

CLAIMS:

What is claimed is:

1. A method for tracking service orders of service activities each having a service  
5 activity date from a sender to a recipient with an email application operating via a  
communications network, the method comprising:  
generating at said sender an email having a first portion including a first data from  
said service order and a second portion including a second data from said service order;  
creating an inbox at said recipient for the receipt of said email;  
10 creating at least one subfolder at said recipient identified by a conversion date  
associated with a particular set of first data, said at least one subfolder in communication  
with said inbox;  
sending said email to said recipient over said communications network;  
receiving said email at said inbox;  
15 searching, responsive to said receipt of said email in said inbox, said first data and  
said second data of said email; and  
moving said email to a corresponding one of said at least one subfolders identified  
by said first data of said service order.
- 20 2. The method of claim 1 wherein said first data of said service order are  
alphanumerical characters corresponding to said service activity date.
3. The method of claim 1 wherein said second data of said service order are  
alphanumerical characters corresponding to a descriptor of said service activity.  
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4. The method of claim 1 wherein said receiving said email at said inbox further  
comprises:  
receiving said email from a selected sender.
- 30 5. The method of claim 1 wherein first portion comprises a subject line of said  
email.

6. The method of claim 1 wherein said second portion comprises a body of said email.

5 7. The method of claim 1 wherein said particular set of first data comprises:  
a select set of service activity dates associated with said conversion date.

8. A system for tracking service orders of service activities each having a service activity date from a sender to a recipient with an email application operating via a  
10 communications network, the system comprising:

means for generating at said sender an email having a first portion including a first data from said service order and a second portion including a second data from said service order;

means for creating an inbox at said recipient for the receipt of said email;

15 means for creating at least one subfolder at said recipient identified by a conversion date associated with a particular set of first data, said at least one subfolder in communication with said inbox;

means for sending said email to said recipient over said communications network;

means for receiving said email at said inbox;

20 means for searching, responsive to said receipt of said email in said inbox, said first data and said second data of said email; and

means for moving said email to a corresponding one of said at least one subfolders identified by said first data of said service order.

25 9. The system of claim 8 wherein said first data of said service order are alphanumerical characters corresponding to said service activity date.

10. The system of claim 8 wherein said second data of said service order are alphanumerical characters corresponding to a descriptor of said service activity.

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11. The system of claim 8 wherein said means for receiving said email at said inbox further comprises:

means for receiving said email from a selected sender.

5 12. The system of claim 8 wherein first portion comprises a subject line of said email.

13. The system of claim 8 wherein said second portion comprises a body of said email.

10 14. The system of claim 8 wherein said particular set of first data comprises:  
a select set of service activity dates associated with said conversion date.

15. A system for tracking service orders of service activities each having a service activity date from a service order sender to a service order receiver with an email  
15 application operating via a communications network, the system comprising:

a first computer located at said service order sender for operating an email application to generate an email having a first portion including a first data from said service order and a second portion including a second data from said service order;

20 a second computer located at said service order receiver to create an inbox for the receipt of said email;

at least one subfolder on said second computer identified by a conversion date associated with a particular set of first data, said at least one subfolder in communication with said inbox;

25 means for sending said email to said recipient over said communications network;  
means for receiving said email at said inbox;

alphanumerical search means, responsive to said receipt of said email in said inbox, for searching said first data and said second data of said email; and

means for moving said email to a corresponding one of said at least one subfolders identified by said first data of said service order.

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16. The system of claim 15 wherein said first data of said service order are alphanumerical characters corresponding to said service activity date.

5 17. The system of claim 15 wherein said second data of said service order are alphanumerical characters corresponding to a descriptor of said service activity.

18. The system of claim 15 wherein said means for receiving said email at said inbox further comprises:

means for receiving said email from a selected sender.

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19. The system of claim 15 wherein first portion comprises a subject line of said email.

20. The system of claim 15 wherein said second portion comprises a body of said email.

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21. The system of claim 15 wherein said particular set of first data comprises: a select set of service activity dates associated with said conversion date.

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