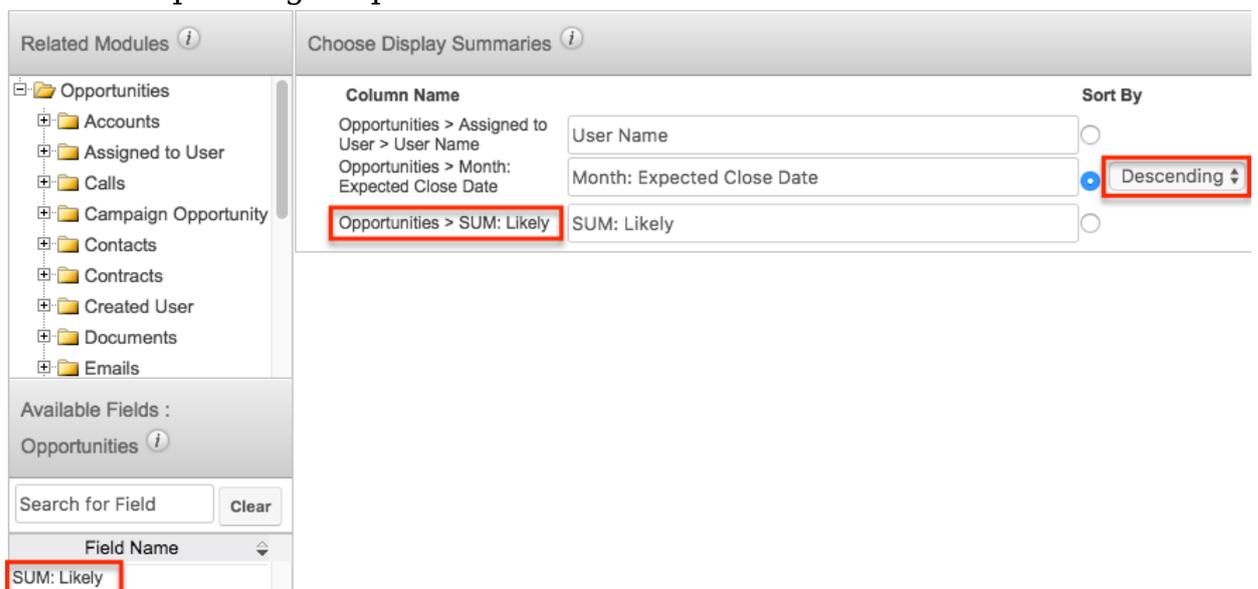
- You must click the related Assigned to User module to select the User Name field as user names are not direct fields of the

Note: When there are multiple group-by fields, their order in the Define Group By step determines which becomes the Y-axis of a chart and which field appears as different colors in a chart legend. You can drag and drop the fields within the Define Group By step to change which field ends up on the Y-axis of a chart.



- On the Choose Display Summaries step, select "SUM: Likely" to summarize the report based on the opportunity's likely total amounts. Click "Next". Please note that the field(s) selected in the Define Group By step are automatically included in the Choose Display Summaries step.

Note: You can sort results by a specific field column in either ascending or descending order. Simply mark the radio button next to the field label (e.g. Month: Expected Close Date) then select "Ascending" or "Descending" in the corresponding dropdown list.



- On the Chart Options step, select the chart type (e.g. Vertical Bar) you wish to display in the report as well as how the data should be summarized on the chart, then click "Next". For more information on setting up the chart options, please refer to the [Report Chart Options](#) section.
- On the Report Details step, enter a name for the report and assign it to the appropriate user and team.

Note: Mark the "Optional Related Modules" box to include all closed won opportunities whether or not they are assigned to a user. For more information regarding this option, please refer to the [Optional Related Modules](#) section.

Report Name:

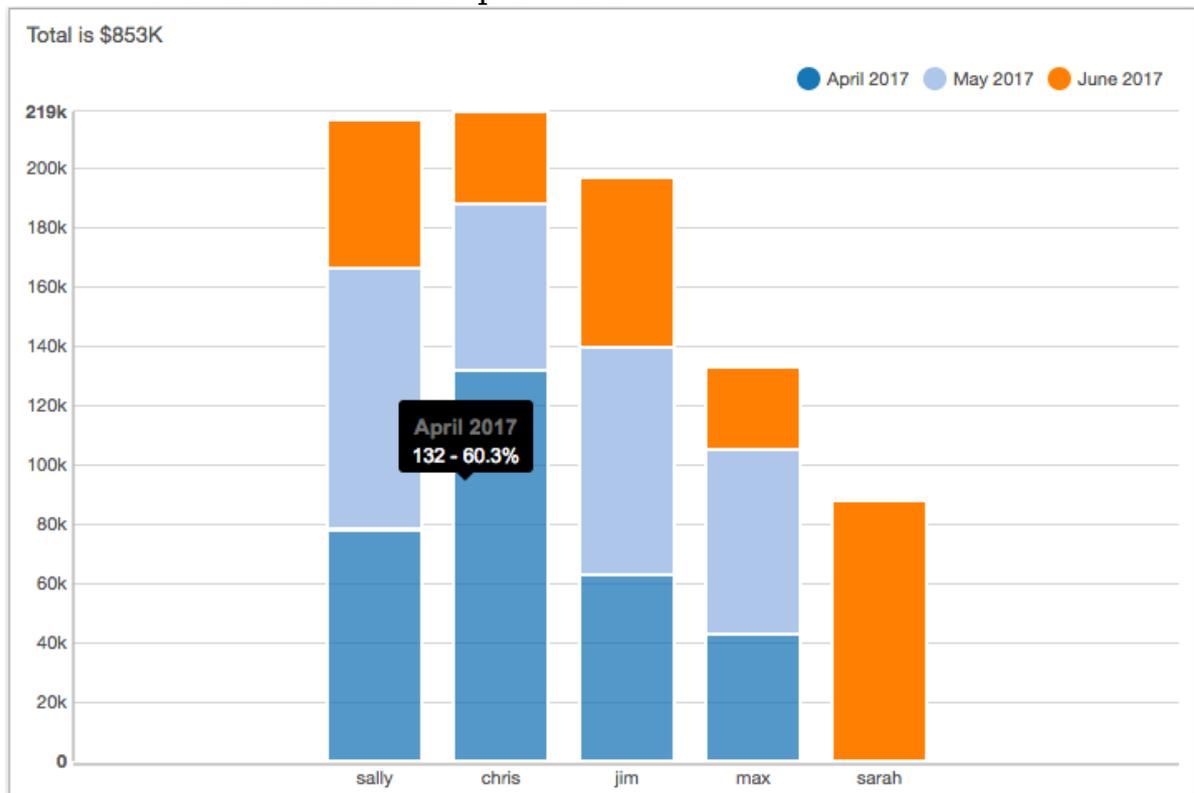
Show Query:

Assigned to:

Teams:

Optional Related Modules: Opportunities > Assigned to User

8. After entering the report details, click "Save and Run" to save and generate the report immediately.
 - Click the Preview button to preview the report before saving.
 - Click the Save button to save the report without running it immediately.
 - To view the corresponding chart values, simply hover your mouse over the bar in the report chart.



User Name	Month: Expected Close Date	SUM: Likely
sally	June 2017	\$50,337.00
chris	June 2017	\$30,790.00

Summation Report with Details

The Summation Report with Details groups and summarizes data with detailed information related to records in the report. You can group the report based on one or more fields from the target or related module. Grouping the report by particular fields allows the report results to display data in categories by the specified field values. You can also drag and drop the group-by fields to a different order in the Define Group By step to change the layout in the report results.

The following steps cover creating a Summation Report with Details to capture closed won opportunities in 2016 grouped by month as an example:

1. Follow Steps 1-5 of the [Summation Report](#) section and complete the report criteria as follows:
 - **Report Type** : Select "Summation Report with Details"
 - **Target Module** : Choose "Opportunities"
 - **Define Filters** : Define the [report filters](#) as follows then click "Next":
 - Select "Expected Close Date" from the Available Fields panel, then choose "Is Between" and select "01/01/2016" and "12/31/2016" from the options appearing to the right of the Expected Close Date filter.
 - Select "Sales Stage" from the Available Fields panel, then choose "Is" and "Closed Won" in the dropdowns appearing to the right of the Sales Stage filter.
 - **Define Group By** : Select "Month: Expected Close Date" from the Available Fields panel then click "Next"
 - **Choose Display Summaries** : Select "SUM: Likely" from the Available Fields panel then click "Next"
Note: The field(s) selected in the Define Group By step are automatically included in the Choose Display Summaries step.
2. On the Choose Display Columns step, select the fields (e.g. "Opportunity Name", "Expected Close Date", "Likely", "Sales Stage", and "User Name") you would like included on the report from the Available Fields panel then click "Next".
 - Refer to Steps 5-10 of the [Rows and Columns Report](#) section for instructions on adding fields as display columns.
 - For more information on selecting display column fields, please refer to the [Report Display Columns](#) section.

< Back **Next >** Save Preview Save and Run Delete Cancel

Related Modules ⓘ

- Opportunities
 - Accounts
 - Assigned to User
 - Calls
 - Campaign Opportunity
 - Contacts
 - Contracts
 - Created User
 - Documents
 - Emails

Available Fields :
Opportunities ⓘ

Search for Field

Field Name

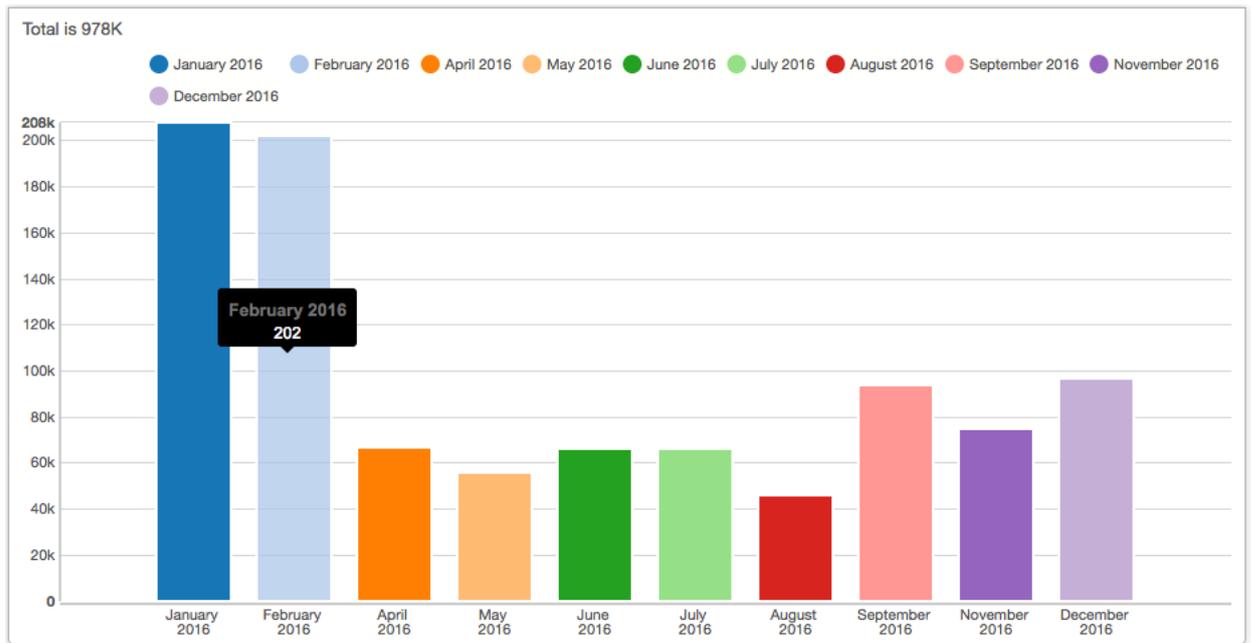
- Sales Stage
- Probability (%)
- Opportunity Name

Choose Display Columns ⓘ

Column Name	Label
Opportunities > Opportunity Name	Opportunity Name
Opportunities > Expected Close Date	Expected Close Date
Opportunities > Likely	Opportunity Amount
Opportunities > Sales Stage	Sales Stage
Opportunities > Assigned to User > User Name	User Name

3. On the [Chart Options](#) step, select the chart type (e.g. Vertical Bar) you wish to display in the report as well as how the data should be summarized on the chart then click "Next".
4. On the Report Details step, enter a name for the report and assign it to the appropriate user and team.

Note: Mark the "Optional Related Modules" box to include all closed won opportunities whether or not they are assigned to a user. For more information regarding this option, please refer to the [Optional Related Modules](#) section.
5. After entering the report details, click "Save and Run" to save and generate the report immediately.
 - Click the Preview button to preview the report before saving.
 - Click the Save button to save the report without running it immediately.
 - To view the corresponding chart values, simply hover your mouse over the bar in the report chart.



Collapse All

Month: Expected Close Date = January 2016, SUM: Likely = \$208,272.56				
Opportunity Name	Expected Close Date	Opportunity Amount	Sales Stage	User Name
Spindle Broadcast Corp.	01/30/2016	\$50,950.00	Closed Won	will
Chandler Logistics Inc	01/27/2016	\$51,683.00	Closed Won	chris

Matrix Report

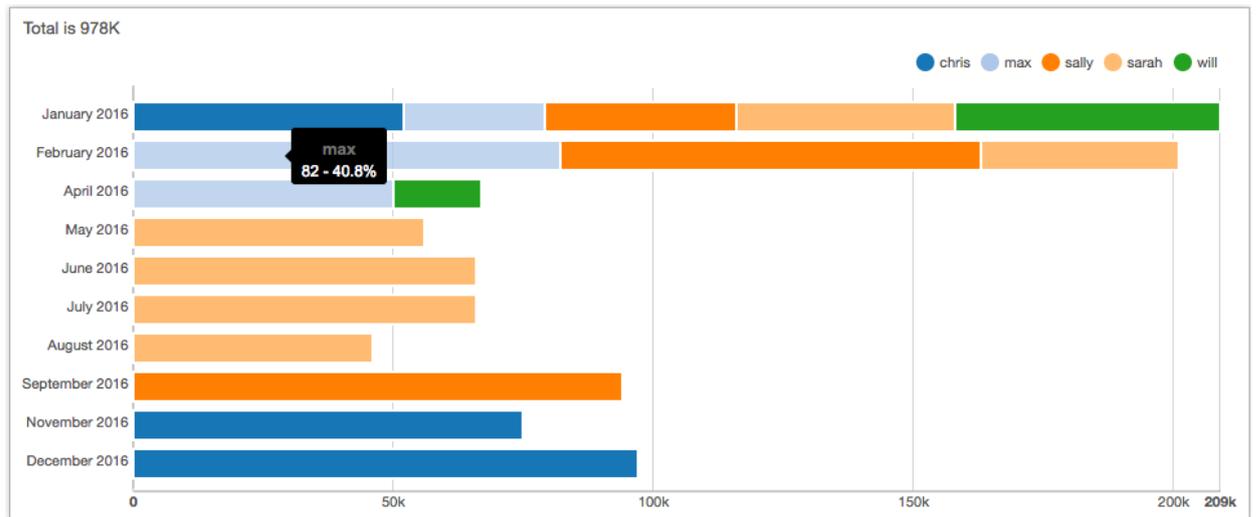
The Matrix Report provides an overview of the data and displays the total for display summaries in a grid format. The numeric field values for all display summaries appear on the table along with the total amounts for each row and column. You can choose a maximum of three group-by columns to group the data in the report.

You can also choose specific [layout options](#) (e.g. 1x2 and 2x1) on the Report Details step of the Report Wizard if you selected three group-by columns on the Define Group By step. The 1x2 layout option displays the data for the first group-by field in a row and displays the data for the other two group-by fields in columns. The 2x1 layout option displays the data for the first two group-by fields in rows and displays the data for the third group-by field in a column. If you only have two group-by columns, you can manually change the report layout by dragging and dropping the group-by fields to a different order on the Define Group By step. Please note that the Matrix Report does not provide detailed information like Summation Report with Details and will not include display columns in the report.

The following steps cover creating a Matrix Report to capture closed won opportunities in 2016 grouped by assigned user and the month it was closed as an example:

1. Follow Steps 1-5 of the [Summation Report](#) section and complete the report criteria as follows:

- **Report Type** : Select "Matrix Report"
 - **Target Module** : Choose "Opportunities"
 - **Define Filters** : Define the [report filters](#) as follows then click "Next":
 - Select "Expected Close Date" from the Available Fields panel, then choose "Is Between" and select "01/01/2016" and "12/31/2016" from the options appearing to the right of the Expected Close Date filter.
 - Select "Sales Stage" from the Available Fields panel, then choose "Is" and "Closed Won" in the dropdowns appearing to the right of the Sales Stage filter.
 - **Define Group By** : Select "Month: Expected Close Date" and "User Name" from the Available Fields panel then click "Next"
Note: You must click the related Assigned to User module to select the User Name field as user names are not direct fields of the Opportunities module.
 - **Choose Display Summaries** : Select "SUM: Likely" from the Available Fields panel then click "Next"
Note: The field(s) selected in the Define Group By step are automatically included in the Choose Display Summaries step.
2. On the Chart Options step, select the chart type (e.g. Horizontal Bar) you wish to display in the report as well as how the data should be summarized on the chart, then click "Next". For more information on setting up the chart options, please refer to the [Report Chart Options](#) section.
3. On the Report Details step, enter a name for the report and assign it to the appropriate user and team.
- Mark the "Optional Related Modules" box to include all closed won opportunities whether or not they are assigned to a user. For more information regarding this option, please refer to the [Optional](#)
- Note:** The [Layout Options](#) section will appear if you selected three group-by columns on the Define Group By step. Select the appropriate layout depending on how you want the data displayed on the report grid.
4. After entering the report details, click "Save and Run" to save and generate the report immediately.
- Click the Preview button to preview the report before saving.
 - Click the Save button to save the report without running it immediately.
 - To view the corresponding chart values, simply hover your mouse over the bar in the report chart.



SUM: Likely

Month: Expected Close Date	User Name					Grand Total
	chris	max	sally	sarah	will	
January 2016	\$51,683.00	\$27,472.00	\$36,522.00	\$41,645.56	\$50,950.00	\$208,272.56
February 2016		\$82,423.33	\$80,942.22	\$38,284.00		\$201,649.55

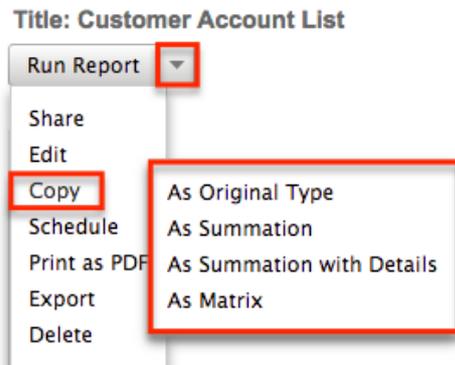
Creating via Duplication

You can also create a new report by duplicating an existing report in Sugar. The Copy option is useful if the report you are creating has similar information to an existing report. Please note that you have the option of duplicating the report as the original report type you are currently viewing or any of the other three report types.

The following steps cover creating a report by duplicating an existing Rows and Columns-type report as an example:

1. Navigate to a report's detail view.
2. Click the Actions menu and select "Copy".
3. Choose the report type (e.g. As Summation) you would like the duplicated report to be.

Customer Account List ☆



4. Go through the Report Wizard to select and enter new data as necessary then enter a new name for the report and save.
 - Please note that if you select a report type other than the original type, there may be additional or less steps in the Report Wizard to complete and you may need to edit the report as necessary to meet the specific report type requirements.

Report Options

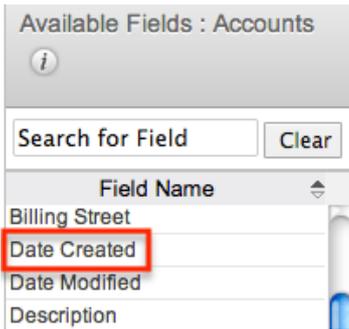
There are various steps involved when creating reports in Sugar and the steps can vary slightly depending on the report type (e.g. Summation report) chosen. The following sections below provide additional detail regarding some of the steps (e.g. Define Filters, Choose Display Columns) involved when creating reports.

Report Filters

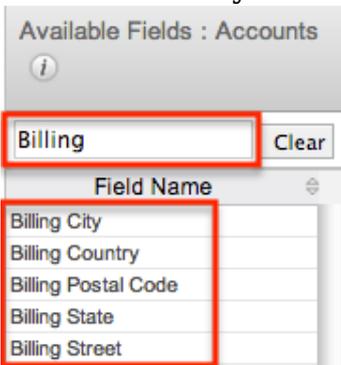
The Define Filters step of the report wizard determines which records the report includes or filters out. Filter groups and operators allow for additional levels of complexity as you combine filters to get the precise result set you desire.

Target Module Filters

By default, the fields for the Target Module you are creating the report on will be displayed in the Available Fields list. To filter on the field related to the target module, select it from the Available Fields list on the bottom left, and it will be added to the list of filters. Please note that only fields marked as "Reportable" in Studio will display in the Available Fields list. For more information on marking fields as reportable, please refer to the [Studio](#) documentation in the Administration guide.

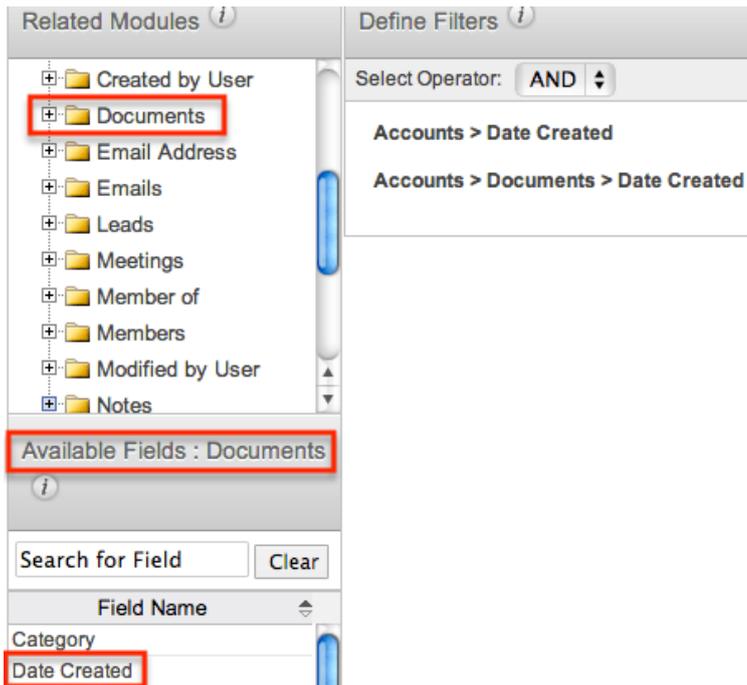


You can also use the search feature above the Available Fields list to easily locate a desired field. Simply enter the appropriate keyword (e.g. billing, date) in the search field and the relevant results will display in the Available Fields list. Please note that Sugar automatically appends the wildcard character (%) to the beginning and end of your search phrase. This allows the system to return all fields that include the keyword entered in the search.

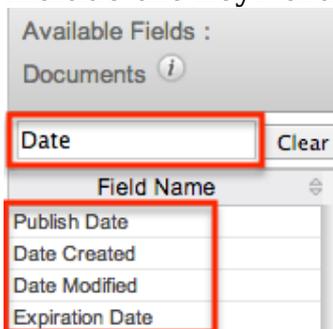


Related Module Filters

The Related Modules list shows all modules that have a relationship with the target module. To filter on a field in a related module, choose the name of the module (e.g. Documents) in the Related Modules list, and the Available Fields list below will display fields belonging to the related module. You can select the desired field(s) from the related module to add as a filter for your report. Please note that only fields marked as "Reportable" in Studio will display in the Available Fields list. For more information on marking fields as reportable, please refer to the [Studio](#) documentation in the Administration guide.



You can also use the search feature above the Available Fields list to easily locate a desired field. Simply enter the appropriate keyword (e.g. billing, date) in the search field and the relevant results will display in the Available Fields list. Please note that Sugar automatically appends the wildcard character (%) to the beginning and end of your search phrase. This allows the system to return all fields that include the keyword entered in the search.



Filter Values

Once the filter has been created, you can specify what field values constitute a match for the report in the Define Filters section. Select the appropriate value from the corresponding dropdown list and enter the relevant value in the open text box (if applicable).

Define Filters *i*

Select Operator: **AND**

Accounts > Date Created Before 03/31/2013 Run-time

Accounts > Documents > Date Created Last 7 Days Run-time *i*

Please note that if the assigned user or a member of your team changes or adds a new filter, the system alerts you that the report filters have been modified since last run when you save and run the report.

Customer Account List *☆*

Title: Customer Account List

Run Report

Report filters have been modified since last run.

Hide Details

Name: Customer Account List

Run-Time Filters

The run-time option in the Define Filters step allows you to make the filter(s) available on the saved report, which enables you to quickly change your filter values without having to edit the report. Simply mark the Run-time box for any filter(s) you wish to view on the saved report.

Define Filters *i*

Select Operator: **AND**

Accounts > Date Created Before 03/31/2013 Run-time

Accounts > Documents > Date Created Last 7 Days Run-time *i*

Once the report is created and saved, the run-time filter (e.g. "Accounts > Date Created") will appear on the generated report view. You can change the filter values directly from the report view by selecting the new filter values from the dropdown list and clicking "Apply" or "Run Report" at the top of the report's detail view. Clicking the Reset button will reset the run-time filter back to the original filter value you set.

Run-time Filters: *i*

Accounts > Date Created > Before 03/31/2013

Apply Reset

Please note that the Report Wizard retains the original filter value(s) you set when building the report regardless of the changes you or other users make on the run-time filters on the report's detail view. If the report is shared by a team, then each user can run the report with different run-time filter values to meet their individual needs. The run-time filter values set by each user will be preserved for future viewing until they change or reset the value.

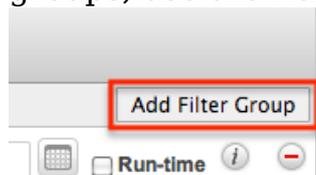
Operators

When building the report, you have the option to choose between two operators, "AND" and "OR", using dropdowns within the Define Filters section. By default, operators are set to "AND" which will cause the filters to work cumulatively. All filters, or groups of filters under an AND operator will need to be true for a record in order for that record to appear in the report result. Changing an operator to "OR" will mean that if any single filter under that "OR" is true for a record, the record will be included on the report. The OR operator accepts records matching any of the filters while the AND operator accepts records matching all filters.

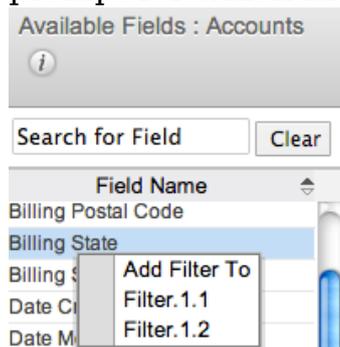


Filter Groups

By default, all filters will be added to a single group. To split filters into multiple groups, use the Add Filter Group button.



When you have more than one filter group and click a new filter field, Sugar will prompt for which filter group the new field should belong.



Filter groups and operators can be combined to achieve complex filtering situations. For example, if we need a report for documents belonging to accounts created prior to the first quarter where the document is either new this week or new this month if connected to a lead, we would use the following filter groups with an OR operator joining the two together:

The screenshot shows the 'Define Filters' interface with two filter groups. The top group, 'Filter.1.1', has an 'OR' operator and contains two filters: 'Accounts > Date Created' (Before 03/31/2013) and 'Accounts > Documents > Date Created' (Last 7 Days). The bottom group, 'Filter.1.2', has an 'AND' operator and contains three filters: 'Accounts > Date Created' (Before 03/31/2013), 'Accounts > Documents > Date Created' (Last 30 Days), and 'Accounts > Documents > Leads > Last Name' (Is Not Empty).

Filters on Tag Fields

If a report's target module contains the Tags field, the report can be filtered by tags via the Related Modules filters. To filter by tags, click on the Tags module name in the Related Modules list. The Available Fields list below will display fields belonging to the Tags module. Select the Name field to create a tag filter. Please note that you can select any field(s) from the Tags module as a filter for your report, but this example will only demonstrate filtering by the tag's name.

The screenshot shows the 'Define Filters' interface with the 'Tags' module selected in the 'Related Modules' list. The 'Available Fields' list shows the 'Name' field selected. The filter configuration shows 'Accounts > Tags > Name' with the 'Equals' operator and the value 'tradeshow'.

After clicking on the Name field, a line item will appear in the Filters view that allows you to select an operator and specify a tag name in its adjacent text field.

This text field is not a type-ahead style like the Tags field is in the Sidecar modules and can only contain a single tag phrase (e.g. tradeshow, hot lead). While the field is case-insensitive, you must know the precise spelling of the tag name that you wish to use as a filter.

To filter a report by more than one tag, click on the Name field again for each additional tag. This will produce additional filter rows where you can specify the appropriate operator and its corresponding tag. In the following example, the report will display a list of account records that are tagged with any one or more of the three specified tags (manufacturing, laser, or hot prospect).

When the Tags field is used as a related-module display column in a [Rows and Columns](#) report or [Summation Report with Details](#), the Tags column will display a separate line item for each tag that a record contains. For example, an account tagged as both "manufacturing" and "laser" will be displayed twice in an Accounts report if the report displays the Tags column. Also, note that the Tag column will only display a single tag even if the record contains multiple tags. This will be the tag that matches the filter criteria.

Name	Tag	Office Phone	Type
Cumberland Trails Inc	laser	(190) 868-0957	Customer
Cumberland Trails Inc	manufacturing	(190) 868-0957	Customer

Please note that clicking on a hyperlinked tag name from report results will take you to the tag's record view. For more information on tags in Sugar, please refer to the [Tags](#) documentation.

Filters on Date and Datetime Fields

When creating reports in Sugar, specifying a range of time is a useful way to isolate your desired results. Sugar provides a set of pre-defined options to help you easily target the most common date ranges:

Date Range Filter	Definition
On	A specific day

Before	Any value before the specified date
After	Any value after the specified date
Is Between	Any values after a specified start date but before a specified end date
Not On	Any values except the specified date
Is Empty	No date set for the field
Is Not Empty	Any date set for the field
Yesterday	A value set to the prior day
Today	A value set to the current day
Tomorrow	A value set to the following day
Last # Days	Any values within the last X days including the current day
Next # Days	Any values within the next X days including the current day
Last 7 Days	Any values within the last 7 days including the current day (e.g. Running on Monday includes the previous Tuesday morning through the end of the current Monday)
Next 7 Days	Any values within the next 7 days including current day (e.g. Running on Monday includes the current Monday morning through the end the following Sunday)
Last Month	Any values that fall within the prior calendar month
This Month	Any values that fall within the current calendar month
Next Month	Any values that fall within the next calendar month
Last 30 Days	Any values within the last 30 calendar days including the current day
Next 30 Days	Any values within the next 30 calendar days including the current day
Last Quarter	Any values within the prior quarter defined by the calendar year (e.g. January - March, April - June)
This Quarter	Any values within the current quarter defined by the calendar year (e.g.

