

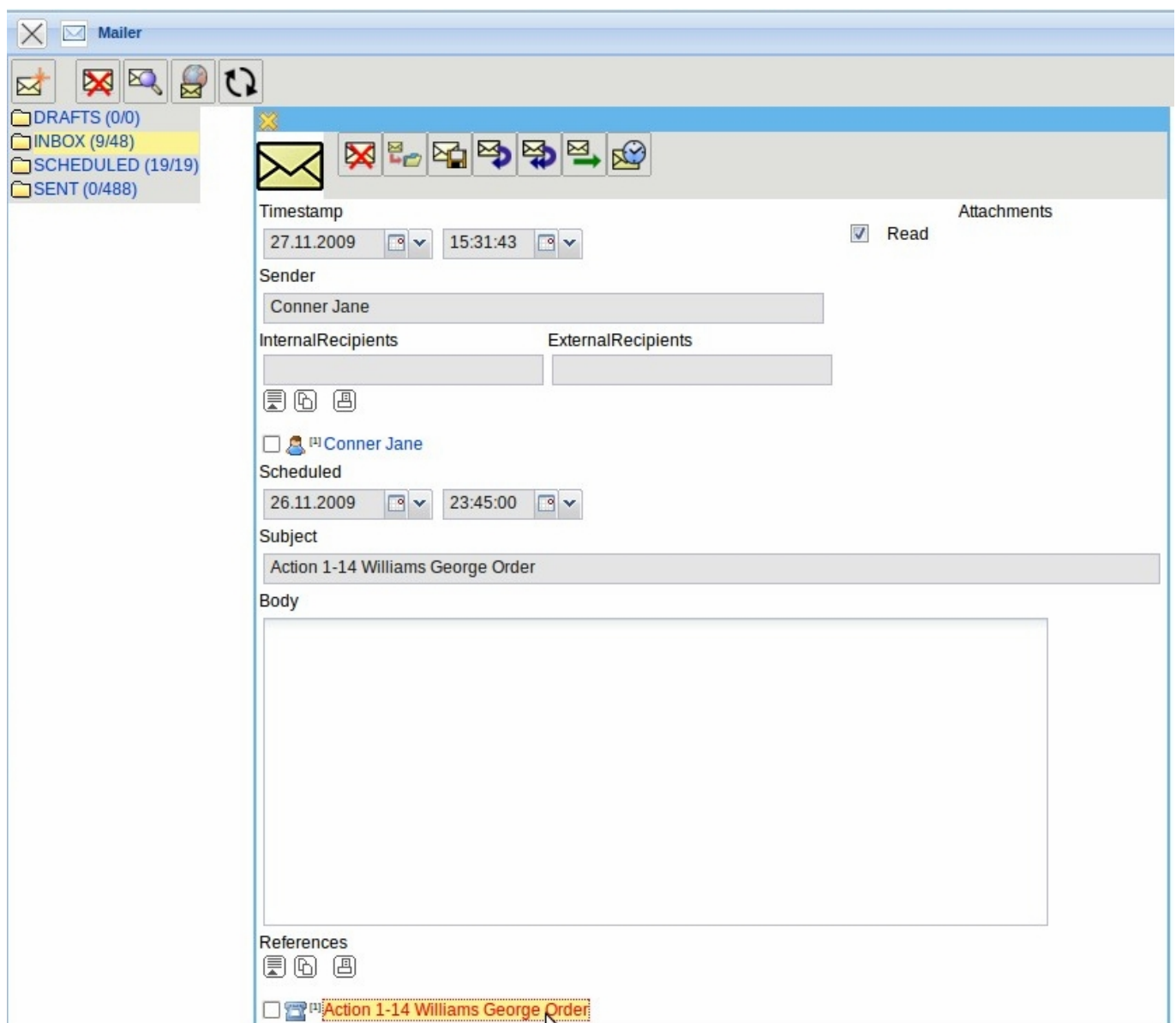
[previous](#) [Home](#) [next](#)

## 3.04.1 Mail System "Mailer" (Continue)

### Using the Mail System

The following example will illustrate the functionality of the mail system.

Internal mail, in addition to the actual message, can include many optional Projectile forms. This form will be created as links in the mail and can be opened from the recipients of the message (if an appropriate authorization exists). In the example, the message contains a reference to an action, which the receiver ...



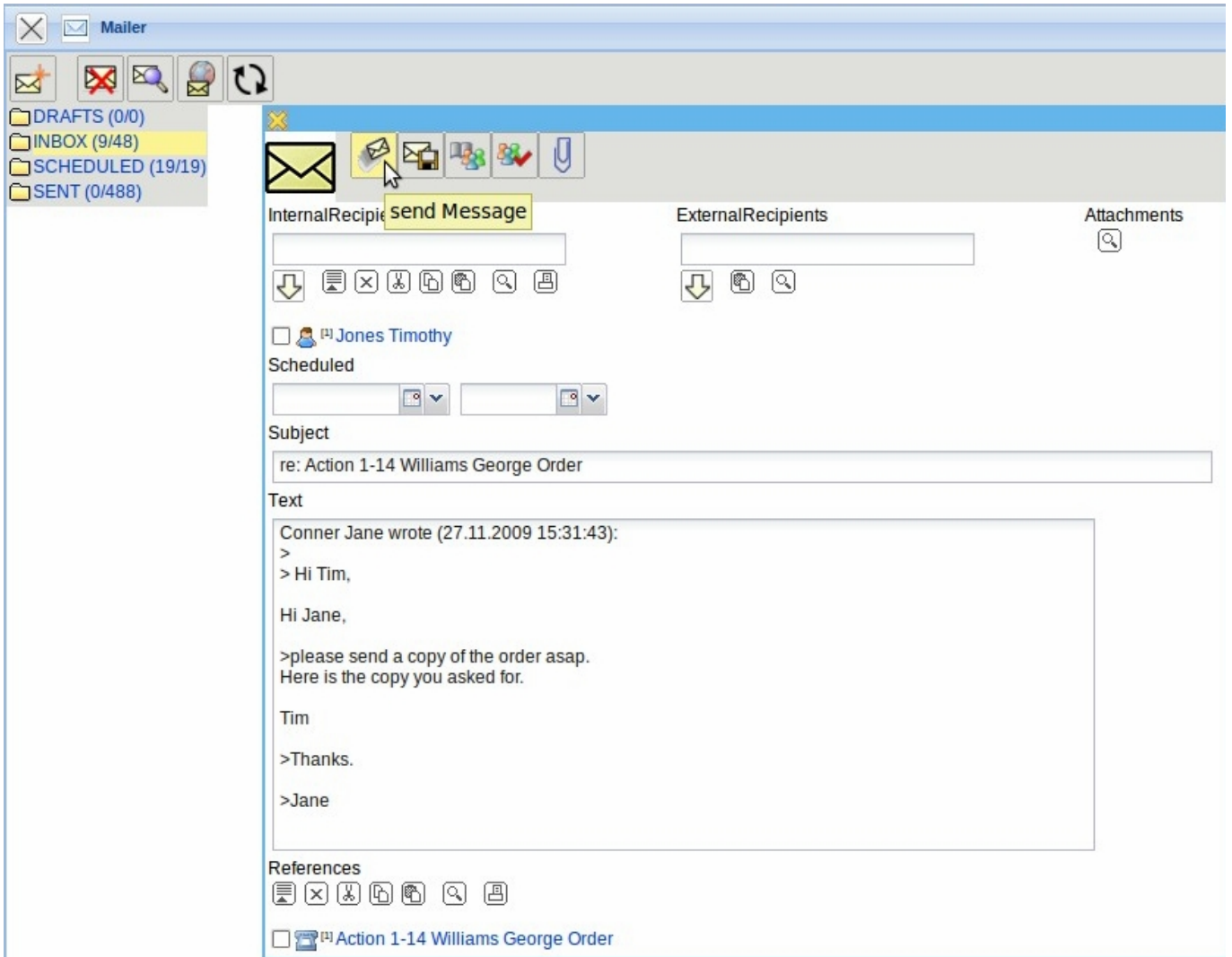
... can open through the link.

The screenshot shows a form titled "Action 1-14 Williams George Order". The form has several sections: "Action" with value "1-14"; "Customer" with a dropdown menu showing "TLC Telecommunications Corpo"; "Contact" with a dropdown menu showing "George Williams"; "Projectdescription" with a dropdown menu showing "12.1 Programming 2.4"; "DueOn" with two dropdown menus showing "27.11.2009" and "14:00"; "Actiontype" with a dropdown menu showing "Order"; "Priority" with a dropdown menu showing "3 - normal priority"; "Arranger" with a dropdown menu showing "Conner Jane"; "Note" with a text area containing "Order for Programming 2.4"; and "Checked" with an unchecked checkbox.

