

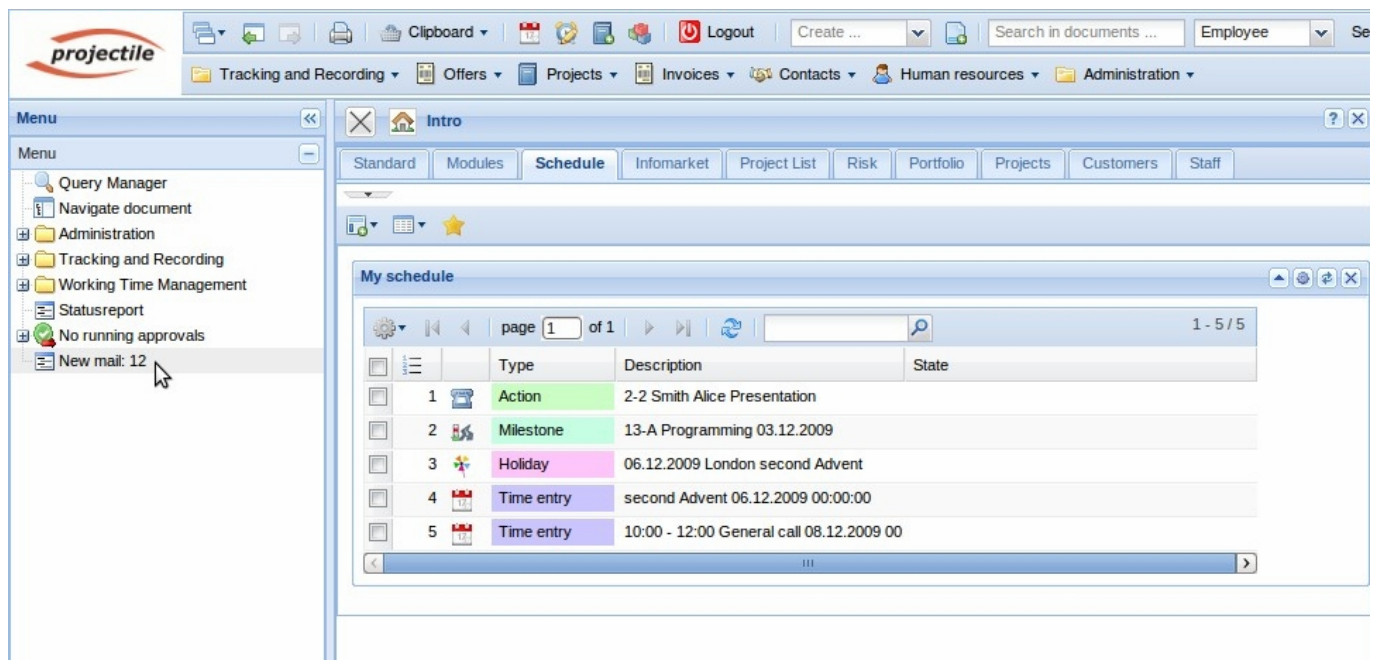
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3.04.1 Mail System "Mailer"

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 ...

