

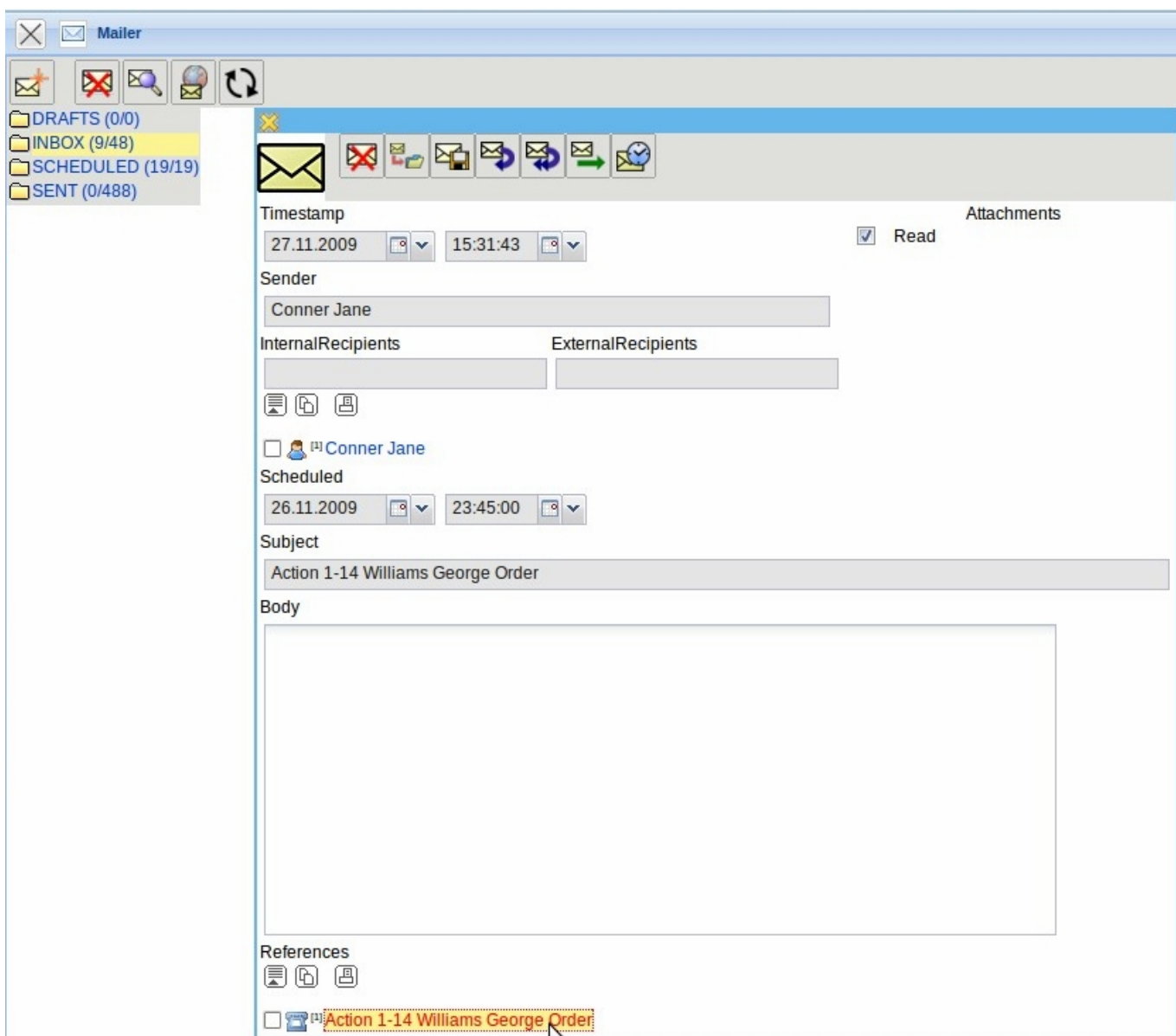
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3.04.1 Mail System "Mailer" (Continue)

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.

Action 1-14 Williams George Order

Document Edit View Back references

Master data Misc

Action: 1-14

Customer: TLC Telecommunications Corpo Contact: George Williams

Projectdescription: 12.1 Programming 2.4

DueOn: 27.11.2009 14:00

Actiontype: Order

Priority: 3 - normal priority

Arranger: Conner Jane

Note: Order for Programming 2.4

Checked:

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

Mailer

DRAFTS (0/0)
INBOX (9/48)
SCHEDULED (19/19)
SENT (0/488)