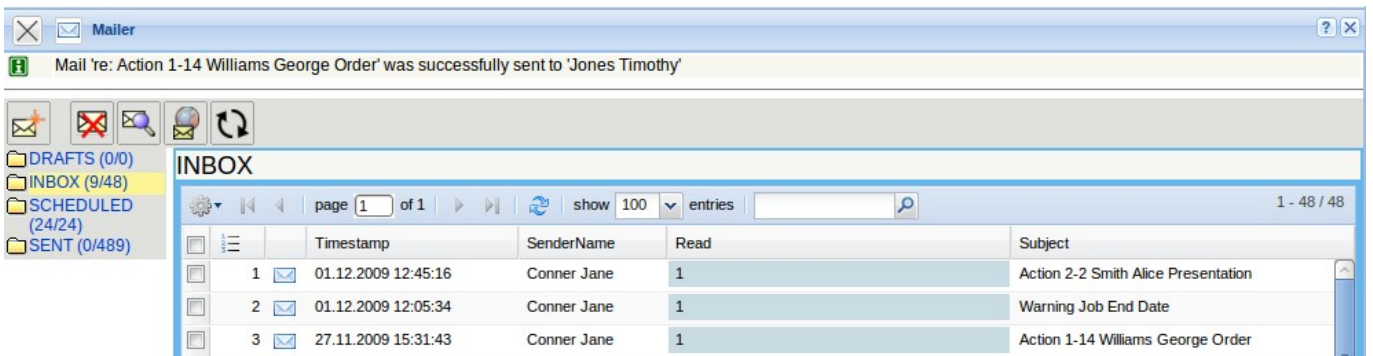
A received message can be answered by using the function "Reply".

The screenshot shows the "Mailer" interface. On the left, there is a folder list: "DRAFTS (0/0)", "INBOX (9/48)", "SCHEDULED (19/19)", and "SENT (0/488)". The main area shows a message being replied to. The "reply" button is highlighted. The "Timestamp" is "27.11.2009 15:31:43". The "Sender" field is set to "Conner Jane". The "InternalRecipients" and "ExternalRecipients" fields are empty. The "Attachments" section is also empty. The "Read" checkbox is checked.

This functionality creates the response. Here the receiver of the response is entered as the sender and the subject and the text of the message is changed.

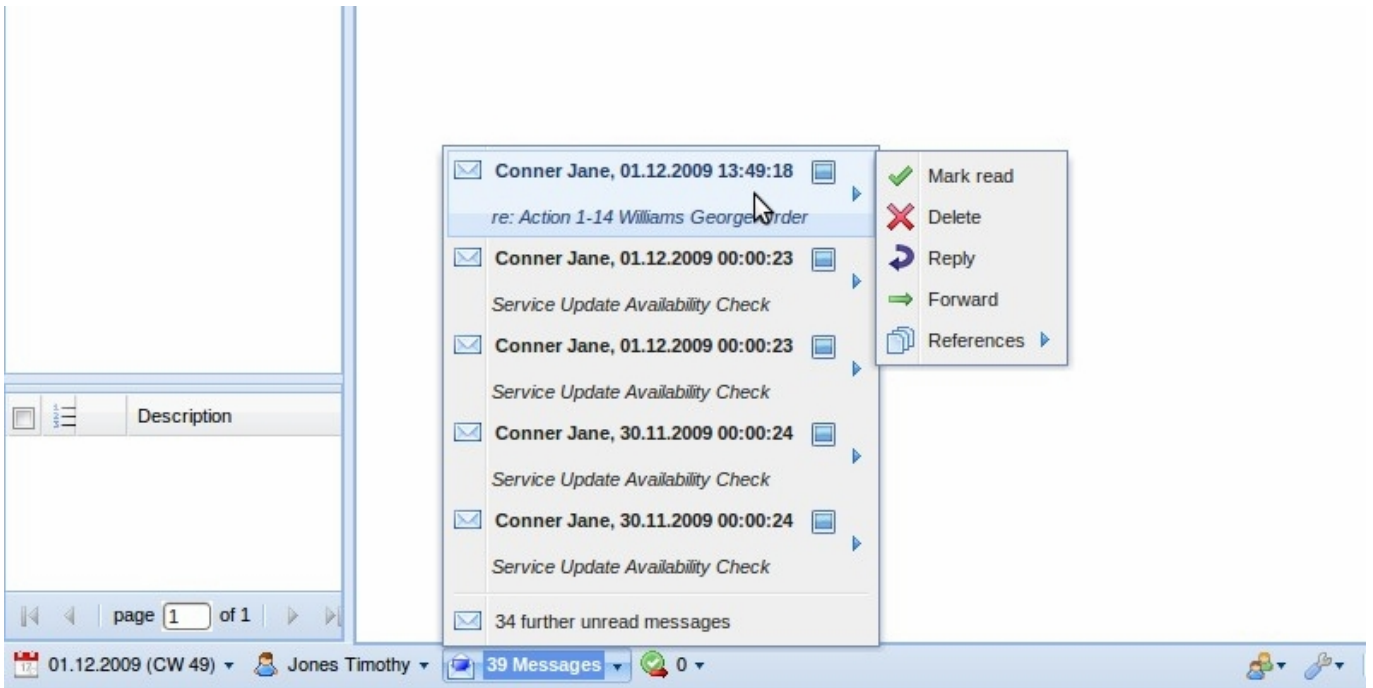



By using the functionality "Send message" this message is sent to the recipient (here Timothy Jones) and sending report is created.




In the work area of the user Timothy Jones, the message will appear with the next action in the system. Note: The message will not appear immediately, because the user is possibly making a transaction (for example, creating an invoice or charts), which could be interrupted with the mail.

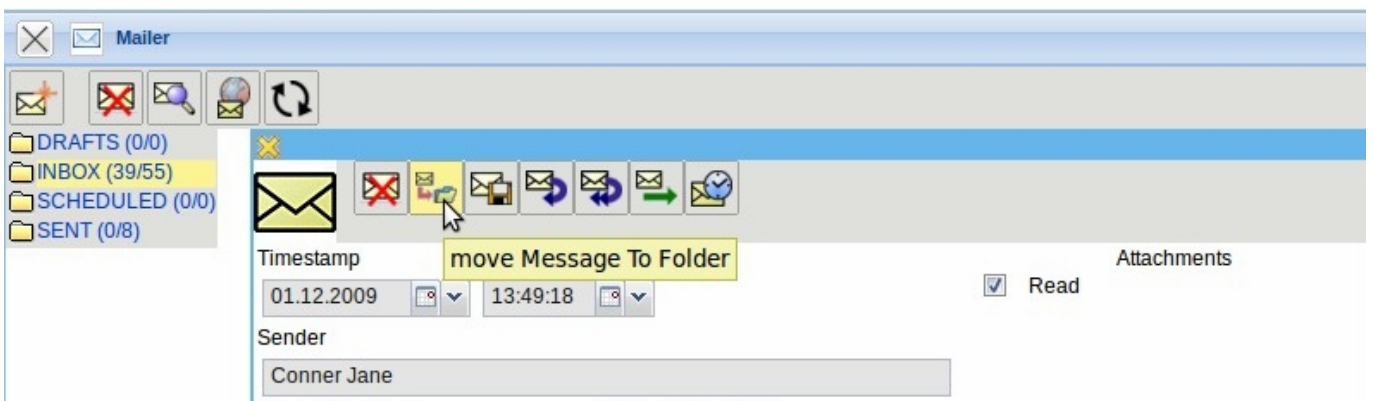
Clicking on the appropriate e-mail message row will open the internal notification.



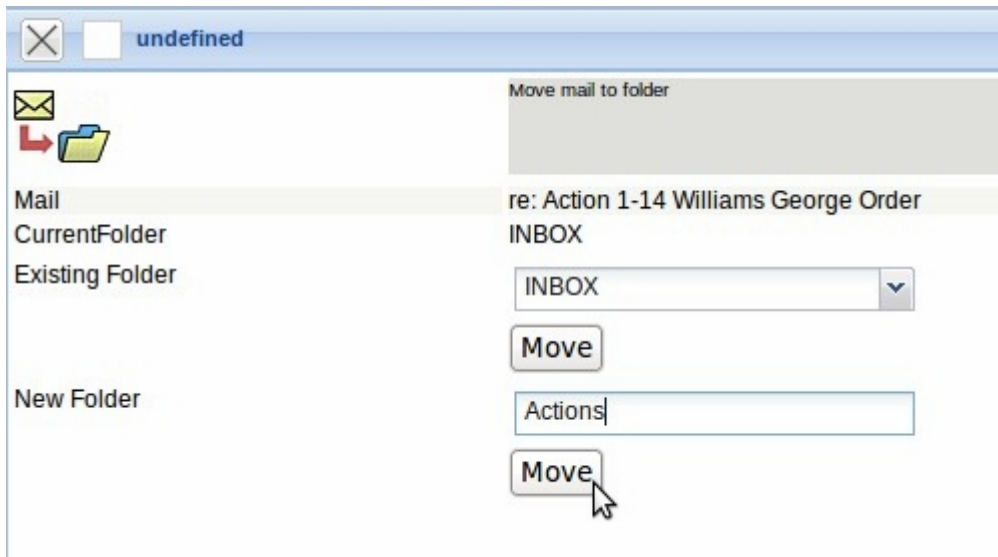
A received message can be answered by using the function “Reply All” . By performing this, not only the sender receives a reply, but also the other recipients of the message.