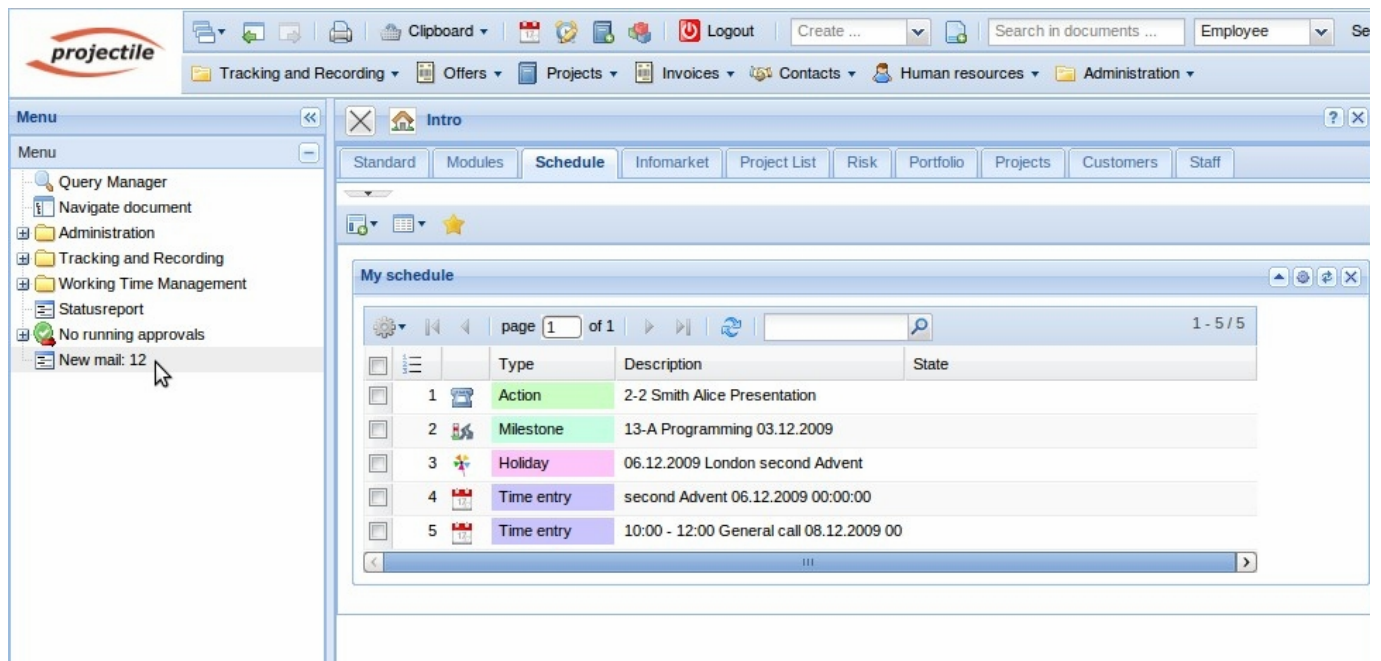


... or opened through an e-mail. Using  an e-mail can be deleted unread, using  an unread e-mail can be answered, using  an e-mail can be marked as read ...

The screenshot shows the Projectile software interface. The top navigation bar includes options like 'Tracking and Recording', 'Offers', 'Projects', 'Invoices', 'Contacts', 'Human resources', and 'Administration'. The left sidebar contains a 'Menu' with items like 'Query Manager', 'Navigate document', 'Administration', 'Tracking and Recording', 'Working Time Management', 'Statusreport', 'No running approvals', and 'New mail: 13'. The main window displays the 'My schedule' window, which shows a list of events with columns for 'Type', 'Description', and 'State'. The events are: 1. Action (2-2 Smith Alice Presentation), 2. Milestone (13-A Programming 03.12.2009), 3. Holiday (06.12.2009 London second Advent), 4. Time entry (second Advent 06.12.2009 00:00:00), and 5. Time entry (10:00 - 12:00 General call 08.12.2009 00). Below the schedule, there is a list of messages. The first message is from 'Conner Jane, 25.11.2009 10:35:32' with the subject 'Warning Job End Date'. A context menu is open over this message, showing options: 'Mark read', 'Delete', 'Reply', and 'Forward'. The bottom status bar shows the date '01.12.2009 (CW 49)', the user 'Conner Jane', and '13 Messages'.

... 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.

✕ ? Wiedervorlage

Wiedervorlage in Minuten ▾
Wiedervorlage am ◀ ▶ 📅 📅
☒ ☒

✕
✕ ✕ ✕ ✕ ✕ ✕ ✕ ✕

Zeit 25.08.2006 13:06:15 ☒ Gelesen Anhänge
Absender Schaub Peter
Empfänger
📄 📄 📄
☐ 👤 [1] Schaub Peter
Geplante Zeit 25.08.2006 09:45:00
Betreff Termin 25.08.2006 10:00:00 Projekt-Meeting mit Herrn Jahl
Text

In the example, resubmit is set to 10 minutes, ...

