

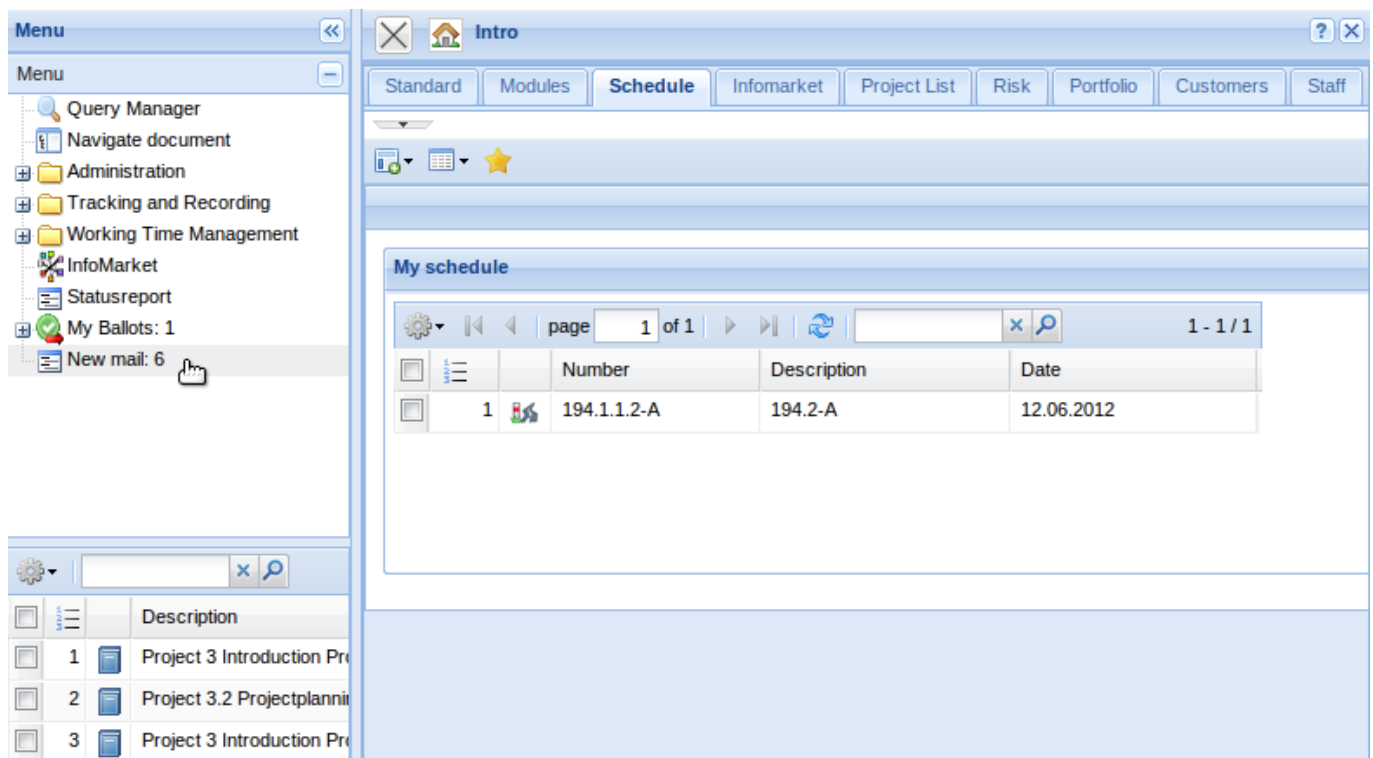
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## 3.04.01 Mail System "Mailer"

Projectile contains an internal and external functionality in the optional Groupware-Module. Using the integrated mail system "Mailer", e-mails and short messages (SMS) can be sent within the system. The internal e-mails can link directly to any document in the system and automatically generate messages for resubmission (see also contact system) or reminders for appointments (see also Team-Calendar). Furthermore, the mail system is integrated in the contact system and employee administration.




