

TRACER v1.3 Reports — Quick Reference

How to generate and interpret the three structured reports. Each opens in a new browser tab and can be saved to PDF.

01 — TIMELINE AUDIT TRAIL

What it is: A verified, exportable timeline of a single email thread.	When to use: Legal or compliance record; dispute resolution; internal investigation; any situation requiring a documented, verifiable account of who said what and when.
How to generate:	Open a thread in the Threads view → switch to Reports tab → Generate. Or use the Audit Trail card directly — it pre-populates the current thread.
Section	What it shows
Reconstruction Methodology	How each message was linked: RFC 5322 header (100% confidence), Outlook Conversation-Index (80%), or heuristic subject/participant match (50%). Confidence score shown per message.
Participant Roster	Every participant with role (Primary Actor / Observer / Mixed), sent count, To/CC counts, first and last active dates.
Message Timeline	Every email in chronological order: sender, recipients, date, body preview, attachment names, threading evidence indicator.
Attachment Version Chains	All document attachments grouped into version chains — same filename sent multiple times shown as numbered versions with dates and senders.

02 — PROJECT/ ENGAGEMENT BRIEF

What it is: A structured summary of all email activity related to a project, matter, or engagement.	When to use: Project closeout; handover preparation; matter summary for a file; due diligence documentation; any situation requiring a consolidated view of a body of communication.
How to generate:	Reports tab → Project Brief card. Enter a Query keyword (e.g. “malta”) and/or @Domain (e.g. “epsonet.eu”). The Query field pre-populates from your current search.
Section	What it shows
Party Register	All participants across scoped threads. Role (Primary Actor / Observer / Mixed), message contribution, first/last active dates, thread count.
Communication Timeline	One row per thread, chronological. Flags threads with unresolved outbound messages (Open Items).
Document Inventory	All document attachments across all scoped threads, grouped into cross-thread version chains. Shows who sent each version, when, and in which thread.
Open Items △	Threads where your last message has no recorded reply within the index window. Derived by rule — may include false positives where no reply was expected or a reply arrived after the last index date. Treat as a review prompt.

03 — RELATIONSHIP INTELLIGENCE

What it is: A forensic contact summary for one person — full communication history derived from the email index.	When to use: Business Development /relationship management; pre-meeting preparation; due diligence on a counterparty; understanding the depth and pattern of engagement with a specific person or organisation.
How to generate:	Option A: Actors tab → click “Relationship Report →” on any actor card (fastest — passes email directly). Option B: Reports tab → Relationship Intelligence card → type the contact’s email address → Generate.
Section	What it shows
Relationship Summary	Total threads, messages sent vs received, threads they initiated, dominant role across all interactions.
Frequency Trend	Monthly table: messages sent by them vs received by them, with inline bar chart. Yellow bars = sent, blue = received.
Thread History	Every thread involving this contact with their role badge and contribution percentage.
Shared Counterparties	Other people appearing alongside this contact in 2+ threads — mapped network of shared relationships.
Subject Clusters	Most frequent words across thread subjects — reveals the topic focus of the relationship.
Document Exchange	All documents sent or received specifically with this contact. Direction-badged: ↑ Sent by them / ↓ Received by them.

All reports are generated from your local index — no email data leaves your computer.
Index coverage is shown at the top of every report. Activity outside the indexed date window is not reflected.
All reports can be printed or saved to PDF using the Print / Save PDF button in the report header bar.