reply

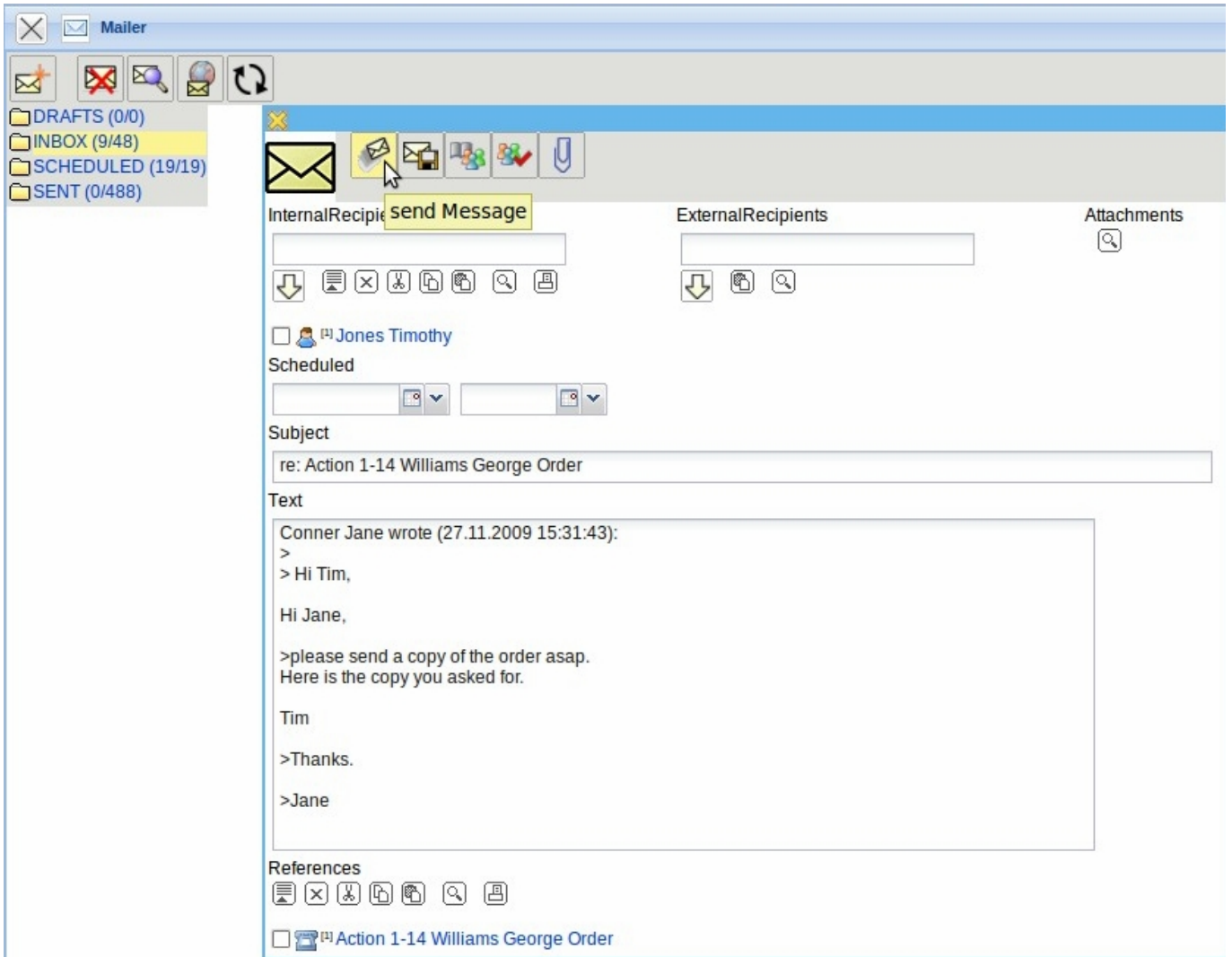
Timestamp: 27.11.2009 15:31:43 Read

Sender: Conner Jane

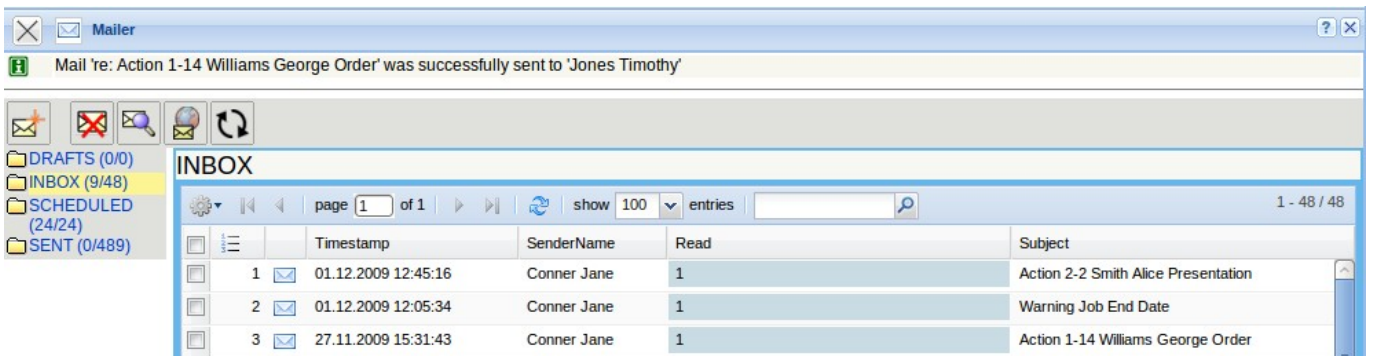
InternalRecipients: ExternalRecipients:

Conner Jane

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.