	January - March, April - June)
Next Quarter	Any values within the upcoming quarter defined by the calendar year (e.g. January - March, April - June)
Last Year	Any values within the prior calendar year
This Year	Any values within the current calendar year
Next Year	Any values within the upcoming calendar year

Additionally, if your administrator has configured the Forecasts module via Admin > Forecasts, additional options based on your organization's fiscal year will be available. If your fiscal year follows a traditional calendar year, these options will function in the same way as the corresponding options above:

Date Range Filter	Definition
Previous Fiscal Year	Any values within the prior fiscal year
Previous Fiscal Quarter	Any values within the prior quarter defined by the fiscal year
Current Fiscal Year	Any values within the current fiscal year
Current Fiscal Quarter	Any values within the current quarter defined by the fiscal year
Next Fiscal Year	Any values within the upcoming fiscal year
Next Fiscal Quarter	Any values within the upcoming quarter defined by the fiscal year

For more information about configuring the Forecasts module, please refer to the [Forecast Configuration](#) documentation in the Administration guide.

Note: When generating reports with datetime filters, Sugar will always adjust the results to ensure they are accurate according to the time zone settings of the user accessing the report. For instance, a user on Eastern Standard Time (-5 GMT) may see a different set of results for a report than a user on Pacific Standard Time (-8 GMT) because the date ranges are adjusted for the user's time zone.

Report Display Columns

The display columns step allows users to select which field(s) they would like

included when generating the report. The system will pull data specific to these fields based on the report criteria for the associated module record. When you select a field from the Available Fields list, they will be added to the right of the list with the displayed path of the field (e.g. Contacts > Assigned to User > User Name). The displayed field paths show users where the field is originating from to retrieve the value for the report. For example, although "Email Address" appears as a field in several modules (e.g. Accounts, Contacts, Leads), email addresses are actually stored in their own table and are related to the modules where they appear as opposed to being direct fields of those modules. So, the corresponding displayed path will show the primary module record, then the related module followed by the field name (e.g. Contacts > Email Address > Email Address) since the email address field is a field of the related Email Address module.

To remove any unnecessary fields from the display column list, simply click the "-" sign to the far right of the displayed field path row.

Changing Display Column Labels

By default, the selected display column fields will display stock labels which can be changed if you desire. To change the label, simply enter the new label name in the open text field then click outside of the text box to preserve the change.

Column Name	Label
Contacts > Assigned to User > User Name	Assigned User Name
Contacts > Email Address > Email Address	Email Address

Changing Display Column Order

You can change the left-to-right order of the display columns by dragging and dropping the displayed field paths in the Choose Display Columns section.

Column Name	Label
Contacts > Email Address > Email Address	Email Address
Contacts > Assigned to User > User Name	Assigned User Name
Contacts > First Name	First Name
Contacts > Last Name	Last Name

Defining Column Sort

You can also designate the generated report to be sorted by a specific field column

in either ascending or descending order. Simply mark the radio button next to the field label then select "Ascending" or "Descending" in the corresponding dropdown list. Please note that only one display column can be designated to sort by default in the report.

Column Name	Label	Sort By
Contacts > First Name	First Name	<input type="radio"/>
Contacts > Last Name	Last Name	<input type="radio"/>
Contacts > Email Address > Email Address	Email Address	<input type="radio"/>
Contacts > Assigned to User > User Name	Assigned User Name	<input checked="" type="radio"/> Ascending

Optional Related Modules

The Optional Related Modules option will appear on the Report Details step if you add fields from related modules to the display column. Please note that if you want your report to include records whether or not they have data in the fields, you will need to mark the displayed module relationship(s) in the Optional Related Modules section. For example, if you add the email address field as a display column for the New Leads report, the Optional Related Modules section will display "Leads > Email Address". Check the box for the Email Address relationship in order to include all applicable results even if the lead record does not contain an email address. By default, Sugar treats all related modules in a report as mandatory meaning that an email address will be required for a lead record to be included.

Rows and Columns Report : [Select Module](#) > [Define Filters](#) > [Choose Display Columns](#) > [Report Details](#)

[< Back](#) [Save](#) [Preview](#) [Save and Run](#) [Delete](#) [Cancel](#)

Report Name: *	Customer Account List
Show Query:	<input type="checkbox"/>
Assigned to: *	Max Jensen Select
Teams: *	+ Global - Primary
Optional Related Modules: i	<input checked="" type="checkbox"/> Accounts > Assigned to User

Leaving this box unchecked will exclude all lead records from your report that do not have an email address associated with them.

This holds true for all related modules. You will need to check the box for any relationship you do not wish to be treated as mandatory when Sugar is generating

your report. In order to report on records with no related records of a particular module (e.g. Contacts without a related Account) using a filter such as Contacts > Accounts > Name > Is Empty, the Optional Related Modules will also need to be checked.

Show Query

The Show Query option is only visible to system administrators and displays as a checkbox on the Report Details step. If the Show Query box is checked and the Preview button is clicked, the generated report will display all the SQL queries at the bottom of the page for administrators to use and analyze how the specific data was retrieved in the system.

Rows and Columns Report : [Select Module](#) > [Define Filters](#) > [Choose Display Columns](#) > [Report Details](#)

[< Back](#) [Save](#) [Preview](#) [Save and Run](#) [Delete](#) [Cancel](#)

Report Name: *	<input type="text" value="Customer Account List"/>
Show Query:	<input type="checkbox"/>
Assigned to: *	<input type="text" value="Max Jensen"/> Select

Reports Detail View

The Reports detail view displays thorough report information including display column fields (if applicable), charts (if applicable), etc. The detail view can be reached by clicking a report record's link from anywhere in the application including from the Reports list view. The detail view's [Actions](#) menu appears on the top left of the page and allows you to perform various actions on the current report.

Please note that you will only be able to view a report according to your team membership, user type, and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Favorite Designation

Users have the option to mark reports as a favorite via the detail view as well as the list view. This allows users to designate reports that are important or will be viewed often so that they can easily be accessed via Advanced search or from the Reports module tab. In the Reports detail view, the star on the right of the report's

name is yellow once marked to indicate a favorite report. For more information on how to mark reports as favorites, please refer to the [Favoriting Reports](#) section.

Customer Account List 

Title: Customer Account List

Run Report 

Run-time Filters

Run-time filters allow you to quickly change the filter values on the report without having to edit the report. Please note that run-time filters only appear if filters are set in the Define Filters step when building the report. The report will be filtered based on the original filter value, but you can change the value via the Run-time filter and click "Apply" or "Run Report" to re-generate the report result. For more information on run-time filters, please refer to the [Run-Time Filters](#) section.

Title: 2013 Accounts Report

Run Report 

Report filters have been modified since last run.

Hide Details

Name: 2013 Accounts Report
Modules: Accounts, Accounts > Assigned to User, Accounts > Documents, Accounts > Documer
Display Columns: Name, User Name
Schedule: None
Filters: 

Run-time Filters: 

Accounts > Date Created > Before  03/31/2013 

Apply  Reset

Report Details

By default the report details box will appear displaying the reports name, display columns, report type, team(s) assigned to report, etc. To hide the report details, simply click the Hide Details button on the upper left of the report's detail view. Once the report details are hidden, the Show Details button will appear in place of the Hide Details button. Click the Show Details button to display the report details again.

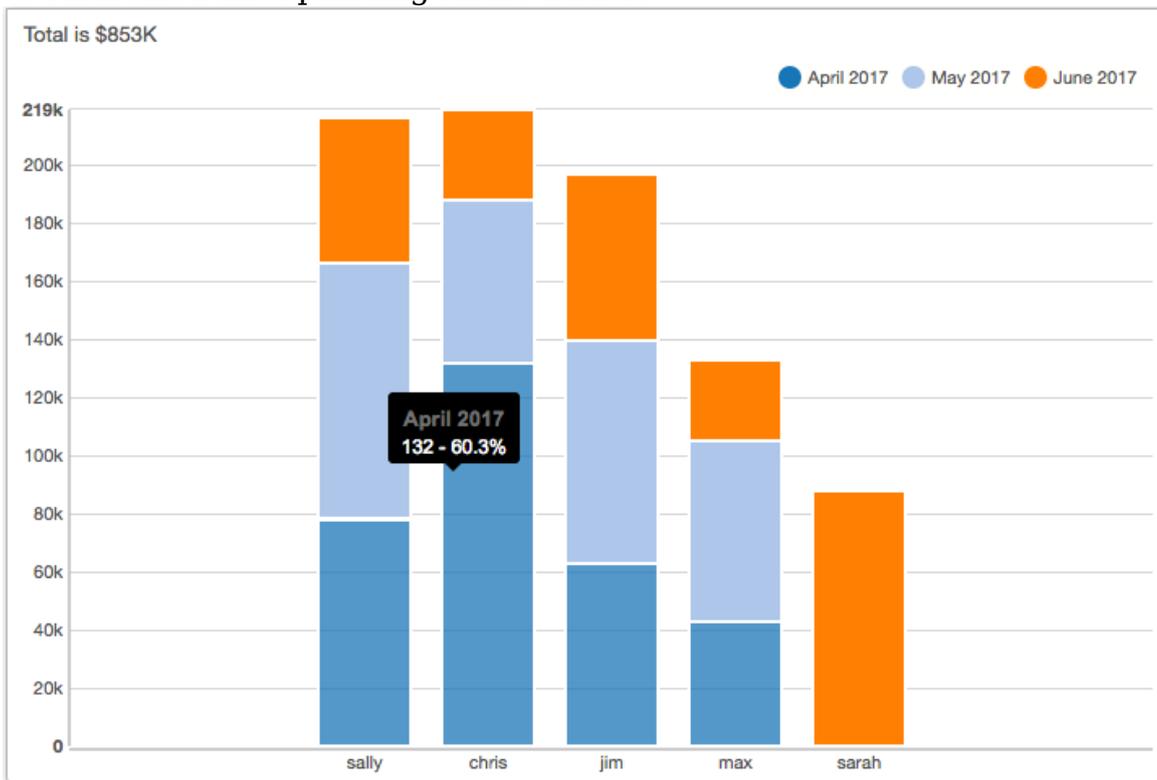
Hide Details

Name: Products Reports
Modules: Products, Products > Account
Display Columns: Product, Cost, Account Name
Schedule: None
Filters: None

Type: Rows and Columns Report
Teams: Global
Assigned to: Administrator

Report Chart

Users have the option to display the data as a chart in report results if desired. The chart option is only available for Summation with Details-type, Summation-type, and Matrix-type reports. You can choose the chart type (e.g. Vertical Bar, Horizontal Bar) you want the report data displayed via the [Chart Options](#) step of the Report Wizard. Please note that at least one of the calculated fields (e.g. Count, AVG: Likely, SUM: Likely) in the Choose Display Summaries step must be selected in order to be able to select a chart type in the Chart Options step. Once the report is generated, you can hover your mouse over the bar in the report chart to view the corresponding chart values.

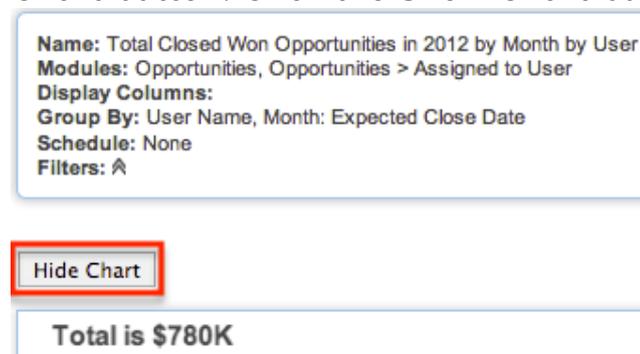


User Name	Month: Expected Close Date	SUM: Likely
sally	June 2017	\$50,337.00
chris	June 2017	\$30,790.00

Note: When you make a chart in the reports module, there is a limit to the number of groups allowed. The limit is 50 groups for all charts except funnel, for which the limit is 16. The limit only applies to charts. If the number of elements is more than 50 (or 16 for funnel) then an error message is displayed at run time.

The report charts can also be added and displayed as a Sugar Dashlet on your Home page. For more information on viewing charts via dashlets on your Home Page, please refer to the [Home](#) documentation. Please note that at least one group-by and one Display Summary column is required to generate a chart.

The chart is displayed on the report by default, but you can hide the chart by simply clicking the Hide Chart button on the upper left above the chart. Once the report chart is hidden, the Show Chart button will appear in place of the Hide Chart button. Click the Show Chart button to display the chart again.



The screenshot shows a report summary box with the following text:

- Name: Total Closed Won Opportunities in 2012 by Month by User
- Modules: Opportunities, Opportunities > Assigned to User
- Display Columns:
- Group By: User Name, Month: Expected Close Date
- Schedule: None
- Filters: ⌵

Below the summary box is a button labeled "Hide Chart" with a red border. Below the button is a summary line that reads "Total is \$780K".

Report Chart Options

The Chart Options step of the Report Wizard allows users to choose the chart type they want displayed on the generated report as well as how to summarize the data within the chart. Please note that at least one of the calculated fields (e.g. Count, AVG: Amount, SUM: Amount) in the Choose Display Summaries step must be selected in order to be able to select a chart type in the Chart Options step.

The following options are available in the Chart Options step of the report wizard:

- **Chart Type** : Select the chart type you want the data to be displayed on your report.
 - **No Chart** : No chart will be generated for the report result.
 - **Horizontal Bar** : The report data will be displayed in horizontal bars.
 - **Vertical Bar** : The report data will be displayed in vertical bars.
 - **Pie** : The report data will be displayed as a pie chart.
 - **Funnel** : The report data will be displayed as a funnel chart.
 - **Line** : The report data will be displayed as a line chart.

At least one Group By and one Summary column are required.

Chart Type: No Chart
Horizontal Bar
Vertical Bar
Pie
Funnel
Line

Data Series: i

Description:

Round Numbers Over 100000: i

- **Data Series** : Select how you want the chart data to be summarized. The field(s) you select in the Choose Display Summaries step will be available to choose in this dropdown list.

At least one Group By and one Summary column are required to render a chart.

Chart Type: Vertical Bar

Data Series: i SUM: Likely

Description:

Round Numbers Over 100000: i

- **Description** : Enter a brief description to label the chart if you wish.
- **Round Numbers Over 100000** : Check this box if you want numbers over 100,000 to be rounded in the report charts. For example, 150,000 will be displayed as 150K.

Report Results

The report's detail view will display the report results with relevant data and report chart (if applicable) for all records that meet the specified criteria. Please note that each report type will display the report results differently and users should consider how they would like to view the data prior to creating the report.

Rows and Columns Report Result

The report results for this report type displays the data in a simple rows and columns format. The display column field values for all records that meet the specified criteria will appear on the report result. You can view a record's details by clicking the record name. You can also sort the report results by a display column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. Please note that the report may be sorted by only one column at a time. To view an example Rows and Columns report result, please refer to the creating [Rows and Columns Report](#) section.

Subject	Status	Date Created	User Name
Discuss review process	Scheduled	04/10/2017 16:43	chris

Summation Report Result

The Summation Report provides an overview of the selected field data(s) grouped by specific criteria(s). The report result displays the data in groups summarized using computed derivatives (e.g. SUM, AVG, MAX, MIN) from numeric-type field values (e.g. Likely) as well as weighted amounts. Each field you select in the Define Group By and Choose Display Summaries steps will be displayed as a column in the report result. The field(s) in the Define Group By list determines how the data will be grouped on the report results table and the chart. For example, if you group the opportunity report by "User Name" then "Month: Expected Close Date" on the Define Group By list, the opportunity records will be grouped by the user assigned to the opportunity and each user will be broken up by month of the expected close date in the report results. The grand total of the summarized field values will display at the bottom of the report results page.

You can sort the report results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header noting that the fields which allow sorting will have a pair of arrows. Please note that the report may be sorted by only one column at a time. To view an example Summation report result, please refer to the [Creating Summation Report](#) section.

User Name	Month: Expected Close Date	SUM: Likely
sally	June 2017	\$50,337.00
chris	June 2017	\$30,790.00

Summation Report with Details Result

The Summation Report with Details groups the data and displays the total summary count for records in the report result. Unlike the Summation Report, this report type includes display columns for fields related to the target and related module. The report result will group the data in different categories based on the specified field values. If you choose to display the data as a chart, it will appear at the top of the report results page. The field values for all records that meet the specified criteria will be displayed in a rows and columns type table broken up into grouped panels. You can sort the report results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header (e.g. Expected Close Date) noting that the fields which allow

sorting will have a pair of arrows. Please note that the report may be sorted by only one column at a time. You can also view the record's details by clicking the record name.

Each panel header will display the grouped by field value(s) along with the total summary count for the group. You can collapse the grouped panels individually by clicking the double up arrow to the far left of the header or click "Collapse All" to collapse all panels. Collapsed panels will display the header with the display summaries for each group and you can click the double down arrow to open the panels again. The grand total for the summarized field values will appear at the bottom of the report results page. To view an example Summation with Details report result, please refer to the [Creating Summation Report with Details](#) section.

Collapse All

Month: Expected Close Date = January 2016, SUM: Likely = \$208,272.56			
Opportunity Name	Expected Close Date	Opportunity Amount	Sales Stage
Spindle Broadcast Corp.	01/30/2016	\$50,950.00	Closed Won
Chandler Logistics Inc	01/27/2016	\$51,683.00	Closed Won
Complete Holding	01/29/2016	\$36,522.00	Closed Won
Cumberland Trails Inc	01/29/2016	\$41,645.56	Closed Won
Tortoise Corp	01/29/2016	\$27,472.00	Closed Won

Month: Expected Close Date = February 2016, SUM: Likely = \$201,649.55			
--	--	--	--

Matrix Report Result

The Matrix report groups the fields based on the group-by fields and displays the summary for specific numeric-type field values that you select. The report result displays the data in a grid table with row and column headers. If you selected three group-by columns, then you will have the option to choose specific report layout's (e.g. 1x2 and 2x1) on the Report Details step. The 1x2 layout option will display the data for the first group-by field in a row and display the data for the other two group-by fields in columns. The 2x1 layout option will display the data for the first two group-by fields in rows and display the data for the third group-by field in a column. The report results will show the grand total for each field row on the table as well as for each column. To view an example Matrix report result, please refer to the [Creating Matrix Report](#) section.

User Name	Month: Expected Close Date			Grand Total
	February 2013	January 2013	March 2013	
chris	\$155,000.00			\$155,000.00
max		\$75,000.00	\$100,000.00	\$175,000.00
sally		\$50,000.00		\$50,000.00
Grand Total	\$155,000.00	\$125,000.00	\$100,000.00	\$380,000.00

Viewing Currency Fields

When the viewing user's profile has the Show Preferred Currency option selected, all currency values will be displayed in reports using the user's preferred currency. The values will use the current conversion rate set in Admin > Currencies at the time the report is run. This means that the displayed value may not be historically correct for closed business since the conversion rate of the user's preferred currency may have changed since the purchase was completed.

When the user does not have this option selected, reports will display all currency values in the system's default currency. To keep amounts historically accurate, the conversion rate will only update on on currency fields when the business is still open and under the following scenarios:

- The record undergoes a save event (e.g. mass update, manual save) and the record's currency has a different conversion rate defined in Admin > Currencies than is currently saved.
- An administrator updates the currency exchange rate under Admin > Currencies. This will trigger a scheduled job which updates all records saved with that currency to the new rate.

For more information about currency exchange rates, please refer to the [System](#) documentation in the Administration guide.

Running Reports

Once the reports are generated and saved in Sugar, you can view the report results at any time. While viewing the report's detail view, there may be times when you need to re-run the report to generate new report results. The Run Report button on the upper left of the report's detail view allows you to refresh and run the report to re-generate report results. For example, if you make a change to the run-time filter on the report, you can click "Run Report" to generate the report based on the new filter values. For more information on run-time filters, please refer to the [Run-Time Filters](#) section. You can also click "Run Report" each time you want to re-generate the report to capture new records not included in the current report results.

Title: Open Meetings Report

Run Report

Show Details

Run-time Filters: *i*

Meetings > Start Date > This Month

Meetings > Assigned to User > User Name > Is One Of

Administrator
Chris Olliver
Jim Brennan
Max Jensen
Sally Bronsen

Apply Reset

Editing Reports

Reports may be edited at any time to update or add information to the report. There are various methods of editing the report from the Reports detail view and [Reports list view](#). Regardless of where you initiate the edit from, you will always go through the Report Wizard to make the necessary changes to your report. You can edit the report by going through the Report Wizard step-by-step by clicking the Back and Next button or clicking the link (e.g. Define Filters, Choose Display Columns, Choose Display Summaries) at the top of the Report Wizard to edit a specific step. Once the changes are complete, click "Save and Run" to preserve the changes made and generate the report.

Report Wizard

Rows and Columns Report [Select Module](#) > [Define Filters](#) > [Choose Display Columns](#) > [Report Details](#)

< Back Next > Save Preview Save and Run Cancel

Related Modules *i*

Accounts
Assigned to User

Define Filters *i*

Select Operator: OR

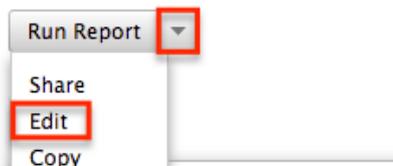
Please note that your ability to edit reports in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Edit options.

Editing via Detail View

You can edit reports via the [detail view](#) by clicking "Edit" in the Actions menu on the upper left of the page. This will open the Report Wizard where you can make the necessary updates to the various steps (e.g. Define Filters, Define Group By, Choose Display Columns, Choose Display Summaries). Once the changes are complete, click "Save and Run" to preserve the changes made and generate the report again.

Calls By Team By User ☆

Title: Calls By Team By User



Deleting Reports

If a report is invalid or should no longer appear in your organization's Sugar instance, it may be deleted from either the Reports detail view or [list view](#). Deleting via the detail view allows you to delete a single report while the list view allows for deleting one or more records at a time.

Please note that your ability to delete reports in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

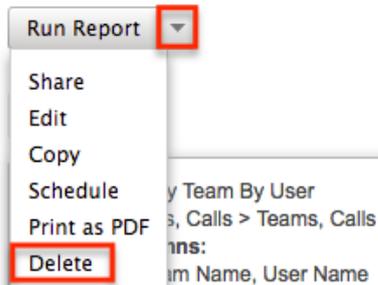
Deleting via Detail View

Use the following steps to delete a report via the detail view:

1. Navigate to a report's detail view.
2. Select "Delete" from the Actions menu.

Calls By Team By User ☆

Title: Calls By Team By User



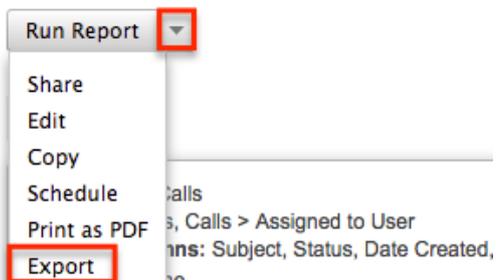
3. A pop-up message will display asking for confirmation. Click "Ok" to proceed.

Exporting Reports

Sugar's Export option allows users to download the data in reports as a .CSV (comma-separated values) file. Please note that only Rows and Columns-type reports have the ability to be exported. For more information on exporting records in Sugar, please refer to the [Export](#) documentation. This may be useful when needing to use the report data with other software such as Microsoft Excel or to update existing records by creating a report (including Record ID's), exporting, making changes, then importing the altered data back into Sugar. For more information on updating existing records via import, please refer to the [Import](#) documentation. Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a report with a large amount of data. If you encounter an error when performing this action, we recommend breaking up the report in smaller batches.

Open Calls ☆

Title: Open Calls



Please note that your ability to export reports from Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Export option.

Printing Reports as PDFs

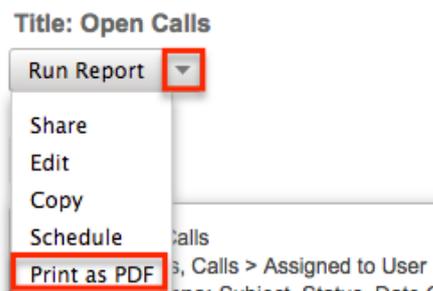
Sugar's Print as PDF option in the Reports module allows users to download the reports to PDF files and save on their local machine. This may be useful when needing to email the file to other members of the team to share the report data or to keep track of key historical data from the system. You can also view charts on the downloaded PDF files for Report types (e.g. Summation Report with Details, Summation Report, Matrix Report) with chart options.

Please note that your ability to print PDF reports from Sugar may be restricted by a role preventing export of data. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Print as PDF option.

Use the following steps to print reports as PDF's via the Reports detail view:

1. Navigate to a report's detail view.
2. Select "Print as PDF" from the Actions menu.

Open Calls ☆



3. Open the downloaded PDF file to view the report and save to your local machine if you wish.

Scheduling Reports

Reports in Sugar can be scheduled to be emailed to users periodically based on specified date and time intervals. Please note that each individual user has to schedule the report in their Sugar account in order for the reports to be delivered to them. Sugar will run the report at the specified interval based on the set time zone in user preferences and sends it as a PDF file to your email address on file. Please note that the outbound mail server for the system as well as the user's email settings must be configured properly in order for the reports to be delivered successfully. For more information on setting up the system email settings, please refer to the [Email](#) documentation in the Administration guide. For more information on setting up your user preferences' email settings, please refer to the

[Getting Started](#) documentation.

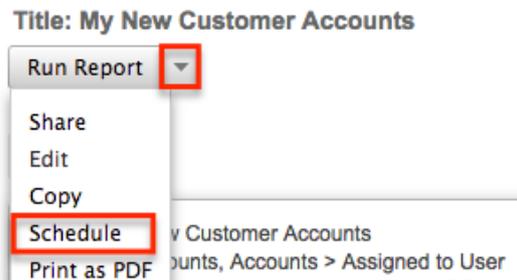
The Run Report Generation Scheduled Tasks scheduler in Sugar processes all scheduled reports to be delivered to the user at the scheduled interval. By default, the report scheduler is set as "Inactive" for new Sugar installations. Administrators must check to make sure that the Run Report Generation Scheduled Tasks scheduler is active and the settings (e.g. interval) are configured properly. For example, if the scheduler is set to trigger once per day and a user schedules a report to be delivered every hour, the report will only be delivered once each day due to the set interval in the scheduler. The administrator must change the interval for the scheduler to run every 1 hour in order for the user's report to be processed and delivered per their scheduled interval. For more information on configuring schedulers, please refer to the [Schedulers](#) section of the System documentation.

Scheduling via Detail View

Use the following steps to schedule the report via the detail view:

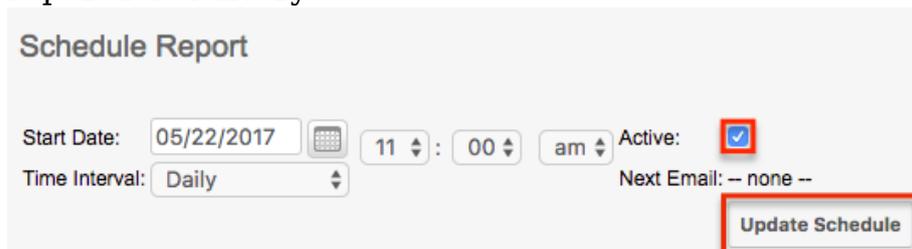
1. Navigate to a report's detail view.
2. Select "Schedule" from the Actions menu.

My New Customer Accounts 



3. Enter the start date and time then select the time interval for report delivery. Check the Active box then click "Update Schedule" to schedule your report.

Note: You must mark the Active checkbox in order to enable the scheduled report for delivery.



The screenshot shows the "Schedule Report" form. The "Start Date" is set to 05/22/2017, the time is 11:00 am, and the "Time Interval" is set to "Daily". The "Active" checkbox is checked, and the "Update Schedule" button is highlighted. The "Next Email" is set to "-- none --".

Once the report is scheduled successfully, the date and time for the scheduled

report will appear in the list view's Schedule Report column for the specific report. If you do not see the scheduled date and time appear in the list view, then check your scheduled report again to make sure it was set up properly.

Name	Module	Report Type	User	Schedule Report
My New Customer Accounts	Accounts	Rows and Columns	Max Jensen	05/22/2017 11:00 am

Scheduling via List View

Use the following steps to schedule the report via the list view:

1. Navigate to the Reports list view by clicking the Reports module tab.
2. Use the [List View Search](#) to find the report(s) you wish to schedule.
3. Click the "-none-" link under the Schedule Report column for the report you wish to schedule.

Filter	Create	Search by name...				
<input type="checkbox"/>		Name	Module	Report Type	User	Schedule Report
<input type="checkbox"/>	★	My New Customer Accounts	Accounts	Rows and Columns	Max Jensen	-none-

4. Enter the start date and time then select the time interval for report delivery. Check the Active box then click "Update Schedule" to schedule your report.

Note: You must mark the Active checkbox in order to enable the scheduled report for delivery.

Schedule Report

Start Date: : Active:

Time Interval: Next Email: -- none --

Once the report is scheduled successfully, the date and time for the scheduled report will appear in the list view's Schedule Report column for the specific report. If you do not see the scheduled date and time appear in the list view, then check your scheduled report again to make sure it was set up properly.

Name	Module	Report Type	User	Schedule Report
My New Customer Accounts	Accounts	Rows and Columns	Max Jensen	05/22/2017 11:00 am

Favoriting Reports

Users have the option to mark records as favorites via the report's detail view. This allows users to designate records that are important or will be viewed often so that they can easily be accessed via the [search filter](#) or from the [Reports module tab](#).

Favoriting via Detail View

Use the following steps to mark records as favorites via the Reports detail view:

1. Navigate to a report's detail view.
2. Click the star icon to the right of the report's name on the upper left of the detail view to designate it as a favorite.
3. To remove the report as a favorite, click the star again to revert it to white.

2013 Accounts Report 

Title: 2013 Accounts Report

Run Report ▼

Sharing Reports

Individual reports can be shared with other users in your organization by sending an email containing the record's link directly from the detail view. In the report's detail view, select "Share" from the Actions menu. This will open a Compose Email window that includes the URL to the report. Enter the recipient(s) email address in the To field then click "Send".

Title: Partner Account List

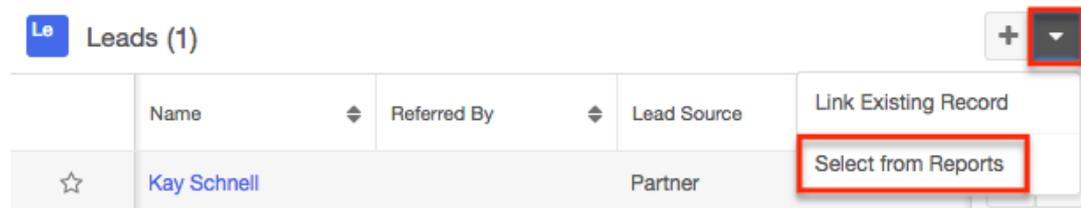
Run Report ▼
Share

Users can simply click the link in the email to access the report in Sugar. Please note that the user must be logged into Sugar in order to access the record, and its visibility will depend upon their team membership, user access type, and assigned roles. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

Adding Report Results to Target Lists

A target list consists of a group of individuals or organizations you wish to be

included or excluded on a mass marketing campaign. These targets are typically identified based on a set of predetermined criteria such as being a prospect or existing customer, age group, industry, etc. The Reports module gives users the ability to add a large number of records (e.g. Contacts, Leads, Accounts) to a target list at once instead of selecting them one-by-one. For example, if you need to add all leads in the state of California to your target list, you can create a report based on the Leads module filtered by the Primary Address State field (e.g. CA). Once the report is created and saved, navigate to the Target Lists module and select the desired target list record you wish to add the report results to. Scroll down to the Leads subpanel then click the Actions menu and choose "Select from Reports". Select the saved lead report from the Search and Select Reports drawer and all lead records from the report result will be added to the target list.



