

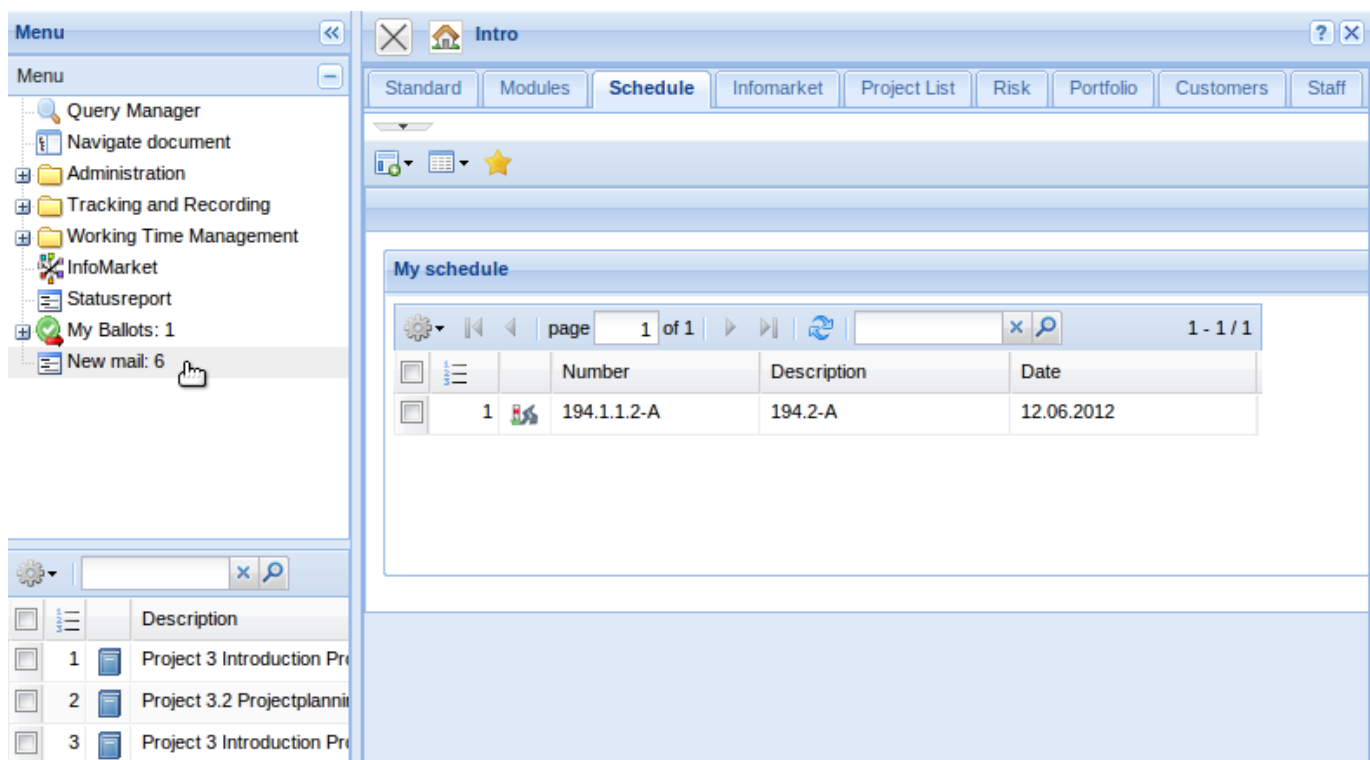
[previous](#) [Home](#) [next](#)

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 ...