### Opening the Mail System

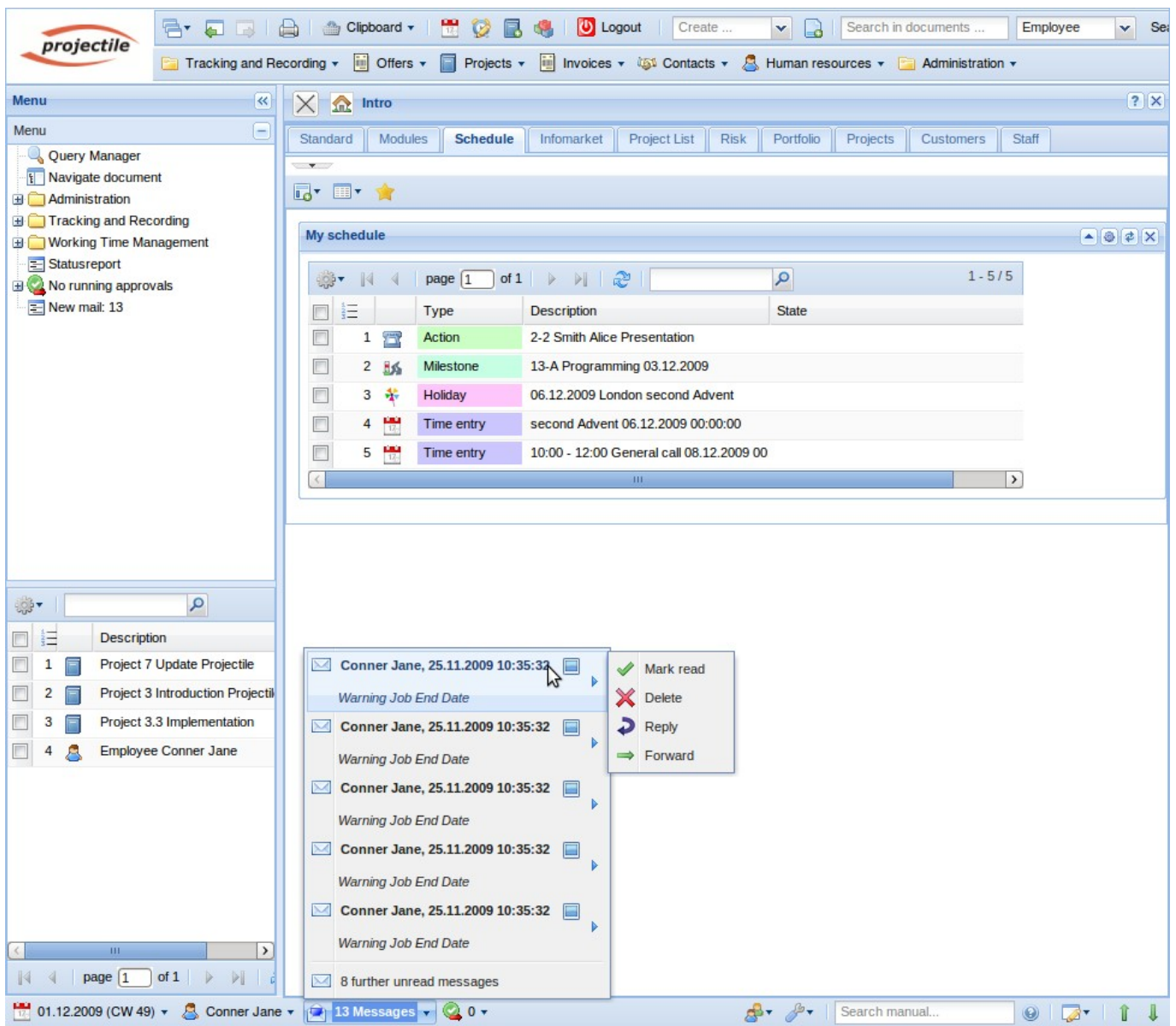
The mail system is either opened in the navigation bar of the work area ...