For more information on adding records to target lists, please refer to the [Target Lists](#) documentation. Please note that Sugar allows up to 1000 records to be added at a time when adding to a target list. If you desire to add more than 1000 records to a target list, you will need to create the reports in several batches.

Last Modified: 2018-10-30 18:44:00

Stock Reports

Overview

Sugar's Reports module comes with a number of pre-built, stock reports. These reports display information from Sugar modules (e.g. Accounts, Contacts, Opportunities, etc.) that will help provide insights into your CRM data. This page lists each of the stock reports that come out-of-the-box with the current version of Sugar and helps explain the type of information provided in each report.

Viewing Stock Reports

All of Sugar's stock reports can be accessed via the Reports module. If you do not see the Reports module tab in the navigation bar, please check your user profile to see if the module may be marked as hidden. For more information on hiding and displaying modules, please refer to the [Getting Started](#) documentation. If the Reports module is not marked as hidden in your user profile, then check with your administrator to confirm that the module is enabled for your instance. Please note that team and role restrictions also apply to report results and affect what records users can see when they run the reports. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation.

Editing Stock Reports

Any user with the proper team and role permissions may edit a stock report as they would [edit any other report](#), but it is not recommended. Instead, we recommend [duplicating the report](#) and saving the edited copy with a new name and description. This will preserve the stock report's state as it was made by Sugar. To copy a stock report, simply follow the steps in the [Reports](#) documentation to create a report via duplication. For more information on restoring deleted stock reports, please refer to the [Restoring Deleted Stock Reports](#) section of this page.

Stock Reports by Module

The reports on this page have been shipped with the current version. For more information on reports that shipped with previous versions but are no longer being shipped in current versions of Sugar, please refer to the [Understanding Legacy Stock Reports](#) article.

In addition to the following stock reports, users can create their own reports. For more information on creating reports, please refer to the [Reports](#) documentation.

Account Reports

Name	Type	Description
Accounts By Type By Industry	Summation	Shows the total count of all accounts for each industry grouped by account type
Customer Account List	Rows and Columns	Lists accounts where the type is "Customer"
Customer Account Owners	Summation	Lists accounts that are

		assigned to the user specified in the report's run-time filter
My New Customer Accounts	Rows and Columns	Lists accounts assigned to the current user where the type is "Customer" and the date created is in the time period specified in the run-time filter
Partner Account List	Rows and Columns	Lists accounts where the type is "Partner"

Call Reports

Name	Type	Description
Calls By Team By User	Summation	Shows the total count of all calls for each user grouped by primary team
Open Calls	Rows and Columns	Lists calls where the status does not equal "Held" and the start date occurred in the last 7 days for the user specified in the run-time filter

Case Reports

Name	Type	Description
Open Cases By Month By User	Summation with Details	Shows the count of all cases with an open status (e.g. New, Assigned, etc.) for each user grouped by when the case was created
Open Cases By Priority By User	Summation with Details	Shows the count of all cases with an open status (e.g. New, Assigned, etc.) for each case priority grouped by assigned user

Open Cases By User By Status	Summation with Details	Shows the count of all cases with an open status (e.g. New, Assigned, etc.) grouped by assigned user
New Cases By Month	Summation	Shows a summary of cases that have a status of "New" grouped by the month when the case was created

Contact Reports

Name	Type	Description
Call List By Last Date Contacted	Rows and Columns	Lists the names, phone numbers, and related account name of contacts who are not marked "Do Not Call"

Lead Reports

Name	Type	Description
Leads By Lead Source	Summation	Shows the total number of leads grouped by each lead source

Meeting Reports

Name	Type	Description
Meetings By Team By User	Summation	Shows the total count of all meetings for each user grouped by primary team
Open Meetings	Rows and Columns	Lists meetings where the status does not equal "Held" and the start date occurred in the last 7 days for the user specified in

		the run-time filter
--	--	---------------------

Opportunity Reports

Name	Type	Description
All Closed Opportunities	Rows and Columns	Lists opportunities with a sales stage that is either "Closed Won" or "Closed Lost"
All Open Opportunities	Rows and Columns	Lists opportunities with a sales stage that is neither "Closed Won" nor "Closed Lost"
Current Quarter Forecast	Rows and Columns	Lists opportunities with an expected close date in the current quarter
Detailed Forecast	Rows and Columns	Lists all opportunities in Sugar
Opportunities By Lead Source	Summation with Details	Shows the total number of opportunities grouped by each lead source
Opportunities By Sales Stage	Summation with Details	Shows the average and total amount of all opportunities grouped by sales stage
Opportunities By Type	Summation with Details	Shows the average and total amount of opportunities for each sales stage grouped by opportunity type
Opportunities Won By Account	Summation with Details	Lists opportunities, grouped by account name, where the sales stage is "Closed Won"
Opportunities Won By Lead Source	Summation	Displays a horizontal bar chart representing the total amount of opportunities with a sales stage of "Closed Won" for each lead source

Opportunities Won By User	Summation with Details	Shows all opportunities with a sales stage of "Closed Won" grouped by each Sugar user
Pipeline By Team By User	Summation	Displays a horizontal bar chart, grouped by primary team, representing the sum of all opportunities with a sales stage that is neither "Closed Won" nor "Closed Lost" for each Sugar user
Pipeline By Type By Team	Summation	Displays a horizontal bar chart, grouped by primary team, representing the sum of all opportunities with a sales stage that is neither "Closed Won" nor "Closed Lost" for each opportunity type

Task Reports

Name	Type	Description
Open Tasks	Rows and Columns	Lists tasks with an open status (e.g. "Not Started", "In Progress", etc.) created in the last 7 days for the user specified in the run-time filter
Tasks By Team By User	Summation	Shows the total count of all tasks for each user grouped by primary team

Tracker Reports

The tracker settings must be enabled via Admin > Trackers before tracker data becomes reportable in Sugar. Please refer to the [Understanding Tracker Reports](#) article for descriptions of each stock tracker report.

Restoring Deleted Stock Reports

If a user deletes a stock report, it is marked with a deleted flag in the instance's database. Should you need to recover the deleted report, a person with access to your instance's file system can locate the report in the saved_reports table and change the Deleted field from "1" to "0" for this specific report record. Upon doing so, the report will be restored in your Sugar instance. If the stock report has been deleted from the database and cannot be recovered, you must manually recreate the report from scratch in the Reports module.

Note: Customers with instances hosted on Sugar's cloud service do not have direct access to the database and, therefore, cannot restore stock reports once they have been deleted. A support-authorized contact for your organization can [file a case](#) with the Sugar Support team for assistance in trying to restore the report that has been deleted from your Sugar instance.

Last Modified: 2018-06-29 14:44:21

Export

Overview

There may be times in which users will want to access, review, or manipulate information from their Sugar database in another format outside of Sugar. To facilitate this process, users have two options on ways to export their data from Sugar. Upon exporting data from Sugar, a CSV ("Comma Separated Value") format file will be downloaded to the users computer. This file can be reviewed in Microsoft Excel, Notepad, or other spreadsheet tools and text editors.

Exporting restrictions can be controlled by a System Administrator via Admin > Locale. For more information on the Locale menu, please refer to the [Locale](#) section of the Administration guide. An administrator also has the option to create a Role hindering regular users' access to the export functionality. Please refer to the [Role Management](#) section of the Administration guide for more information on setting roles for users.

Exporting From Module List Views

The first type of export that will be covered is exporting from the module list view. When exporting this way, the downloaded file contains every field from the database within the given module for the specified record or records. This export will not include any information from records which are associated via relationships to this module. Please note that the export method varies slightly between modules using the Sidecar user interface (e.g. Accounts, Contacts, Leads, etc.) and Legacy user interface (e.g. Calls, Meetings, Quotes, etc.).

This export method is most useful when performing a type of data migration, needing an excess of detail, or performing a comprehensive import and update of the data, since this method exports all fields within a module. It is recommended the [Export From Reports](#) functionality be used for any other export use case to isolate the specific information needed.

Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a large number of records. If you encounter an error when performing this action, we recommend selecting the records in smaller batches.

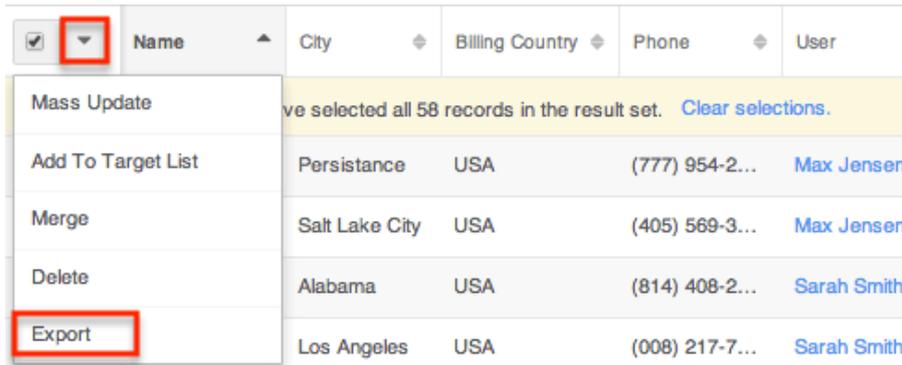
Exporting From Sidecar Module List Views

The following steps cover exporting from the Accounts module as an example:

1. Navigate to the Accounts list view by clicking the Accounts module tab.
2. Use the [Module Search](#) to find the Account records you wish to export.
3. Select the desired account records individually by marking the checkbox on the left of each row.
 - **Note:** You can also use the [Select All](#) feature in the list view to select the first 1000 records in the result set. If you wish to export more than 1000 records or export a specific group of records on the list view, please use the [filter option](#) in module search to perform the exports in smaller batches.

<input checked="" type="checkbox"/>	Name	City	Billing Country	Phone	User
You have selected all 20 records in this view. Select all records in the result set.					
<input checked="" type="checkbox"/>	360 Vacations	Persistence	USA	(777) 954-2...	Max Jensen
<input checked="" type="checkbox"/>	5D Investme...	Salt Lake City	USA	(405) 569-3...	Max Jensen

4. Choose "Export" from the Actions menu.



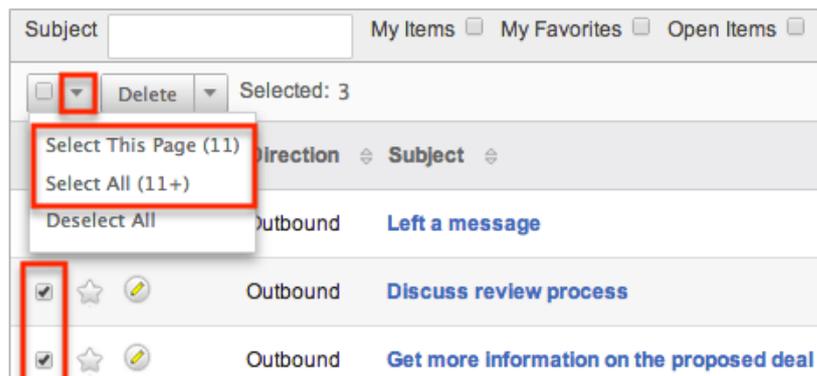
The CSV file will be downloaded to your local machine to a location defined by your browser settings. The file can be read and manipulated as necessary.

Exporting From Legacy Module List Views

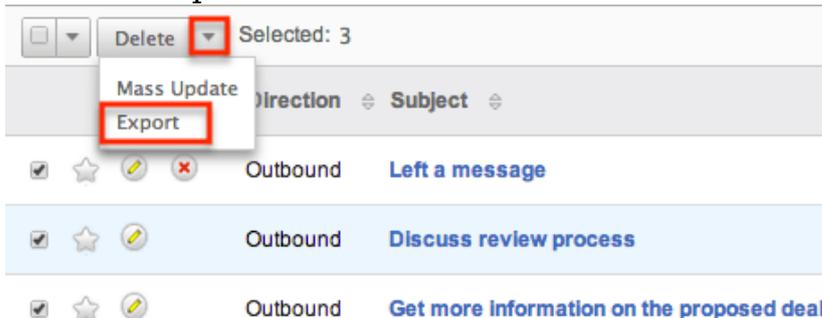
The following steps cover exporting from the Calls module as an example:

1. Navigate to the Calls list view by clicking the Calls module tab.
2. Use the [Basic](#) or [Advanced Search](#) functionality to find the records you wish to export.
3. Select the desired call records individually or by using the checkbox dropdown's options.

Search Calls



4. Choose "Export" from the Actions menu.



The CSV file will be downloaded to your local machine to a location defined by your browser settings. The file can be read and manipulated as necessary.

Exported Files From List View

When data is exported from Sugar, the file that is produced is a CSV, or "Comma Separated Value" file. When viewed in a plain text editor, a CSV file looks like a long string of text with groupings of text separated with quotation marks and commas (e.g. "First Name","Last Name","Title"). The file first lists out all columns that are in the file, and then the corresponding rows follow, also separated by quotation marks and commas (e.g. "Dusty","Connor","IT Developer").

However, most spreadsheet software, such as Microsoft Excel, will read this file and convert the quotation marks and commas into rows and columns. This makes your data much easier to read and turns it into a useful format that can be manipulated and re-purposed as need be.

	A	B	C
1	First Name	Last Name	Title
2	Dusty	Connor	IT Developer

The records that appear in your spreadsheet are dependent on what type of search, if any, you did prior to your export.

When exporting from list view, the user is left with every part of the module database information, which is often not all readable by the user. This file will only contain information specific to the module where the export was performed. This exported data will comprise of all stock and custom fields from the module. No data that would normally be found in a subpanel will appear on this export.

Exports from modules with [team-based permissions](#) enabled will contain two additional columns:

- **Selected Teams** : A comma-delimited list of the team names that are selected for extra access
- **Selected Team Set ID** : A unique identifier that references the group of teams contained in the Selected Teams field

Exporting From Reports

In addition to exporting from a list view, users also have the option to export data from a report. Using a Rows and Columns report, users can select the specific fields they would like to see on the export file and filter the module data however they would like. The advantage to using reports is that users will only be presented

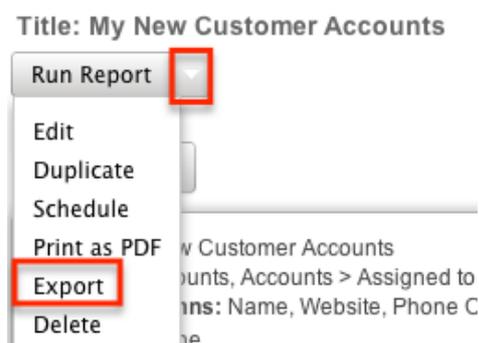
with the data that they need, and no excess data. In addition, users can also export data from related modules using reports, which is not possible when [Exporting From Module List Views](#). Finally, because the reports are much more focused and specific, there is a higher threshold of the quantity of records that can be exported before encountering a timeout or any other such issues.

Due to PHP memory limitations on the server, there may be occasions when the application times out while exporting a report with a large amount of data. If you encounter an error when performing this action, we recommend breaking up the report in smaller batches.

For more information on creating your report, please refer to the [Reports](#) documentation.

Use the following steps to complete an export from a report:

1. Select an existing Rows and Columns report from the Report module's listview, or create a new one based on the information that you would like to export.
2. Click on the actions menu of the report details and select "Export".



3. The CSV file will be downloaded to your computer to a location defined by your browser settings. The file can then be read and manipulated at will.

When exporting from a report, the data is more well-rounded for a user to review. The user is allowed to determine what fields should be included on the export. This means that while reviewing it in a spreadsheet, the information appears exactly as it does in Sugar. This makes for a more positive user experience and a more focused export file. In addition, the user is able to utilize related modules to the reported on module. This makes the report more useful in a business sense for individual users.

Exported Files From Reports

When data is exported from Sugar, the file that is produced is a CSV, or "Comma Separated Value" file. When viewed in a plain text editor, a CSV file looks like a long string of text with groupings of text separated with quotation marks and

commas (e.g. "First Name","Last Name","Title"). The file first lists out all columns that are in the file, and then the corresponding rows follow, also separated by quotation marks and commas (e.g. "Dusty","Connor","IT Developer").

However, most spreadsheet software, such as Microsoft Excel, will read this file and convert the quotation marks and commas into rows and columns. This makes your data much easier to read and turns it into a useful format that can be manipulated and repurposed as need be.

	A	B	C
1	First Name	Last Name	Title
2	Dusty	Connor	IT Developer

The information that appears in your spreadsheet is dependent on what filters you added to your report and what display columns that you had showing. Only the information that shows in the display columns when you view your final report is what will be included in your CSV export.

Last Modified: 2017-04-20 22:46:42

Import

Overview

For most modules, Sugar allows users to transfer data from an external source (usually a comma-separated-values file) into the database via import. Sugar's import wizard is a quick and easy way to create and/or update many records at once. The import tool can be used to add a list of new customers or leads to the database, update existing data, migrate from a previous CRM system, or for any process that requires manipulating many records at once.

Your system's Sugar administrator may enable importing for the following modules:

- Accounts
- Bugs
- Calls
- Cases
- Contacts
- Contracts
- Custom modules (if applicable)

-
- Leads
 - Meetings
 - Notes
 - Opportunities
 - Targets
 - Tasks

Users with an administrator or developer role can import records into the following admin-only modules:

- Products modules:
 - Manufacturers
 - Products
 - Product Catalog
 - Product Category
 - Product Types
 - Tax Rates
- Users

When importing through any of the above modules, Sugar presents users with a wizard to help guide users through the process of creating and updating records.

Import Guidelines

Importing is a very important process for both new Sugar users and those who have been using Sugar for years. Depending on your business needs, you may run imports anywhere from multiple times per week to only once or twice per year. Regardless of the import frequency, all users follow the same import guidelines:

- **File Delimitation** : Sugar accepts files that are delimited by a given separator, such as commas or tabs. The most common type of import will be using a CSV (Comma Separate Value) file, but Sugar will accept other file types as long as it recognizes the delimiter.
- **Imposed Limitations** : Sugar, by default, does not impose any type of import limitations. However, System Administrators can impose a limit on the number of rows or records that can be imported at one time. This limitation is found in Admin > System Settings > Advanced > Import - Maximum Number of Rows. Administrators can also limit what modules users are allowed to import into through the use of [Roles](#).
- **Scrub Data Before Import** : It is strongly recommended that all data is reviewed and scrubbed before importing. It is much easier to see if you are importing good data or that you have removed all duplicates before

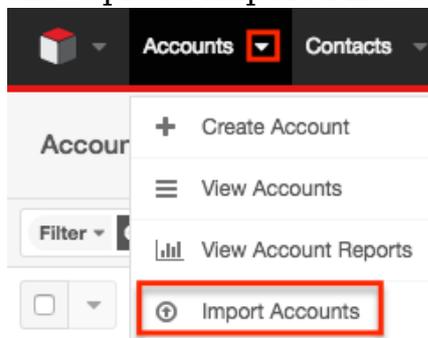
importing than finding them after they are already in Sugar and are already in use by other users. In addition, you want to ensure standardized fields such as dates, phone numbers, etc. adhere to a common format so that the import will run as smooth as possible.

- **Parent Records First** : When importing any records that use a relationship to another module, such as the Account - Contact relationship, it is best to try importing the parent, or higher level, records first. This is demonstrated with a one-to-many relationship between the two modules. In this case, it is best to import accounts first and then contacts, which rely on account records.

Importing New Records

The first type of import that will be covered is importing new records. Whether you are just starting a migration from another CRM to Sugar or if you are adding a new list of records that you have received, such as a new list of leads or accounts, this process will help to get the data into Sugar without having to manually enter each record. After preparing your import file, follow these steps to import the list into Sugar:

1. Navigate to the module tab for the module that you are importing into and select the import option. This will open the Import Wizard and bring you to the "Upload Import File" screen.

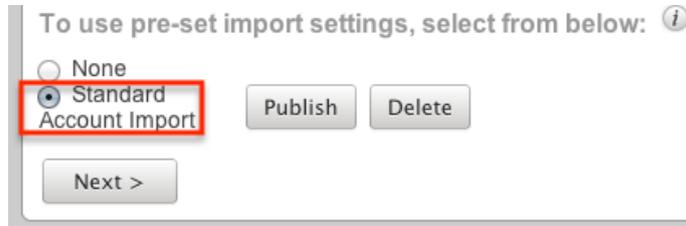


2. If you would like to review the Import File Template, you can download it from this page. This will give you a template of the format Sugar is going to be using to import your data. For more information on the template, please review the [Import File Template](#) section of this documentation.
3. Select the import file that you are going to use to import by clicking the Choose File button. When prompted, select the file from your computer and it will appear in this box.

Select file: No file chosen i

4. Ensure that "Create new records only" is selected.
5. If you have preformed imports before and have previously saved your import settings, you can select your setting at the bottom of the page using the "To use pre-set import settings, select from below" option. If you do not

have any saved import settings, this section will not appear. For more information on saving mapping, please review the [Saving Field Mappings](#) section of this documentation.



To use pre-set import settings, select from below: i

None

Standard Account Import Publish Delete

Next >

6. Click "Next" to access the "Confirm Import File Properties" screen.
7. This screen will show you the first two rows that Sugar is going to try to import as an example to let you know that your file was read properly by Sugar.
8. The Import Wizard automatically detects the properties of the file that has been uploaded to ensure the best import possible. If you notice any mistakes or need to set up any advanced configuration, click "View Import File Properties". These changes are specific to the import and do not affect your standard user preferences.

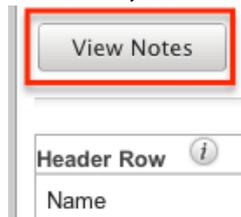


Hide Import File Properties i

File Encoding:	UTF-8	Fields Delimited By:	,	i
Fields Qualified By:	Double Quote (")	Header Row:	<input checked="" type="checkbox"/>	i
Date Format:	12/23/2010	Time Format:	11:00 pm	
Time Zone:	America/Los Angeles (GMT-7:00)	Currency:	US Dollars : \$	
Currency Significant Digits:	2	Example:	123,456,789.00	
1000s separator:	,	Decimal symbol:	.	
Name Display Format:	s f l	Example:		

"s" Salutation, "f" First Name, "l" Last Name

9. If the file was exported from either Salesforce.com or Microsoft Outlook, select the corresponding option under "If the import file data was exported from any of the following sources, select which one". If not, leave this as "None". This option will set up your mapping properly on the next screen.
10. Click "Next" to access the Confirm Field Mappings screen.
11. Click the View Notes button for any relevant information, specific to this module, to the import that you are performing.



View Notes

Header Row i

Name

12. This screen presents you with four columns:
 - **Header Row** : This is the column header from your import file. This column will let you reference your file to make sure your column

mapping is correct. If your import file does not have a header row, this column will not show.

- **Module Field** : This column contains a dropdown list of all importable fields for the module. The Import Wizard tries to match the Header Row with the corresponding Sugar field. If the suggested mapping is incorrect, use the dropdown list to change the mapping. Required fields are marked with an asterisk (*).
- **Row 1** : This column contains the values from the first row of data in your import file. This is another aid to help ensure you have your mapping correct, so that you can see the mapping using real data and not just the headers. If your import file does not have column headers, there will be an additional column for Row 2.
- **Default Value** : This column is hidden by default, but can be expanded if needed. When expanded, you have the option to fill in a value that will populate all records where a value for that field does not exist. For example, if you do not have anything populated in the Accounts Industry field, but you know this is a list of Technology companies, you can populate all blank values in the Industry field

Header Row	Module Field	Row 1	Default Value
Name	Name *	Southern Realty	

13. Click "Add Field" if any data needs to be added to the import that is not on your import file. This can be used if you would like to assign a value to a record when the column is not on your import file. This is used in conjunction with the Default Value column. For example, if you are importing these accounts, but would like to assign them all to another user, John Smith, you would click the Add Field button, select the field from the Module Field column, and populate the desired value in the Default Value column. Now, all records will be assigned to John Smith upon import.

Header Row	Module Field	Row 1	Default Value
Name	Name *	Southern Realty	
Billing City	Billing City	Cupertino	
Billing State	Billing State	CA	
Billing Postal Code	Billing Postal Code	72197	
Billing Country	Billing Country	USA	
	Assigned User Name		Will Westin

14. Click "Next" to access the Check for Possible Duplicates screen.
15. This menu allows users to check if there are duplicated values on the import to records that already exist in Sugar. This menu will vary

depending on what module you are importing into as the fields will be specific to this module. The fields available to the Import Wizard are determined based on the system-defined indexes. This is why you will not see all fields shown on this list, but only a subset of fields from the module. If you would like to cross reference existing Sugar records against what is being imported, simply drag and drop the field name from the right column, "Available Fields", to the left column, "Fields to Check". For more information on duplicate checking, please review the [Detecting Duplicates](#) section of this documentation.

Fields to Check	Available Fields
Name	Assigned To
	Email Address
	Parent Account ID

16. If the import configuration that you have set up is going to be used again in the future for additional imports, add a name at the bottom of the page so that it can be referenced later. For more information on saved field mappings, please review the [Saving Field Mappings](#) section of this documentation.

To save the import settings, provide a name for the saved settings: ⓘ

< Back Import Now

17. When your duplicate checking settings are complete, click "Import Now" to begin the import.
18. After the import completes, you are brought to the "View Import Results" page. Here, you are provided with a summary of the import.

Summary

5 records were created

Undo Import Import Again Exit

Created Records Duplicates Errors

19. The summary will tell you how many records were created, how many were not created due to an error, and how many were found as duplicates.
20. There are three buttons below the Summary:

- **Undo Import** : If there was a mistake in the import that you realized after importing, you can check this button. All records that were created via the import will be deleted. This button cannot be re-accessed for this import. As soon as you navigate away from this page, the import is considered complete.
- **Import Again** : Click this button if you would like to go back to the first step of the Import Wizard and perform additional imports. Clicking this button will consider the import to be complete.
- **Exit** : This button will also consider the import to be complete, but

will bring you back to the module's list view to be able to further review or search your records.

21. There are also three tabs on the summary page under the action buttons:
- **Created Records** : This tab will show you a list view of all of the records that were properly imported on this import.
 - **Duplicates** : This tab will present you with any records that were not imported due to the Import Wizard finding duplicates from Step 15. There is an option to download a list of the duplicates, which produces a new CSV file. You have the option to download this list, make any changes, and import again following this same process.



- **Errors** : This tab will show you any records that were not imported due to an error during the import process. This is usually seen when there is a problem with data that is on one of the records or rows in the CSV file. For instance, if you are missing a value for a required field, or a field is formatted incorrectly.



Here are the rows in the import file that were not imported due to errors.



Note: Similar to the option to download duplicate records, you also have the option to download the list of errors using the two links provided:

- The "Download list of errors" option will produce a new CSV file with columns showing (from left to right) the error, the field affected, the value, and the line in your original import file where the error occurred.

	A	B	C	D
1	Invalid datetime	Date Modified: (date_modified)	Yesterday	2
2	Required value missing	Name: (name)	NULL	3

- The "Download list of rows that were not imported" option will download a new CSV file with the same format of your original one, containing only the rows that were not imported so that you can clean them up and then re-import.

	A	B	C	D	E	F
1	Name	Billing City	Billing State	Billing Postal	Billing Count	Date_modified
2	SugarCRM	New York	NY	14402	USA	Yesterday
3		Los Angeles	CA	69904	USA	

Name	Billing City	Billing State	Billing Postal Code	Billing Country	Date_modified
SugarCRM	New York	NY	14402	USA	Yesterday
	Los Angeles	CA	69904	USA	

22. Once you have downloaded the desired lists and reviewed the import, the buttons mentioned in Step 20 can be used to complete your import.

Importing Updates to Existing Records

In addition to importing new records, Sugar's Import Wizard also has the functionality to use an import file to update existing Sugar records. The process runs very similarly to the new record import process described above.

The most important aspect to importing updates to existing records is that Sugar will only update records where there is a matching ID in the import file. Every Sugar record, regardless of what module it is in, is defined with an alphanumeric ID field. This field is typically a 36-character alphanumeric value but may be less if imported from a previous CRM. This field is the only way that the Import Wizard will know which record to update.

Note: All other fields (name, email address, etc.) are not considered unique and can have duplicates, so only the ID field will work to differentiate records for an update from import.

The ID field is not usually shown within Sugar and must be found either by running a report or an export within the module.

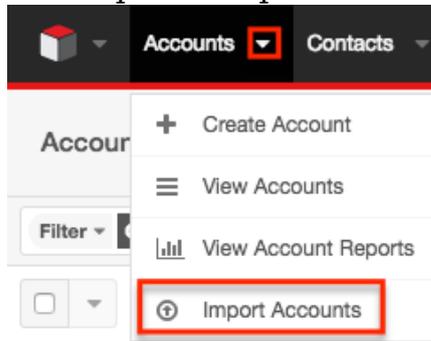
During the import, if there are any other records without ID fields and they are on the import file, they will create new records, which will create duplicates in your database.

To import updates, follow the steps below.

1. To prepare the import file, you must have the ID numbers for all of the records that you are going to be updating. The most common methods are either by exporting a list of records from the module list view or by running a report and exporting the results. For more information on exporting,

please review the [Export](#) documentation.

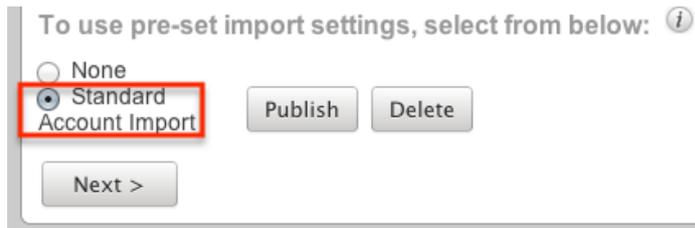
- **Export from List View** : This option will include the record ID field, but it is recommended that you open the file in a spreadsheet editor (Microsoft Excel) and delete any columns that you are not updating. Be sure to leave the ID field and any required fields, such as Name, as the import will not complete without these.
 - **Export from Report** : If you choose to run a report, be sure to include the ID field in your display columns so that the records can be matched up. You will also want to include any required fields, such as Name, as the import will not complete without these. Please note that only Rows and Columns reports can be used for exports. After you have your file ready for import, you can proceed with working through the Import Wizard.
2. Navigate to the module tab for the module that you are updating and select the import option. This will open the Import Wizard and bring you to the "Upload Import File" screen.



3. If you would like to review the Import File Template, you can download it from this page. This will give you a template of the format Sugar is going to be using to import your data. For more information on the template, please review the [Import File Template](#) section of this documentation.
4. Select the import file that you are going to use to import by clicking the "Choose File" button. When prompted, select the file from your computer and it will appear in this box.

Select file: No file chosen (i)

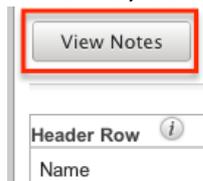
5. Select the option "Create new records and update existing records".
6. If you have performed imports before and have previously saved your import settings, you can select your setting at the bottom of the page using the "To use pre-set import settings, select from below" option. If you do not have any saved import settings, this section will not appear. If your CSV file was exported from Sugar, this is likely not a necessary step. For more information on saving mapping, please review the [Saving Field Mappings](#) section of this documentation.



7. Click "Next" to access the "Confirm Import File Properties" screen. Before the "Confirm Import File Properties" screen opens, you will be prompted with an alert informing you that updates made to existing records cannot be undone. Read, and then click "OK" to proceed.
8. This screen will show you the first two rows that Sugar is going to try to import as an example to let you know that your file was read properly by Sugar.
9. The Import Wizard automatically detects the properties of the file that has been uploaded to ensure the best import possible. If you notice any mistakes or need to set up any advanced configuration, click "View Import File Properties". These changes are specific to the import and do not affect your standard user preferences.