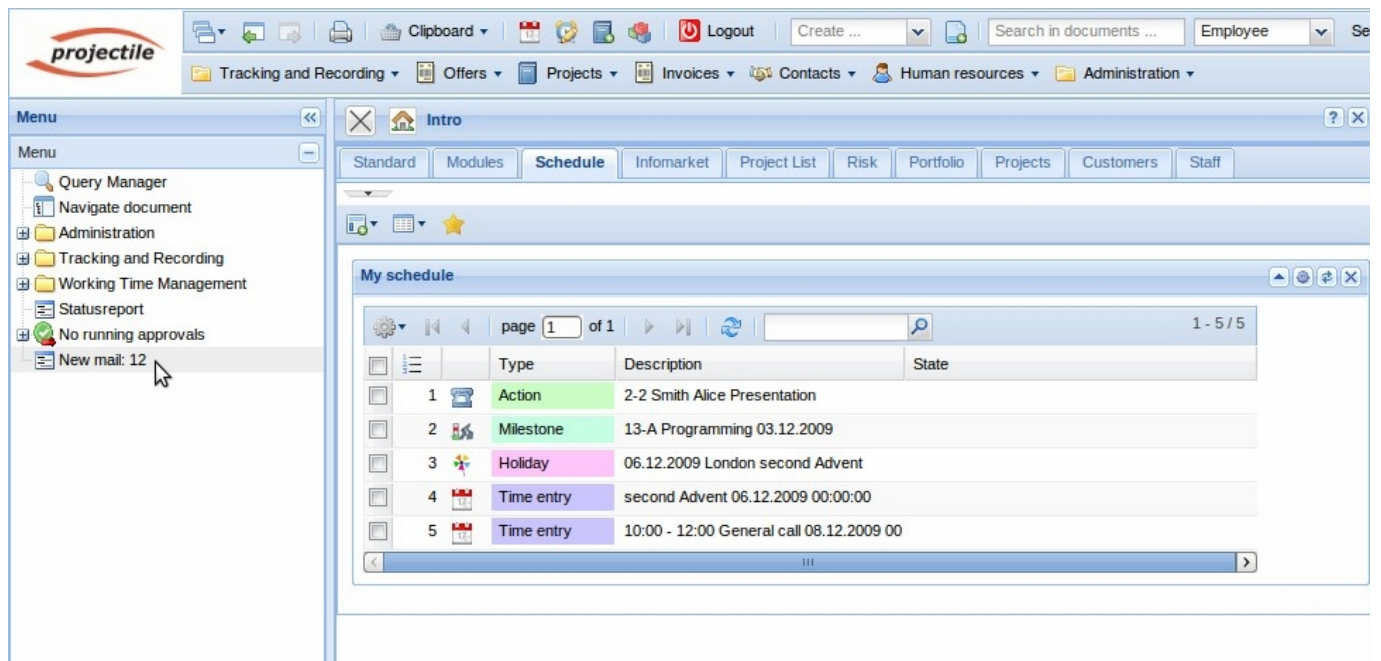


... or opened through an e-mail. Using  an e-mail can be deleted unread, using  an unread e-mail can be answered, using  an e-mail can be marked as read ...

The screenshot shows the Projectile software interface. At the top is a navigation bar with tabs like 'Tracking and Recording', 'Offers', 'Projects', 'Invoices', 'Contacts', 'Human resources', and 'Administration'. Below this is a 'Menu' sidebar on the left with options like 'Query Manager', 'Navigate document', 'Administration', 'Tracking and Recording', 'Working Time Management', 'Statusreport', 'No running approvals', and 'New mail: 13'. The main area is titled 'Intro' and contains a 'My schedule' section. This section displays a table with columns 'Type', 'Description', and 'State'. The table lists five items: 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 is an email inbox section. It shows a list of emails from 'Conner Jane' dated '25.11.2009 10:35:32'. A context menu is open over the first email, showing options: 'Mark read' (checked), 'Delete', 'Reply', and 'Forward'. The status bar at the bottom indicates '01.12.2009 (CW 49)', 'Conner Jane', '13 Messages', and '0' unread 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.



The screenshot shows the Projectile Mailer web application. The top navigation bar includes the Projectile logo, a toolbar with icons for clipboard, calendar, and other functions, and a search bar. Below the navigation bar is a menu on the left with options like Query Manager, Administration, Tracking and Recording, Working Time Management, Statusreport, No running approvals, and New mail: 12. The main content area displays the 'My schedule' window, which contains a table of scheduled events.

	Type	Description	State
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	
5	Time entry	10:00 - 12:00 General call 08.12.2009 00	

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, ...