By using the function “Forward”  the received message can also be added to the functionality “Rply” and it will be sent to a different receiver.

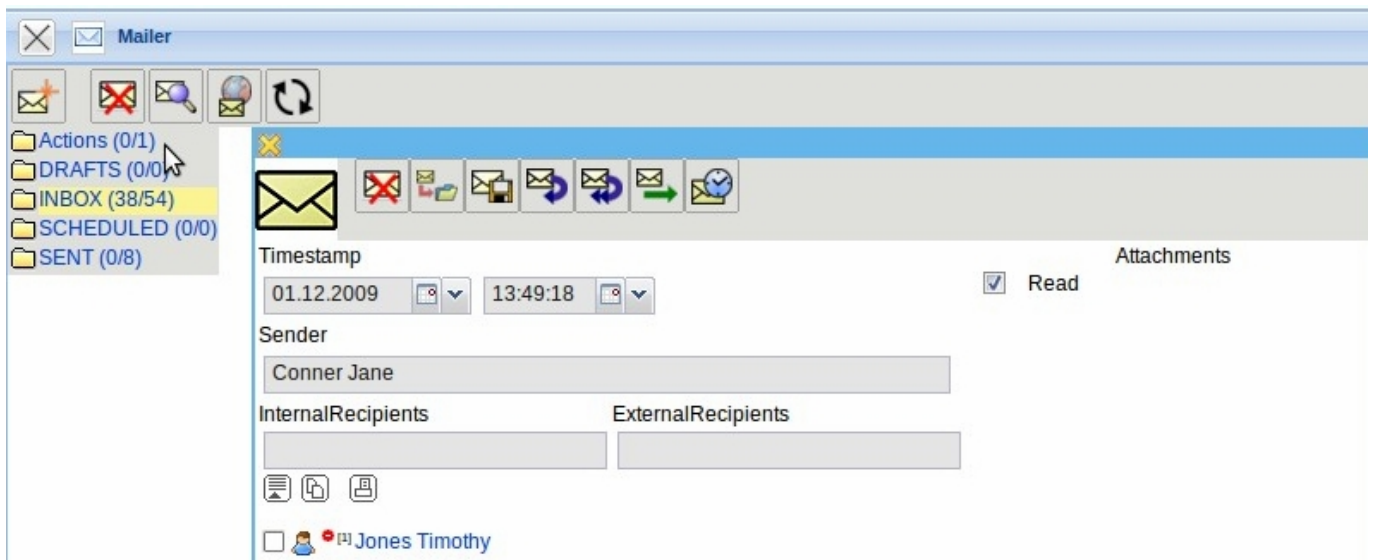
Messages can also be moved into selected (existing or new) folder. In the following example, the message is moved by Timothy Jones in a folder “Actions”. First, the functionality “Move” is performed.



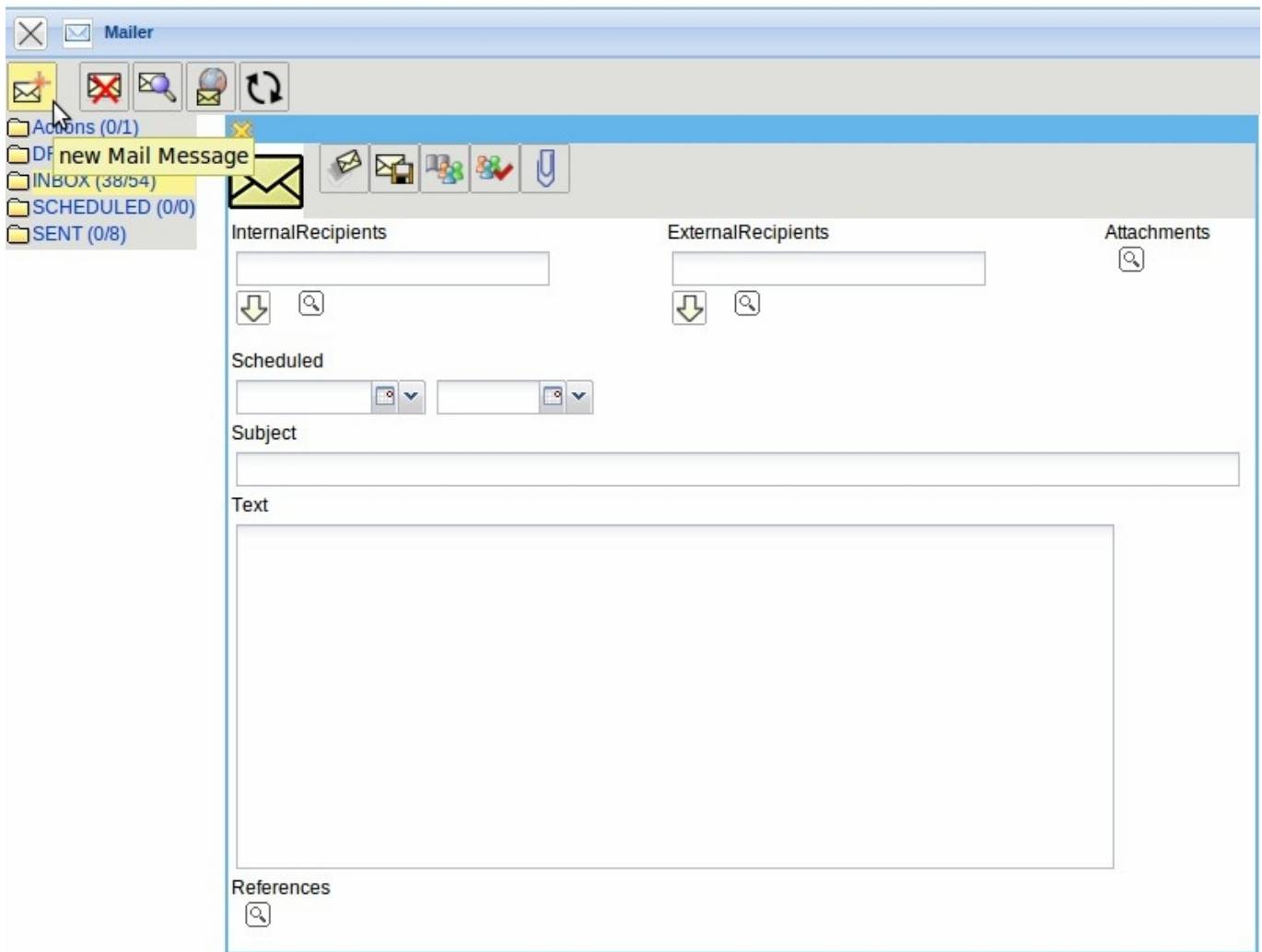
This functionality opens a dialog, where an existing folder can be selected or a new folder can be created. In the example, by using “Move”, a new folder with the name “Actions” is created...




... and the mail is moved into this new folder.