The screenshot shows the Projectile software interface. On the left is a 'Menu' sidebar with various options, including 'New mail: 6'. The main window has a navigation bar with tabs: 'Standard', 'Modules', 'Schedule', 'Infomarket', 'Project List', 'Risk', 'Portfolio', 'Customers', and 'Staff'. Below the navigation bar is a 'My schedule' section with a table. The table has columns for 'Number', 'Description', and 'Date'. The first row shows '1', '194.1.1.2-A', and '194.2-A' with a date of '12.06.2012'. Below the table is a search bar and a list of items with checkboxes and descriptions.

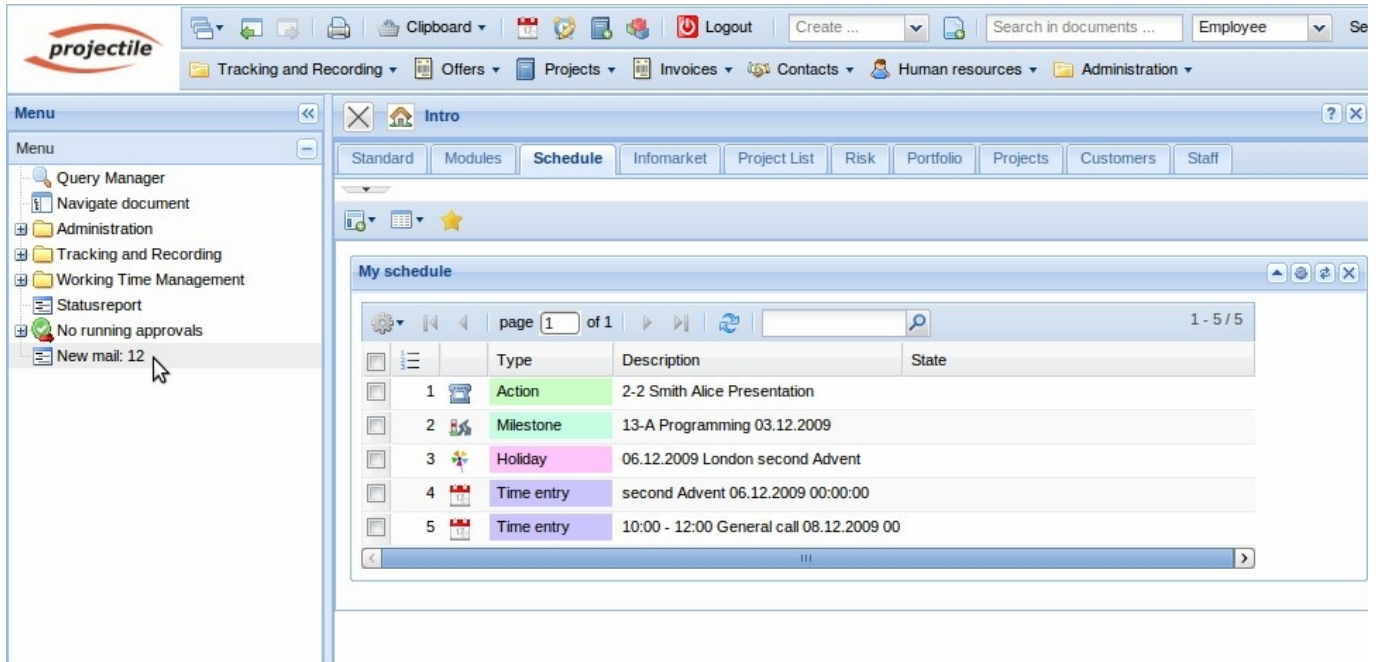
Number	Description	Date
1	194.1.1.2-A	194.2-A
		12.06.2012


... or opened through an e-mail. Using  an e-mail can be deleted unread, using  an unread e-mail can be answered, using  an e-mail can be marked as read ...