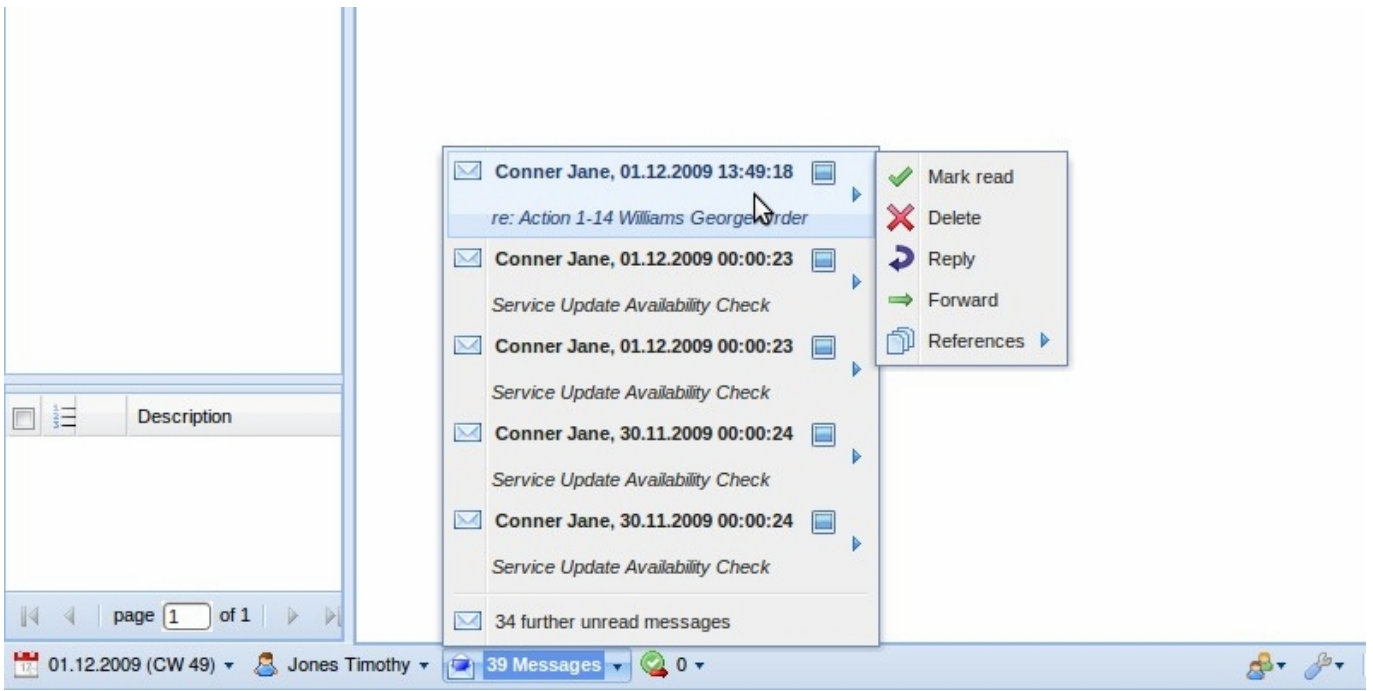



By using the functionality "Send message" this message is sent to the recipient (here Timothy Jones) and sending report is created.




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.

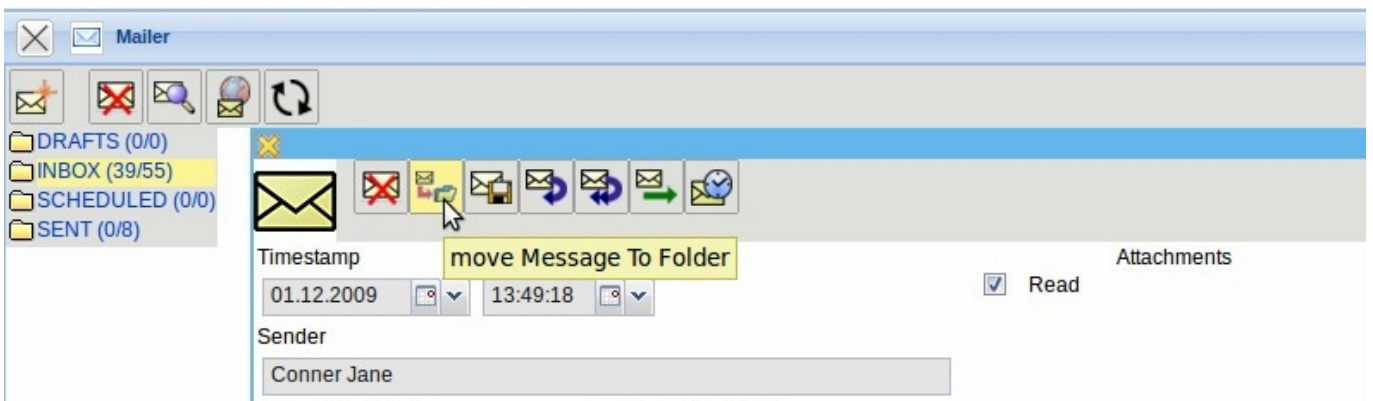
Clicking on the appropriate e-mail message row will open the internal notification.