10. If the file was exported from either Salesforce.com or Microsoft Outlook, select the corresponding option under "If the import file data was exported from any of the following sources, select which one". If not, leave this as "None". This option will set up your mapping properly on the next screen. If this file was exported from Sugar, keep it set to "None".
11. Click "Next" to access the Confirm Field Mappings screen.
12. Click the View Notes button for any relevant information, specific to this module, to the import that you are performing.



13. This screen presents you with four columns:
 - **Header Row** : This is the column header from your import file. This column will let you reference your file to make sure your column mapping is correct. If your import file does not have a header row,

this column will not show.

- **Module Field** : This column contains a dropdown list for each row that contains the name of a field in Sugar. The Import Wizard tries to match the Header Row with the corresponding Sugar field. If the suggested mapping is incorrect, use the dropdown list to change the mapping. Required fields are marked with an asterisk (*).
- **Row 1** : This column contains the values from the first row of data in your import file. This is another aid to help ensure you have your mapping correct, so that you can see the mapping using real data and not just the headers. If your import file does not have column headers, there will be an additional column for Row 2.
- **Default Value** : This column is hidden by default, but can be expanded if needed. When expanded, you have the option to fill in a value that will populate all records where a value for that field does not exist. For example, if you do not have anything populated in the Accounts Industry field, but you know this is a list of Technology companies, you can populate all blank values in the Industry field

Header Row	Module Field	Row 1	Default Value
Name	Name *	Southern Realty	

14. Click "Add Field" if any data needs to be added to the import that is not on your import file. This can be used if you would like to assign a value to a record when the column is not on your import file. This is used in conjunction with the Default Value column. For example, if you are importing these accounts, but would like to assign them all to another user, John Smith, you would click Add Field button, select the field from the Module Field column, and populate the desired value in the Default Value column. Now, all records will be assigned to John Smith upon import.

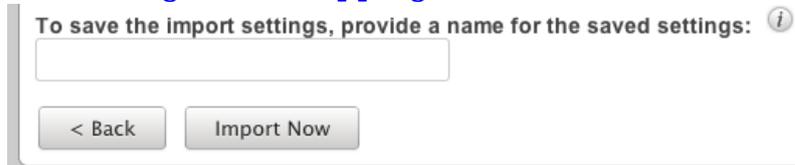
Header Row	Module Field	Row 1	Default Value
Name	Name *	Southern Realty	
Billing City	Billing City	Cupertino	
Billing State	Billing State	CA	
Billing Postal Code	Billing Postal Code	72197	
Billing Country	Billing Country	USA	
	Assigned User Name		Will Westin

Add Field

15. Click "Next" to access the Check for Possible Duplicates screen.
16. This menu allows users to check if there are duplicated values on the import to records that already exist in Sugar. Duplicate checking will only apply to new records created by the import. For more information on

detecting duplicates, please review the [Detecting Duplicates](#) section of this documentation.

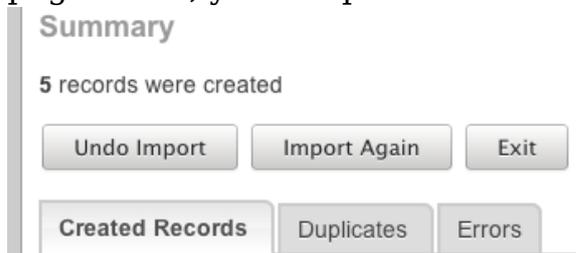
17. If the import configuration that you have set up is going to be used again in the future, add a name at the bottom of the page so that it can be referenced later. For more information on saving mapping, please review the [Saving Field Mappings](#) section of this documentation.



To save the import settings, provide a name for the saved settings: ⓘ

< Back Import Now

18. Click "Import Now" to begin the import.
19. After the import completes, you are brought to the "View Import Results" page. Here, you are provided with a summary of the import.



Summary

5 records were created

Undo Import Import Again Exit

Created Records Duplicates Errors

20. The summary will tell you how many records were updated, how many were created, how many were not created due to an error, and how many were found as duplicates, as applicable.
21. There are three buttons below the Summary:
 - **Undo Import** : If there was a mistake in the import of any new records that you realized after importing, you can check this button. All new records that were created via the import will be deleted. After updating, no changes to updated records can be reverted. This button cannot be re-accessed for this import. As soon as you navigate away from this page, the import is considered complete. This button will not show if there were no new records created.
 - **Import Again** : Click this button if you would like to go back to the first step of the Import Wizard and perform additional imports. Clicking this button will consider the import to be complete.
 - **Exit** : This button will also consider the import to be complete, but will bring you back to the module's list view to be able to further review or search your records.
22. There are also three tabs on the summary page under the action buttons:
 - **Created Records** : This tab will show you a list view of all of the records that were properly imported on this import. If this was only an update, there will not be any records showing on this tab as it does not show updated records.
 - **Duplicates** : This tab will present you with any records that were not imported due to the Import Wizard finding duplicates from Step

16. There is an option to download a list of the duplicates, which produces a new CSV file. You have the option to download this list, make any changes, and import again following this same process. If you did not use any duplicate settings, this tab will be empty.



- **Errors** : This tab will show you any records that were not imported due to an error during the import process. This is usually seen when there is a problem with data that is on one of the records or rows in the import file. For instance, if you are missing a value for a required field, or a field is formatted incorrectly.



Here are the rows in the import file that were not imported due to errors.



Note: Similar to the option to download duplicate records, you also have the option to download the list of errors using the two links provided:

- The "Download list of errors" option will produce a new CSV file with columns showing (from left to right) the error, the field affected, the value, and the line in your original import file where the error occurred.

	A	B	C	D
1	Invalid datetime	Date Modified: (date_modified)	Yesterday	2
2	Required value missing	Name: (name)	NULL	3

- The "Download list of rows that were not imported" option will download a new CSV file with the same format of your original one, containing only the rows that were not imported so that you can correct the errors and then re-import.

	A	B	C	D	E	F
1	Name	Billing City	Billing State	Billing Postal	Billing Count	Date_modified
2	SugarCRM	New York	NY	14402	USA	Yesterday
3		Los Angeles	CA	69904	USA	

Name	Billing City	Billing State	Billing Postal Code	Billing Country	Date_modified
SugarCRM	New York	NY	14402	USA	Yesterday
	Los Angeles	CA	69904	USA	

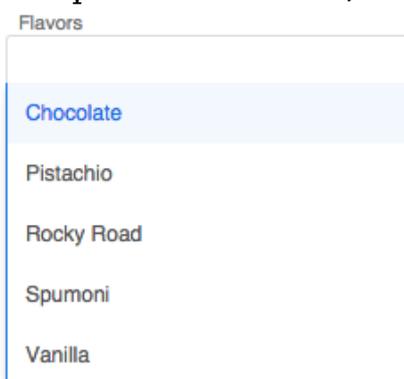
23. Once you have downloaded the desired lists and reviewed the import, the buttons mentioned in Step 21 can be used to complete your import.

Importing Fields With Multiple Values

Multiselect fields allow for the input of multiple values. When importing data to these fields, it is possible to import multiple field values using a comma delimiter within the field.

Importing Multiselect Fields to New Records

To import multiple values to a multiselect field on a new record, the import data file's mapped column should contain exact character matches to existing dropdown values separated by commas. For example, a multiselect field for Flavors contains the options Chocolate, Pistachio, Rocky Road, Spumoni, and Vanilla.



To import a new record that contains both "Vanilla" and "Chocolate" in the Flavors field, the import data file's Flavors column should contain Vanilla,Chocolate with a comma separating the values and no extra spaces. If one of the imported multiselect options is a phrase, such as "Rocky Road", then the imported data field should contain a space character only within that value: Vanilla,Chocolate,Rocky Road.

	A	B	C
1	First Name	Last Name	Flavors
2	Justine	Cambra	Vanilla,Chocolate,Rocky Road
3	Hugo	Bork	Vanilla,Pistachio,Chocolate
4	Jewell	Haas	Vanilla,Pistachio,Spumoni,Chocolate
5	Beulah	Randel	Chocolate
6	Abdul	Ducote	Chocolate

Note: The dropdown option display labels are not required to be unique, so best practice is to import the database values if they are known. For more information about how admin users can see database values and display labels for dropdown options, please refer to the [Dropdown Editor](#) documentation.

Importing Multiselect Fields to Existing Records

Importing updates to a multiselect field of a record already existing in Sugar will erase any previous values and replace them with the imported values. If you wish to append new values to the existing values via import, you must first export the contents of the field for each record you will be updating, add the desired values to the existing values in by modifying the exported CSV file, then import the modified export file to Sugar.

For example, imagine you would like to update 100 existing contact records. Each of the 100 contacts should have "Chocolate" added to the multiselect field "Flavors" without losing the data that is stored in the multiselect field already. The following steps explain how to append a multiselect field via import:

1. Export the list of 100 contacts that need to be updated.
2. Preserve (at least) the Last Name, ID, and Flavors fields in the export file. The other field columns may be deleted.
3. Sort the spreadsheet data by the Flavors column.
4. Remove any rows from the file that already contain "Chocolate" as a value in the Flavors column.

	A	B	C	D
1	First Name	Last Name	ID	Flavors
2	Benny	Blackmore	aa7fb471-d90d-3beb-3b03-5488b9f99170	Chocolate
3	Wes	Lathrop	aaf2441d-6598-4db5-300b-5488b99e6636	Chocolate
4	Keia	Trask	47d8e00-55f1-f310-5c43-5488b90a4462	Chocolate,Rocky Road
5			4717-60c8-01dd-5488b93b4c65	Chocolate,Rocky Road
6			36bf-107b-bf88-5488b91f1f1f	Chocolate,Rocky Road
7			8cbd-912a-eab2-5488b98dc7dc	Chocolate,Rocky Road
8			d8d7-15ad-6054-5488b919ba23	Chocolate,Rocky Road
9			df10-9560-5354-548f6440dd91	Vanilla
10			ad5a-b55e-e325-548f64ff3f9a	Vanilla
11			b391-ef04-1adf-548f64973ede	Vanilla
12			35a4-9972-52de-548f646d3850	Vanilla
13			073e-c429-d9e2-548f644fd267	Vanilla
14			789f-b3f1-45b0-5488b9a2236d	Vanilla
15			0052-10e9-bfca-5488b98c6fa4	Vanilla
16			2572-bbed-91ff-5488b9969bcd	Vanilla
17			58cf-0241-d686-5488b9001c7d	Vanilla
18			cbc6-e1f9-e265-5488b99fb2b7	Vanilla
19			e3b4-f925-069a-5488b92062c0	Vanilla
20	Shanene	Donnan	6730c4d0-fe2d-364b-9726-5488b96e0e6c	Vanilla

- If the Flavors column contains any empty cells, type the word Chocolate in those cells. In the remaining cells of the Flavors column, add ,Chocolate (with a leading comma but no extra spaces) to the end of the existing character string.

	A	B	C	D
1	First Name	Last Name	ID	Flavors
2	Justine	Cambra	f3192b55-09ce-65a7-8a57-5488b9595d78	Vanilla,Chocolate
3	Hugo	Bork	e6280f35-6c18-1b8a-f786-5488b95a56a3	Vanilla,Pistachio,Chocolate
4	Jewell	Haas	f0eae666-a073-6209-4c29-5488b965d593	Vanilla,Pistachio,Spumoni,Chocolate
5	Beulah	Randel	d1cb0162-83da-2fb2-1b1f-5488b91ba650	Chocolate
6	Abdul	Ducote	d3c422fd-105a-8f74-5bed-5488b9aee0db	Chocolate
7	Royal	Dockins	d789f052-968d-8ae0-c781-5488b9465c56	Chocolate
8	Toney	Denman	dc9ae08d-6c17-94ee-3fe7-5488b948499e	Chocolate
9	Hilda	Mire	dcc7362b-fb2c-24e0-78c7-5488b950e1ab	Chocolate

- Save this file for import.
- Follow the steps in the [Importing Updates to Existing Records](#) section of this documentation to complete the import and update process.

Importing Relationships

There are many situations where imports need to forge a relationship between two modules. A common example of this would be how importing contacts without an account name would leave the contacts orphaned and not linked to any parent account. To solve this problem, Sugar allows one-to-many and one-to-one relationships to be imported during the standard import process. The available fields will vary depending on the module being imported and will show on the [Import Template](#).

When importing a relationship, Sugar will need the related record's unique ID, or, in some cases, will accept the record's Name field. Examples of the fields that relate one module to another are explained below.

Module	Module Related	Field(s) Used For	Instructions For
--------	----------------	-------------------	------------------

	To	Relationship	Import
Accounts	Accounts	Member Of	<p>On the import file, add a column for "Member Of". You can use either the Sugar record ID or the exact name of the parent account. This will cause the imported record to be related to the parent account on the "Member Of" field.</p> <p>Using an account name that Sugar does not recognize will create an additional new account record.</p> <p>Note: If you are using the account name, it must be exactly as it shows in Sugar. For example, if your account in Sugar is "SugarCRM", but your import file contains "Sugar CRM" or "SugarCRN", the account will not relate properly.</p>
		Parent Account Id	<p>On the import template, there is a column for "Parent Account". Use the existing Sugar record ID of the parent account. The dropdown option for this is</p>

			Parent Account Id. This will cause the imported record to be related to the parent account on the "Member Of" field.
	Campaigns	Campaign	Use the existing Sugar campaign name or campaign record ID to relate the account to the campaign record. Note: If you are using the campaign name, it must be exactly as it shows in Sugar. For example, if your campaign in Sugar is "End of Year Newsletter", but your import file contains "End of Year News" or "End of Year Promotion", the account will not relate properly.
		Campaign ID	Use the existing Sugar campaign record ID number to connect the campaign name into the new account record.
Calls	Contacts	Contact ID	Use the existing Sugar contact record ID number to connect the contact name into the new call record.
	Flex Relate	Related To Module	On the import template, there are

		Related To ID	<p>columns for both "Related To Module" and "Related To ID". Both need to be used to form the proper relationship.</p> <p>Related To Module: The Sugar module's plural name for the record that you are going to relate (Accounts, Contacts, etc.).</p> <p>Related To ID: The ID for the record you are relating.</p>
Cases	Accounts	Account ID	Use the existing Sugar account record ID to relate the case to the account record.
		Account Name	<p>Use the existing Sugar account name or record ID to relate the contact to the account record.</p> <p>Note: If you are using the account name, it must be exactly as it shows in Sugar. For example, if your account in Sugar is "SugarCRM", but your import file contains "Sugar CRM" or "SugarCRN", the</p>

			account will not relate properly.
Contacts	Accounts	Account ID	Use the existing Sugar account record ID to relate the contact to the account record.
		Account Name	<p>Use the existing Sugar account name or record ID to relate the contact to the account record.</p> <p>Using an account name that Sugar does not recognize will create a new account record with a relationship to the contact.</p> <p>Note: If you are using the account name, it must be exactly as it shows in Sugar. For example, if your account in Sugar is "SugarCRM", but your import file contains "Sugar CRM" or "SugarCRN", the account will not relate properly.</p>
	Campaigns	Campaign	<p>Use the existing Sugar campaign name or campaign record ID to relate the contact to the campaign record.</p> <p>Note: If you are using the campaign</p>

		name, it must be exactly as it shows in Sugar. For example, if your campaign in Sugar is "End of Year Newsletter", but your import file contains "End of Year News" or "End of Year Promotion", the contact will not relate properly.
	Campaign ID	Use the existing Sugar campaign record ID number to connect the campaign name into the new contact record.
Contacts	Reports To	Use the existing Sugar contact record ID number to connect the new contact and the existing one.
Emails	Email Address Non-Primary Email Address	Importing an existing email address into Sugar's Contacts module will cause all email messages related to that email address may match the contact's primary or non-primary email address and must be exact for the relationship to form properly. Note: Importing an update to a contact with an existing

			email address, the Opt-Out and Invalid checkboxes will not be disabled if they are checked on the existing email address.
Leads	Accounts	Account ID	Use the existing Sugar account record ID to relate the lead to an existing account record. This is not a relationship that can be forged from the Leads module in Sugar. This can be created from an Account record, though. This relationship is usually formed through the Lead Conversion process.
		Account Name	In Leads, this is just a text field. This will not create any relationships. Upon conversion, an Account can be created. For more information on converting leads, please review the Lead Conversion documentation.
	Campaigns	Campaign	Use the existing Sugar campaign name or campaign record ID to relate the lead to the campaign record. Note: If you are

		using the campaign name, it must be exactly as it shows in Sugar. For example, if your campaign in Sugar is "End of Year Newsletter", but your import file contains "End of Year News" or "End of Year Promotion", the lead will not relate properly.
	Campaign ID	Use the existing Sugar campaign record ID number to connect the campaign name into the new lead record.
Contacts	Contact ID	Use the existing Sugar contact record ID to relate the lead to an existing contact record. This is not a relationship that can be forged from the Leads module in Sugar. This can be created from a contact record, though. This relationship is usually formed through the Lead Conversion process. For more information on converting leads, please review the Lead Conversion documentation.
Opportunities	Opportunity ID	Use the existing

		<p>Sugar opportunity record ID to relate the lead to an existing opportunity record. This is not a relationship that can be forged from the Leads module in Sugar. This can be created from an opportunity record, though. This relationship is usually formed through the Lead Conversion process. For more information on converting leads, please review the Lead Conversion documentation.</p>
		<p>Opportunity Name</p> <p>In Leads, this is just a text field. This will not create any relationships. Upon conversion, an opportunity can be created. For more information on converting leads, please review the Lead Conversion documentation.</p>
	<p>Emails</p>	<p>Email Address</p> <p>Non-Primary Email Address</p> <p>Importing an existing email address into Sugar's Leads module will cause all email messages related to that email address may match the lead's</p>

			<p>primary or non-primary email address and must be exact for the relationship to form properly.</p> <p>Note: Importing an update to a contact with an existing email address, the Opt-Out and Invalid checkboxes will not be disabled if they are checked on the existing email address.</p>
Meetings	Contacts	Contact ID	<p>Use the existing Sugar contact record ID number to connect the contact name into the new meeting record.</p>
	Flex Relate	<p>Related To Module</p> <p>Related To ID</p>	<p>On the import template, there are columns for both "Related To Module" and "Related To ID". Both need to be used to form the proper relationship.</p> <p>Related To Module: The Sugar module's plural name for the record that you are going to relate (Accounts, Contacts, etc.).</p> <p>Related To ID:</p>

			The ID for the record you are relating.
Notes	Contacts	Contact ID	Use the existing Sugar contact record ID number to connect the contact name into the new note record.
	Flex Relate	Related To Module Related To ID	On the import template, there are columns for both "Related To Module" and "Related To ID". Both need to be used to form the proper relationship. Related To: The Sugar module's plural name for the record that you are going to relate (Accounts, Contacts, etc.). Related To ID: The ID for the record you are relating.
Opportunities	Accounts	Account ID	Use the existing Sugar account record ID to relate the opportunity to the account record.
		Account Name	Use the existing Sugar account name or record ID to relate the opportunity to the account record.

		<p>Using an account name that Sugar does not recognize will create a new account record with a relationship to the opportunity.</p> <p>Note: If you are using the account name, it must be exactly as it shows in Sugar. For example, if your account in Sugar is "SugarCRM", but your import file contains "Sugar CRM" or "SugarCRN", the account will not relate properly.</p>
	Campaigns	<p>Campaign</p> <p>Use the existing Sugar campaign name or campaign record ID to relate the opportunity to the campaign record.</p> <p>Note: If you are using the campaign name, it must be exactly as it shows in Sugar. For example, if your campaign in Sugar is "End of Year Newsletter", but your import file contains "End of Year News" or "End of Year Promotion", the opportunity will not relate properly.</p>

		Campaign ID	Use the existing Sugar campaign record ID number to connect the campaign name into the new opportunity record.
Targets	Accounts	Account Name	In Targets, this is just a text field. This will not create any relationships.
	Campaigns	Campaign ID	Use the existing Sugar campaign record ID number to connect the campaign name into the new target record.
	Leads	Lead ID	Use the existing Sugar lead record ID to relate the target to an existing lead record. This is not a relationship that can be forged from either module in Sugar. This relationship is usually formed through the target conversion process. For more information on converting targets, please review the Lead Conversion documentation.
Tasks	Contacts	Contact ID	
			Use the existing Sugar contact record ID number to connect the contact name into

			the new Task record.
	Flex Relate	Related To ID Related To Module	On the import template, there are columns for both "Related To ID" and "Related To Module". Both need to be used to form the proper relationship. Related To ID: The ID for the record you are relating. Related To Module: The Sugar module's plural name for the record that you are going to relate (Accounts, Contacts, etc.).

Importing Team-Based Permissions

Modules with [team-based permissions](#) enabled support two additional columns for imports:

- **Selected Teams** : A comma-delimited list of the team names that are selected for extra access
- **Selected Team Set ID** : A unique identifier that references the group of teams contained in the Selected Teams field

When importing a list of new records or record updates, include one of these columns in the import file to set record-level access to the records. If known, the Selected Team Set ID field is the most efficient way to communicate the data to Sugar. In the more common scenario that the ID is unknown, simply insert the name of the selected team (or teams separated by commas) in the Selected Teams field.

Import File Template

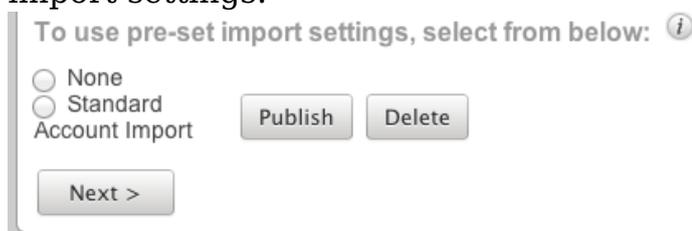
The Import File Template is a very useful tool for building your import file from another source or from scratch. The template for any module can be found on the Upload Import File page, which is either the first or second page of the wizard, depending on the module.

The purpose of this file is to let you know what format Sugar is going to be looking for when you perform your import. The file contains all fields for a given module, regardless of if they show on any of your layouts. The file is also properly formatted and all settings are ready for the import. Upon opening the template, you will see a few example lines of either actual records from your instance, or "demo data" if you have not yet performed an import. The template also contains instructions on how it is used.

It is best to use the format supplied in this template whenever possible to make your import process as seamless as possible.

Saving Field Mappings

When importing data, there can be times where you will be using the same import file format. If this file was not exported from Sugar, that likely means that you have to re-map most of the fields on the Confirm Field Mappings screen of the Import Wizard. To save time in the future, you can use the Import Wizard's pre-set import settings.



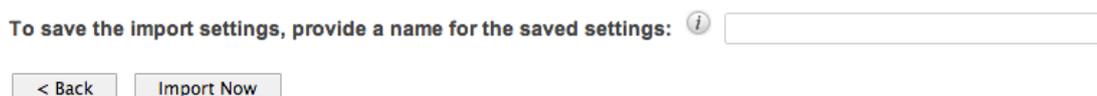
To use pre-set import settings, select from below: ⓘ

None

Standard

Account Import

On the "Check for Possible Duplicates" page of the wizard, which is the last page before performing your import, there is a text box where you can name the import settings that you have used on this import.



To save the import settings, provide a name for the saved settings: ⓘ

Once you click "Import Now", this mapping will be saved and available for your use in future imports.

This mapping is now saved for your user and will appear on the Upload Import File page of the Import Wizard. This will include two buttons for "Publish" and "Delete".

To use pre-set import settings, select from below: 

None
 Standard Account Import

- **Publish** : Clicking this option will make your mapping available to all users. The Publish button will change to "Un-Publish" so that you can stop other users from using the template mapping. When it is published, it will appear as an option in the same section for other users when they perform an import.
- **Delete** : This button will remove the pre-set import mapping for all users. This action cannot be undone.

Detecting Duplicates

During an Import, Sugar's Import Wizard includes the functionality to check for duplicate records. When enabled, Sugar will check to see if a record already exists in Sugar with the given criteria. When checking for duplicates, Sugar will mark any record as a duplicate if it cross-references against any of the duplicate fields. For example, when importing Contacts, if you select Last Name and Email Address as your duplicate check fields, any record that has a matching last name and/or a matching email address to an existing contact in Sugar will be marked as a duplicate.

Fields to Check	Available Fields
Last Name	Assigned User ID
Email Address	First Name
	Full Name
	Reports To ID

The duplicate check fields used in each module differ depending on what fields are available to the module. Not all fields are used or available in the duplicate check and are pre-determined based off of system-defined indexes.

If your import file has any duplicate records based off the fields you elect to verify against, the first record will be imported, and then all subsequent records in the file matching the duplicate criteria will be flagged.

Any duplicates will show as such on the final page of the import. You will also have

the option to download the duplicates so that they can be manually cross-referenced to verify if they are actually duplicates. If they are not, simply re-run the import process without selecting any fields on the "Check for Possible Duplicates" page.

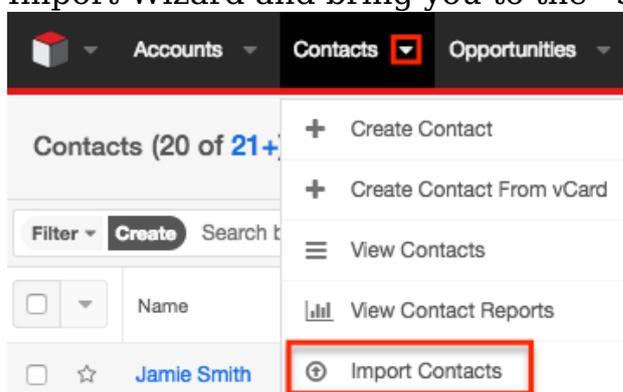
External Data Sources

When importing data to Sugar, there are other options than importing a data file exported from another source. Sugar offers an option to directly connect to an outside application or service through the Import Wizard and have Sugar pull the information directly from the source. This functionality is currently only available for Google Contacts.

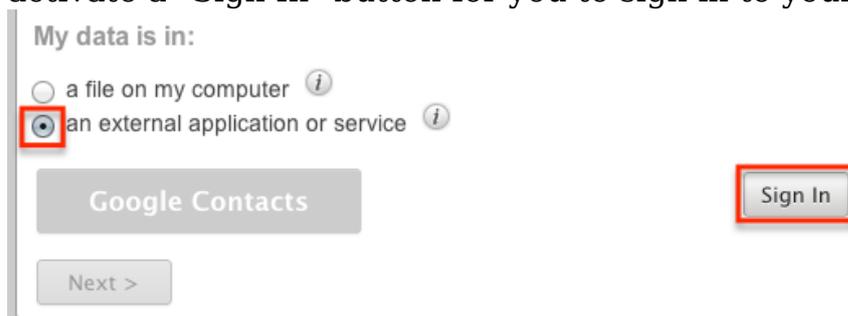
The import process is very similar to what is described above, but with some differences to speed up the process for users who would like to import all contact data into Sugar

Importing Data From Google

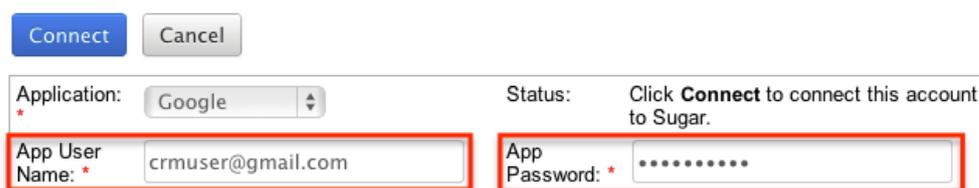
1. Navigate to the module tab for the person-type module (e.g. Contacts) that you are importing into and select the import option. This will open the Import Wizard and bring you to the "Select Data Source" screen.



2. On the Select Data Source screen, navigate to the "My data is in:" section and choose the option for "an external application or service". This will activate a "Sign In" button for you to sign in to your Google account.



3. Fill in your user name and password for the Google account you would like to connect to and click "Connect".

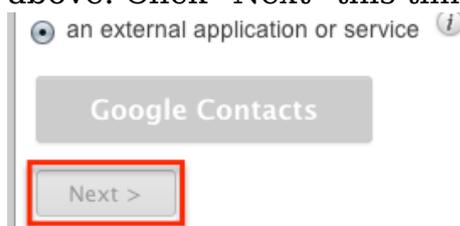


Connect Cancel

Application: Google Status: Click **Connect** to connect this account to Sugar.

App User Name: * crmuser@gmail.com App Password: *

4. Upon connecting, you will be brought to your user profile, on the "External Accounts" tab. Navigate back to the import screen, repeating steps 1 and 2 above. Click "Next" this time, instead of Sign In.

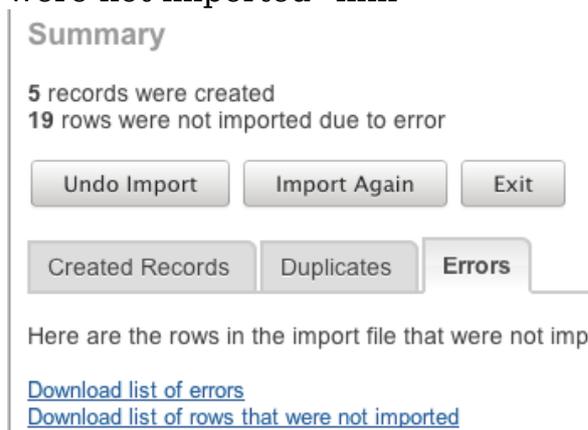


an external application or service ⓘ

Google Contacts

Next >

5. This will direct you to the "Confirm External Source Properties" page, which is very similar to the mapping screen from a data import from a file on your computer. Change any mapping necessary specific to your Google account and your Sugar instance. Any field in the Module Field column marked with an asterisk (*) is a required field and must be imported.
6. There is no duplicate check for this type of import, but names and email addresses are automatically checked for duplicates.
7. Click "Import Now" after you have completed your mapping.
8. On the "View Import Results" screen, you will see that all of your Google contacts have been successfully imported into Sugar.
9. Any records that were not imported due to error can be exported from Sugar and then re-imported if need be using the "Download list of rows that were not imported" link



Summary

5 records were created
19 rows were not imported due to error

Undo Import Import Again Exit

Created Records Duplicates Errors

Here are the rows in the import file that were not imp

[Download list of errors](#)
[Download list of rows that were not imported](#)

10. To review the standard import process to re-import any additional records please review the [Importing New Records](#) section of this documentation.

Admin Import Wizard

Administrators have special functionality available in Sugar that may not be available for all other users. One of these is access to the Admin Import Wizard. In the "Admin" menu, under the "System" panel, there is a link for "Import Wizard".

A button with a small icon of a document with a checkmark and the text "Import Wizard" in a blue, underlined font.

Use the import wizard to easily import records into the system

Clicking this option will bring you to the Import Wizard, similar to the one for specific modules. However, the first step here is for "Select Data Source", where you will need to select the module you wish to import data. The dropdown provided includes options for all importable modules in one convenient location. Once you select the module from the list, click "Next" and you will be directed to the standard import wizard where you can [import new records](#) or [update existing ones](#).

Last Modified: 2017-04-20 22:46:42

Employees

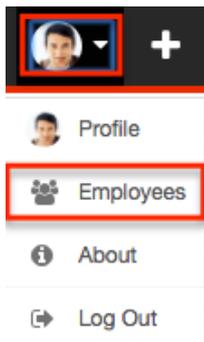
Overview

Sugar's Employees module consists of individual people within your organization. The Employees module allows you to see a list of all employees, their contact information, and their employment status in one convenient location. Employee records are typically created when a user record is created, but users with administrative access can also add non-user employees. This means that, typically, all users will be listed as employees, but not all employees are necessarily Sugar users.