Wiedervorlage in 10 Minuten

Wiedervorlage am

Zeit 25.08.2006 13:06:15

Absender Schaub Peter

Gelesen

Anhänge

the user is then informed and ...

Hinweis

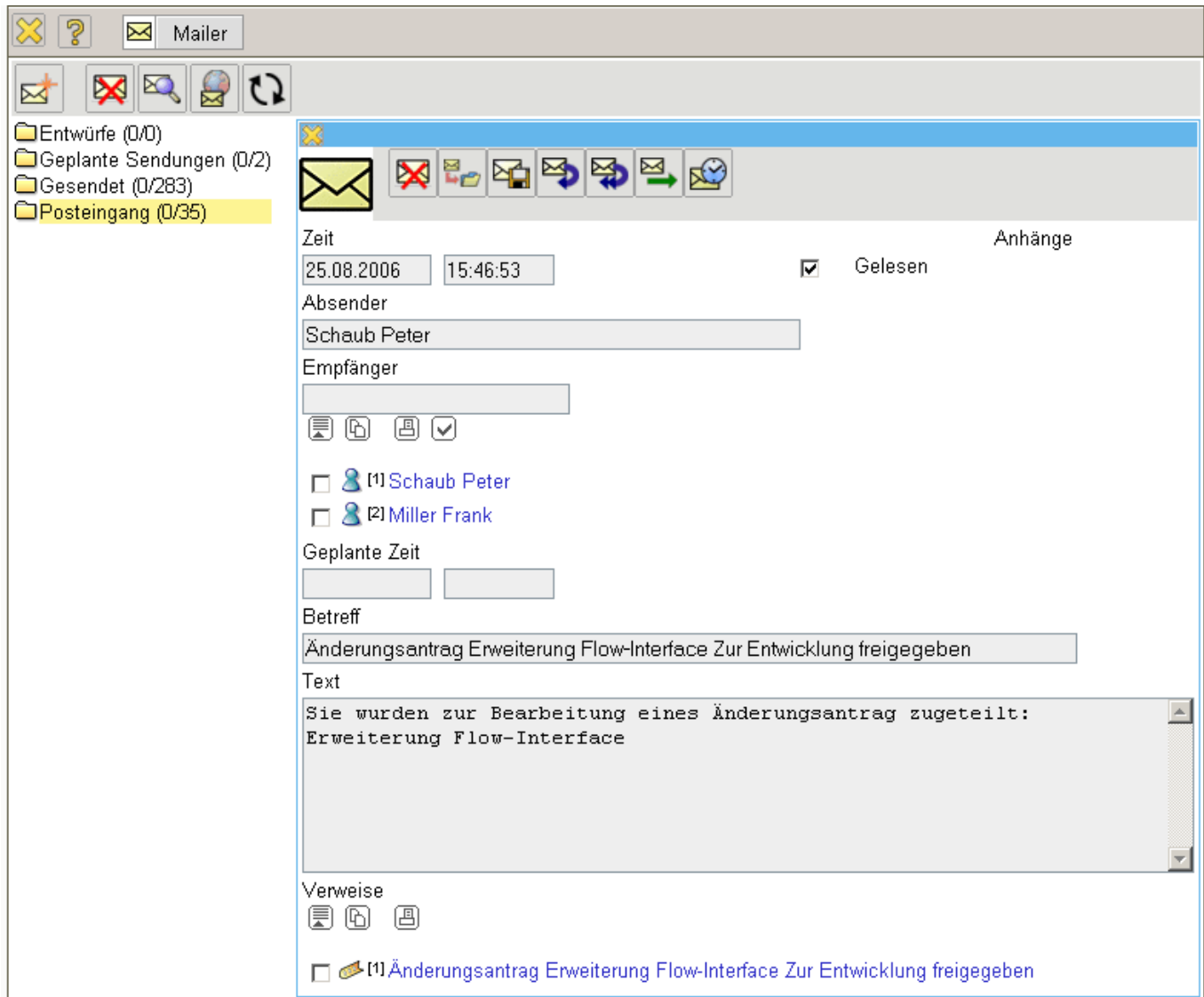
Die Email 'Termin 25.08.2006 10:00:00 Projekt-Meeting mit Herrn Jahl' wird am 26.08.2006 21:58:00 wieder vorgelegt