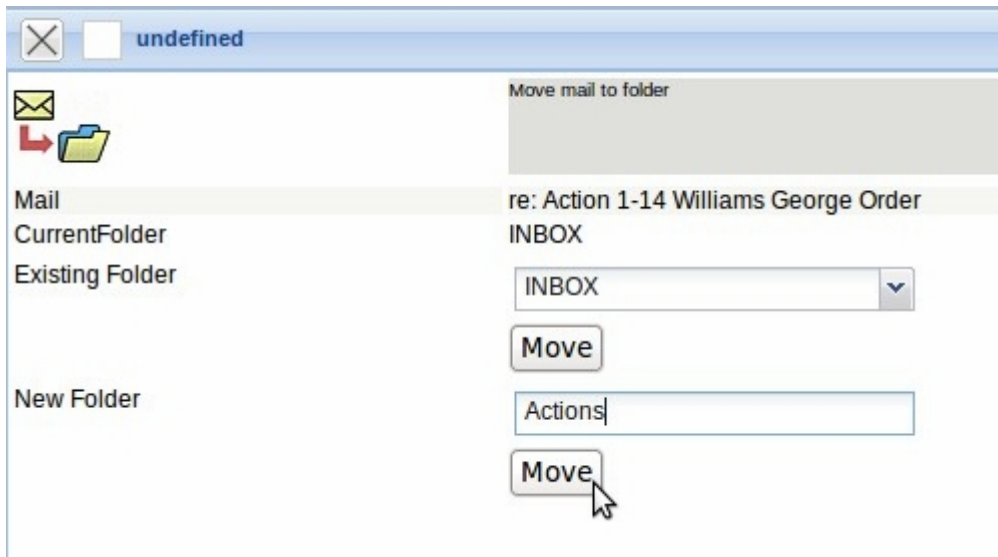
A received message can be answered by using the function “Reply All” . By performing this, not only the sender receives a reply, but also the other recipients of the message.

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.

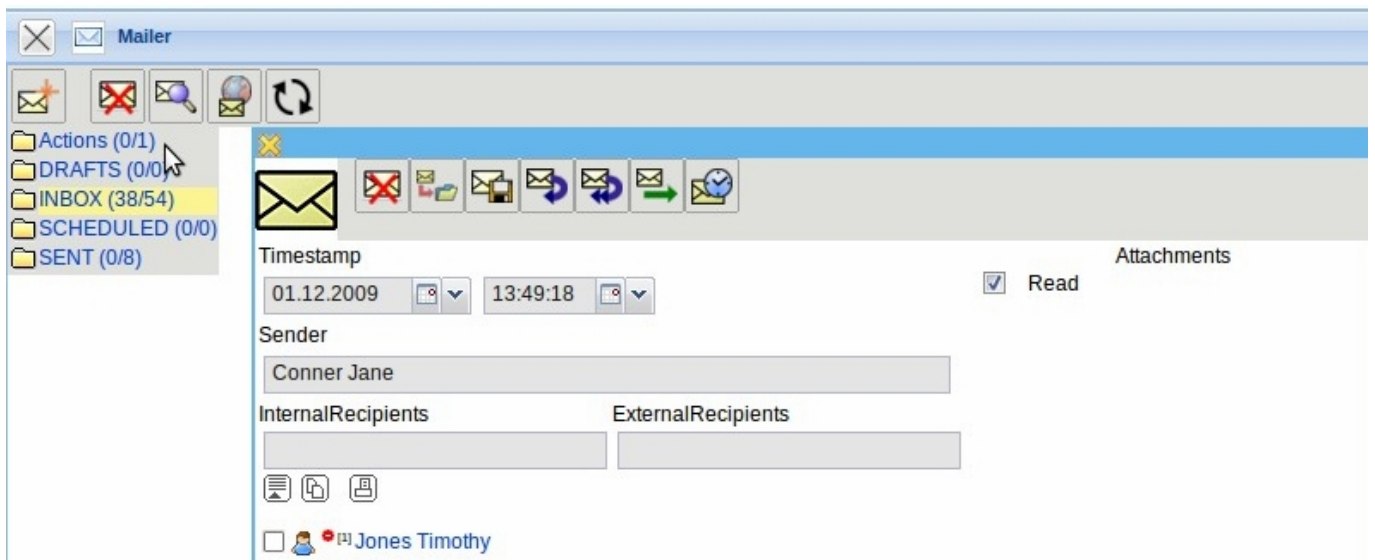
Messages can also be moved into selected (existing or new) folder. In the following example, the message is moved by Timothy Jones in a folder “Actions”. First, the functionality “Move” is performed.