For more information on having administrators create employee records in Sugar, please refer to the [Employee Management](#) documentation in the Administration guide.

For more information on having administrators create user records in Sugar, please refer to the [User Management](#) documentation in the Administration guide.

To access the Employees module, click your profile icon on the upper right of any page in Sugar then select "Employees" in the user menu.



Employee Fields

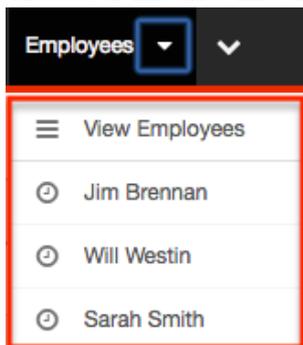
The Employees module contains a number of stock fields which come out-of-the-box with Sugar. The below definitions are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs. Users with administrator or developer access have the ability to alter, add, or remove fields via Admin > Studio. For more information on configuring fields, please refer to the [Fields](#) documentation in the Administration guide.

Field	Description
City	The city of the employee's address
Country	The country of the employee's address
Department	The department where this employee works
Email Address	The employee's email address
Employee Status	The employee's employment status in the organization, either: Active, Terminated, or Leave of Absence
Fax	The employee's fax number
First Name	The employee's first name
Home Phone	The employee's home phone number
IM Name	The employee's instant message screen name
IM Type	The employee's instant message client type
Last Name	The employee's last name
Mobile	The employee's mobile phone number
Notes	A description or other information about this employee

Office Phone	The employee's office phone number and extension
Other	An additional phone number for the employee
Picture	A picture, headshot, or identifying image of the employee
Primary Address	The number and street of the employee's address
Postal Code	The postal code of the employee's address
Reports to	This field list's the employee's manager, if the manager is a Sugar user
State	The state of the employee's address
Title	The employee's job title

Employees Module Tab

The Employees module tab can be accessed by clicking your profile icon and selecting "Employees" in the user menu. Once in the Employees list view, you can click the triangle in the Employees module tab to display the Actions and Recently Viewed menus. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of employees you last viewed in the module.



Viewing Employees

There are various options available for viewing employee records in Sugar including via Employees list view, Employees detail view, and the Employees Recently Viewed menu. Please note that you will only be able to access these views

by first clicking on the Employees button after clicking on your user name on the top right side of Sugar.

Viewing Via List View

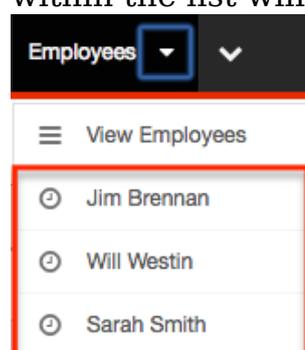
The Employees list view displays all employee records meeting the current search criteria. To access the list view, simply click the Employees option under your user name on the module tab bar. While list view shows key employee fields, you can click the employee's name to open the record in detail view. For more information on viewing employees via list view, please refer to the [Employees List View](#) section of this documentation.

Viewing Via Detail View

The Employees detail view displays thorough employee information by showing all employee fields. The detail view can be reached by clicking an employee record's link from the Employees list view. For more information on viewing employees via detail view, please refer to the [Employees Detail View](#) section of this documentation.

Viewing Via Recently Viewed

As you work, Sugar will keep track of which employees you have recently viewed. Click the triangle in the [Employees module tab](#) to see a list of the 3 records you most recently viewed in the module. Clicking the record's name (e.g. Will Westin) within the list will open the record in detail view.



Searching Employees

The Employees list view includes a Basic and Advanced Search to help you locate

records easily and effectively in a module-specific manner. Once the search is performed, the relevant results will be displayed in the Employees list view below. Please note that Sugar automatically appends the wildcard character (%) to the end of your search phrase. This allows the system to retrieve all records that start with the keyword entered in the search. If you would like to broaden the search, you can use the wildcard at the beginning of your text as well (e.g. %services). This will pull up any record that has the word "services" in the name, regardless of how it starts or ends.

For more information on using the various search methods as well as how wildcards are used in the different methods, please refer to the [Search](#) documentation.

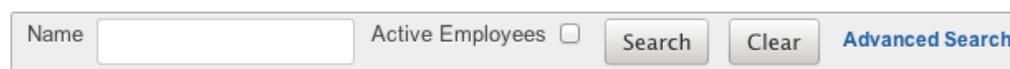
Basic Search

Basic search offers a few, commonly used fields for a simplified search experience. From the Basic Search panel, you can click "Advanced Search" to access additional search functionality as needed.

The buttons and checkboxes available in Basic Search panel have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **Active Employees** : Select this box to return only records where Employee Status is Active.

Search Employees



The screenshot shows a search interface with a text input field labeled "Name", a checkbox labeled "Active Employees", and three buttons: "Search", "Clear", and "Advanced Search".

When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "Active Employees" and enter an employee's name, Sugar will only return employee records with a matching name that are active. Once the search is complete, the relevant results will populate in the [list view](#) below the search panel. To see all employee records, simply click "Clear" and then "Search" to perform a blank search with no filters.

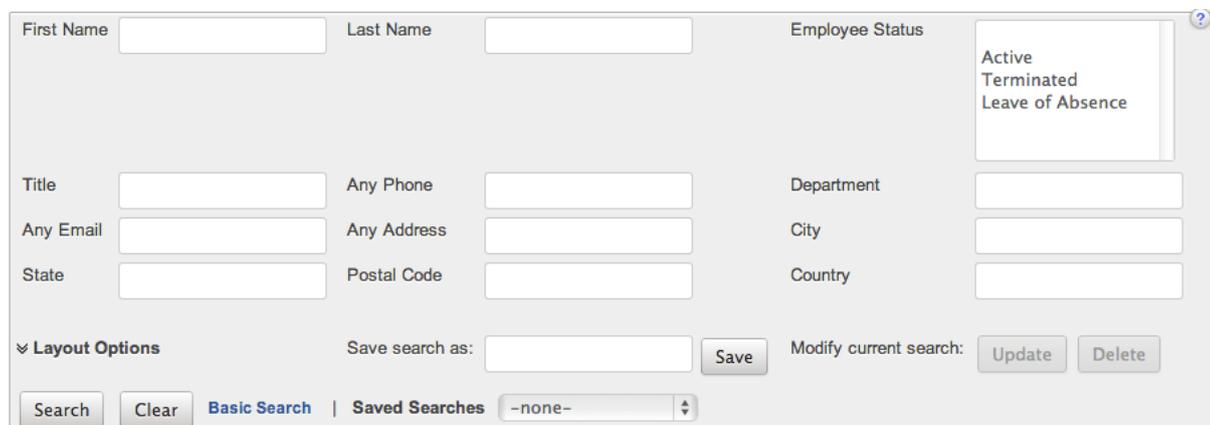
Administrators can configure what fields appear on the Employees Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Advanced Search

Advanced Search offers a more in-depth search experience than Basic Search including additional fields, layout options, and saved search capability. From the Advanced search panel, you can click "Basic Search" for simplified searching.

The buttons, checkboxes, and dropdowns available in Advanced Search have the following functions:

- **Search** : Click the Search button or press your Return/Enter key to perform the search.
- **Clear** : Click the Clear button to clear all criteria from the searchable fields.
- **Active Employees** : Select this box to return only records where Employee Status is Active.
- **Layout Options** : Use the expandable Layout Options section to configure your list view. For more information, please refer to the [Layout Options](#) section of the Search documentation.
- **Saved Searches** : Save, recall, update, and delete searches which you use often. For more information, please refer to the [Saved Search](#) section of the Search documentation.



When you run a search, Sugar will return records matching all (as opposed to any) of the fields and checkboxes for which you have given a value. For example, if you select "Active Employees" and enter an employee's name, Sugar will only return employee records with a matching name that are active. Once the search is complete, the relevant results will populate in the [list view](#) below the search panel. To see all employee records, simply click "Clear" and then "Search" to perform a blank search with no filters.

Administrators can configure what fields appear on the Employees Basic Search via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Employees List View

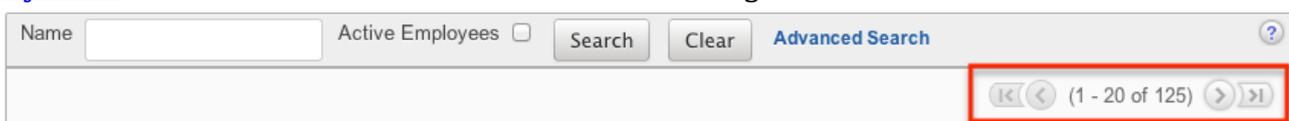
The Employees list view displays all employee records meeting the current search criteria. You can view the basic details of each employee within the field columns.

You have the option to change what fields are displayed in list view by configuring your layout options in the Employees Advanced Search. For more information on configuring your list view, please refer to the [Layout Options](#) section of the Search documentation. Users with administrator or developer access also have the ability to change what fields are visible in the list view via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Pagination

List view displays the current search results broken into pages that you can scroll through rather than displaying potentially thousands of rows at once. To the right just below the search panel you can see which records of the total results set are currently being displayed. The two single-arrow Next and Previous buttons can be used to scroll through the records page-by-page. The two double-arrow First Page and Last Page buttons allow you to skip to the beginning or the end of your current results.

By default, Sugar displays 20 records per list view page, but administrators can change the number of records displayed via Admin > System Settings. For more information on changing the number of displayed records, please refer to the [System](#) documentation in the Administration guide.



Column Sorting

List view provides the ability to sort all of the current search results by a field column in either ascending or descending order. To sort by a field or switch the sort direction, click the column header, noting that the fields which allow sorting will have a pair of arrows. The list view may be sorted by only one column at a time. You can also set a default order-by column using the layout options in Advanced Search. For more information on setting a default column sort, please refer to the [Layout Options](#) section of the Search documentation.

Name	Department	Title	Reports To
Jim Brennan	Sales	VP Sales	Chris Olliver

Employees Detail View

The Employees detail view displays thorough employee information by way of all employee fields grouped into one page.

Users with administrator or developer access have the ability to change the detail view by configuring the layout via Admin > Studio. For more information on editing layouts, please refer to the [Studio](#) documentation in the Administration guide.

Next or Previous Record

On the upper right of the Employees detail view, there are two buttons that allow you to page through each employee in the Employees list view's current search results. Clicking the Previous button displays the previous employee of the current search results while clicking the Next button displays the next employee of the current search results. The text in between shows which employee result you are currently viewing within the total number of current results.

» Jim Brennan



Employee Status:	Active	Picture:	
Name:	Jim Brennan		

Last Modified: 2017-04-20 22:46:42

Mobile Browser

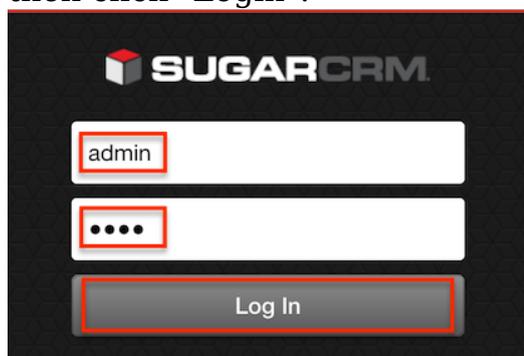
Overview

Sugar mobile browser enables users to access their Sugar instance via the browsers on their mobile devices (e.g. iPhone, Android, etc.) to perform various actions and manage their records. The [SugarCRM Mobile](#) application is also available to be installed directly on supported Apple iOS and Android devices. Similar to the desktop Sugar application, you will be able to access records in most modules that are assigned to you, your teams, and your direct reports for various modules (e.g. Accounts, Contacts, Calls, etc.). This documentation will cover how to access, navigate, and utilize your Sugar instance via the mobile browser.

Accessing Sugar Via Mobile Browser

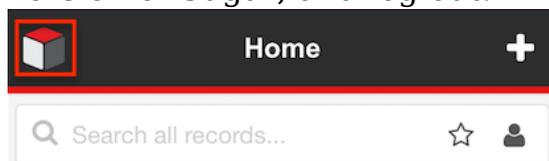
Users can access their Sugar instance via the mobile browser on their mobile device. To access your Sugar account, enter your instance URL (e.g. <https://example.sugarondemand.com>) in your mobile browser to load Sugar's login screen. Please note that if you are unable to access Sugar via the mobile browser using your instance URL, append "&mobile=1" to the end of your URL then try reloading the page.

Once the login page loads, enter the same login credentials (username and password) you normally use to access your Sugar instance in a desktop browser then click "Login".



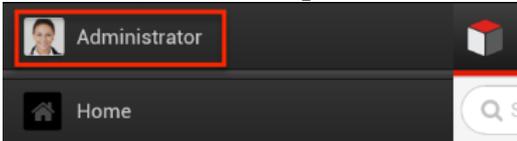
Main Menu

The main menu can be accessed from any page by tapping the Sugar cube icon at top left. Tap the cube again to close the menu. The menu will open from the left and allow you to work with your user profile, access Sugar modules, view information about the application, configure the application, access the desktop version of Sugar, and log out.



Profile

Your user profile is available for viewing and editing by tapping your name or the user icon at the top of the main menu.



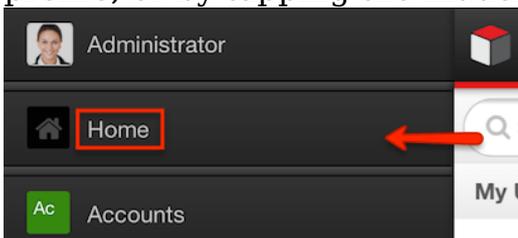
Tap any field value to access the keyboard for editing. Once in edit mode, you can tap the "x" icon to the right of the field to remove the value as well as use the keyboard to alter the value. Tap "Done" to finish working with a single field and close the keyboard. When you are done working with your user profile, tap "Save" to preserve your changes or "Cancel" to discard any changes and return to the main menu.



Note: Fields which are unavailable for editing are greyed out.

Home

Users can navigate back to the home screen by clicking "Home" below the user profile, or by tapping the hidden screen on the right.



For more information on the Home screen features, please see the [Home Page](#)

section of this page.

Sugar Modules

Below your user profile and home button are the list of Sugar modules to which you have access within Sugar via the mobile browser.

The following modules may be made available for use in the mobile browser by your administrator via Admin > Mobile. For more information on controlling which modules are available in the mobile browser, please refer to the Mobile section of the [System](#) documentation in the Administration guide.

- Accounts
- Calls
- Cases
- Contacts
- Documents
- Employees
- Meetings
- Notes
- Opportunities
- Quotes
- Reports
- Tasks
- Any Custom Module

Please note that your ability to access the above modules may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you cannot access the above module.

Tapping one of the Sugar module names will open its list view. For more information on working within a module, please refer to the [List View](#) section of this page.

About

The About page shows the following information in addition to providing the privacy policy and terms and conditions.

- **App Version** : The version of your mobile browser application
- **Server Version** : The version and edition of the Sugar instance which the

application is accessing

- **Server URL** : The URL of the Sugar instance which the application is accessing
- **Support** : The Sugar Support email address where support cases may be raised

Settings

Language

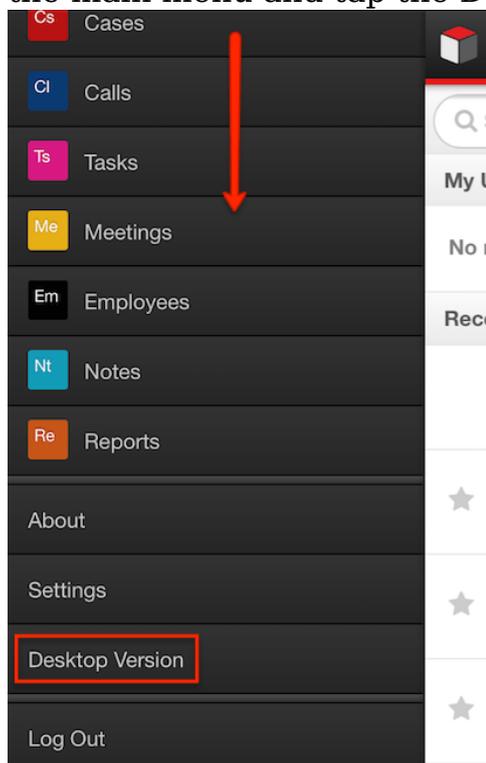
The Settings page allows you to configure what language your mobile browser application will use. While English is the default language, the stock Sugar languages are available for use:

Albanian	Hungarian
Arabic	Italian
Brazilian Portuguese	Japanese
Bulgarian	Korean
Catalan	Latvian
Chinese (Simplified)	Lithuanian
Chinese (Traditional)	Norwegian
Croatian	Polish
Czech	Portuguese
Danish	Romanian
Dutch	Russian
English (UK)	Serbian
English (US)	Slovak
Estonian	Spanish
Finnish	Spanish (Latin)
French	Swedish
German	Thai
Greek	Turkish
Hebrew	Ukrainian

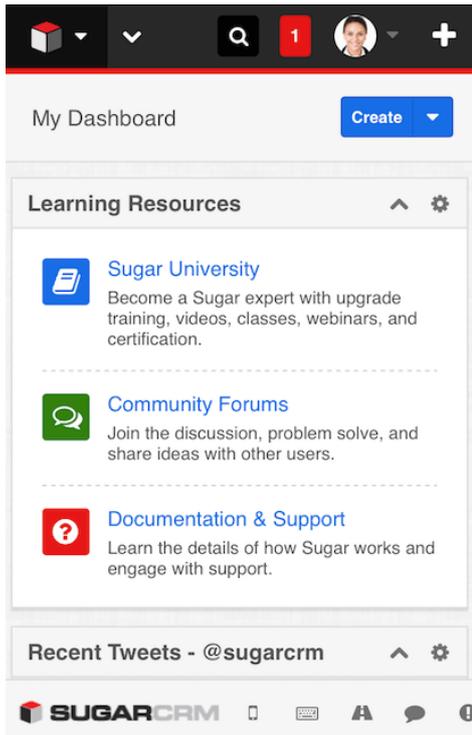
Note: Right-to-left languages are not available for use within Sugar via the mobile browser.

Desktop Version

The Desktop Version option will switch the view on your device to the desktop view and navigate to your Sugar instance's login screen. To switch views, scroll down in the main menu and tap the Desktop Version button.



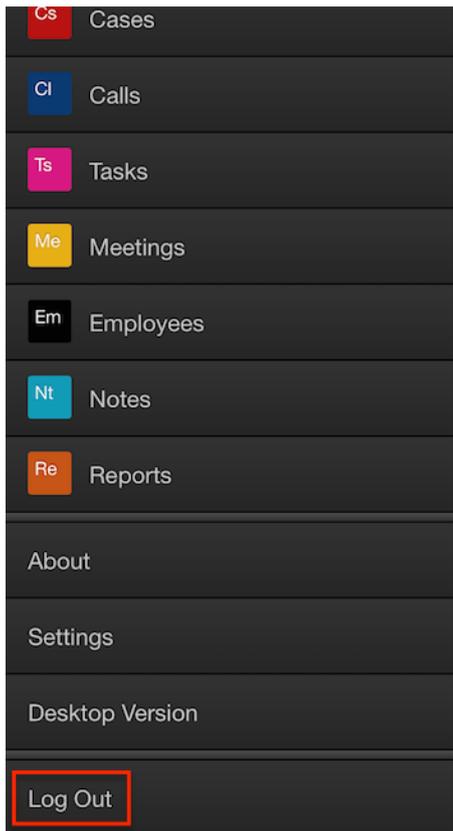
The user will be prompted to login in again. Once completed, you can access the full desktop version from the browser.



This can be useful when you desire to access a module or perform an action in Sugar which is not supported in the mobile browser.

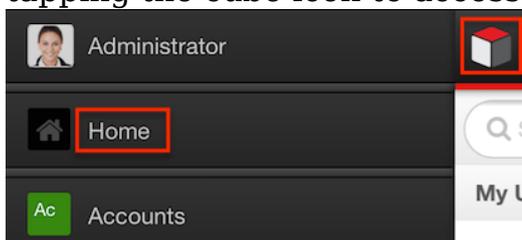
Log Out

Tapping "Log Out" from the main menu will return to the mobile browser login screen where you can access the same instance from a different user or access a different installation of Sugar.



Home Page

When logging into the Sugar instance via the mobile browser, your home page will be shown. This page gives you a quick look at your upcoming scheduled activities and your most recently modified records in addition to providing a global search. You can navigate to your Home page from anywhere within the application by tapping the cube icon to access the main menu then choosing "Home".

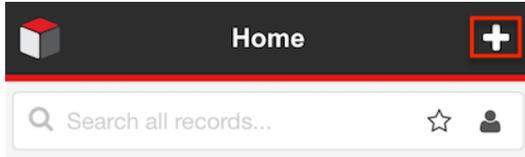


Quick Create

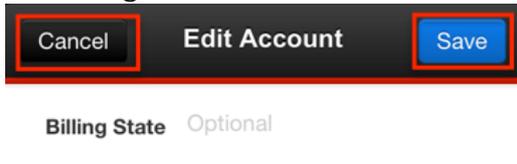
The Quick Create button appears on the top of the Home page's header bar. From the Home page, the Quick Create menu will allow you to create a new record of any type which you have access to create in the mobile browser.

The following steps will cover creating a new Account from the Home page quick create as an example:

1. Navigate to the Home page by tapping "Home" within the main menu.
2. Tap the "+" quick create button at the top right of the page and choose "Create Account".



3. Fill in all desired fields using the instructions in the [Editing Records](#) section of this documentation as needed.
Note: Fields which are not required will show "Optional" in grey to the right of the field name.
4. When all desired fields are populated, tap "Save" to create the new account record. Tapping "Cancel" will return you to the Home page without creating a new record.

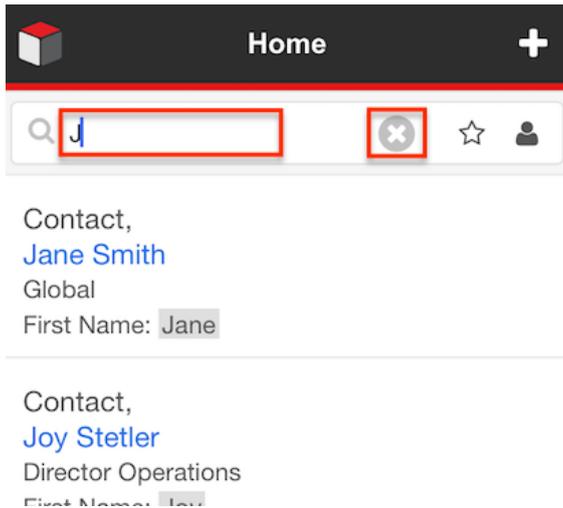


Please note that your ability to create records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Create options.

Note: Document, Employee, and Quote records may not be created or duplicated from Sugar via the mobile browser. Note records may be created, but the mobile browser does not support attaching files to these records.

Global Search

Sugar via the mobile browser allows you to search across all modules at once from the global search at the top of the Home page. Tap the search box and begin typing the name of a record you wish to access. The records list will automatically update to match records with names containing a word which starts with the characters you have typed. Tap the Done button to hide the keyboard and view all matching records. Tapping the "x" within the search bar will clear your search and return you to the Home page.



If your instance utilizes full text search or your device is offline enabled, wildcards can be used to search for criteria without including the entire word in the search. The following wildcard characters may be used:

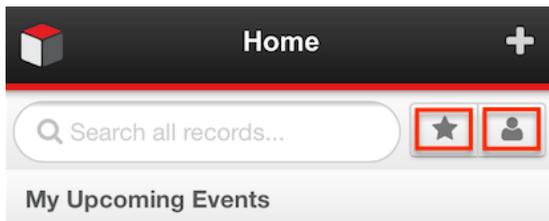
Character	Wildcard Use
% or *	Matches any number of characters, including zero
?	Matches only one character

Note: The wildcard character (%) is automatically appended to the end of your search phrase.

If your Sugar instance utilizes full text search, records matching any field which has been enabled for full text search will be returned. Beneath each returned record's name will be the field within that record that matched your search term. For more information on configuring full text search, please refer to the [Search](#) documentation in the Application guide.

Filters

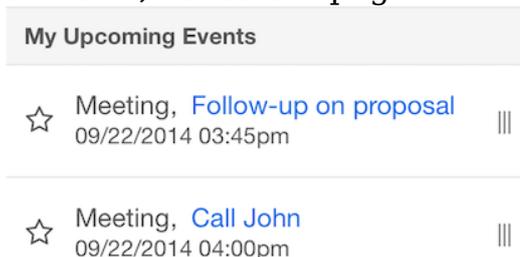
All records on the Home page may be filtered using the two filter buttons to the right of the global search bar. The star icon marks the Favorites filter which, when activated, will cause your Home page to only show records you have marked as favorites. The user icon marks the My Records filter which, when activated, will cause your Home page to only show records where you are the assigned user. You can turn each filter on or off by tapping the appropriate button.



Note: When a user logs in to Sugar via the mobile browser, the Home page will default to having the My Records filter activated.

My Upcoming Events

When no global search is being performed, the top of the Home page shows a list of your upcoming meeting records in the list titled "My Upcoming Events". Tapping on any meeting will open the record in detail view. You can also use each record's [actions menu](#) to perform several operations on it. When the Home page's favorites filter is activated, this list will only show you upcoming meetings which you have marked as favorites. Since this list only consists of your own meeting record's, the Home page's user filter will have no effect.



Recently Updated

When no global search is being performed, the Home page shows your Sugar instance's most recently modified records below the list of your [upcoming meeting records](#). Tapping on any row will open the record in detail view. You can also use each record's [actions menu](#) to perform several operations on it. When the Home page's user filter is activated, this list will show the most recently modified records which are assigned to you. When the favorites filter is activated, it will only show the most recently modified records which you have marked as favorites.

Recently Updated

☆ Meeting, [Follow-up on proposal](#) |||
09/22/2014 03:45pm

☆ Meeting, [Call John](#) |||
09/22/2014 04:00pm

Favorites Designation

Users have the option to mark records as favorites via the Home page in addition to list view and detail view. This allows users to designate records that are important or will be viewed often so that they can easily be found using filters. Records which you have marked as favorites will have a gray star to their left on the Home page. You can tap the white star of any record to designate it as a favorite or tap a gray star to remove that record's favorite designation.

☆ [Jungle Systems Inc](#) |||
Santa Monica

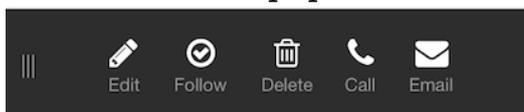
★ [Acme Inc.](#) |||

Actions Menu

From the home page you can access a menu of actions to be performed on a single record by tapping the grip icon of any record's row to the left.

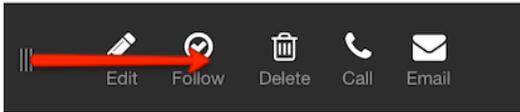
☆ [Acme Inc.](#) ← |||
Toronto

Doing so will open a context-sensitive menu of actions available for this record meaning that the options available will differ according to the type of record and the fields it has populated. Some or all of the following actions may appear:



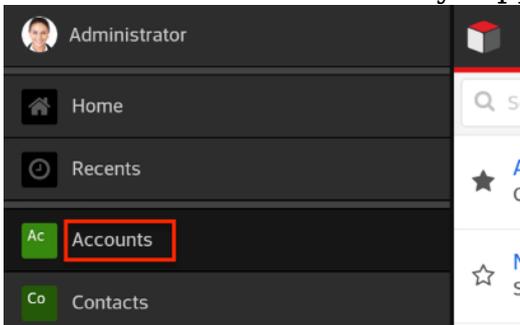
For a full list of available actions and a description of each, please refer to the [Record Actions](#) section of this page.

To close the menu without taking any action, tap the grip icon again.



List View

The mobile browser's list view lists records within a specific module as well as providing tools for searching, creating, and working with those records. List views can be accessed from the main menu by tapping any module name. For example, tapping "Accounts" will open the Accounts list view. From a list view, you can return to the main menu by tapping the cube icon.



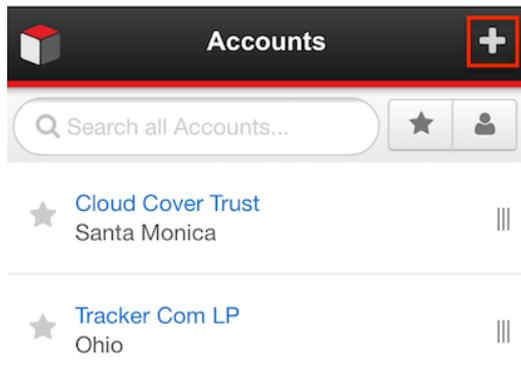
Administrator users have the ability to configure which two fields appear on the list view of each module as well as what actions are available on the list view's actions menu using Studio from the desktop Sugar application. For more information on configuring this mobile layout, refer to the Mobile Layouts section within [Studio](#) documentation in the Administration guide.

Quick Create

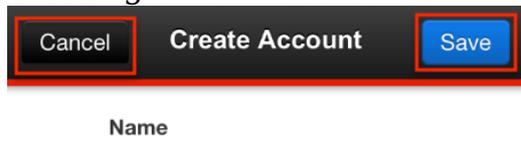
The Quick Create button appears on the top of the list view's header bar for most modules. Please note that the Employees and Reports list views do not have Quick Create buttons because creation of employee records and reports are not supported in the mobile browser.

The following steps will cover creating a new Account from the Accounts list view quick create as an example:

1. Navigate to the Accounts list view by tapping "Accounts" within the main menu.
2. Tap the "+" quick create button at the top right of the page.



3. Fill in all desired fields using the instructions in the [Editing Records](#) section of this documentation as needed.
Note: Fields which are not required will show "Optional" in grey to the right of the field name.
4. When all desired fields are populated, tap "Save" to create the new account record. Tapping "Cancel" will return you to the Accounts list view without creating a new record.

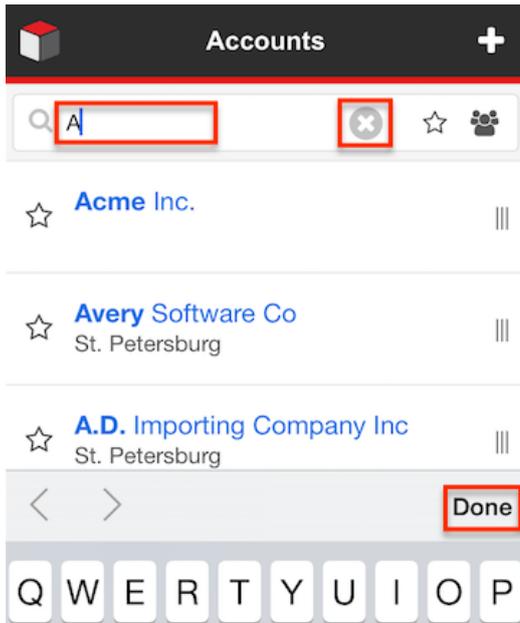


Please note that your ability to create records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Create options.

Note: Report, Document, Employee, and Quote records may not be created or duplicated from mobile browser. Note records may be created, but the mobile browser does not support attaching files to these records.