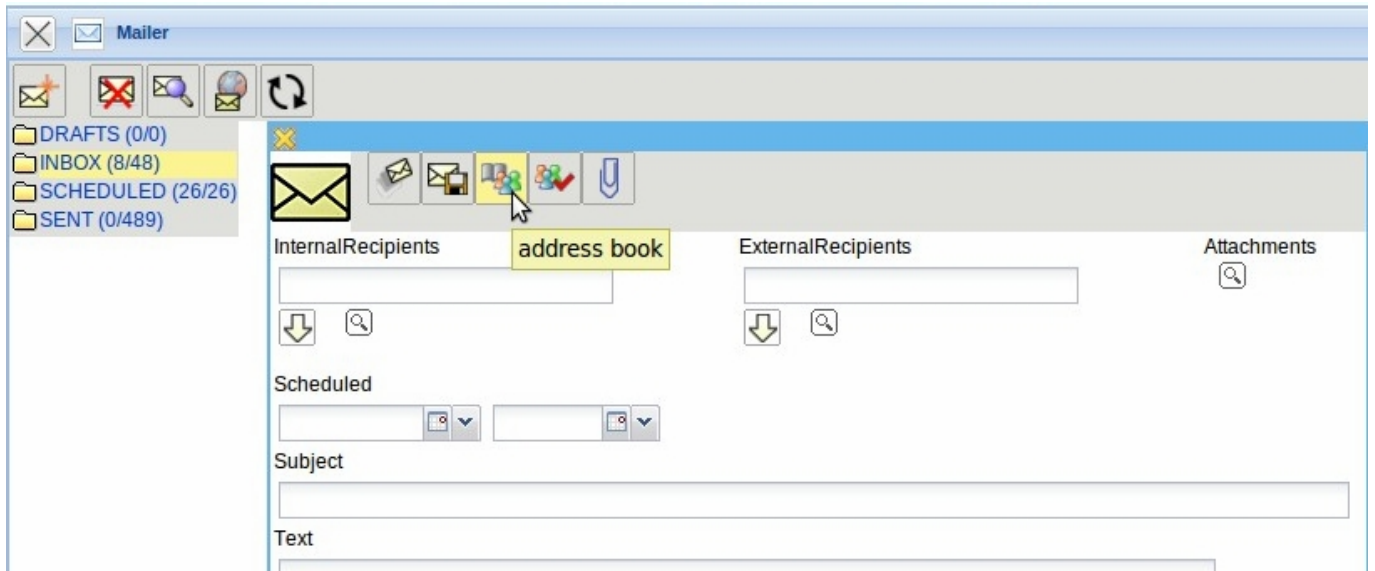
By using the functionality "New Mail", a new message can be created.



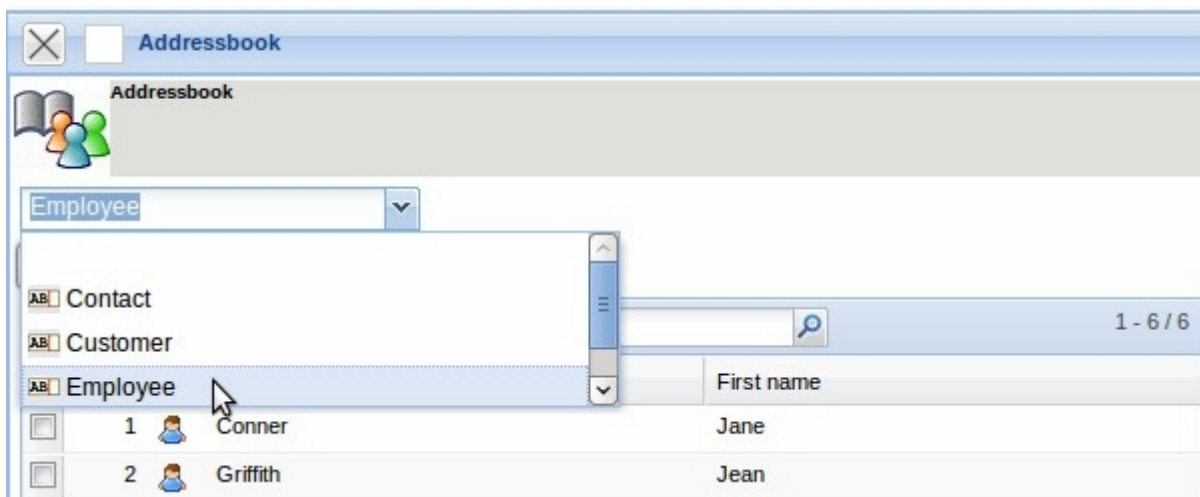
In the central area of the mail system a new message is opened. First the recipients are defined for this message. In the input field 'recipient', the recipients of the message can be entered manually or by using the address book. When manually entered, the recipient will be written into the input field and the input will be confirmed (many multiple recipients can also be defined).

By using the functionality "Check Address" , the mailing address of the recipient can be matched with the data in the system.

The address book contains...



...the relevant master data in the system (contact, contact person or employee), that are loaded appropriately via the selection box.



After selecting the recipients (here from the group of the employees Jean Griffith and Timothy Jones) and confirming with "Include selection" ...

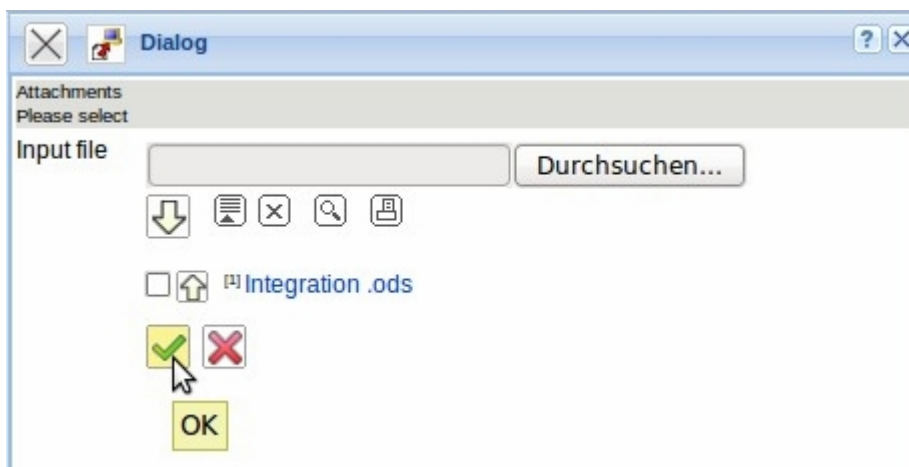
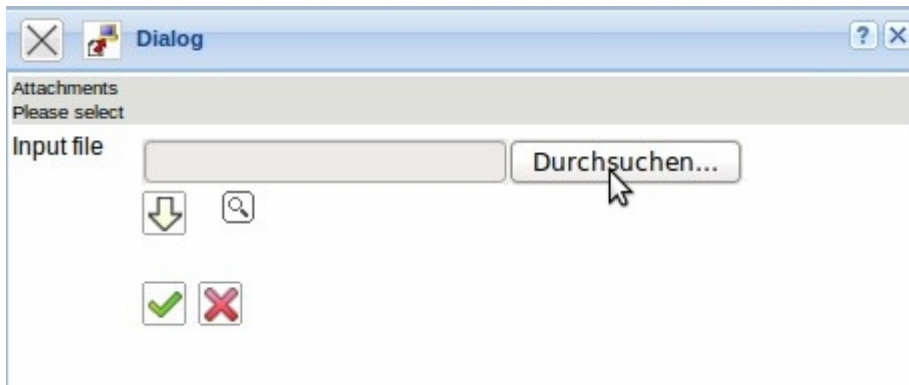
The screenshot shows the 'Addressbook' window. At the top, there is a search bar with 'Employee' entered. Below it, a table lists contacts. Two contacts, 'Griffith' and 'Jones', are selected, indicated by checkmarks in the first column. A tooltip 'Include selection' is visible over the 'Griffith' row. The table has columns for 'Name' and 'First name'.