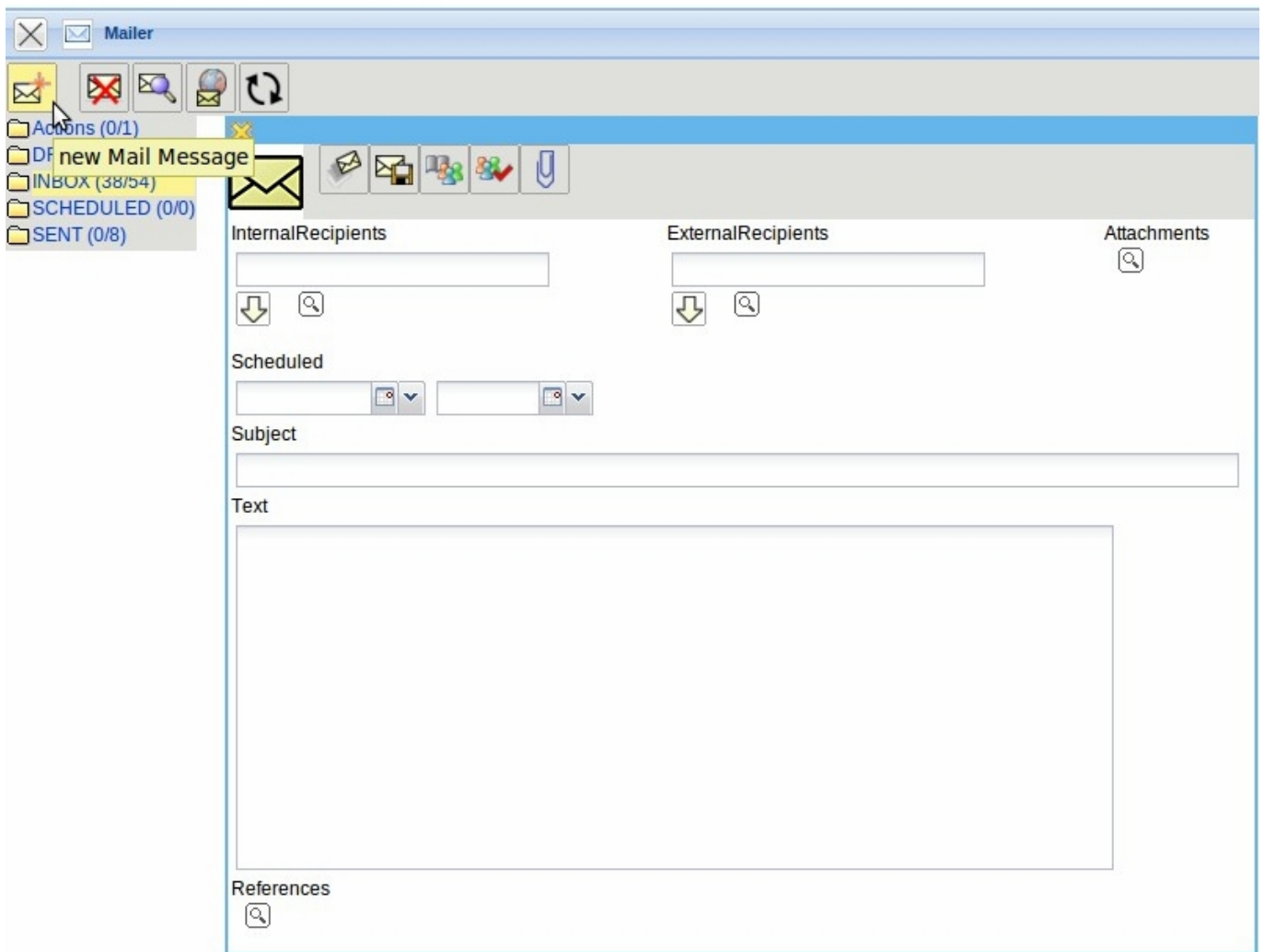
This functionality opens a dialog, where an existing folder can be selected or a new folder can be created. In the example, by using “Move”, a new folder with the name “Actions” is created...




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



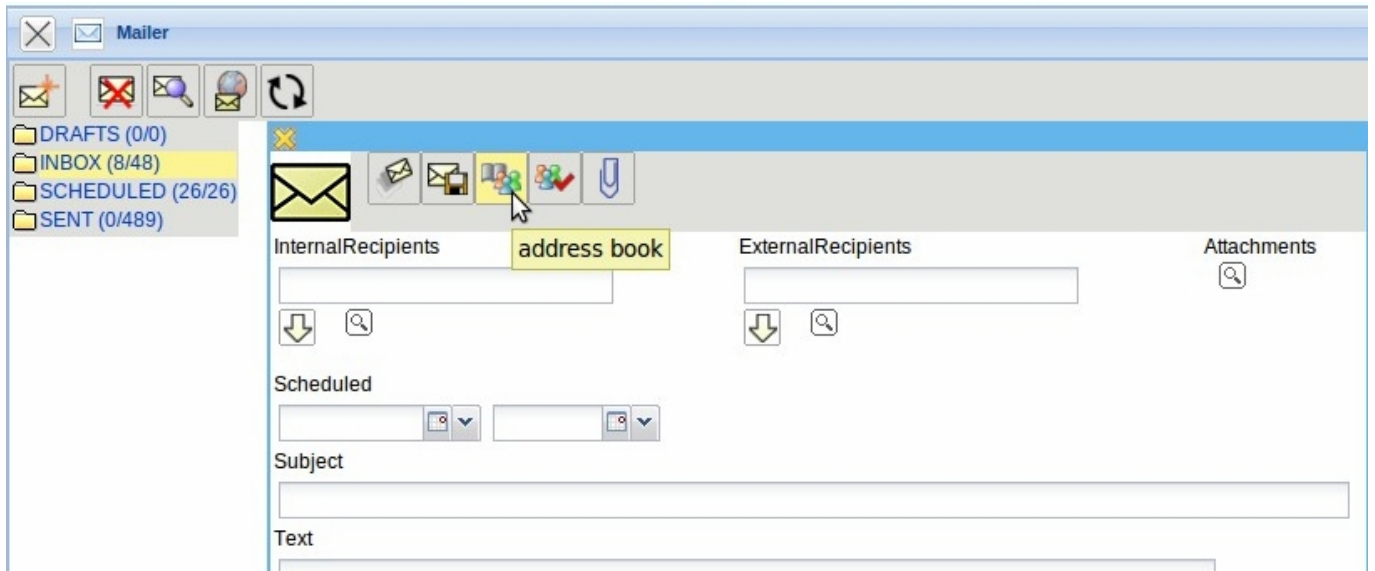
By using the functionality "New Mail", a new message can be created.



