Append Trailers Only Once

iQ.Suite Tips & Tricks for IBM Domino

iQ.Suite Trailer is used to append legal notices in outgoing emails.

In a longer thread of emails (reply to reply, etc.), it may be useful to add the trailer text only once.

Example for a trailer appended several times

To prevent the trailer from being appended every single time, perform the following steps:

**iQ.Suite Utilities Dictionary**

<table>
<thead>
<tr>
<th>Basics</th>
<th>Settings</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Settings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td><img src="Trailer" alt="Trailer" /></td>
<td></td>
</tr>
<tr>
<td>Weighting</td>
<td><img src="1" alt="1" /></td>
<td></td>
</tr>
<tr>
<td>Words/Phrases</td>
<td>![USI-lid-Nr.: DE123456789 a-z](USI-lid-Nr.: DE123456789 a-z)</td>
<td></td>
</tr>
</tbody>
</table>

Assign an appropriate category (here “Trailer”)

The weighting factor applied is 1.
Select a unique part of the trailer (in this example your company’s VAT number)

2. Create an iQ.Suite Wall Mail Job Advanced document
You require the dictionary-based analyzer to check the text in the Body field.

As category, enter the category from the iQ.Suite Utilities Dictionary document (here Trailer).

Set the threshold to 1 to ensure that no further trailer is appended to an existing one.
In addition, perform the following settings:

- **Delete mail (Tab "Operations")**
  - No

- **Write analysis details to an email field (Tab "Operations")**
  - Notes field

- **Field name for analysis details (Tab "Operations")**
  - Here: TrailerExist

- **Quarantine configuration (Tab "Misc.")**
  - A quarantine configuration without quarantine

3. Create an iQ.Suite Formula Rule document:

```
'TrailerIsAvailable'
```

**iQ.Suite Formula Rule**

<table>
<thead>
<tr>
<th>Basics</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>TrailerIsAvailable</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Active [+] Not active</td>
</tr>
<tr>
<td><strong>Log level</strong></td>
<td>Loglevel 0 (value from NOTES.INI)</td>
</tr>
<tr>
<td><strong>Execution mode</strong></td>
<td>Just before the job</td>
</tr>
</tbody>
</table>

- **Formula**
  - `@ISAvailable(TrailerExist)`

Set the Execution Mode to “Just Before the Job”.

Note: This requires the global parameter “Dynamic Rule Evaluation” to be set to “Yes”.
Formula:
@ISAvailable(TrailerExist)
@ISAvailable(): Notes function whether the specified field exists
“TrailerExist” field created by the Wall Advanced Job if the trailer has already been appended the email once.

4. Include the rule in the “Trailer Mail Job” or “Trailer Mail Job advanced“.

'MailTec - Legal Disclaimer'

Trailer Mail Job Advanced

The rule just created (here TrailerIsAvailable) needs to be added under “Dependence on negated selection rules”.

Note: The Wall mail job should have a higher priority than the Trailer job to ensure the email is checked first.