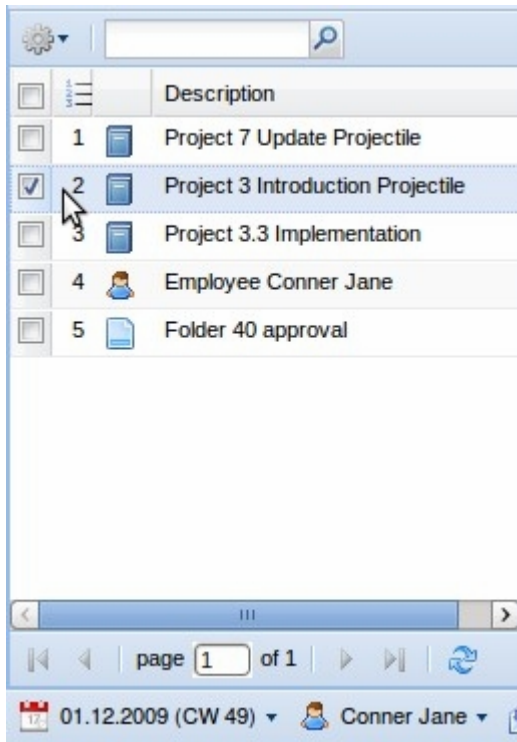
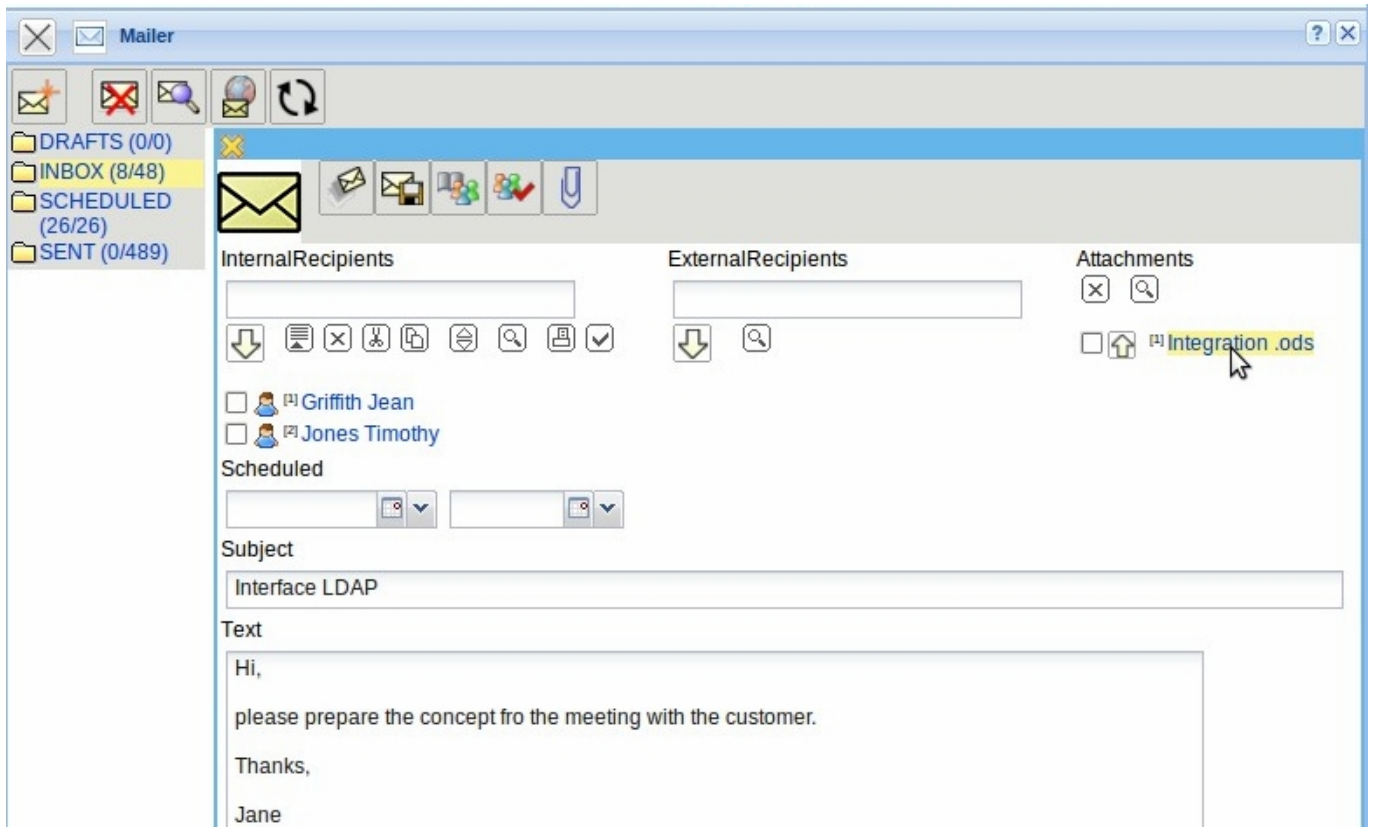
	Name	First name
<input type="checkbox"/>	1 Conner	Jane
<input checked="" type="checkbox"/>	2 Griffith	Jean
<input type="checkbox"/>	3 Jane	Conner
<input checked="" type="checkbox"/>	4 Jones	Timothy
<input type="checkbox"/>	5 Müller	Georg
<input type="checkbox"/>	6 Tate	Adam

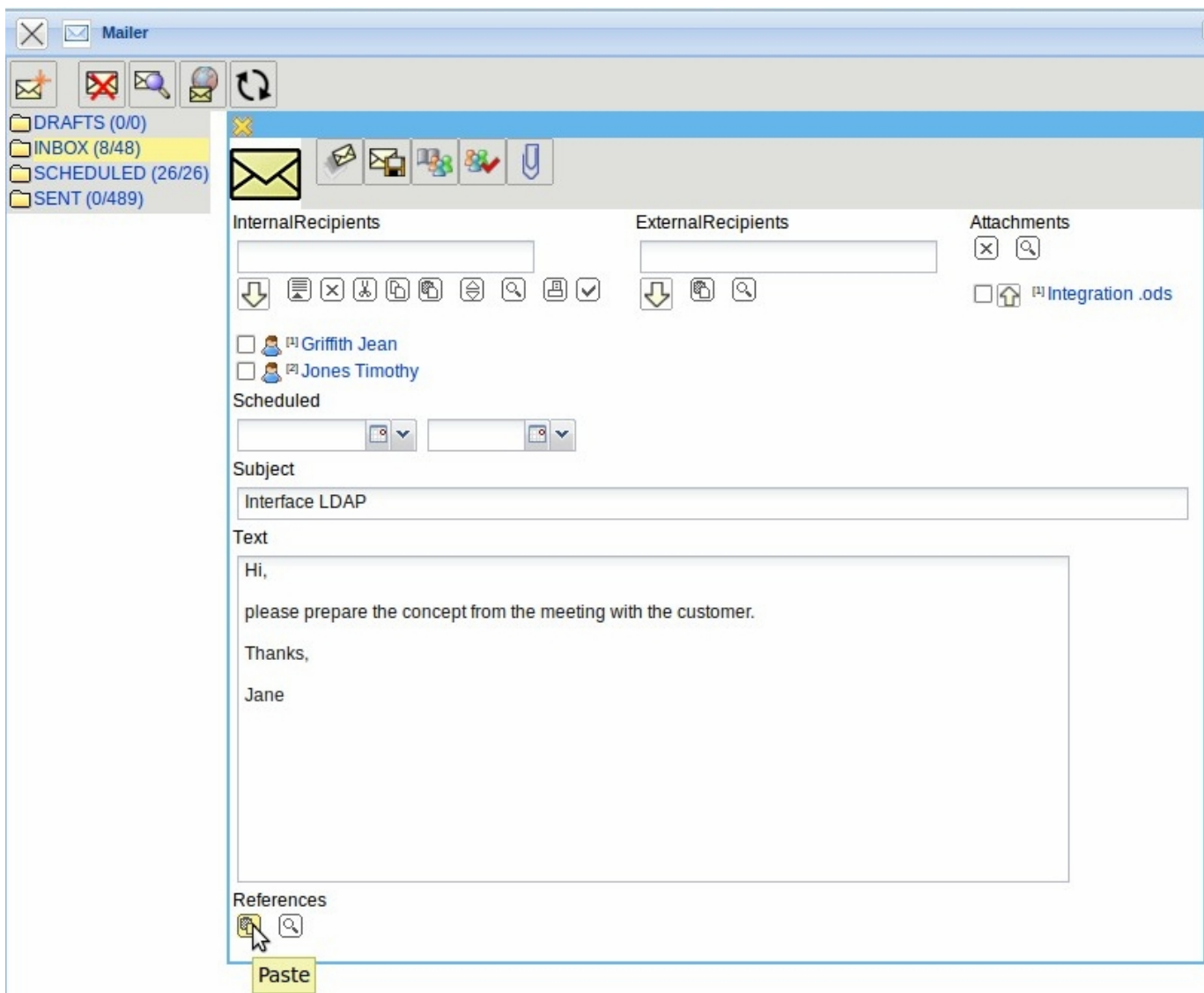
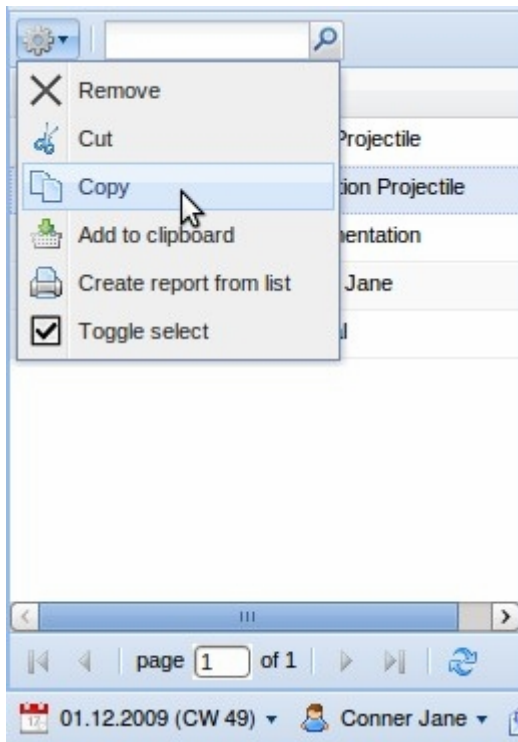
... the recipients are transferred in the new message. Afterwards the subject and the text of the message is entered. If the message defines external attachments ...