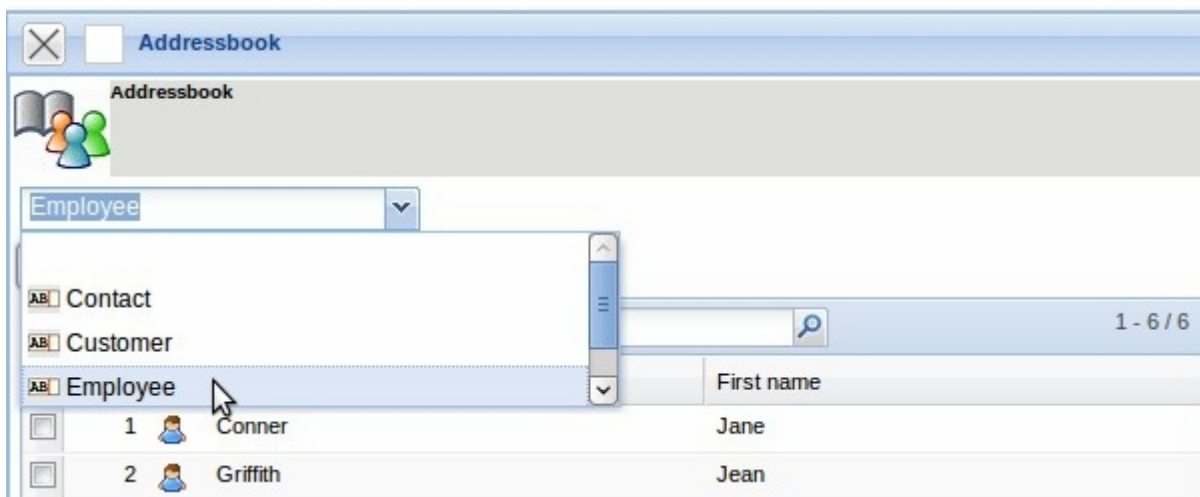
In the central area of the mail system a new message is opened. First the recipients are defined for this message. In the input field 'recipient', the recipients of the message can be entered manually or by using the address book. When manually entered, the recipient will be written into the input field 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 dropdown menu set to 'Employee'. Below it is a button labeled 'Include selection'. The main area contains a table with columns 'Name' and 'First name'. The table lists six contacts, with the second and fourth rows selected. Below the table is another 'Include selection' button.

	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. On the left is a folder list: DRAFTS (0/0), INBOX (8/48), SCHEDULED (26/26), and SENT (0/489). The main area is for composing a message. It includes fields for 'InternalRecipients' and 'ExternalRecipients', a 'Scheduled' field, a 'Subject' field containing 'Interface LDAP', and a 'Text' field containing the message body.

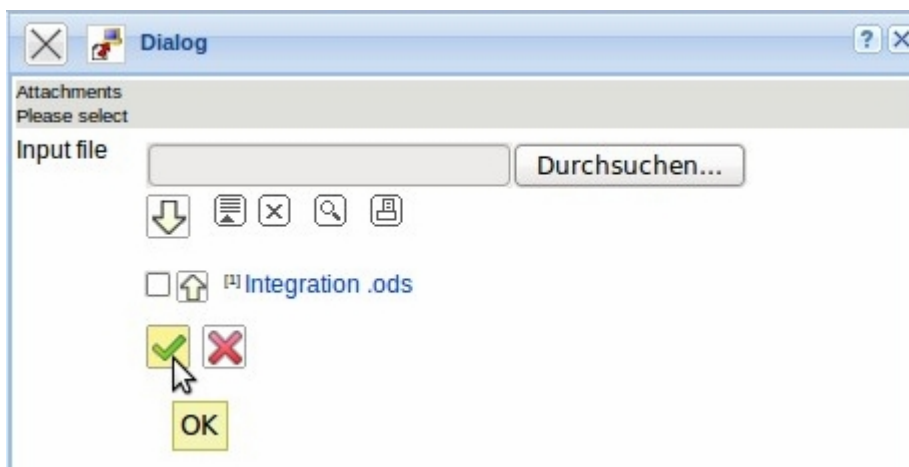
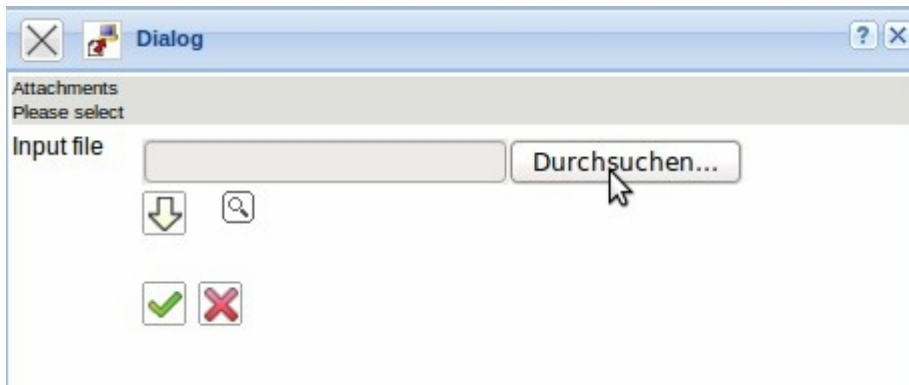
InternalRecipients: [Empty field]