Search

Each module can be searched to quickly locate desired records. Tap the search box and begin typing the name of a record you wish to access. The records list will automatically update to match records with names starting with the characters you have typed. Tap the Done button to hide the keyboard and view all matching records. Tapping the "x" within the search bar will clear your search and again show all records.



If your instance utilizes full text search or your device is offline enabled, wildcards can be used to search for criteria without including the entire word in the search. The following wildcard characters may be used:

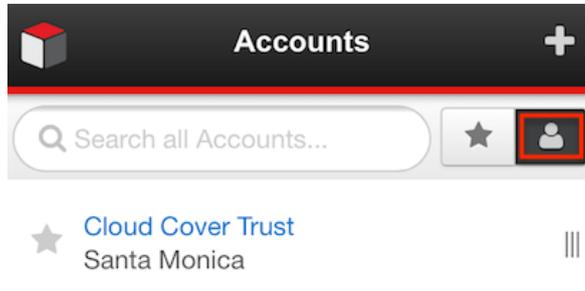
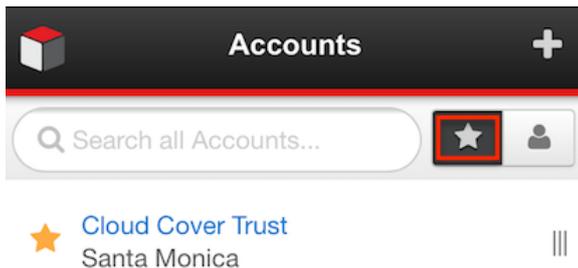
Character	Wildcard Use
% or *	Matches any number of characters, including zero
?	Matches only one character

Note: The wildcard character (%) is automatically appended to the end of your search phrase.

If your Sugar instance utilizes full text search, records matching any field which has been enabled for full text search will be returned. Beneath each returned record's name will be the field within that record that matched your search term. For more information on configuring full text search, please refer to the [Search](#) documentation in the Application guide.

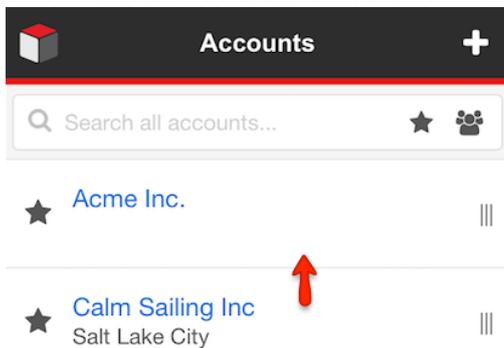
Filters

In addition to searching for record names, you can filter the list of records in your list view. Tap the star icon to only show the records which you have marked as favorites. Tapping the star again will turn off this filter and again show all records. Tap the user icon to only show records to which you are assigned. Tapping the user icon again will turn off this filter and again show all records.



Records List

Below the search and filters bar is a list of records within the current module which will be limited by any current filtering or search. The records are ordered by their modification date meaning the most recently edited records appear on top.



Favorite Designation

Users have the option to mark records as favorites via the list view as well as the record detail. This allows users to designate records that are important or will be viewed often so that they can easily be found using filters. Records which you have marked as favorites will have a gray star to their left on list views. You can tap the white star of any record to designate it as a favorite or tap a gray star to remove that record's favorite designation.

☆ **Jungle Systems Inc**
Santa Monica

★ **Acme Inc.**

Show More

Each list view will initially show the 20 most recently modified records. In order to see additional records, scroll to the bottom of the list and tap "Show More". Each time you tap "Show More", an additional 20 records will be displayed at the end of the list.

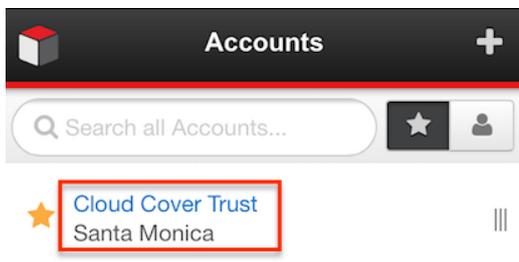
☆ **Nelson Inc**
Los Angeles

☆ **RR. Talker Co**
Denver

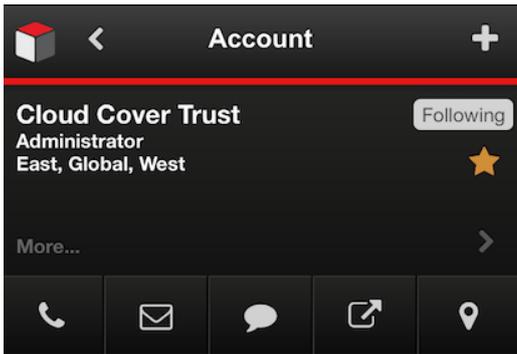
Show more...

Detail View

The mobile browser's detail view shows the details and related records of one specific Sugar record as well as providing the ability to edit and perform other actions on the record. Detail views can be accessed from many places in the application by tapping any record's name within a list of records. For example, tapping a row on the Accounts list view or on the Home page will open the record in detail view.

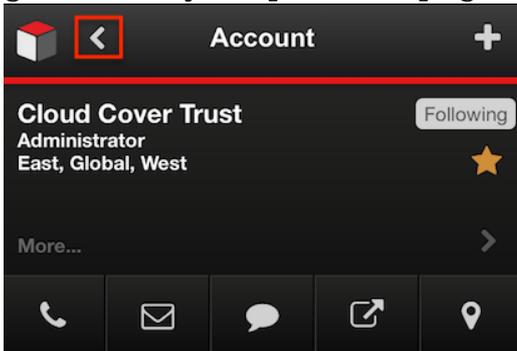


Administrator users have the ability to configure what fields appear on the detail view of each module using Studio from the desktop Sugar application. For more information on configuring this mobile layout, refer to the Mobile Layouts section within [Studio](#) documentation in the Administration guide.



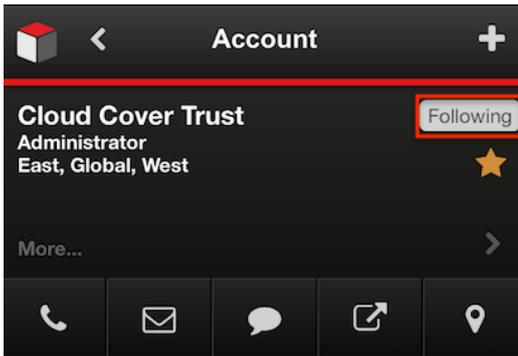
Previous Page

To the right of the main menu cube icon on each detail view is an arrow that will return you to the last page viewed. This is a convenient way to continue your work after viewing or making changes on a record's detail view. Simply tap the arrow to go back to your previous page.



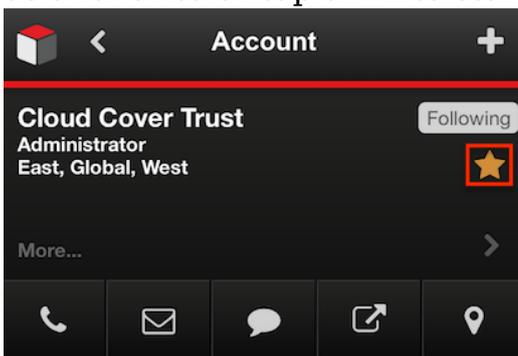
Following Designation

Users may choose to follow a record using the Follow button via the record detail view as well as the list view. This allows each user to personalize the activity streams visible in the desktop version of Sugar by specifying which records' posts should appear there. You may also stop following a record by tapping this button again. Please note that users automatically follow records they create or to which they are assigned. Should a user lose access to a record in Sugar, they will automatically stop following that record.



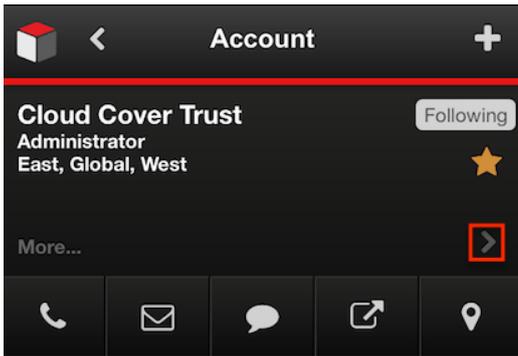
Favorites Designation

Users have the option to mark records as favorites via the record detail view as well as the list view. This allows users to designate records that are important or will be viewed often so that they can easily be filtered for within the list view. Records which you have marked as favorites will have a white star to the right of their name on detail view. You can tap the grey star of any record to designate it as a favorite or tap a white star to remove that record's favorite designation.



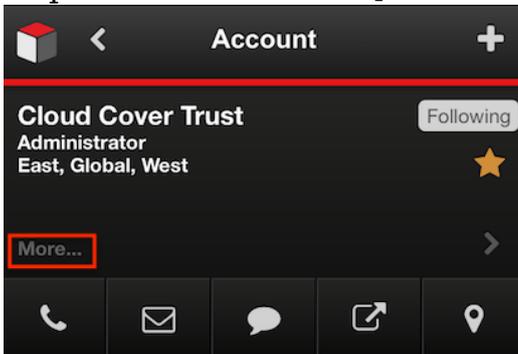
Record Information

A few basic fields including the record's name, assigned user, and assigned team(s) will be displayed on the detail view. You can view the record's other fields by tapping the right arrow to the bottom right of this basic information. Doing so will open the record in edit view where you can make changes to the record in addition to viewing these additional fields.



More...

The More... (and ...Less) link will appear whenever there are more than 7 fields requested in Studio > [Module Name] > Mobile Layouts > Mobile DetailView.

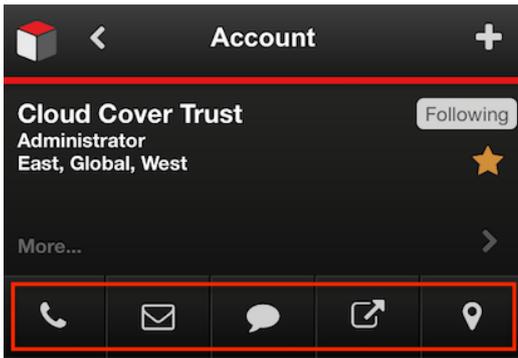


Users can minimize the detail view by tapping the Less... link.

Note: Fields such as phone number, email address, website, and address do not show up as text within the detail view, as they are associated to the action buttons.

Actions Menu

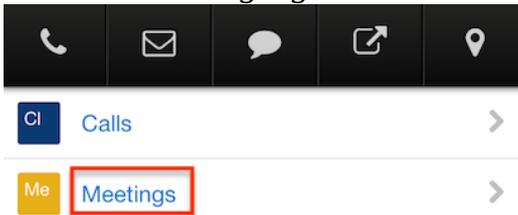
A record's detail view offers a menu of actions to be performed on the current record. This is a context-sensitive menu which will grey out any actions which are not available for the current record. For example, if the record does not have a populated phone number field, the Call and SMS options will not be available. Some or all of the following actions may be available:



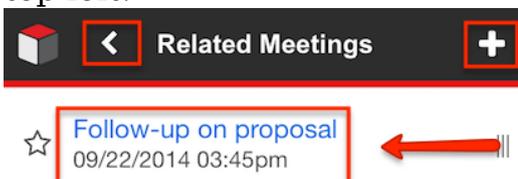
For a full list of available actions and a description of each, please refer to the [Record Actions](#) section of this page.

Related Records

Below the detail view's actions menu are the record's related records. For each relationship where your record can be related to multiple record's in another module, the module type will be shown here. Tap the module name to see a list of record's belonging to that module which are related to the original record.

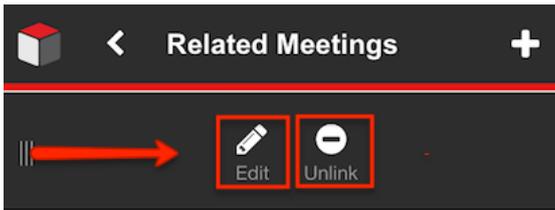


From this list of related records, you can tap the record's row to open its detail view. To return to the original record's detail view, tap the previous page icon at top left.

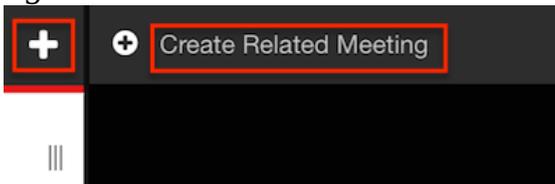


Swiping any row's grip icon to the left will display an actions menu. Choose "Edit" to edit the related record or "Unlink" to delete the relationship between this record and the original record. Please note that this will not delete either record. To close the menu without taking any action, tap the grip icon back to the right.

Note: Depending on the record type, more or less options will appear (i.e. Related Contacts - in addition to Edit, Unlink, it also has the ability to Call and Email).



Tap the plus icon at the top right of the related records list to quick create a new related record. Once saved, the new record will automatically be related to the original record. To close the menu without creating a new record, tap the plus icon again.

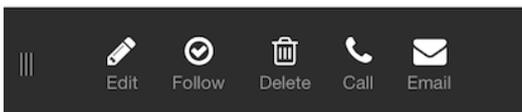


Record Actions

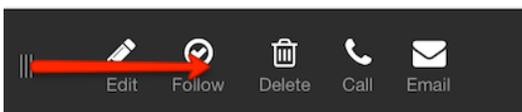
The mobile browser offers context sensitive menus for performing operations on individual records. These Action menus are available for items in a records list such as on a module's list view, the Home page, or a list of related records. To access this context-sensitive menu from a records list, tap the grip icon of any record's row in list view to the left.



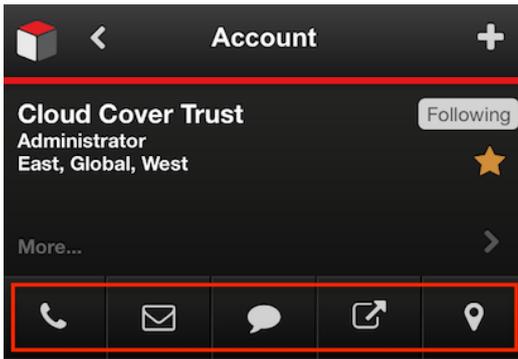
Doing so will open a context-sensitive menu of actions available for this record meaning that the options available will differ according to the type of record and the fields it has populated. Some or all of the following actions may appear:



To close the menu without taking any action, tap the grip icon back to the right.



Action menus are also available from each individual record's detail view.



The actions available within menus on record lists and detail views allow you to perform the following operations:

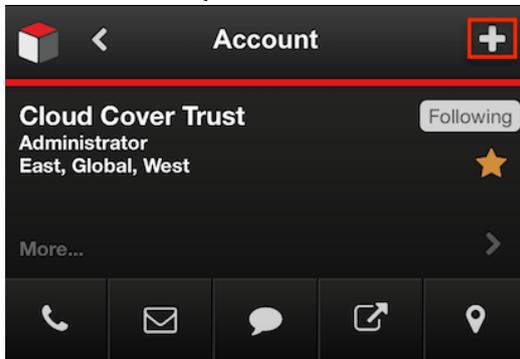
Menu Item	Description
Edit	Opens the record for editing
View	For records not able to be edited, opens the record for detailed viewing
Follow/Following	Follows / Unfollows record depending on role and permissions
Delete	Deletes the record from your Sugar instance
Call	For records with a phone number, calls the number from your phone
SMS	For records with a phone number, sends a text message from your phone
Email	For records with an email address, sends an email from your phone
Web	For records with a website, opens the website in your phone's browser
Map	For records with an address, maps the address in your phone's map application
File	For records with attached images or files, opens the attached file for viewing

Please note that the File icon may display in the context-sensitive actions menu even when a record has no attachment.

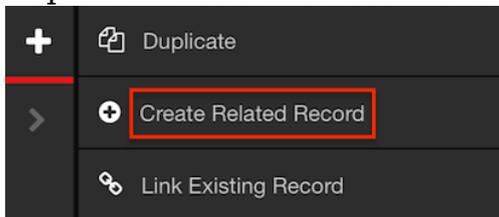
Creating New Related Records Via Quick Create

Use the following steps to create a new related record from a detail view's quick create menu:

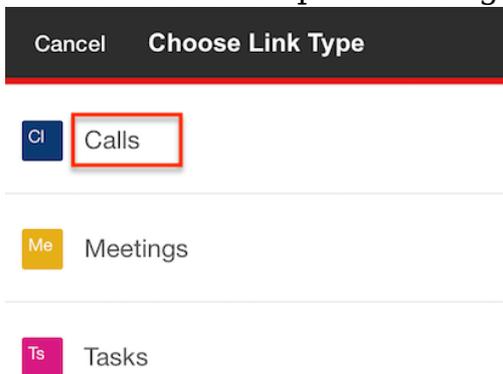
1. Navigate to a record's detail view and tap the plus icon at top right to access the Quick Create menu.



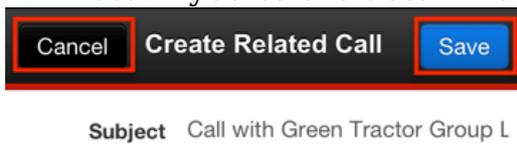
2. Tap the "Create Related Record" option.



3. On the "Choose Link Type" page which appears, select the module of the new record you wish to create. The modules shown are all those which have a relationship to the original record's module.



4. The displayed edit view is pre-populated with the original record's name as appropriate. Complete the desired fields using instructions in the [Editing Records](#) section and tap "Save" to create the new record. Tapping "Cancel" will return you to the detail view without creating a record.



Please note that your ability to create records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#)

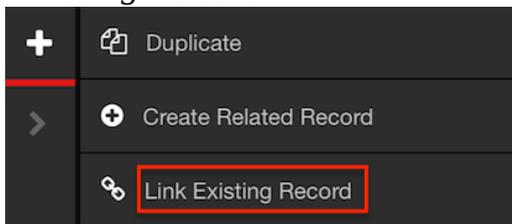
documentation in the Administration guide. Check with your system administrator if you do not see the Create options.

Note: Report, Document, Employee, and Quote records may not be created or duplicated from the mobile browser. Note records may be created, but the mobile browser does not support attaching files to these records.

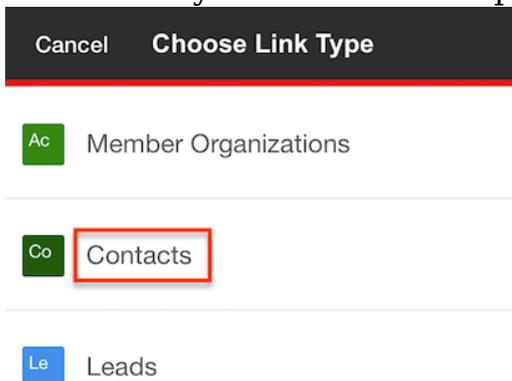
Relating Existing Records Via Quick Create

Use the following steps to relate an existing record from a detail view's quick create menu:

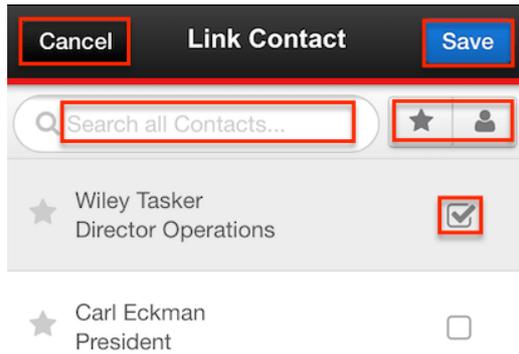
1. Navigate to a record's detail view.
2. Tap the plus icon at top right to access the Quick Create menu. Tap "Link Existing Record".



3. On the "Choose Link Type" page which appears, select the module of the existing record you wish to link. The modules shown are all those which have a many-sided relationship to the original record's module.



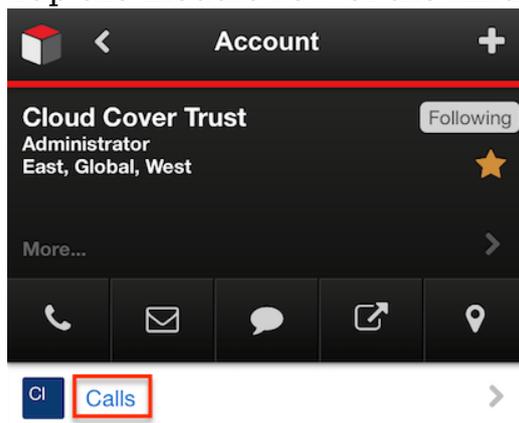
4. Use the search and/or filters to locate the records you wish to relate to the original record. Select one or more record's checkboxes and tap "Save" to form the link. Tapping "Cancel" will return you to the detail view without relating any records.



Creating Related Records Via Related Modules List

Use the following steps to create a new related record from a detail view's related modules list:

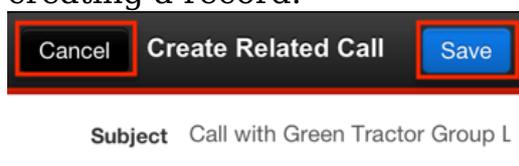
1. Navigate to a record's detail view.
2. Tap the module row of the kind of record you wish to relate.



3. Tap the plus icon to access the Quick Create menu. Tap "Create <Module Name>".



4. The displayed edit view is pre-populated with the original record's name as appropriate. Complete the desired fields using instructions in the [Editing Records](#) section and tap "Save" to create the new record. Tapping "Cancel" will return you to the previous page (e.g. Related Calls page) without creating a record.



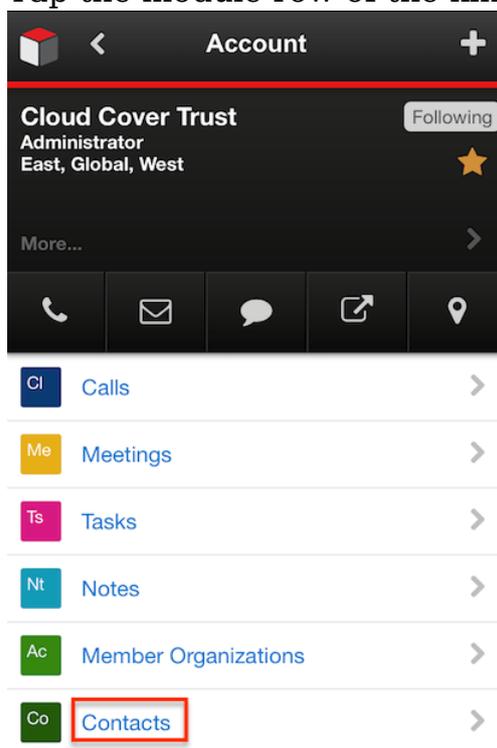
Please note that your ability to create records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Create options.

Note: Report, Document, Employee, and Quote records may not be created or duplicated from the mobile browser. Note records may be created, but the mobile browser does not support attaching files to these records.

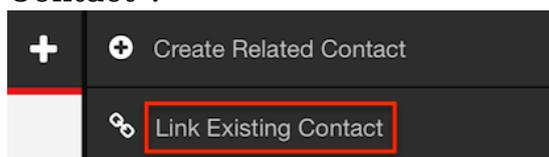
Relating Existing Records Via Related Modules List

The following steps demonstrate how to relate an account to an existing case from the detail view's related modules list as an example:

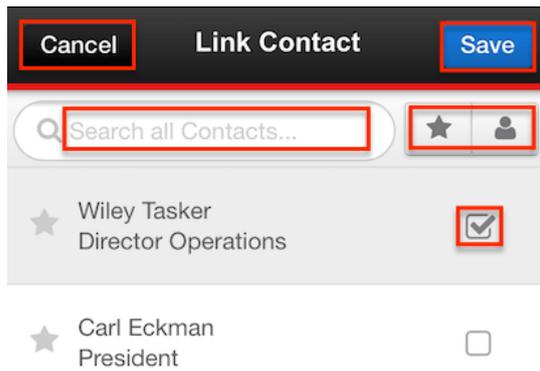
1. Navigate to a record's detail view.
2. Tap the module row of the kind of record you wish to relate.



3. Tap the plus icon to access the Quick Create menu. Tap "Link Existing Contact".



4. Use the search and/or filters to locate the records you wish to relate to the original record. Select one or more record's checkboxes and tap "Save" to form the link. Tapping "Cancel" will return you to the Related Contacts page without relating any records.

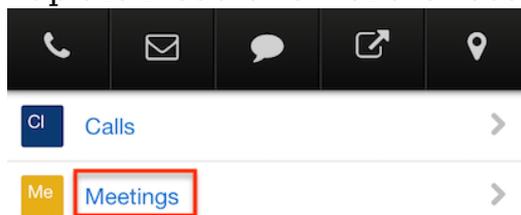


Editing Related Records

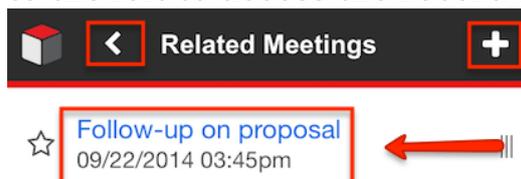
You can edit a related record directly from another record's list of related records.

Use the following steps to edit a related record from another record's detail view:

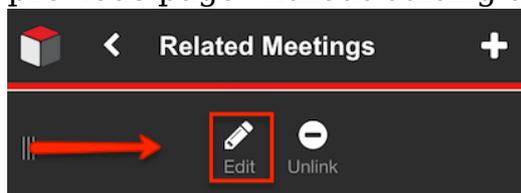
1. Navigate to a record's detail view.
2. Tap the module row of the record you wish to edit.



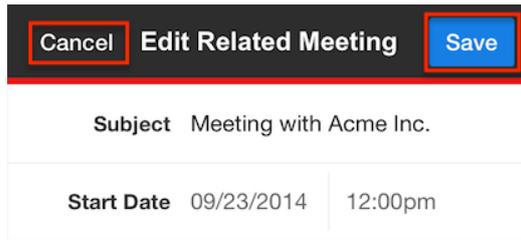
3. Locate the desired record in the list of related records and tap the grip icon to the left to access the record's actions menu.



4. Tap "Edit". Swiping the grip icon back to the right will return you to the previous page without editing the record.



5. Modify the files as desired using instructions in the [Editing Records](#) section, then tap "Save" to preserve your changes. Tapping "Cancel" will return you to the previous page (e.g. Related Meetings page) without editing the record.



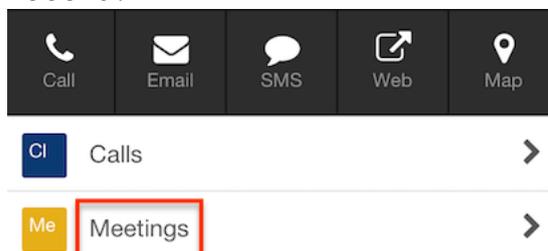
Please note that your ability to edit records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Edit options.

Removing Related Records

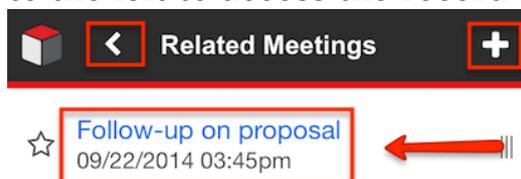
If a relationship should no longer exist between two records, the records may be unlinked. Deleting the relationship will not delete either record.

Use the following steps to delete a relationship from detail view:

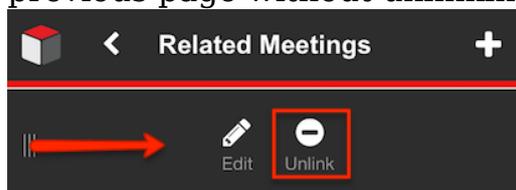
1. Navigate to a record's detail view.
2. Tap the module row of the record you wish to unlink from the original record.



3. Locate the desired record in the list of related records and tap the grip icon to the left to access the record's actions menu.



4. Tap "Unlink" and confirm in the dialog that you wish to delete the relationship. Swiping the grip icon back to the right will return you to the previous page without unlinking the records.



Creating Records

New records may be created in the mobile browser from several different locations. You can create new records from the [Home page](#), from a module's [list view](#), by [duplicating](#) an existing record, or by creating a related record via the [Quick Create menu](#) or a [related modules list](#).

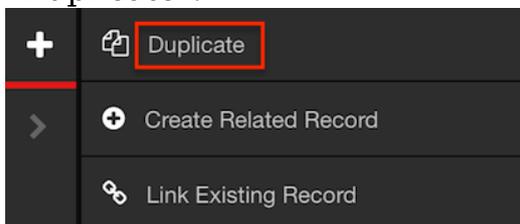
Please note that your ability to create records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Create options.

Creating Via Duplication

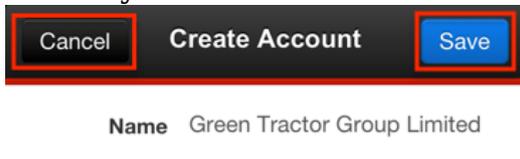
Records may be duplicated as a method of creating new records when a record with similar field values already exists in Sugar.

Use the following steps to create a contact by duplicating an existing record:

1. Navigate to a record's detail view.
2. Tap the plus icon at top right to access the Quick Create menu. Tap "Duplicate".



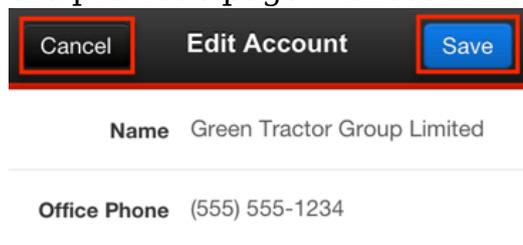
3. The displayed edit view is pre-populated with the original record's values. Update the necessary fields using instructions in the [Editing Records](#) section of this documentation, then click "Save". Tapping "Cancel" will return you to the detail view without duplicating the record.



Editing Records

Records may be edited from the mobile browser by first navigating to the detail view, then tapping the more information arrow at bottom right of the record's basic fields. This will open the record in edit view where values can be viewed and modified. Fields which are not required will show "Optional" in grey to the right of

the field name. Once you have made the desired modifications to a record's fields, tap "Save" to preserve the changes. You can tap "Cancel" at any time to return to the previous page without editing the record.



Cancel Edit Account Save

Name Green Tractor Group Limited

Office Phone (555) 555-1234

Administrator users have the ability to configure edit view using Studio from the desktop Sugar application. For more information on configuring this mobile layout using Studio, refer to the Mobile Layouts section within [Studio](#) documentation in the Administration guide.

Please note that your ability to edit records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not have the ability to edit records.

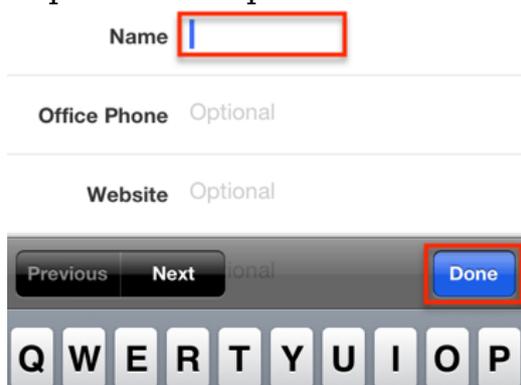
Note: Employee, Quote, and Report records may not be edited in the mobile browser. Document and Note records' fields may be edited, but the mobile browser does not support attaching new files.

Editing Text & Number Fields

Text and number fields allow you to store manually input information such as names, addresses, phone numbers, etc.

Use the following steps to edit text and numeric fields:

1. Tap to the right of the field name.
2. Use the keyboard which appears to type the desired value.
3. Tap "Done" to preserve the value and hide the keyboard.