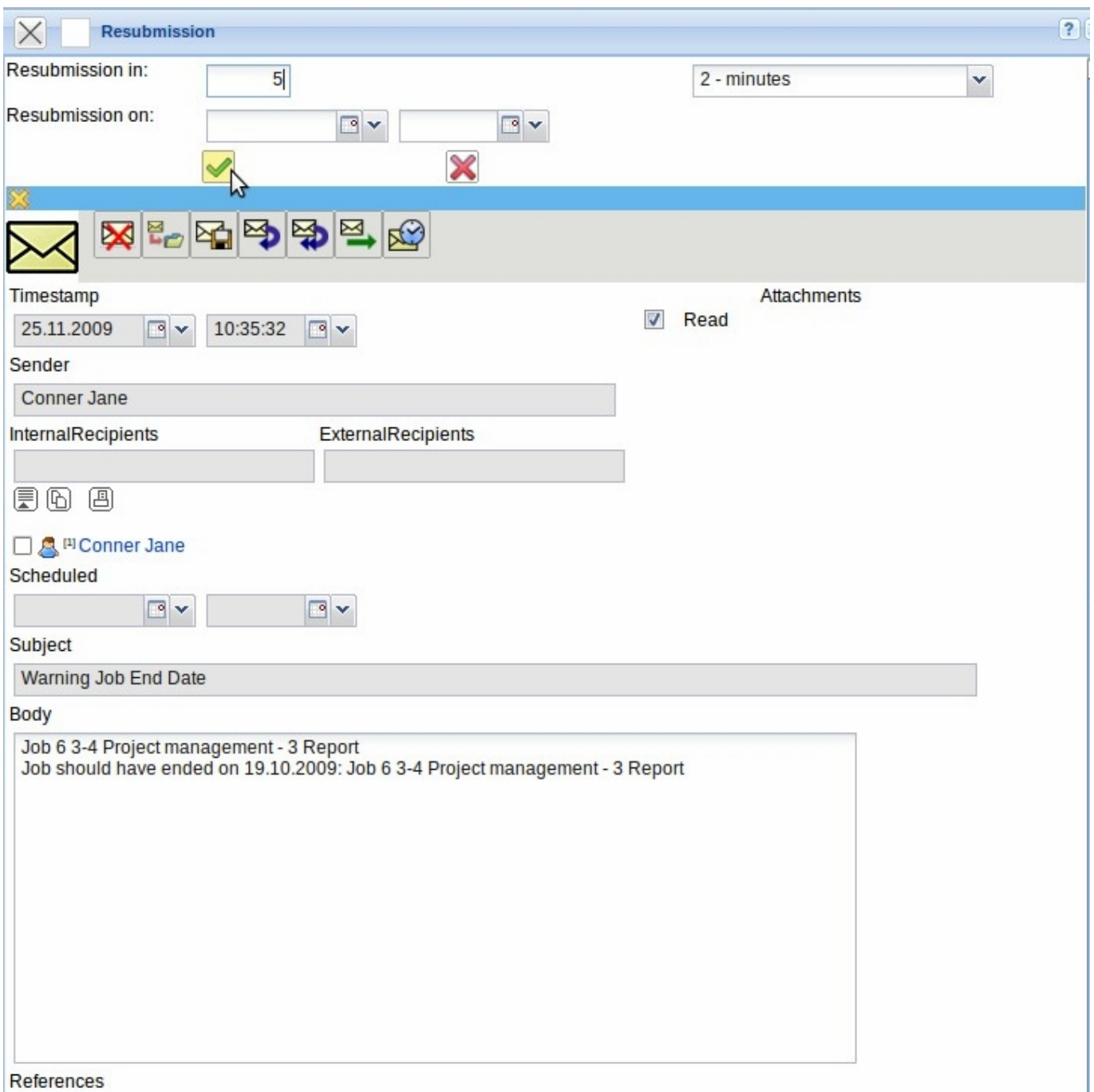
... clicking on the appropriate e-mail row opens it.