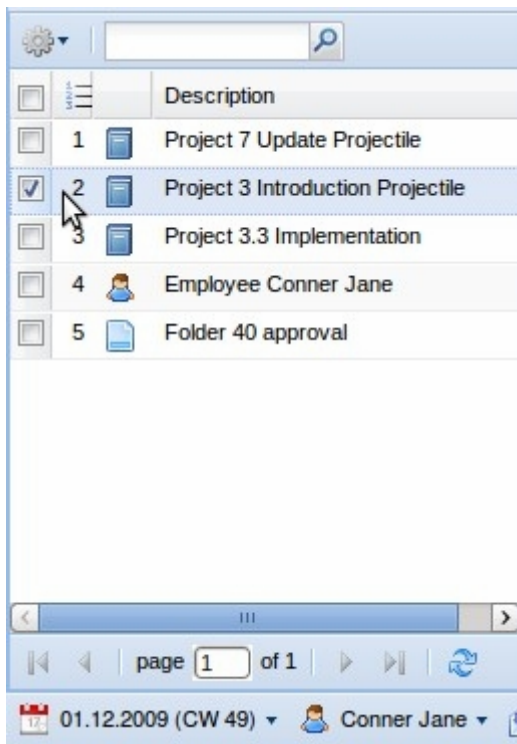
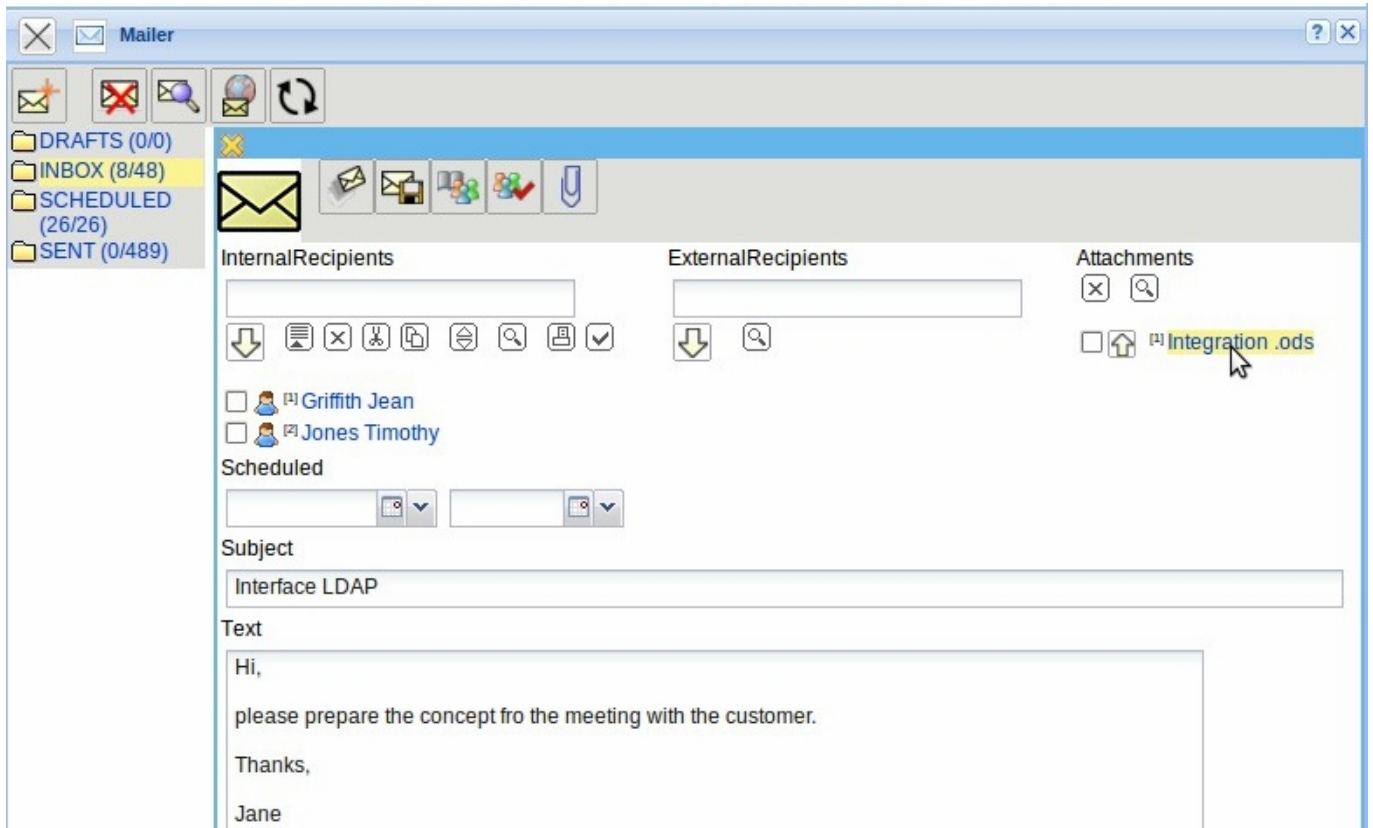
ExternalRecipients: [Empty field]