Ok

... the message is then displayed ten 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:

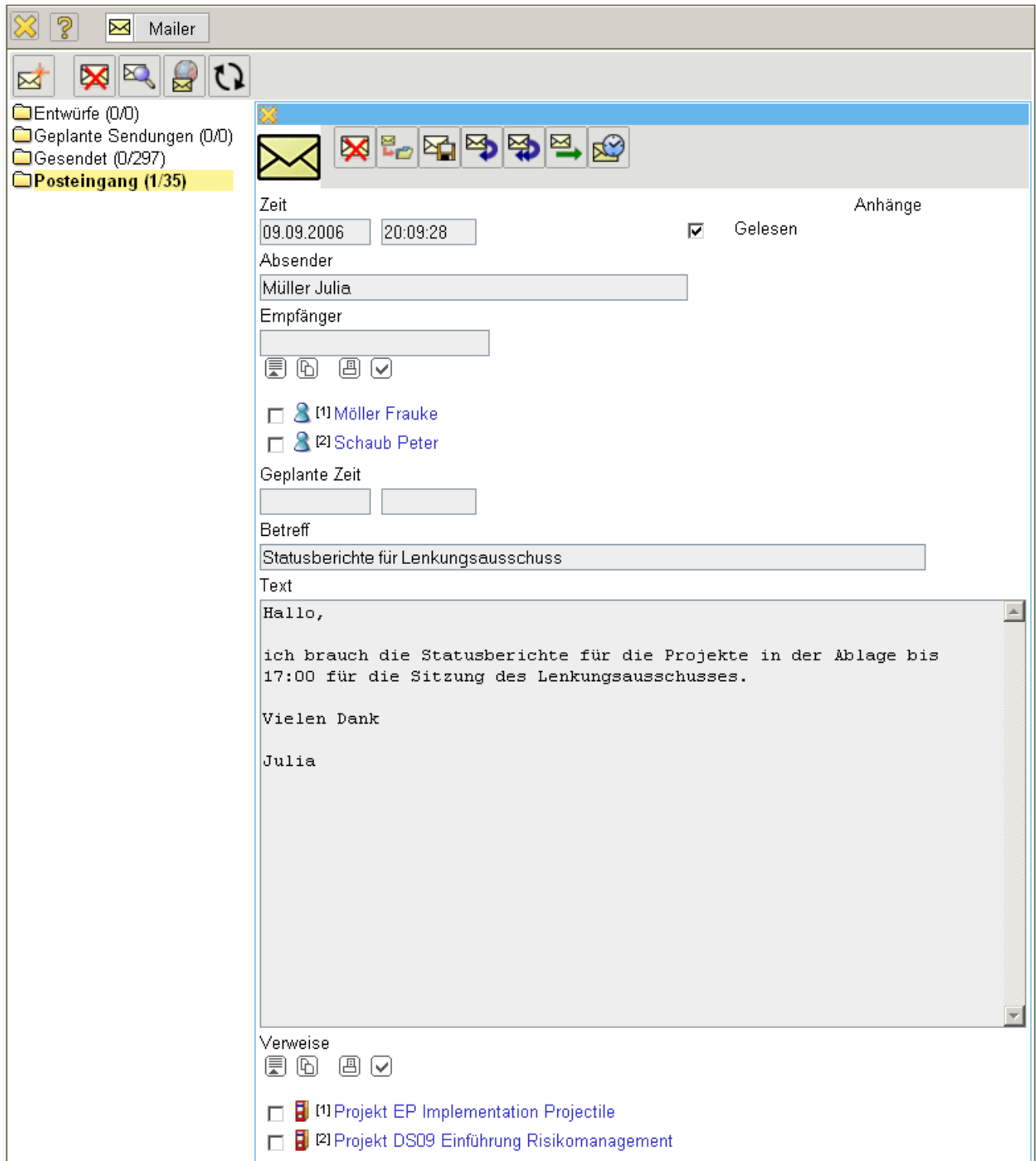
Function	Term	Description
	Send Message	Using this function, the opened message is sent to the recipient. After the message is sent, a transition report is displayed.
	New Message	Using this function, a new message is generated.
	Check Address	Using this function, the addresses of the recipient is checked.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