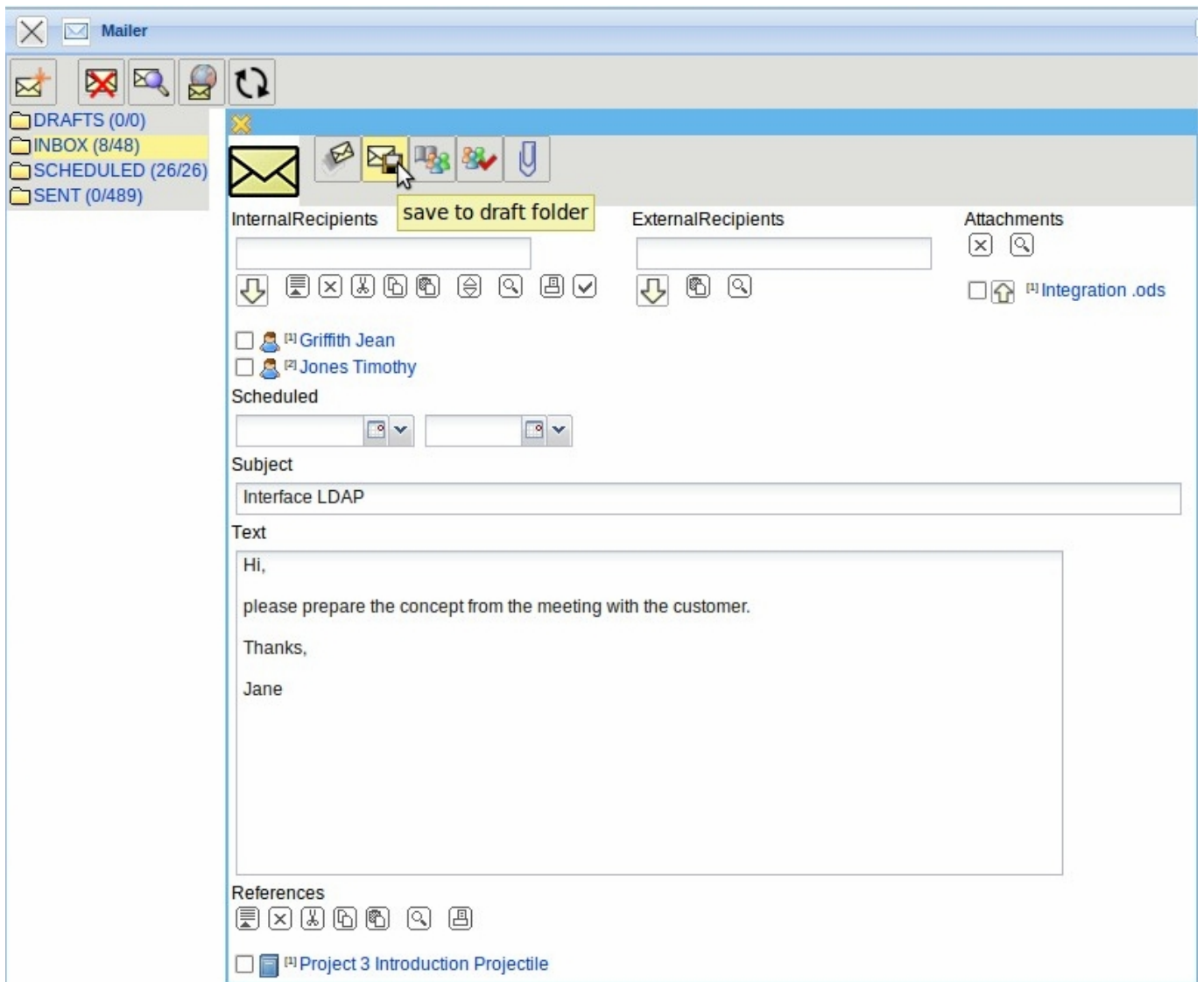
The screenshot shows the 'Mailer' window in composition mode. On the left, a folder list includes 'DRAFTS (0/0)', 'INBOX (8/48)', 'SCHEDULED (26/26)', and 'SENT (0/489)'. The main area is divided into sections: 'InternalRecipients' with a list of 'Griffith Jean' and 'Jones Timothy'; 'ExternalRecipients' with an empty field; 'Attachments' with a search icon; 'Scheduled' with a date and time picker; 'Subject' with the text 'Interface LDAP'; and 'Text' with the message body: 'Hi, please prepare the concept fro the meeting with the customer. Thanks, Jane'.







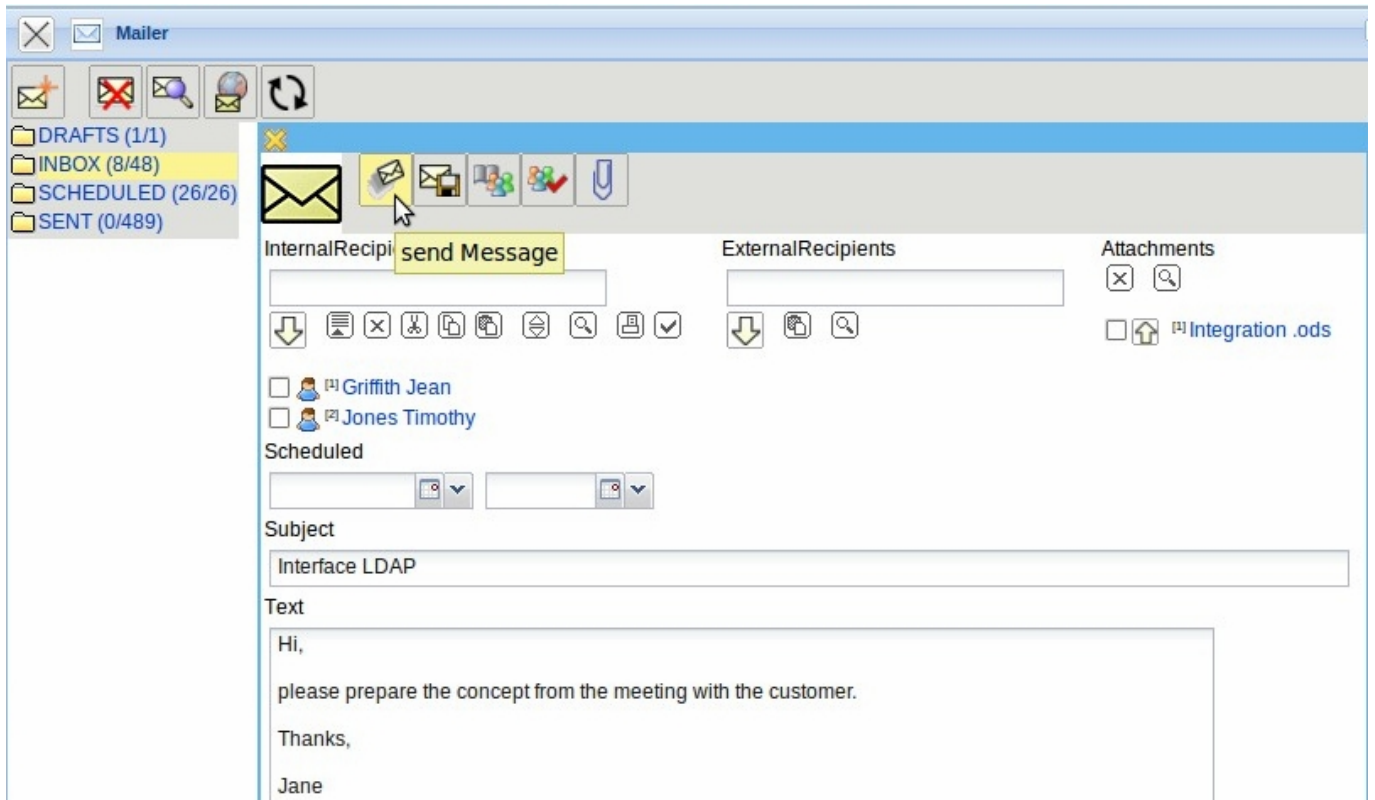




... references for the mail. These references can be any Projectile-document and can be selected for example from the personal clipboard, or by using the search engine.

In the example, the Project 3 Introduction Projectile from the personal clipboard is marked, copied and is pasted into the field reference.

