

SEARCHING

Type any word or phrase	Searches subjects, people, attachments, and email previews
Person name / email	Find all threads they appear in
Project or matter name	Find all related conversation threads
Attachment filename	Find threads containing that document
Keyword from email	Find threads containing that word or phrase

THREADS TAB

Search results list	Each card = one conversation thread
★ matching emails	Emails in that thread containing your search term
Open ↗ on an email	Opens that email inside the thread view
Click thread title	Opens full thread — Actor Analysis + all emails
Message Cadence chart	Bar chart of message activity across the thread lifespan
← Back to list	Returns to search results
ADDED / REMOVED	Participant joined or left the conversation
Open this email	Opens the original in Outlook
Linked via In-Reply-To	Threading confidence indicator

ACTORS TAB

Primary Actor	In the To field — active participant
Observer	CC'd only — aware but not directly addressed
Mixed	Appeared in both To and CC across the thread
Role Changes	Participant shifted between To and CC
Activity heat map	12-month grid showing communication intensity
Thread list	Every thread they appear in — date shown on right
Relationship Report →	Opens full Relationship Intelligence report for that contact
First / Last activity	When they first appeared and went quiet

ATTACHMENTS TAB

Single version	File appeared once in your results
N versions	Same file sent multiple times — version history shown
Thread list	Threads where this file appeared — date shown on right
Timeline	Date each version was sent and which thread

REPORTS TAB

Audit Trail	Timestamped narrative of a single thread — verifiable export of what happened
Project Brief	Structured brief across all threads scoped to a keyword or domain — party register, timeline, documents, open items
Relationship Intelligence	Forensic contact summary — frequency trend, thread history, shared contacts, document exchange. Trigger from Reports tab or Actor card button
Print / Save PDF	Button in each report — exports the open report to PDF

SETTINGS ⚙

Open Settings	Click the ⚙ gear icon — top right of main interface
Switch mailbox	Click a different account tile — resets folder selection, requires Full Re-Index
Folder selection	Tick the folders to index. Selecting a parent includes all subfolders. Inbox + Sent recommended minimum.
Time range	How far back to index (default 365 days)
Save	Changed folders or time range? TRACER will prompt for a Full Re-Index
⚠ Warning banner	A folder in your config could not be found — open Settings to fix

KEEPING YOUR INDEX CURRENT

Quick Refresh ⚡	Adds new emails since last run. ~10–20 sec. Use for day-to-day updates.
Full Re-Index ↻	Rebuilds from scratch. Use when snapshot is 10+ days old, settings changed, or after switching mailbox.
Auto-refresh	If enabled in Settings, TRACER runs a Quick Refresh automatically on open when snapshot is stale.
Snapshot age	Shown in header bar. Covers: date range indexed.

CLOSING & RESTARTING

Close TRACER button	Always use this — do not just close the browser tab
Restart	Double-click desktop shortcut. Existing index loads automatically.
Second tab opens?	Close the old tab — data is fine.

IF SOMETHING LOOKS WRONG

Can't find an email	Check snapshot age. Email may post-date the last index. Run Quick Refresh.
Thread seems incomplete	

	Emails at edge of date range may be cut off. Run Full Re-Index with a wider range.
Sent emails missing	Check Settings — ensure your Sent folder is ticked. Save and Full Re-Index.
Search returns nothing	Try a shorter keyword. TRACER searches metadata + preview, not full body text.
TRACER won't start	Ensure Outlook is open. Classic desktop Outlook required — not New Outlook.
Installer blocked	Click More info → Run anyway on SmartScreen. Allow in antivirus if quarantined.
Threading % seems low	Normal for older or migrated mailboxes — not a fault. Data quality indicator only.

PRIVACY REMINDER	
100% local	Nothing leaves your computer
No cloud sync	No account, no upload, no server
Metadata only	Subjects, names, dates, filenames, short preview
Outlook stays intact	TRACER reads only — never modifies email

GETTING HELP	
Report Bug button	Top right of main interface
Share Feedback button	Top right of main interface
Email	Tracer.Tools@outlook.com