Name

Office Phone Optional

Website Optional

Previous Next Done

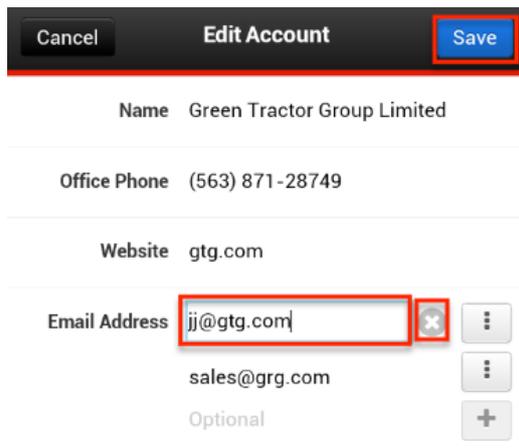
Q W E R T Y U I O P

Editing Email Addresses

Email address fields can store one or more email addresses as well as a designation of whether they are the primary email address for a record, are opted-out, or are invalid.

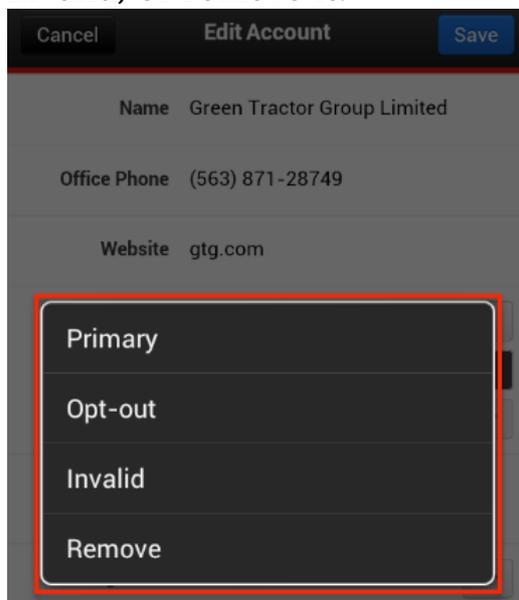
Use the following steps to edit an email address:

1. Tap the email address' location to type in a new address or edit an existing one.



The screenshot shows the 'Edit Account' screen with a dark header containing 'Cancel', 'Edit Account', and 'Save' buttons. The main content area lists account details: Name (Green Tractor Group Limited), Office Phone ((563) 871-28749), and Website (gtg.com). Under the 'Email Address' section, the first address 'jj@gtg.com' is highlighted with a red box, and a red 'x' icon is visible to its right. Below it are 'sales@grg.com' and an 'Optional' field with a plus sign icon.

2. Tap the options menu to the right of an email address to set it as the primary email address for the record, mark it as opted-out, mark it as invalid, or remove it.



This screenshot shows the same 'Edit Account' screen as above, but with a dark options menu open over the email address field. The menu is highlighted with a red box and contains four options: 'Primary', 'Opt-out', 'Invalid', and 'Remove'. The background content is dimmed.

Editing Dropdown Fields

Dropdown fields allow you to choose one value from a list of predefined options.

Use the following steps to edit a dropdown field:

1. Tap to the right of the field name.
2. Use the picker which appears to find and tap the desired value. Tapping "Done" will hide the option picker without setting a new value.

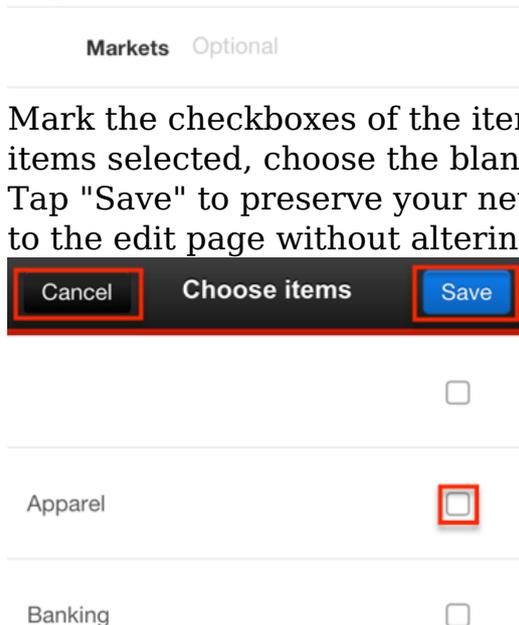


Editing Multiselect Fields

Multiselect fields allow you to choose one or more options for a single field.

Use the following steps to edit a multiselect field:

1. Tap the multiselect field.



Editing Radio Fields

Radio fields allow you to choose one of a few options for the field value.

To edit a radio field, tap the desired value.

Range **High** Medium Low

Editing Checkbox Fields

Checkbox fields allow you to select one of two options for the field value.

To edit a checkbox field, tap the checkbox to toggle whether it is checked or not.

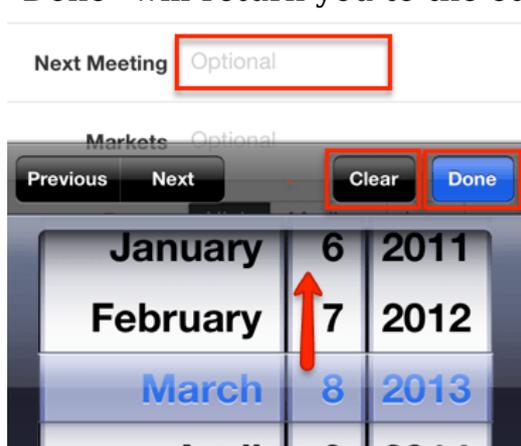
Validated

Editing Date & DateTime Fields

Date fields allow you to set a day, month, and year to a single field. Datetime fields also include the selection of a time.

Use the following steps to edit date or datetime fields:

1. Tap the date or datetime field.
2. Spin the picker to select the desired date and, for datetime fields, time.
3. Tap "Done" to preserve your new value. Tapping "Clear" before tapping "Done" will return you to the edit page with a blank value for the field.



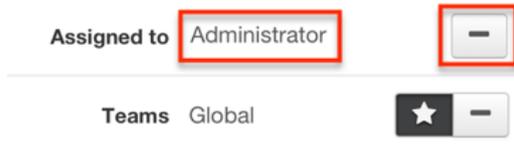
Editing Relate & Relationship Fields

Relate fields allow you to create a one-way link from your original record to another record in Sugar. Relationships allowing only one link from your original record to another module are edited the same way. The Assigned User field of each

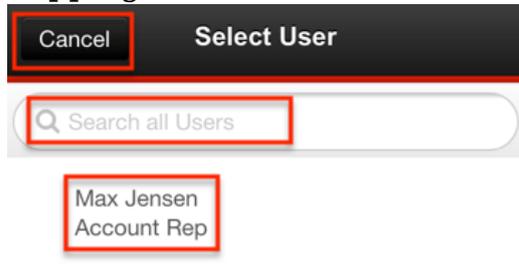
record is an example of such a field.

Use the following steps to edit a relate field or relationship fields:

1. Tap the minus button to the right of a current value to remove it first or simply tap the relate field to choose a different value.



2. Search for and select the desired record to relate to your original record. Tapping "Cancel" will return to the fields list without selecting a new value.



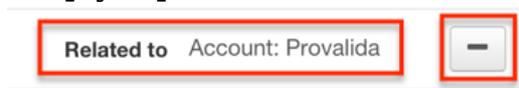
Note: If any view includes a relate field to a disabled module, the view will display "No Access" in the mobile browser.

Editing Flex Relate Fields

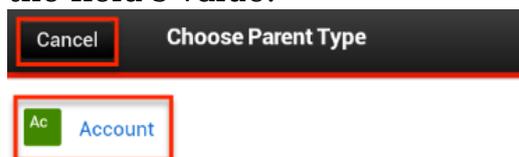
Flex relate fields allow you to relate a record to another record in the module of your choosing rather than restricting you to one module as relate fields do.

Use the following steps to edit a flex relate field:

1. Tap the minus button to the right of a current value to remove it first or simply tap the flex relate field to choose a new value.

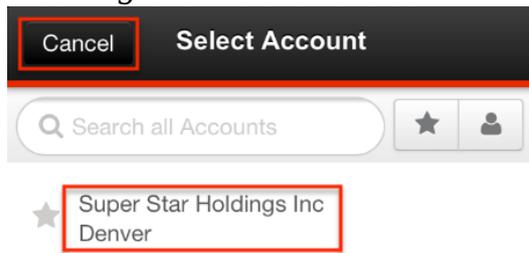


2. Use the Choose Parent Type page to choose the module you would like to relate to. Tapping "Cancel" will return you to the edit page without altering the field's value.



3. Search for and tap the desired record to relate it to your original record. Tapping "Cancel" will return you to the Choose Parent Type page without

altering the field's value.

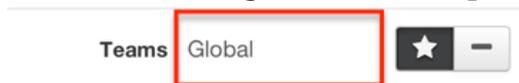


Editing Teams

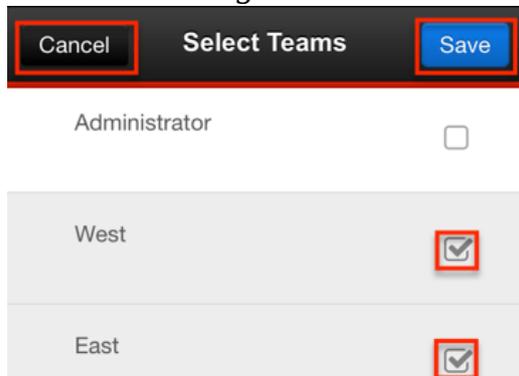
The team field specifies which team or teams of users have visibility of each record.

Use the following steps to edit a record's assigned teams:

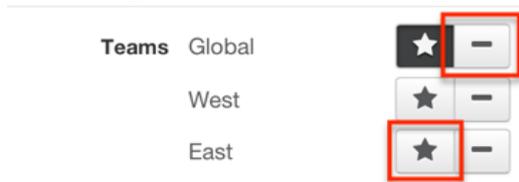
1. To add an assigned team, tap the team field.



2. Use the Select Teams page to search for and mark the checkboxes of teams you wish to assign to the record.
3. Tap "Save" to add the chosen teams or "Cancel" to return to the page without adding new teams.



4. To remove any unwanted teams, tap the team's minus button.
5. To designate the record's primary team, tap the team's star button.



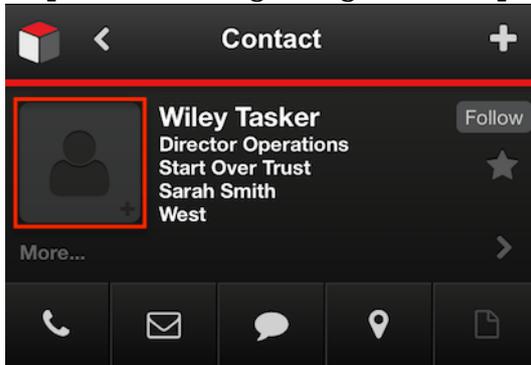
Editing Image Fields

The Contacts module allows its Picture field to be edited via the mobile detail view

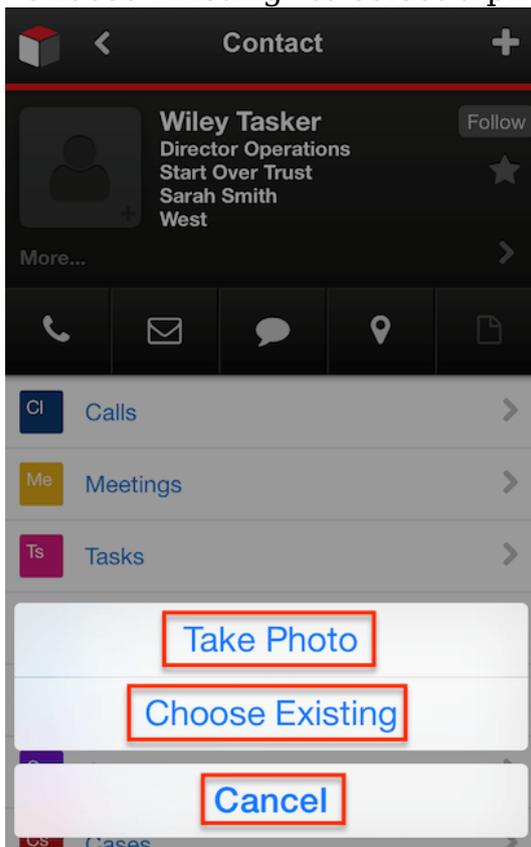
or edit view. Please note that only the Contact module's image field, Picture, may be edited via the detail view.

Use the following steps to edit a contact record's Picture field via the detail view:

1. Navigate to a contact record in detail view.
2. Tap the existing image or the placeholder image icon.



3. Tap "Take Photo" to use your device's camera to take a new picture or tap "Choose Existing" to select a photo from your device's photo album.

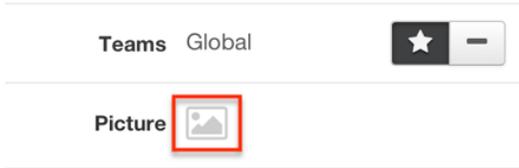


4. To make no changes to the Picture field, tap "Cancel".

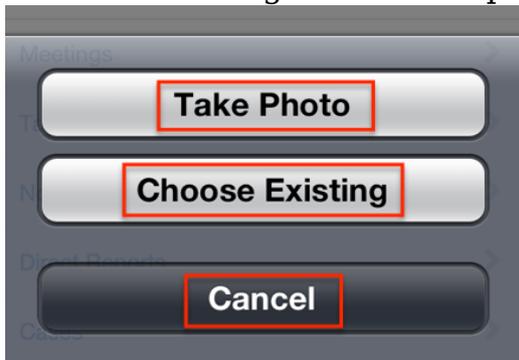
You may also edit the image-type field of any module using your mobile device as long as the image field is present on the module's mobile edit view. For information on modifying mobile layouts, refer to the Mobile Layouts section within [Studio](#) documentation in the Administration guide.

The following steps will cover editing a lead's image-type field via the edit view as an example:

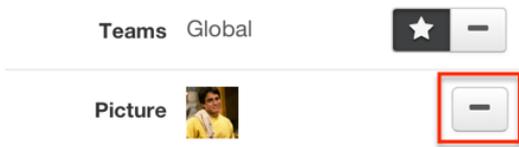
1. Navigate to a lead record in edit view.
2. Tap the existing image or the placeholder image icon.



3. Tap "Take Photo" to use your device's camera to take a new picture or tap "Choose Existing" to select a photo from your device's photo album.



4. To make no changes to the Picture field, tap "Cancel".
5. To remove an image, tap the minus icon.



6. Tap "Save" to preserve your changes to the image-type field and other changes to the record.

Deleting Records

You may delete records at any time from the mobile browser. Keep in mind that doing so will delete the records in your Sugar instance just as if you had deleted them from your desktop computer. Deleting records will not delete the related records and will only remove the relationship, so you may wish to also delete any related records to avoid orphaned records.

Please note that your ability to delete records in Sugar may be restricted by a role. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not see the Delete options.

Deleting Via Records List

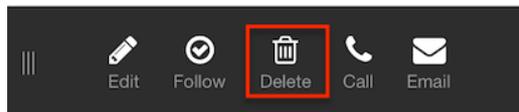
Records may be deleted from the lists of records available on the [Home page](#) and any [list view](#). Records may not be deleted from a list of related records, only their relationship can be deleted from this screen using the Unlink option. To delete a related record rather than simply unlinking it, you must first tap the related record's name to open its detail view, then use the instructions in the [Deleting Via Detail & Edit View](#) section of this documentation to delete it.

Use the following steps to delete records from a list of records on the Home page or any list view:

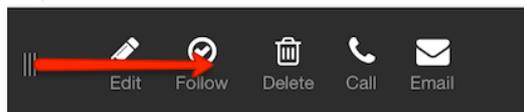
1. Tap the grip icon on any record's row to the left.



2. Tap the Delete option and confirm in the dialog that you wish to delete the record.



3. To close the actions menu without deleting, tap the grip icon back to the right.

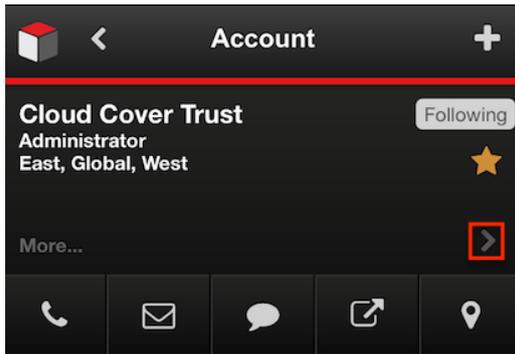


Deleting Via Detail & Edit View

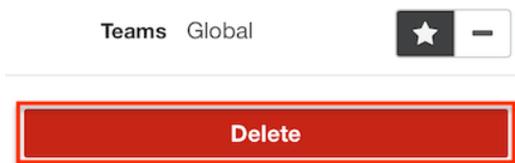
Records may also be deleted when viewing the detail view of any record by accessing the record's edit view.

Use the following steps to delete a record from detail view:

1. Open a record's detail view by tapping its link anywhere in the application.
2. Tap the right arrow to access the record's edit view.



3. Scroll to the bottom of the edit view and tap "Delete".



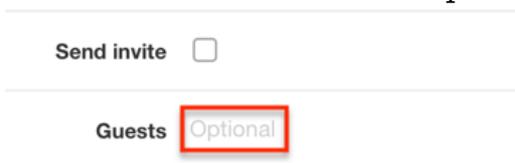
4. A pop-up message will display asking for confirmation. Tap "Yes" to proceed.

Inviting Call and Meeting Attendees

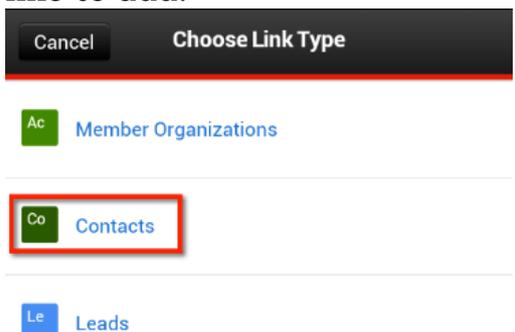
Attendees may be added to an existing call and meeting records by [relating](#) the desired contact, lead, or user using the call or meeting's subpanels. Attendees may also be added during the call or meeting creation process using the Guests field.

The following steps cover adding contacts as attendees to a call record as an example:

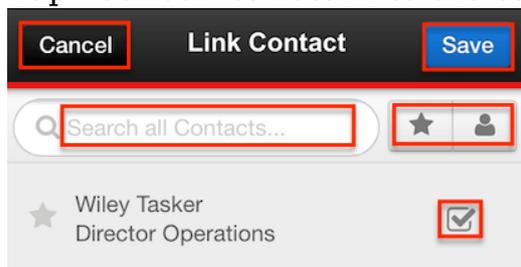
1. Create a new call or meeting record and populate the desired fields.
2. Scroll to the bottom and tap the Guests field.



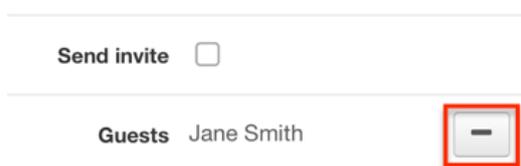
3. On the Choose Link Type page, select the module of the individual you'd like to add.



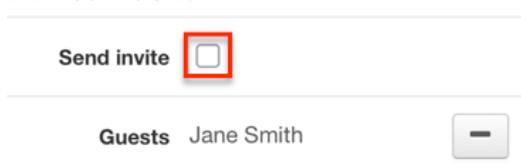
4. Search for and select the person or people you wish to invite. Tap "Save". Tap "Cancel" to return to the call creation without adding any attendees.



5. To remove an unwanted attendee, tap the minus icon next to the individual's name.



6. To have an invitation sent via email to your attendees, check the "Send Invite" box.



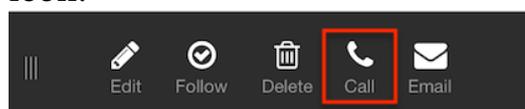
7. Tap "Save" at the top of the screen to finish creating the call. Tap "Cancel" to prevent creating the call.

Once the call or meeting has been created, you may [remove](#) attendees or [add](#) additional attendees via the related record subpanels.

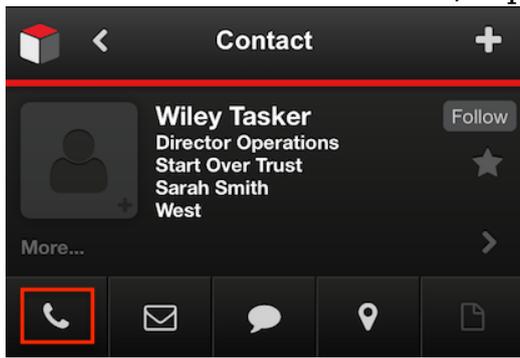
Calling Records

Records with a populated phone number field may be called directly from the mobile browser. Once the call icon is selected, your device's native call application will open. The call can be initiated from a list of records such as from the Contacts list view or from a recently modified account on the Home page. A call can also be made from a record's detail view. In either case, you will tap the Call icon which will be visible if one of the record's phone number-type fields has a value.

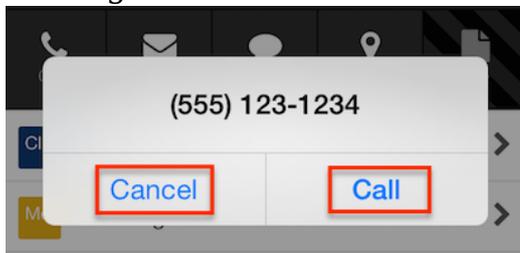
From a record list, tap the grip icon on any record's row to the left and tap the Call icon.



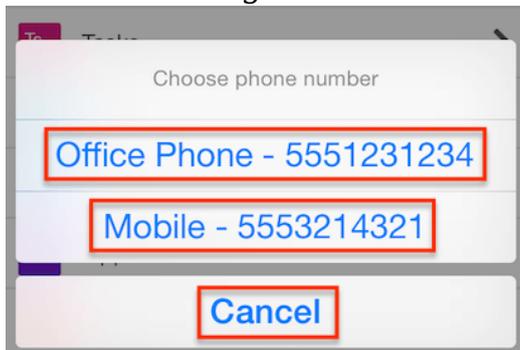
From a record's detail view, tap the Call icon.



If only one phone number is available, a pop-up will appear showing the number. Tap "Call" to place the call or "Cancel" to return to the previous page without making the call.



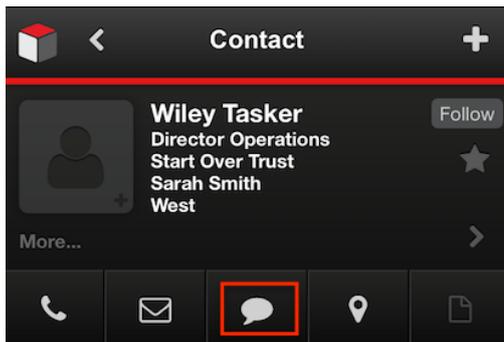
If more than one phone number is available for the record, you will have the option to choose which to call, or you may tap "Cancel" to return to the previous page without making a call.



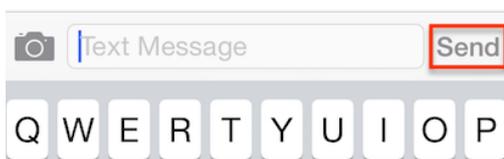
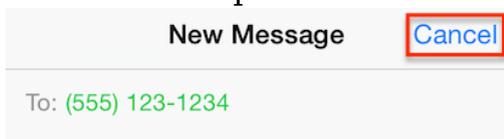
Text Messaging Records

Records with a populated phone number field may be text messaged directly from within the mobile browser. The SMS can be initiated from a records detail view. Users can tap the SMS icon which will be visible if one of the record's phone number-type fields has a value.

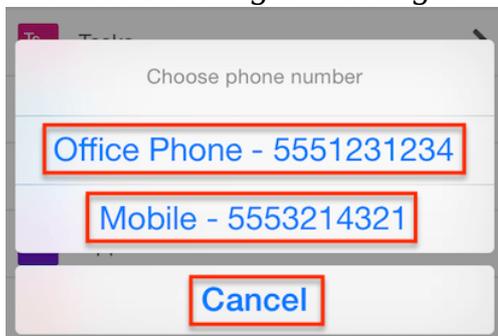
From a record's detail view, tap the SMS icon.



If only one phone number is available, your phone's text messaging application will appear pre-populated with the number. Type your message and tap "Send" to send the SMS or tap "Cancel" to return to the previous page without sending a message.



If more than one phone number is available for the record, you will have the option to choose which to SMS, or you may tap "Cancel" to return to the previous page without sending a message.

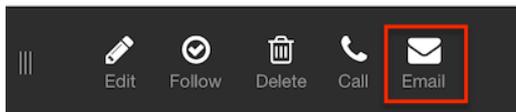


Emailing Records

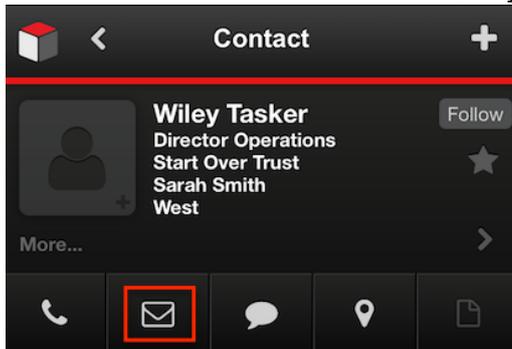
Records with a populated email field may be emailed directly from within the mobile browser. The email can be initiated from a list of records such as from the Contacts list view or from a recently modified account on the Home page. An email can also be sent from a record's detail view. In either case, you will tap the Email icon which will be visible if the record's email-type fields has a value.

Note: Only a record's primary email address is available for viewing, editing, and emailing within the mobile browser.

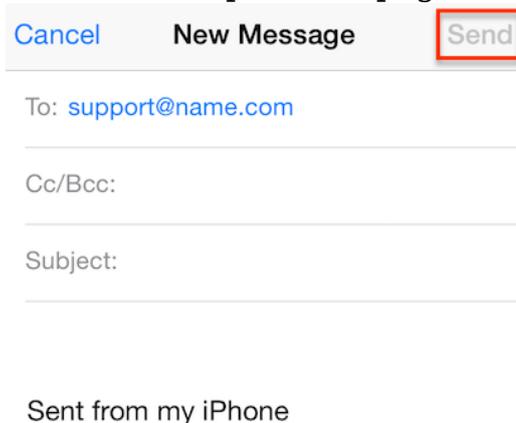
From a record list, tap the grip icon on any record's row to the left and tap the Email icon.



From a record's detail view, tap the Email icon.



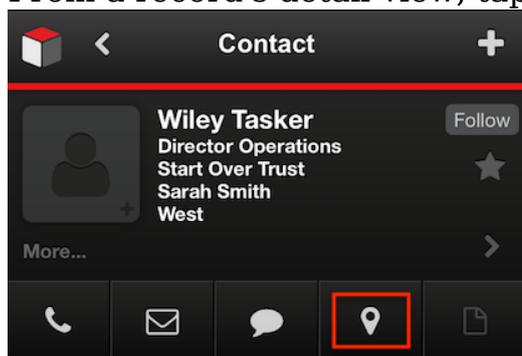
Your phone's email application will appear pre-populated with the email address. Type a subject and body, then tap "Send" to send the email or tap "Cancel" to return to the previous page without sending an email.



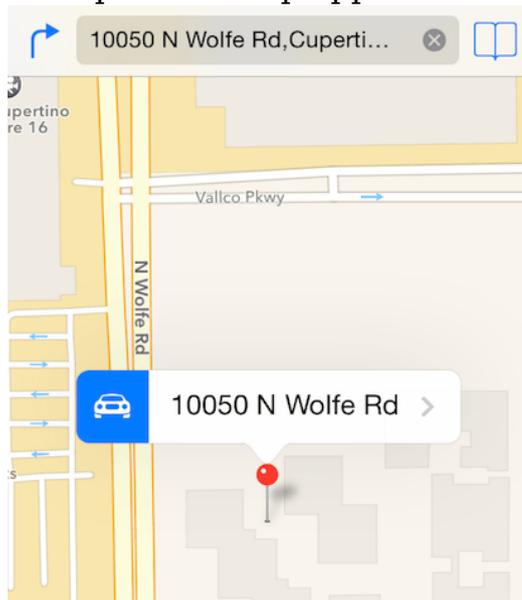
Mapping Records

Records with a populated address field may be mapped directly from within the mobile browser. The map can be launched from a record's detail view. Users can tap the Map icon which will be visible if one of the record's address-type fields has a value.

From a record's detail view, tap the Map icon.



Your phone's map application will appear pre-populated with the address.



Similar to Calls, if more than one address is available for the record, you will have the option to choose which to map or you may tap "Cancel" to return to the previous page without mapping either address.

Viewing Read-Only Records

The mobile browser does not allow editing of employee or report records from

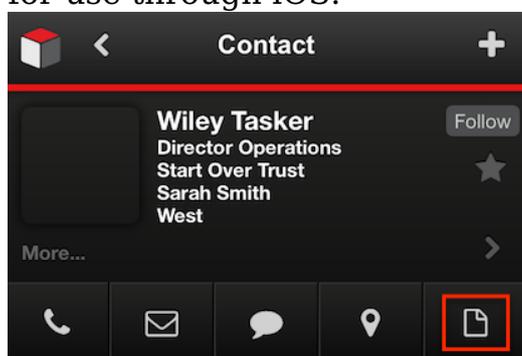
within the application. In place of the Edit action for these records, you will see a View action instead. Tapping the View icon will display the record's fields as configured for edit view by your administrator, but the fields will not be editable.



Your ability to edit records in Sugar may also be restricted by a role. For modules or records where you do not have the ability to edit because of a role, you will also see the View option in place of the Edit option. For more information on roles, please refer to the [Role Management](#) documentation in the Administration guide. Check with your system administrator if you do not have the ability to edit records.

Viewing Record Files

When a record has a populated image field or another attachment field, the File icon will be available on its record actions menu. Tap the File icon to view the image, PDF, or other type of file. The supported file types are subject to each device's capabilities, including but not limited to the following: .jpg, .tiff, .gif, .doc, .docx, .htm, .html, .key, .numbers, .pages, .pdf, .ppt, .pptx, .txt, .rtf, .vcf, .xls, and .xlsx. Additional file types may be supported when the phone has a 3rd party application installed which supports additional types, making the file type available for use through iOS.