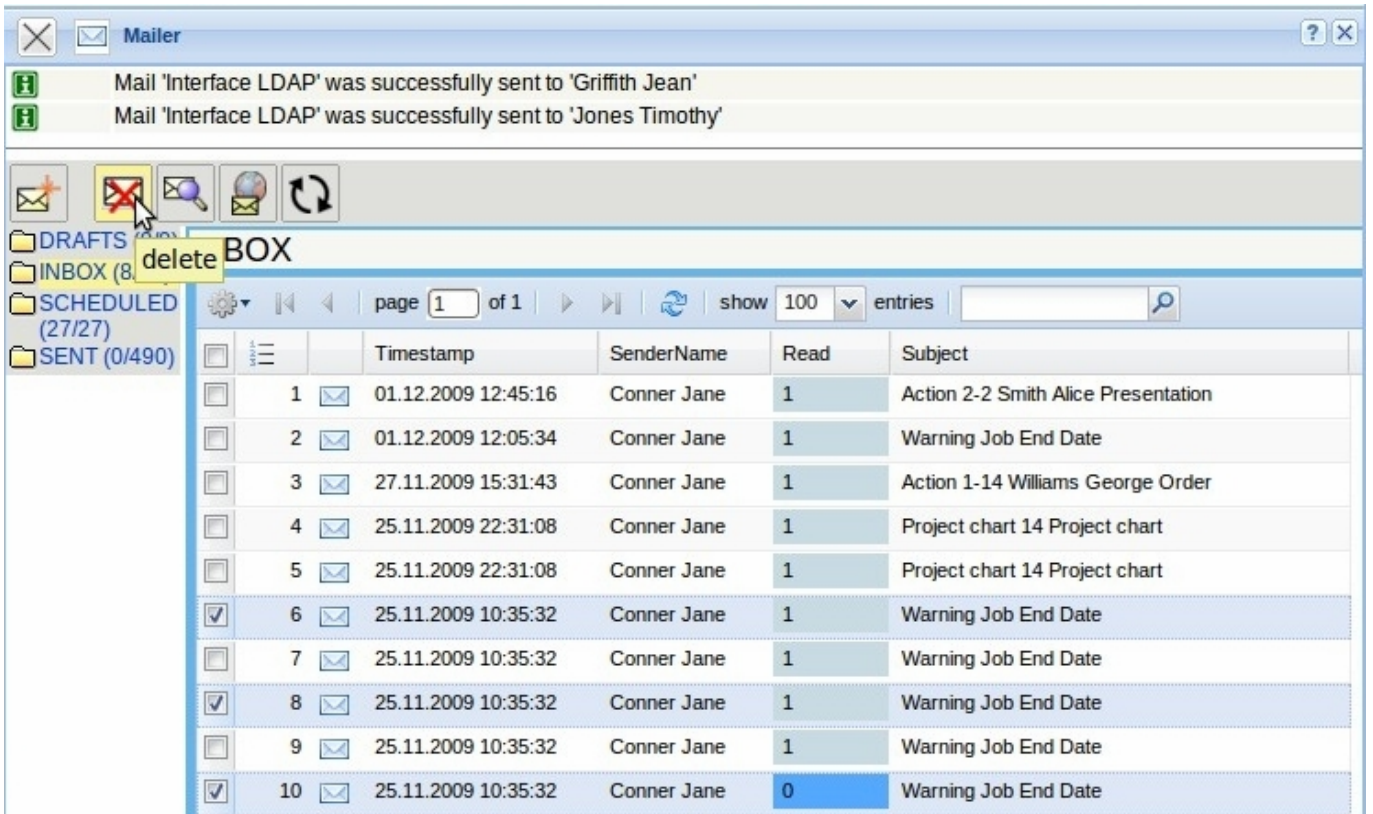
By using the functionality “Send Message” this message will be sent to the recipient and ...



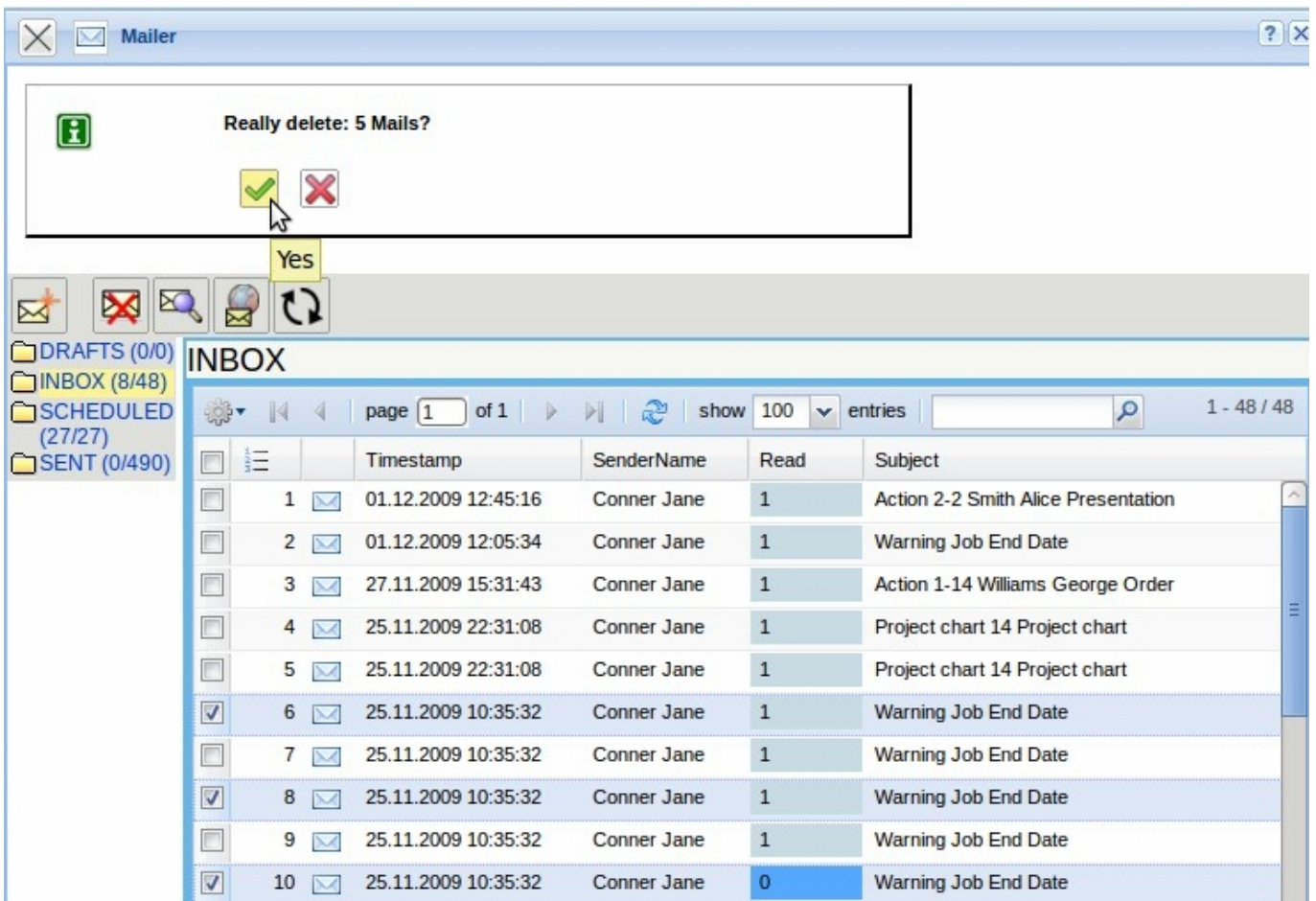
... a transmission report is created.

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

In the mail system, messages can be deleted. By using the functionality “Delete Mail”, all marked messages in a folder are deleted and ...