Function	Term	Description
	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.

-  Entwürfe (0/0)
-  Geplante Sendungen (0/0)
-  Gesendet (0/318)
-  Posteingang (0/34)

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 illustrated (!!!!!!hier ist der aktive Ordner der Eingangsordner und es werden alle empfangenen Mails aufgelistet).

Mailer																																																																																				
Entwürfe (0/0) Geplante Sendungen (0/0) Gesendet (0/297) Posteingang (0/35) Gesendet 1 - 15 / 297 <table> <tr> <th>☒</th> <th>Zeit</th> <th>Absender</th> <th>Gelesen</th> <th>Betreff</th> </tr> <tr> <td>1 ☐</td> <td>07.09.2006 11:45:20</td> <td>Schaub Peter</td> <td>☒</td> <td>Abwesenheit beantragen Schaub Peter, Urlaub von 01.12.2006 bis 06.12.2006</td> </tr> <tr> <td>2 ☐</td> <td>07.09.2006 11:41:45</td> <td>Schaub Peter</td> <td>☒</td> <td>Fertigmeldung erfasster Zeiten für Schaub Peter bis 31.08.2006</td> </tr> <tr> <td>3 ☐</td> <td>06.09.2006 11:13:07</td> <td>Schaub Peter</td> <td>☒</td> <td>Abwesenheit beantragen Schaub Peter, Urlaub von 01.11.2006 bis 15.11.2006</td> </tr> <tr> <td>4 ☐</td> <td>06.09.2006 10:52:09</td> <td>Schaub Peter</td> <td>☒</td> <td>Reise zur Bestätigung vorlegen Reise 122 Schaub Peter WS</td> </tr> <tr> <td>5 ☐</td> <td>06.09.2006 10:45:05</td> <td>Schaub Peter</td> <td>☒</td> <td>Aktion 12.1-1 Meier Gabi Informationsmaterial</td> </tr> <tr> <td>6 ☐</td> <td>06.09.2006 09:05:02</td> <td>Schaub Peter</td> <td>☒</td> <td>Termin 06.09.2006 09:00:00 PT Fichtner, Stuttgart</td> </tr> <tr> <td>7 ☐</td> <td>05.09.2006 15:05:38</td> <td>Schaub Peter</td> <td>☒</td> <td>Fertigmeldung erfasster Zeiten für Schaub Peter bis 31.08.2006</td> </tr> <tr> <td>8 ☐</td> <td>05.09.2006 10:04:52</td> <td>Schaub Peter</td> <td>☒</td> <td>Abwesenheit beantragen Schaub Peter, Urlaub von 20.12.2006 bis 10.01.2007</td> </tr> <tr> <td>9 ☐</td> <td>05.09.2006 09:45:36</td> <td>Schaub Peter</td> <td>☒</td> <td>Termin 05.09.2006 10:00:00 Projekt-Meeting mit Herrn Jahl</td> </tr> <tr> <td>10 ☐</td> <td>05.09.2006 09:45:36</td> <td>Schaub Peter</td> <td>☒</td> <td>Aktion 1.1-11 Nahl Lisa Informationsmaterial</td> </tr> <tr> <td>11 ☐</td> <td>05.09.2006 08:45:34</td> <td>Schaub