Resubmission

Resubmission in:

5

2 - minutes

Resubmission on:

Timestamp

25.11.2009

10:35:32

Read

Attachments

Sender

Conner Jane

InternalRecipients

ExternalRecipients

Scheduled

Subject

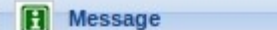
Warning Job End Date

Body

Job 6 3-4 Project management - 3 Report
Job should have ended on 19.10.2009: Job 6 3-4 Project management - 3 Report

References

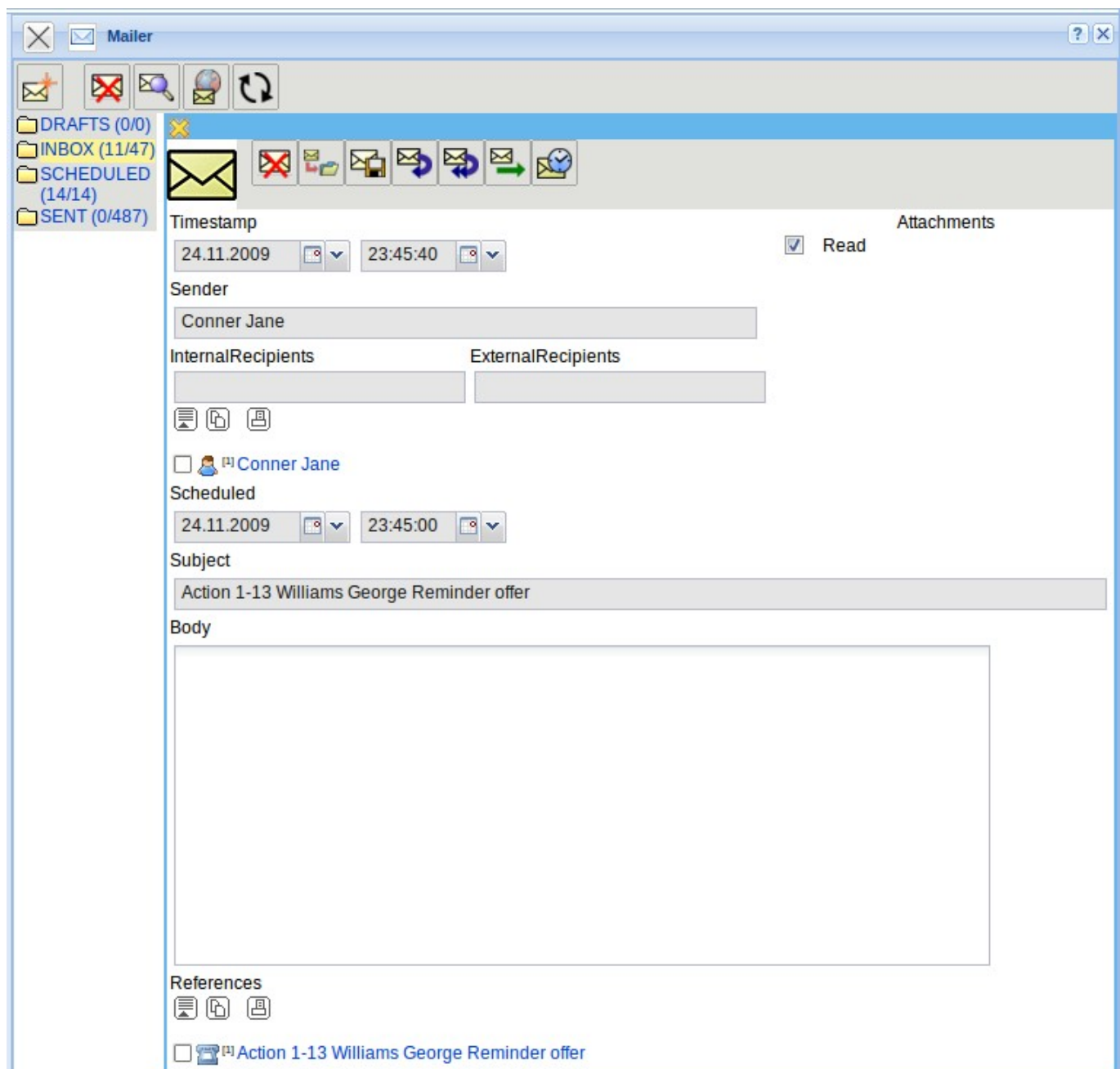
the user is then informed and ...