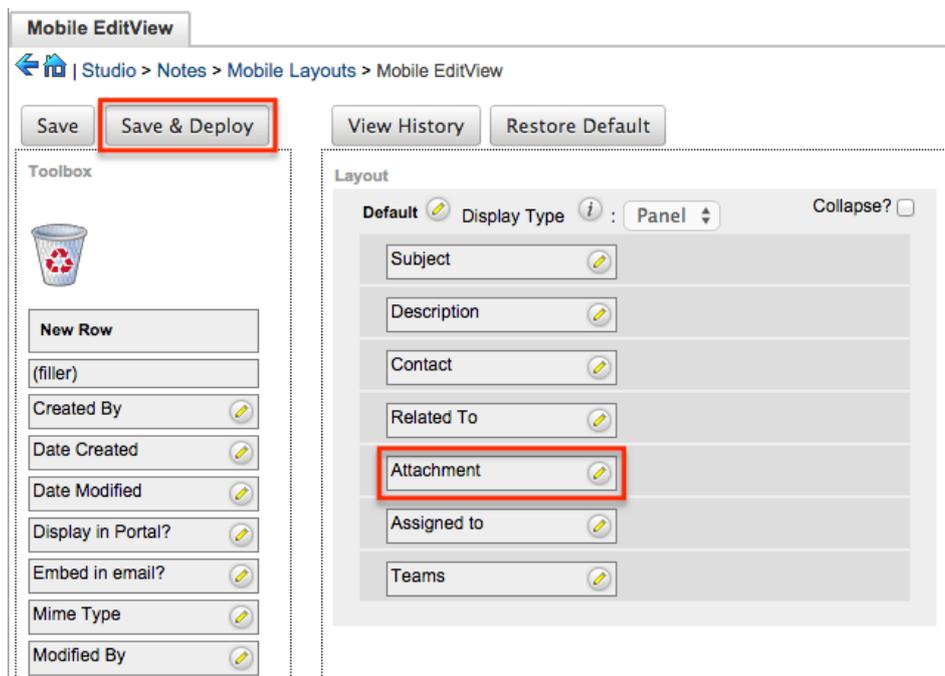
Administrator users have the ability to control what fields are available on the detail view which will affect whether the File icon appears on a record's detail view. For more information on using Studio to configure mobile layouts, refer to the Mobile Layouts section within [Studio](#) documentation in the Administration guide.

Note: The File icon may not be available from a record list when the maximum number of actions is exceeded for that record. In this situation, tap the record's name to open it in detail view where all of the valid actions will be available.

Uploading Files

Users can only upload basic image and video files into notes and custom file records for iOS. Once uploaded, other users can download or view the attachment through the mobile app and main application.

If there is no Attachment field available in the mobile app, an admin can go to Admin > Studio > Notes > Mobile Layouts > Mobile EditView and add the Attachment field to the layout.



If the Attachment field is available in the mobile app, users can easily attach files to notes.

1. In the mobile browser, go to the Notes or custom module.
2. Edit an existing record, or create a new record, and tap the Attachment field.

Cancel Create Note Save

Subject

Description Optional

Contact Optional

Related To Optional

Attachment Optional

Assigned to Administrator

Teams Global

3. Users are given an option to take a photo or video, or to choose and existing file. To back out of this screen, select "Cancel".

Cancel Create Note Save

Subject

Description Optional

Contact Optional

Related To Optional

Attachment Optional

Assigned to Administrator

Teams Global

Take Photo or Video

Choose Existing

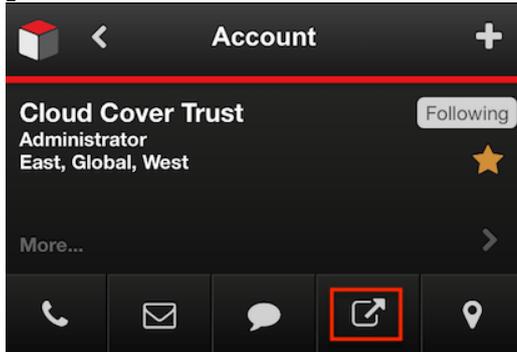
Cancel

4. After selecting or taking an image or video, the file name should now be populated in the Attachment field.
5. Save the record.

Users can now [View Record Files](#) from the list view or record view.

Visiting Record Websites

When a record has a populated website field, the Web icon will be available on its record actions menu. Tap the Web icon to open the record's website in your phone's browser.

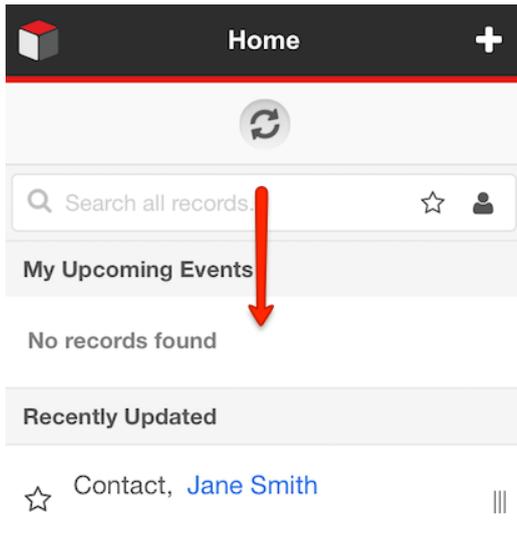


Administrator users have the ability to control what fields are available on the detail view which will affect whether the Web icon appears on a record's detail view. For more information on using Studio to configure mobile layouts, refer to the Mobile Layouts section within [Studio](#) documentation in the Administration guide.

Note: The Web icon may not be available from a record list when the maximum number of actions is exceeded for that record. In this situation, tap the record's name to open it in detail view where all of the valid actions will be available.

Refreshing Pages

During the course of using mobile browser, you may wish to refresh your home page, a list view, or a list of related records in order to see any updates made since you initially loaded the page. To do this, simply drag the page down until the Refresh icon appears. Releasing will cause the current list of records to be refreshed.



Last Modified: 2017-04-20 22:46:42

Tags

Overview

Tags are user-created keywords or phrases that can help users find, group, and classify large amounts of data by common attributes that may not already be defined via basic database fields. Sugar stores tags as individual records in the Tags module. Modules (e.g. Accounts, Contacts, etc.) using the Sidecar user interface contain a Tags field where users can create and share tags that can be used to identify records in filters, dashlets, and reports.

Users can easily create tags from any tags-enabled module's (e.g. contact's) record view. Once the tag is created, it may then be related to other Sugar records such as meetings, cases, opportunities, and many others. One Sugar record can have multiple tags. This documentation will cover how users can create new tags and use existing tags by interacting with the system-wide tag repository.

While tags can be created and used by regular Sugar users, some actions in the Tags module are only available to administrators and users with developer-level role access. This documentation will cover the actions available to all users. For information about tag administration options which allow you to manage the system-wide tag repository, please refer to the [Tag Management](#) documentation in

the Administration Guide. For instructions concerning views and actions which are common across most Sugar modules, please refer to the [Working With Tags](#) section of this page.

Unlike other Sugar modules, users can see all tag records regardless of their team membership, but visibility may be affected by user access and assigned roles. For more information on access types and roles, please refer to the [Role Management](#) documentation in the Administration guide.

Understanding Tag Behavior

The act of relating a tag to a Sugar record is referred to as "tagging". A user can tag any Sidecar module record in Sugar via the Tags field. Please refer to the [User Interface](#) documentation for a list of Sidecar modules. If you do not see the Tags field but expect that you should, reach out to your system administrator to discuss tag visibility and access settings for your user.

Use cases for effective tagging include:

Use Case	Example Tags
Classifying high-value or urgent business	Tags top 20 hot! Platinum Client
Connecting specific events and activities with clients	Tags SugarCon 2015 Visitor tradeshow attendee exhibitor
Assigning role-based attributes	Tags influencer champion gatekeeper decision maker
Noting interest-based and demographic classifications	Tags urban baby boomer gardening scuba diving

When working with tags in Sugar, keep in mind the following rules of tag behavior:

- Tags may be a single word or a short phrase.
- Differentiate between single-word tags and multi-word phrases by using a comma between tags.
- Inserting a space character will result in a single, multi-word tag.
- Tags are not case-sensitive, but take care to prevent unintentional duplicates due to misspellings or unnecessary punctuation.
- Tags are shared by every user in an instance and across all tags-enabled modules. When you create and save a new tag, all users will immediately be able to use that tag regardless of team restrictions.

Clicking on Tags

Clicking on a tag in Sugar may take you to the tag's record view or to the global search's View All Results page, depending on where you are in the application when you click the tag. If you click on a tag that links to its own record view, the Sugar records related to the tag will be visible, grouped by module, in the tag's related-record subpanels.

Note: Users cannot remove the tag-to-record relationship via a tag's related-record subpanels. To remove a tag relationship, edit the tagged record's Tags field as explained in the [Tagging via Record View](#) section of this page.

For more information on viewing a tag record's related-record subpanels, please refer to the [User Interface](#) page. If a tag links to the global search's View All Results page, you will see the records related to the tag in search-result form. For more information on navigating and viewing global search's View All Results page, please refer to the [Search](#) documentation.

When clicking on a tag to view related records, only modules (e.g. Accounts, Contacts) that are enabled for global search will appear in the [View All Results](#) page. Please note that the Reports module is not enabled for global search.

Note: Visibility of tagged records when viewing related records (e.g. accounts) will be subject to team and role restrictions. For more information on teams and roles, please refer to the [Team Management](#) and [Role Management](#) documentation in the Administration guide.

The following table summarizes what you can expect when clicking on a tag from various locations in Sugar:

Tag Location	Tag Format	Tag Appearance	Result
Tags List View	Hyperlink	SugarCon 2016 Visitor	Opens the tag's record view
Report Results	Hyperlink	SugarCon 2016 Visitor	
My Tags Dashlet	Hyperlink	SugarCon 2016 Visitor	
Related Module List View Dashlet	Hyperlink	SugarCon 2016 Vi...	Opens global search View All Results page
Related Module List View	Hyperlink	SugarCon 2016 Visitor	
Related Module Record View	Pill	SugarCon 2016 Visitor	
Intelligence Pane (Preview)	Pill	SugarCon 2016 Visitor	

Subpanel List View	Hyperlink	SugarCon 2016 Visitor	
Global Search Bar	Tag Ribbon		Adds the tag as a Global Search filter

Note: When editing a record, the tag pills displayed in the Tags field are not clickable.

Tag Fields

The Tags module contains a number of stock fields which come out-of-the-box with Sugar. The following definitions are suggested meanings for the fields, but the fields can be leveraged differently to best meet your organization's needs.

Field	Description
Name	The name or designation of the tag
Assigned To	The Sugar user assigned to the tag record
Date Created	The date the tag record was created
Date Modified	The date the tag record was last modified
Description	A description or other information about the tag

Working With Tags

When working with tags, common data management tasks such as editing, merging, and deleting are restricted to administrator users and users with administrator- or developer-role access to the Tags module. For more information on these administrative options, please refer to the [Tag Management](#) documentation in the Administration guide.

Tags can be created, added to records, and removed from records without visiting the Tags module by performing those actions directly to a Sugar record. Regular users need only access the Tags module to view tags and their related records in list view and record view. The Tags module offers tag administrators additional functionality that is covered in the [Tag Management](#) page of the Administration Guide.

Content Link	Description

Viewing Tags Viewing via List View Viewing via Record View Viewing via Recently Viewed Viewing via Dashlets Viewing via Reports	<p>There are various options available for viewing tag records in Sugar including via Tags list view, Tags record view, Tags Recently Viewed menu, dashlets, and reports. Unlike other Sugar modules, users can see all tag records regardless of their team membership, but visibility may be affected by user access and assigned roles. For more information on access types and roles, please refer to the Role Management documentation in the Administration guide.</p>
Searching for Tags List View Search Creating a Filter Saving a Filter	<p>The Searching for Records section provides an introduction to searching for tag records via list view search, which searches and filters within the Tags module. Tags can also be used to narrow global search results for records in other modules. For more information, please refer to the Using Tags in Global Search section of this page.</p>
Tags List View Total Record Count List View Search Checkbox Selection Favorite Designation Column Reordering Column Resizing Column Sorting Column Selection Preview More Tags Intelligence Pane	<p>The List View section walks through the many elements of the Tags List View layout, which contains a filterable list of all tag records in Sugar.</p>
Tags Record View Favorite Designation Next or Previous Record Subpanels Related Record Subpanels Filtering Subpanels Reordering Subpanels Intelligence Pane	<p>The Record View section walks through the many elements of the Tags Record View layout, which contains detailed information about a single tag record. While the generic menu options are described in the User Interface sections linked to the left, the options specifically available in the Tags record view are described in the Record View Actions Menu section of this page.</p>

Exporting Tags	<p>The Exporting Records section provides an introduction to the export functionality which allows you to download a list of tags and all their data as a .csv file for use outside of Sugar (e.g. in Microsoft Excel).</p>
Viewing Tag Change Logs	<p>The Viewing Record Change Logs section describes the View Change Log record view option which displays a history of changes to the tag's audited fields.</p> <p>Note: Only the Assigned User Id field is audited for the Tags module and will, therefore, be the only field displayed in the change log.</p>
Favoriting Tags Favoriting via List View Favoriting via Record View Favoriting via Subpanel	<p>The Favoriting Records section describes the various methods of marking tags as favorites, including via the Tags list view and Tags record view. Favoriting a tag allows you to easily access it from list views, dashlets, or the Tags module tab.</p>
Sharing Tags	<p>The Sharing Records section provides instructions for the Share record view option, which composes an email with a link to the tag record. If the recipient is logged into Sugar, clicking the link will bring them directly to the tag's record view.</p>

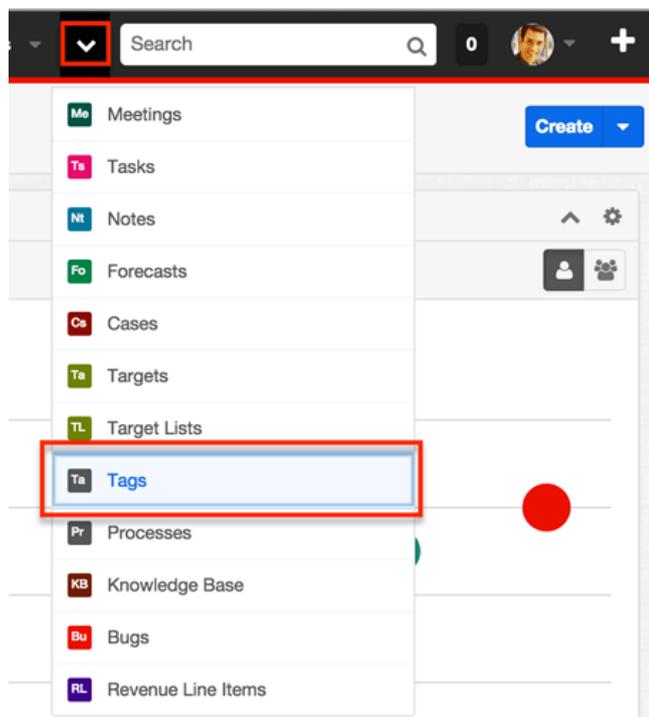
Tag Menus

The following sections describe the various menu options in the Tags module with links to more information about each option in the User Interface documentation or, for tag-specific functionality, within this page.

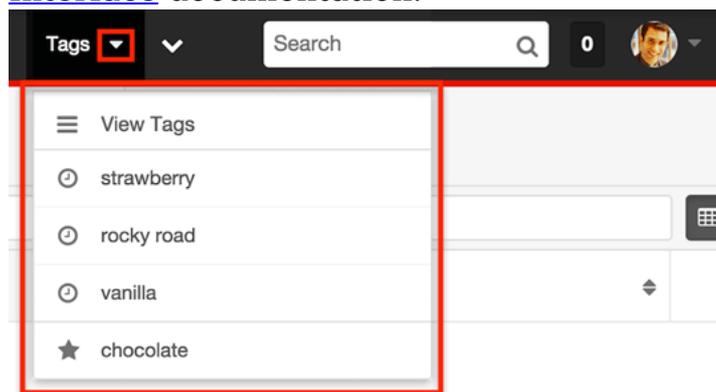
Module Tab Menus

The Tags module tab is typically found by clicking the arrow to the right of the module tabs on the navigation bar at the top of any Sugar screen. The additional

modules will appear on the list and you can click "Tags" to access the list view.



Once the Tags module tab displays on the navigation bar, click the triangle within the tab to display the Actions, Recently Viewed, and Favorites menu. The Actions menu allows you to perform important actions within the module. The [Recently Viewed menu](#) displays the list of tags you last viewed in the module. The Favorites menu displays the list of tags you most recently marked as favorites in the module. For information about favoriting records in Sugar, please refer to the [User Interface](#) documentation.



The Actions menu allows you to perform the following operation:

Menu Item	Description
View Tags	Opens the list view layout to search and display tags

If you do not see the Tags module tab in Sugar, please check the following:

- The Tags module may be marked as hidden in your user preferences which will prevent the module tab from being displayed. Navigate to your user profile (upper right of Sugar), click the Advanced tab, and check the Layout Options section. If you see the Tags module in the Hide Modules list, simply move it to the Display Modules list and save. For more information on hiding and displaying modules, please refer to the [Layout Options](#) section of the Getting Started documentation.
- The administrator may have disabled the Tags module for your entire Sugar instance. Reach out to your Sugar administrator to have the Tags module displayed and the Tags field added to Sidecar module layouts. For more information on displaying and hiding modules throughout Sugar, please refer to the [Developer Tools](#) documentation in the Administration guide.

Record View Actions Menu

The tag's [record view](#) displays the fields relevant to the Tags module. To access a tag's record view, refer to the table within the [Clicking on Tags](#) section of this page. The record view's Actions menu appears on the top right of the record.



The Actions menu allows you to perform the following operations:

Menu Item	Description
Share	Share a link to this tag in Sugar via email
View Change Log	View a record of changes to this tag's audited fields

Creating Tags

Regular users can create new tags by tagging records via the Tags field, [mass update](#), and [import](#) within Sugar Sidecar modules. Users with administrator or developer access can create Tag records in various ways directly via the Tags

module. Please note that when a new tag is created and saved, all users will immediately be able to use that tag in any Sidecar module regardless of team restrictions.

Creating via Tags Field

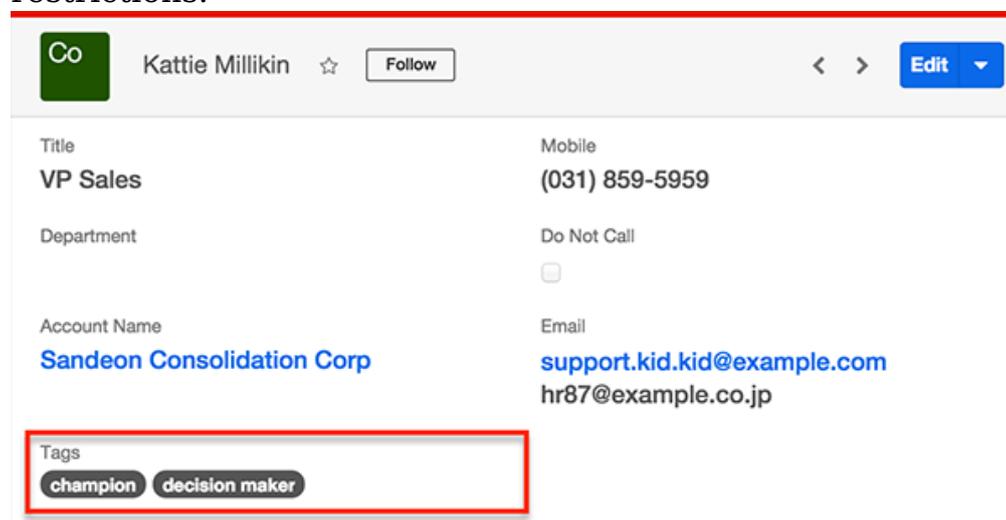
All users can create new tags on the fly from the Tags field in any Sidecar module (Accounts, Contacts, etc.). This will automatically create a relationship between the record and the tag. Simply enter the name of the tag (e.g. skiing) in the Tags field to create the new tag record. Please note that the other fields (e.g. Assigned To, Date Created, etc.) in the Tags record view will automatically populate by default. For more information on creating tags via record view, please refer to the [Tagging via Record View](#) section of this documentation.

Creating via Tags Module

Another way to create tags is by using the Create Tag option in the Tags module. Only users with administrator or developer access to the Tags module will see the Create Tag option and Create button. For more information on creating tags via the Tags module, please refer to the [Tag Management](#) documentation in the Administration guide.

Tagging Records

Users can tag any record that contains a Tags field. By default, every [Sidecar module](#) (Accounts, Contacts, etc.) will contain the Tags field on its record view. When you create and save a new tag on any Sugar record, all users will immediately be able to use that tag in any tags-enabled module regardless of team restrictions.



The screenshot shows a record view for a contact named Kattie Millikin. The record includes fields for Title (VP Sales), Department, Account Name (Sandeon Consolidation Corp), Mobile ((031) 859-5959), Do Not Call (unchecked), Email (support.kid.kid@example.com and hr87@example.co.jp), and a Tags field. The Tags field is highlighted with a red box and contains two tags: 'champion' and 'decision maker'.

Co Kattie Millikin ☆ Follow < > Edit	
Title	Mobile
VP Sales	(031) 859-5959
Department	Do Not Call
	<input type="checkbox"/>
Account Name	Email
Sandeon Consolidation Corp	support.kid.kid@example.com
	hr87@example.co.jp
Tags	
champion decision maker	

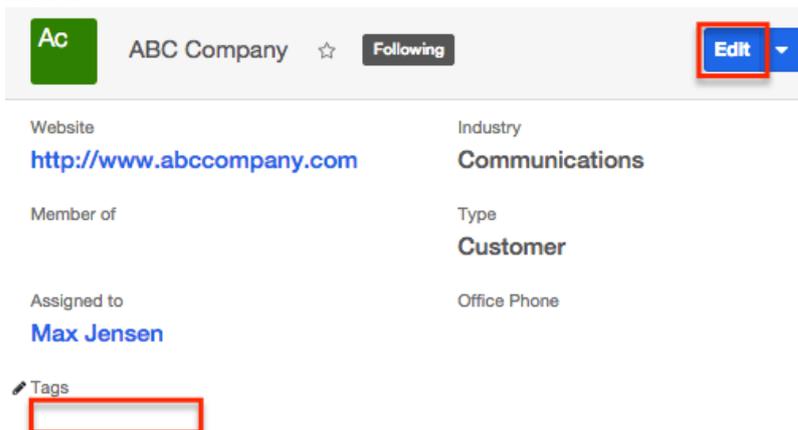
Only administrator and developer users can merge, delete, or update records within the Tags module. To assign a tag management role to a Sugar User, please refer to the [Creating a Tags Administrator](#) section of the Tag Management page in the Administration Guide.

Tagging via Record View

Tagging a record will automatically create a relationship between that record and the tag. Simply type the name of the tag into the Tags field and then click "Save" to tag a record. If the tag does not already exist, the tag will automatically be created including setting the Date Created field and assigning the tag to you. For more information on available Tag fields, please refer to the [Tag Fields](#) section of this documentation.

Follow these steps to tag an account record as an example:

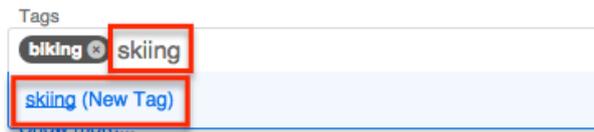
1. Navigate to an account's record view.
2. Click the Edit button on the upper right of the page or click inside the Tags field.



3. Type the word or phrase that you would like to use as a tag. When you enter the first letter of a tag, Sugar will begin to display recommended tags that begin with the same letter.
 - To choose an existing tag, select it from the list of recommended tags by clicking on the appropriate menu option.



-
- To ignore the recommendations and create an entirely new tag, completely type out the word or phrase and then click on the New Tag menu option. Alternatively, use a comma or the Enter key to indicate the end of a tag. Take care not to create duplicate or synonymous tags unintentionally. Please note that new tags will not be saved to the database until you save the record that contains the new tag.



- To remove a tag or tags from a record, click the "x" on the tag to remove it from the Tags field and then save the current record. Alternatively, place the mouse cursor to the right of the tag and use the keyboard's backspace to highlight it. Press the backspace key again to remove the highlighted tag from the Tags field. Please note that removing an existing tag from a record will not remove it from the database; the tag will still exist, but it will no longer be related to this particular record.



4. Once you have entered the desired tag or tags, click the record's Save button to commit the changes to the record and save any new tags to the database.

If the saved record contains any new tags, those tags will be saved as new records in the Tags module. Users can now find the newly created tag when adding tags to any tags-enabled module record, and may also search and browse the list of available tags via the [Tags module list view](#).

Tagging via Mass Update

Users can also use the mass update function on a tags-enabled module to tag many records at one time. Mass update provides the following conveniences:

- Add one or many tags to a group of records
- Use any combination of new and existing tags
- Replace existing tags or append additional tags to existing tag lists

Follow these steps to tag multiple contact records via mass update as an example:

1. Navigate to the Contacts list view.
2. [Filter or search](#) for the set of records you would like to tag. For example, create a filter for all contacts whose titles start with "vp".

Contacts (20 of 21+)

Filter Search by first name, last name...

Title starts with vp

3. Select all results or select the checkboxes next to the appropriate records. For more information about selecting multiple records at once, please refer to the [Checkbox Selection](#) section of the User Interface documentation.

Name Title Account Name Email Office

You have selected all 35 records in the result set. [Clear selections.](#)

Lyman Cassella VP Operations Riviera Hotels phone67@exa... (062)

4. Click on the list view Actions menu and select "Mass Update".

Name Title Account Name Email Office

Email You have selected all 35 records in the result set. [Clear selections.](#)

VP Operations Riviera Hotels phone67@exa... (062)

5. In the mass update bar, choose the Tags field and begin typing the phrases you would like to use as tags one at a time in the empty text box. When you enter the first letter of a tag, Sugar will begin to display recommended tags that begin with the same letter.

Mass Update

Tags Append Tag(s) +

Name Title e Phone User

6. Click on the tag suggestion to add the pill to the mass-update text box, or click the New Tag suggestion to create a new tag. Alternatively, press enter or the comma key. Continue adding tags if desired. For more information on tagging records, please refer to the [Tagging via Record View](#) section of this documentation.

Mass Update

Tags

7. Decide if you would like to replace the existing tags on the selected records or if you prefer to append the specified tags to the records without removing their existing tags. By default, the Append Tag(s) checkbox is selected so that Sugar will not remove existing tags. Deselect this option to overwrite all existing data in the Tags field of the selected records.

Append Tag(s)

8. Click "Update" to add the tag to all selected records.

	Name	Tags	Title	
<input type="checkbox"/>	Aliza Lemasters	decision maker, hot lead, SugarCon 2016 Visitor	VP Sales	<input type="checkbox"/>
<input type="checkbox"/>	Tennie Licht	hot lead, SugarCon 2016 Visitor	VP Sales	<input type="checkbox"/>

Tagging via Import

Users can tag new or existing Sugar records by including the Tags field as a column in an import file. For more information on tagging via import, please refer to the [Importing Fields With Multiple Values](#) section of the Import documentation.

Please note that importing an update to the Tags field of a record that already exists in Sugar will erase any previous tags on the record and replace them with the imported tags. For more information on importing tags to existing records, please refer to [Importing Multiselect Fields to Existing Records](#) in the Import documentation.

Formatting Tag Imports

Tags are not case sensitive, but they must be entered as an exact character match in the import file when adding existing tags to records in order to prevent creating duplicate variations of the same tag. For example, if there is an existing tag named "rocky road" in Sugar, importing the tag "ROCKY ROAD" as all uppercase will successfully find and relate the existing tag. However, if the import file contains "rocky-road" with a hyphen, an unintentional synonymous tag will be created.

When importing tags to related module records (e.g. contacts), multiple tags being added to one record should be separated with a comma. For example, to create or update a contact record tagged as both "vanilla" and "chocolate", the import data file's Tags column should contain vanilla,chocolate with a comma separating the tags and no extra spaces between the tags. If one of the imported tags is a multi-word phrase, such as "rocky road", then the imported data field should contain a space character only within that tag value: vanilla,chocolate,rocky road.

	A	B	C
1	First Name	Last Name	Tags
2	Darryl	Aarons	vanilla,chocolate,rocky road
3			

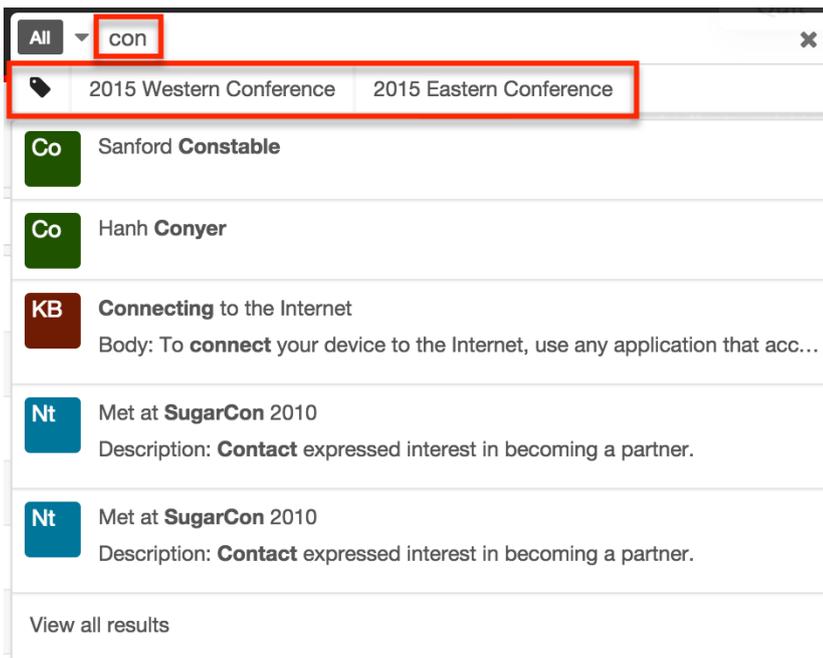
For more information on importing records with the Tags field, please refer to the [Import](#) documentation in the Application Guide.

Using Tags in Global Search

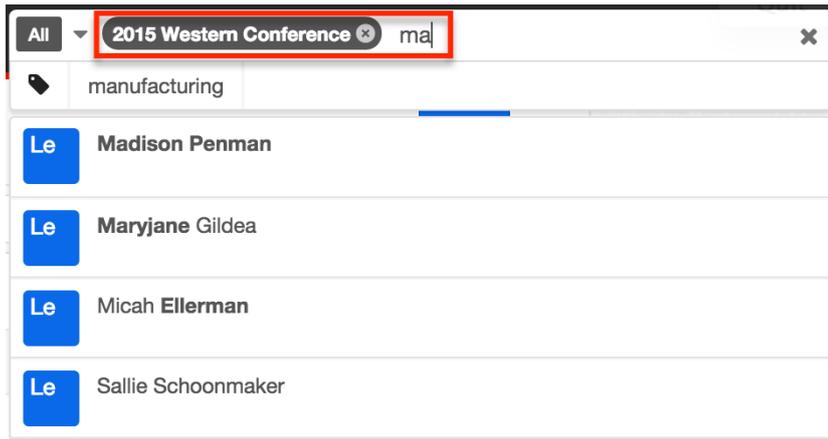
Global Search allows users to search for information across their entire Sugar database as opposed to restricting results to a specific module. The Global Search bar displays on the upper right of every Sugar page and utilizes full-text search to search throughout many fields and modules for an enhanced search experience.



Users can locate and select tags as global search filters to easily locate groups of records that are tagged by common attributes. For example, if you have a set of leads that were acquired from a specific conference (e.g. 2015 Western Conference) and you wish to locate all the lead records tagged with this value, you can perform a search using the tag value. As you type the tag's name, a list of matching tags will appear in the tag ribbon beneath the search box and display up to five matching tags.



Click on the desired tag to apply it as a filter for the Global Search results. You can append additional search terms or tags in the search box to further narrow your search. Simply enter the keyword to the right of the current criteria and the matching result(s) will display below.



If you search using multiple tags, the system will look for records that match any one of the tags in the search box using the "or" operator. For more information on using Global Search, please refer to the [Search](#) documentation.

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