The mail system can also be directly opened through the navigation bar. If there are no new (unread) incoming e-mails, the mailer is displayed with the  button and otherwise displayed with the  button. In the example, there are unread e-mails in the mail system and after clicking the button, the mailer is opened with the newest unread message in the inbox folder.



Using  the e-mail can be set to resubmit. In the dialog, resubmit can be set to minutes, hours or days, as well as an absolute date element.

In the example, resubmit is set to 5 minutes, ...



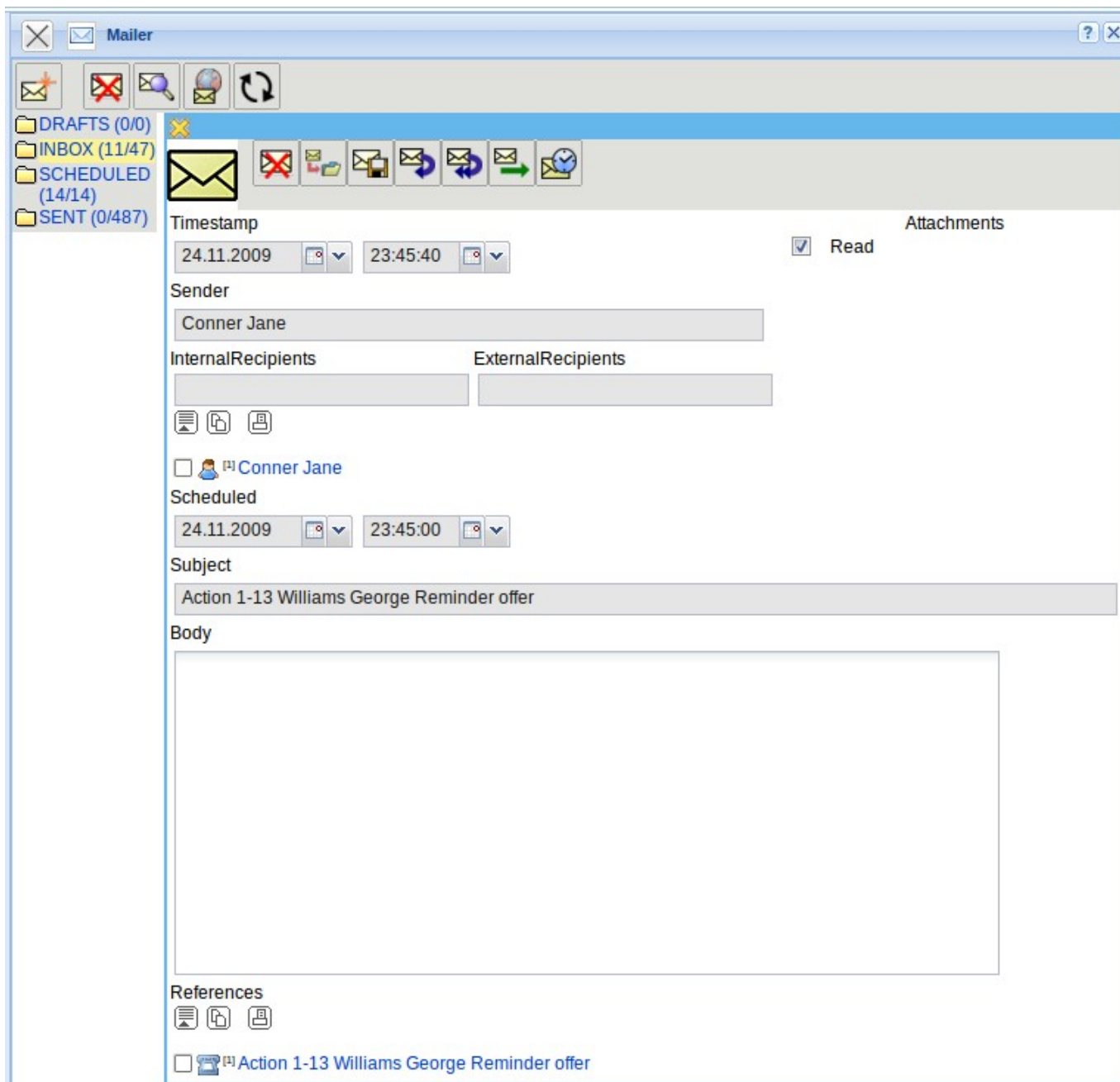
the user is then informed and ...



