

How to classify a message

Any message can be classified. Classification is evoked by clicking on the Classify button.

The screenshot shows the LGMAR software interface. On the left, there is a sidebar with 'Actions' (New Message, Classify, Copy, Edit, Reply, Reply to all, Forward) and 'Personal Filing' (hs, Shared Folder). The main window displays a table of messages with columns: Via, MessageId, Date, Destination, Address, Vessel, and Project. A callout points to the 'Classify' button in the Actions panel. Another callout points to the 'Classification' dialog box, which has fields for Dpt, Destination, Address (containing 'FAIRPLAY'), Type, Vessel, and Project. Below these are six keyword fields labeled 1 through 6. A third callout points to the 'Save only' button in the dialog. The background shows an email message from 'PS LLOYDS DATA NEW PROSPECTIVE CUSTOMER' dated Fri, 2 Jan 2009 13:51:47 -0000.

Explanation:

1.	Click on the Classify button to start message classification.
2.	Type in the classification fields (Type, Vessel, Project and Keywords).
3.	Click on Save only button to keep the classification information.