... 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

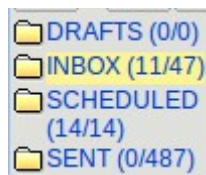


The mail system contains the following buttons in the function bar:

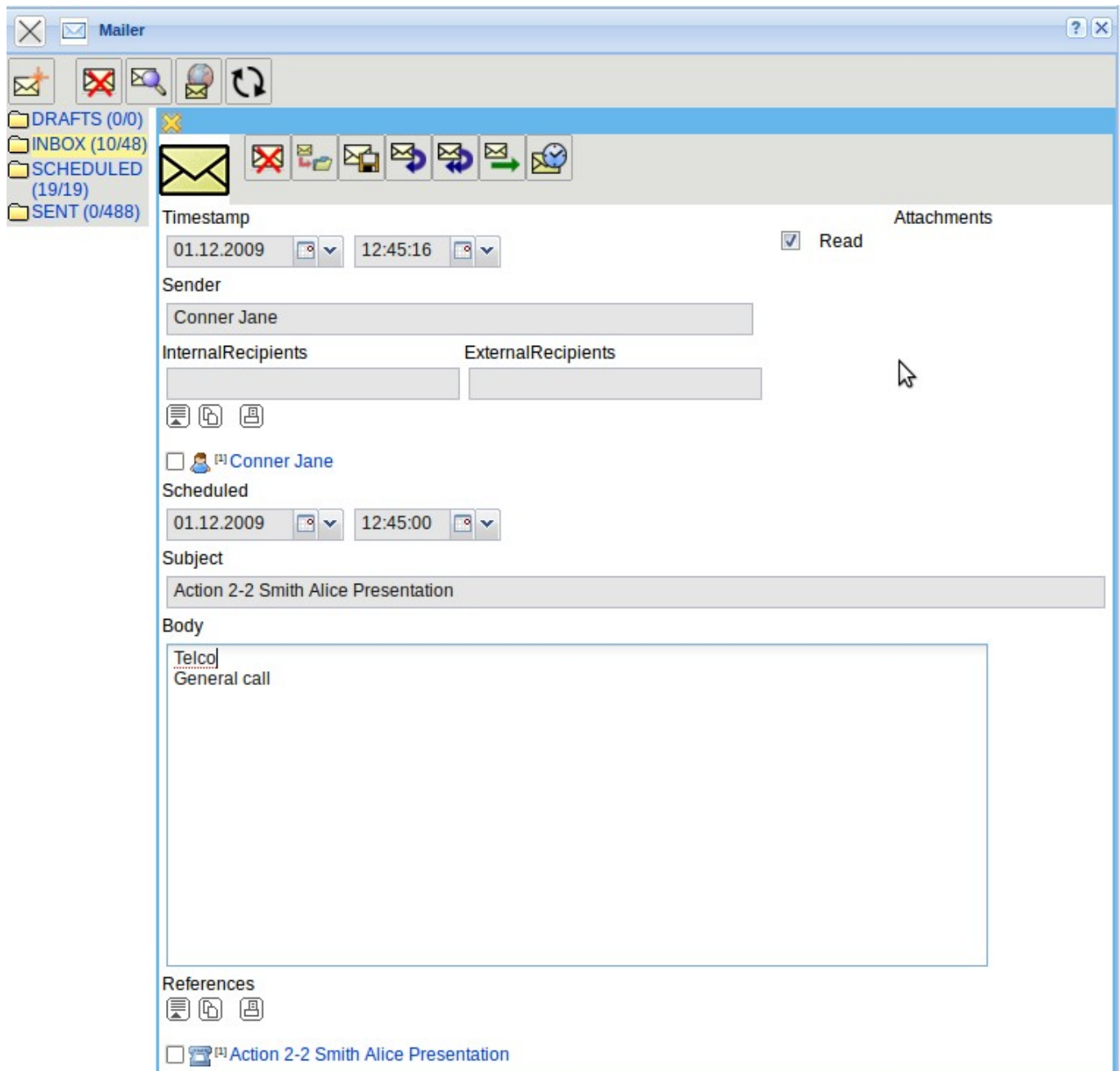
Function	Term	Description
	Send Message	Using this function, the opened message is sent to the recipient. After the message is sent, a transition report is displayed.
	New Message	Using this function, a new message is generated.
	Check Address	Using this function, the addresses of the recipient is checked.
	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".