... the message is then displayed five minutes later.










**Note:** The message is displayed with the first action in the system using this time, because the screen is not automatically updated.

# Elements of the Mail System

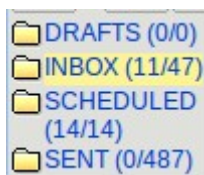


The mail system contains the following buttons in the function bar:

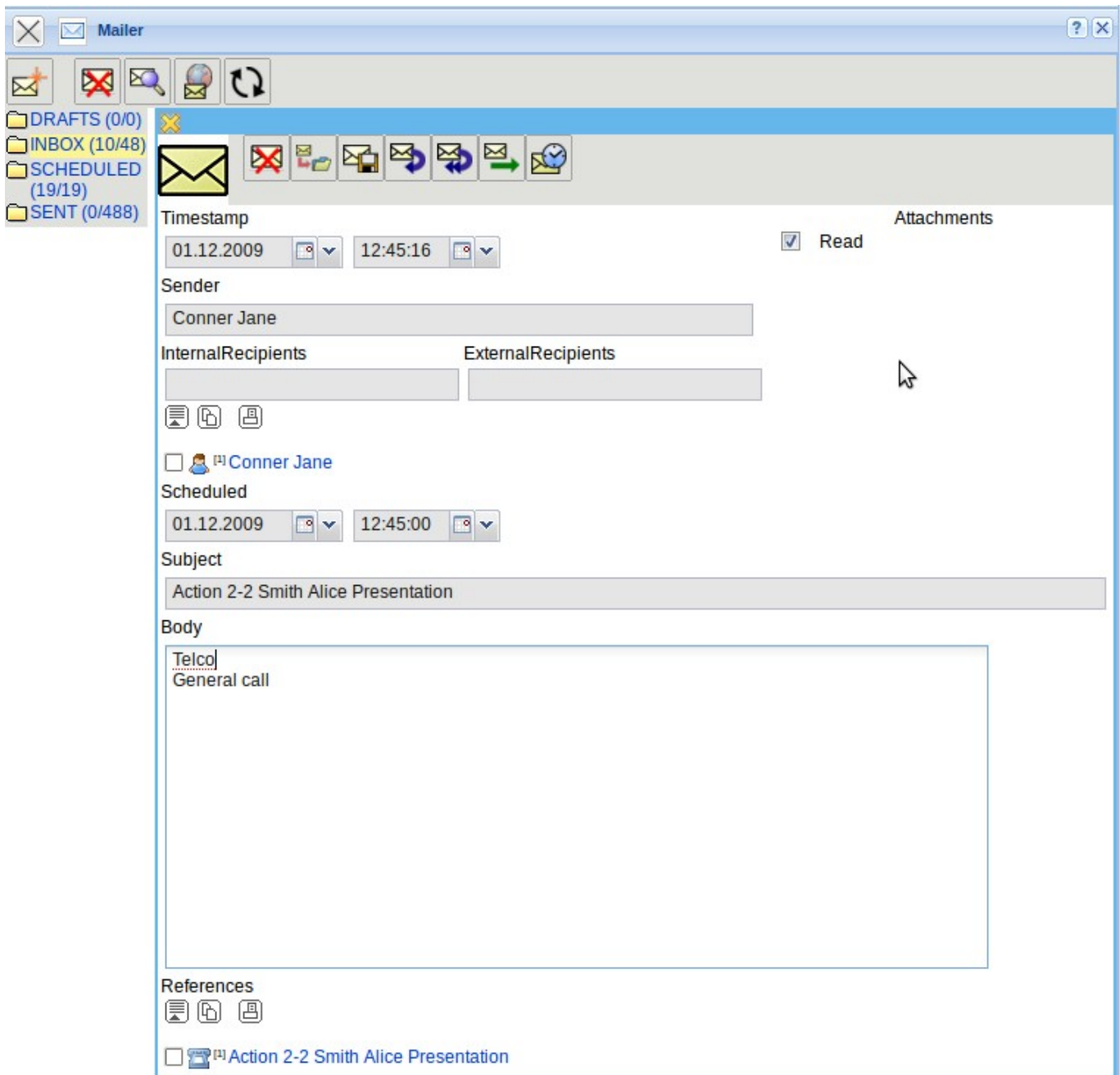
Function	Term	Description
	Send Message	Using this function, the opened message is sent to the recipient. After the message is sent, a transition report is displayed.
	New Message	Using this function, a new message is generated.
	Check Address	Using this function, the addresses of the recipient is checked.
	Save Message	Using this function, the opened message (usually a draft) is saved.
	Delete Message	Using this function, an opened message is deleted.