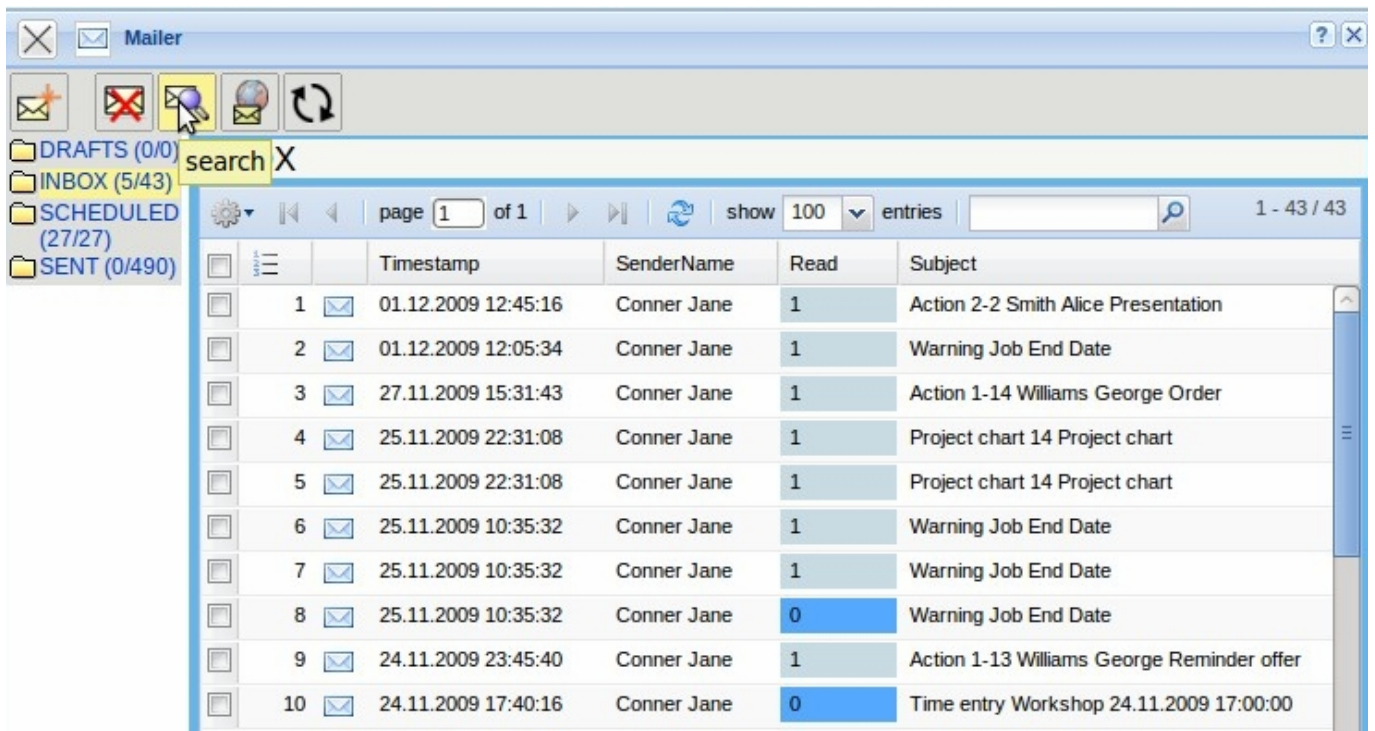


... after confirming the warning dialogue ...

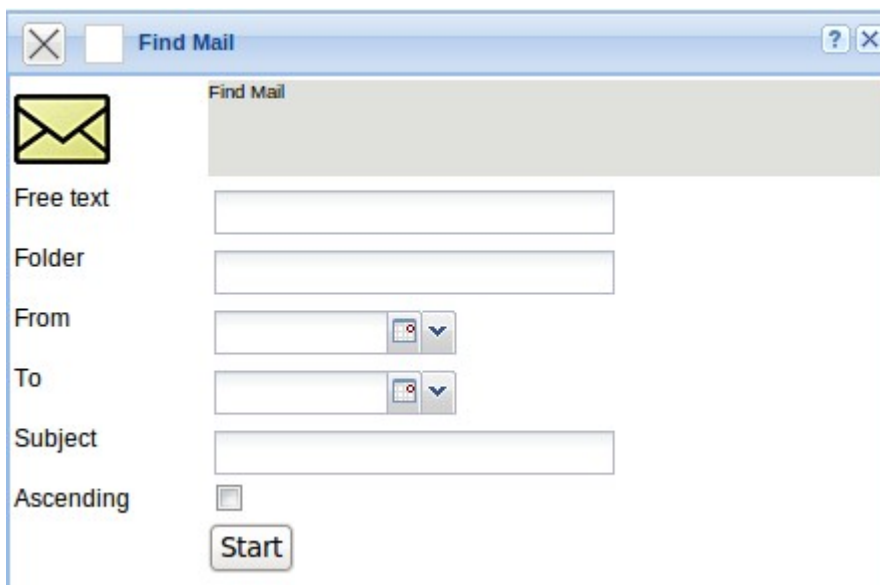


... they are permanently deleted.

By using the functionality "Search", messages from the system can be ...

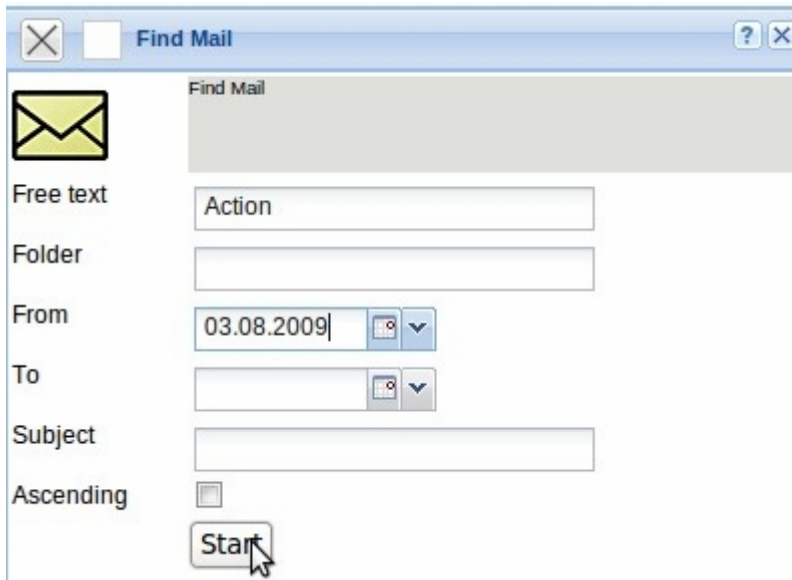


... found by using the search dialog. In the example, all messages, which ...

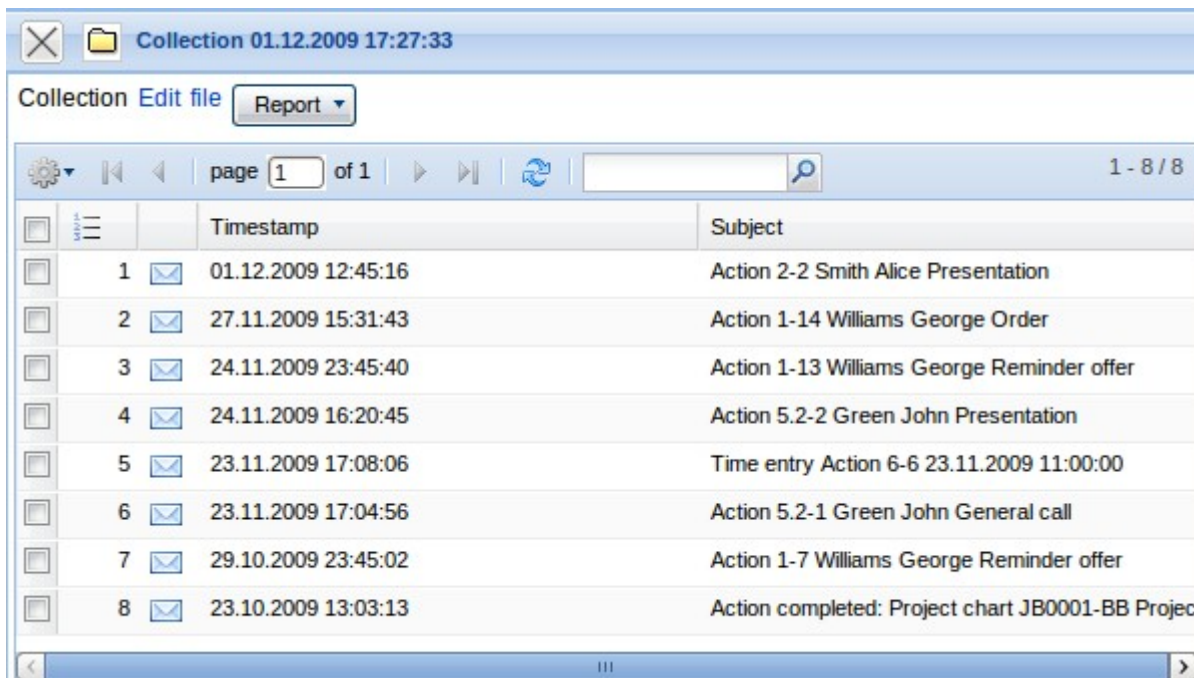


... contain the string "Action" in the subject or the text and have been in any mail folder since 03.08.2009 ...





... are found and listed.



...Continued

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