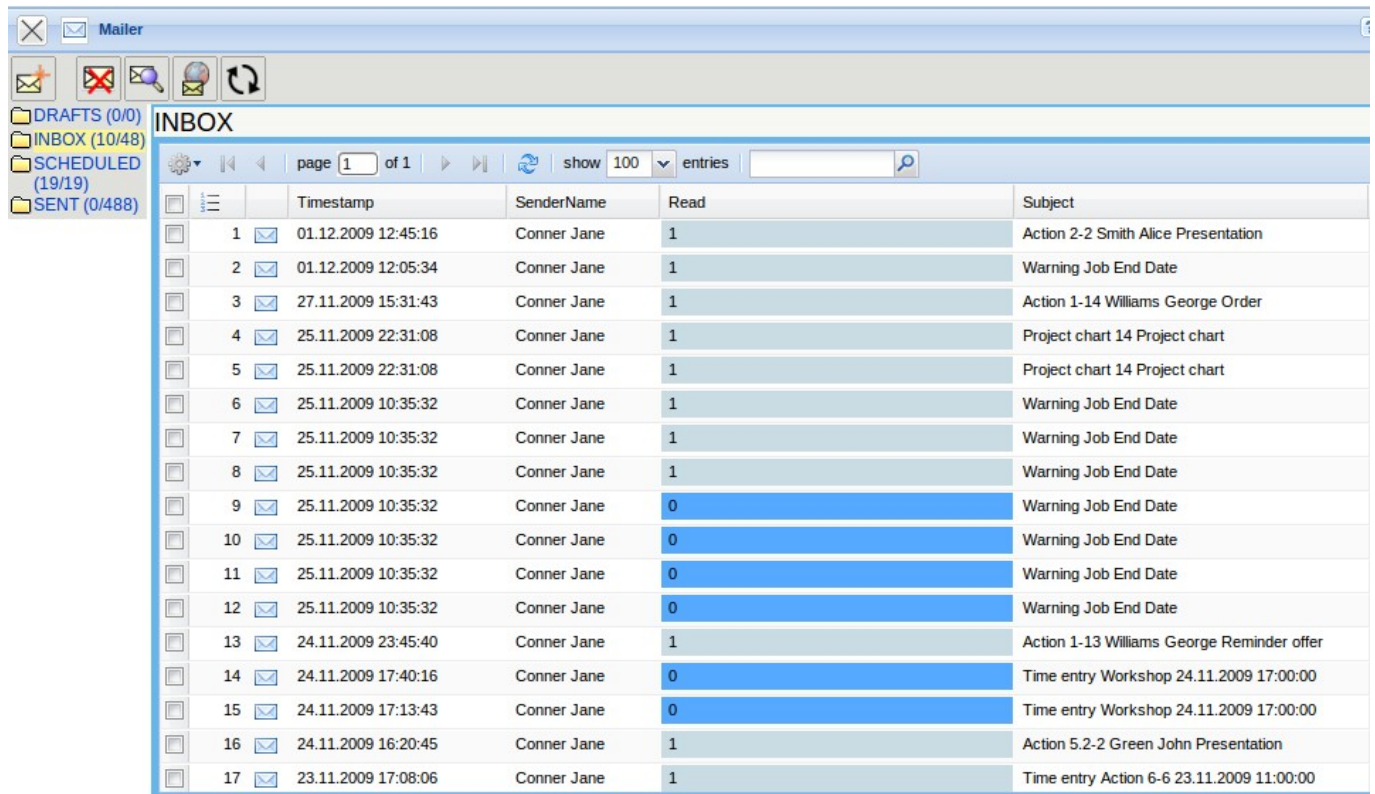
In addition, the system consists of folders for drafts, scheduled messages and reminders, sent e-mails and received e-mails and/or inbox, and possibly user-defined folders.



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).



The screenshot shows a web-based email client interface. On the left, there is a sidebar with folders: DRAFTS (0/0), INBOX (10/48), SCHEDULED (19/19), and SENT (0/488). The main area is titled 'INBOX' and displays a list of 17 email entries. Each entry includes a checkbox, a number, a timestamp, the sender's name, a 'Read' status, and the subject line. The 'Read' column shows '1' for most entries, but entries 9 through 12 show '0', indicating they are unread. The interface includes navigation controls like 'page 1 of 1' and 'show 100 entries'.

		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

From: <https://infodesire.net/dokuwiki/> - **Projectile-Online-Handbuch**

Permanent link: https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel_3:3.04.1_mailsystem_mailer&rev=1338894716

Last update: **2019/10/25 14:09**