Peter</td> <td>☒</td> <td>Aktion 1.1-12 Nahl Lisa Wiedervorlage</td> </tr> <tr> <td>12 ☐</td> <td>03.09.2006 21:35:40</td> <td>Schaub Peter</td> <td>☒</td> <td>Abwesenheit beantragen Schaub Peter, Urlaub von 04.09.2006 bis 15.09.2006</td> </tr> <tr> <td>13 ☐</td> <td>01.09.2006 12:02:20</td> <td>Schaub Peter</td> <td>☒</td> <td>Aktion 1.1-13 Nahl Lisa Wiedervorlage</td> </tr> <tr> <td>14 ☐</td> <td>28.08.2006 14:05:31</td> <td>Schaub Peter</td> <td>☒</td> <td>Aktion 12.1-1 Meier Gabi Informationsmaterial</td> </tr> <tr> <td>15 ☐</td> <td>26.08.2006 21:58:54</td> <td>Schaub Peter</td> <td>☒</td> <td>Termin 25.08.2006 10:00:00 Projekt-Meeting mit Herrn Jahl</td> </tr> </table> nächste Seite					☒	Zeit	Absender	Gelesen	Betreff	1 ☐	07.09.2006 11:45:20	Schaub Peter	☒	Abwesenheit beantragen Schaub Peter, Urlaub von 01.12.2006 bis 06.12.2006	2 ☐	07.09.2006 11:41:45	Schaub Peter	☒	Fertigmeldung erfasster Zeiten für Schaub Peter bis 31.08.2006	3 ☐	06.09.2006 11:13:07	Schaub Peter	☒	Abwesenheit beantragen Schaub Peter, Urlaub von 01.11.2006 bis 15.11.2006	4 ☐	06.09.2006 10:52:09	Schaub Peter	☒	Reise zur Bestätigung vorlegen Reise 122 Schaub Peter WS	5 ☐	06.09.2006 10:45:05	Schaub Peter	☒	Aktion 12.1-1 Meier Gabi Informationsmaterial	6 ☐	06.09.2006 09:05:02	Schaub Peter	☒	Termin 06.09.2006 09:00:00 PT Fichtner, Stuttgart	7 ☐	05.09.2006 15:05:38	Schaub Peter	☒	Fertigmeldung erfasster Zeiten für Schaub Peter bis 31.08.2006	8 ☐	05.09.2006 10:04:52	Schaub Peter	☒	Abwesenheit beantragen Schaub Peter, Urlaub von 20.12.2006 bis 10.01.2007	9 ☐	05.09.2006 09:45:36	Schaub Peter	☒	Termin 05.09.2006 10:00:00 Projekt-Meeting mit Herrn Jahl	10 ☐	05.09.2006 09:45:36	Schaub Peter	☒	Aktion 1.1-11 Nahl Lisa Informationsmaterial	11 ☐	05.09.2006 08:45:34	Schaub Peter	☒	Aktion 1.1-12 Nahl Lisa Wiedervorlage	12 ☐	03.09.2006 21:35:40	Schaub Peter	☒	Abwesenheit beantragen Schaub Peter, Urlaub von 04.09.2006 bis 15.09.2006	13 ☐	01.09.2006 12:02:20	Schaub Peter	☒	Aktion 1.1-13 Nahl Lisa Wiedervorlage	14 ☐	28.08.2006 14:05:31	Schaub Peter	☒	Aktion 12.1-1 Meier Gabi Informationsmaterial	15 ☐	26.08.2006 21:58:54	Schaub Peter	☒	Termin 25.08.2006 10:00:00 Projekt-Meeting mit Herrn Jahl
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