Function	Term	Description
	Add Attachment	Using this function, one or more attachments can be assigned to an opened message.
	Move Message to Folder	Using this function, an opened message can be moved to a (existing or new) folder.
	Reply to Sender	Using this function, an opened message can be answered for the sender only.
	Reply All	Using this function, an opened message can be answered for the sender and further recipients.
	Forward	Using this function, an opened message can be forwarded to a further recipient.
	Resubmit	Using this function, the incoming messages can be displayed in n minutes, hours or days or for defined times again.
	Address Book	Using this function, the address book is opened.
	Find Message	Using this function, the mail folder is searched.
	Import Mail from External Server	Using this function, external e-mails can be called through the configured POP3-Server in "employee".

In addition, the system consists of folders for drafts, scheduled messages and reminders, sent e-mails and received e-mails and/or inbox, and possibly user-defined folders.



In the central area of the mail system an active message is illustrated and ...



... in the bottom area the active folder with the corresponding message is displayed (here the active folder is the inbox folder and all the received e-mails are listed).

		Timestamp	SenderName	Read	Subject
1	01.12.2009 12:45:16	Conner Jane	1	Action 2-2 Smith Alice Presentation	
2	01.12.2009 12:05:34	Conner Jane	1	Warning Job End Date	
3	27.11.2009 15:31:43	Conner Jane	1	Action 1-14 Williams George Order	
4	25.11.2009 22:31:08	Conner Jane	1	Project chart 14 Project chart	
5	25.11.2009 22:31:08	Conner Jane	1	Project chart 14 Project chart	
6	25.11.2009 10:35:32	Conner Jane	1	Warning Job End Date	
7	25.11.2009 10:35:32	Conner Jane	1	Warning Job End Date	
8	25.11.2009 10:35:32	Conner Jane	1	Warning Job End Date	
9	25.11.2009 10:35:32	Conner Jane	0	Warning Job End Date	
10	25.11.2009 10:35:32	Conner Jane	0	Warning Job End Date	
11	25.11.2009 10:35:32	Conner Jane	0	Warning Job End Date	
12	25.11.2009 10:35:32	Conner Jane	0	Warning Job End Date	
13	24.11.2009 23:45:40	Conner Jane	1	Action 1-13 Williams George Reminder offer	
14	24.11.2009 17:40:16	Conner Jane	0	Time entry Workshop 24.11.2009 17:00:00	
15	24.11.2009 17:13:43	Conner Jane	0	Time entry Workshop 24.11.2009 17:00:00	
16	24.11.2009 16:20:45	Conner Jane	1	Action 5.2-2 Green John Presentation	
17	23.11.2009 17:08:06	Conner Jane	1	Time entry Action 6-6 23.11.2009 11:00:00	

...Continued

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