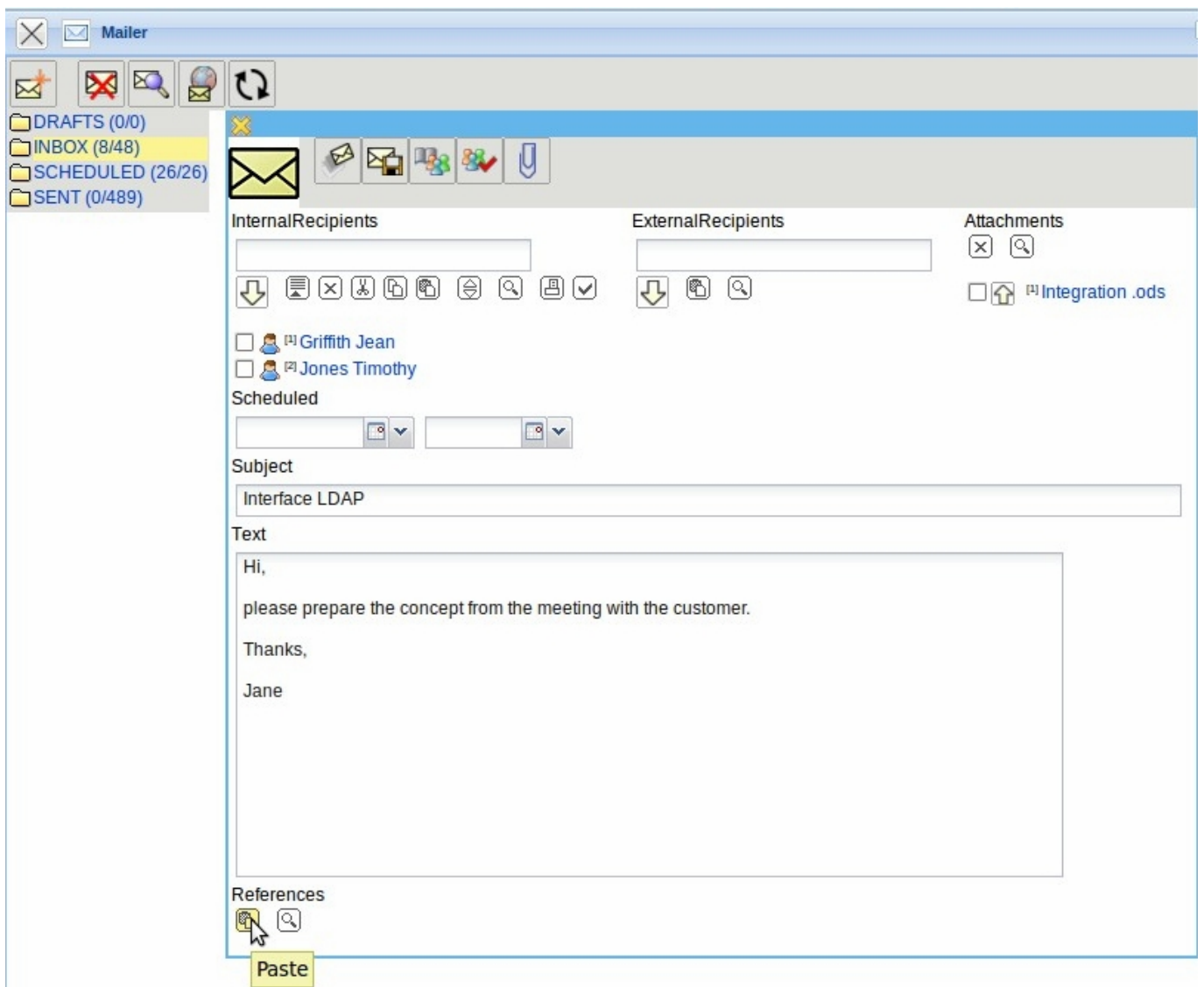
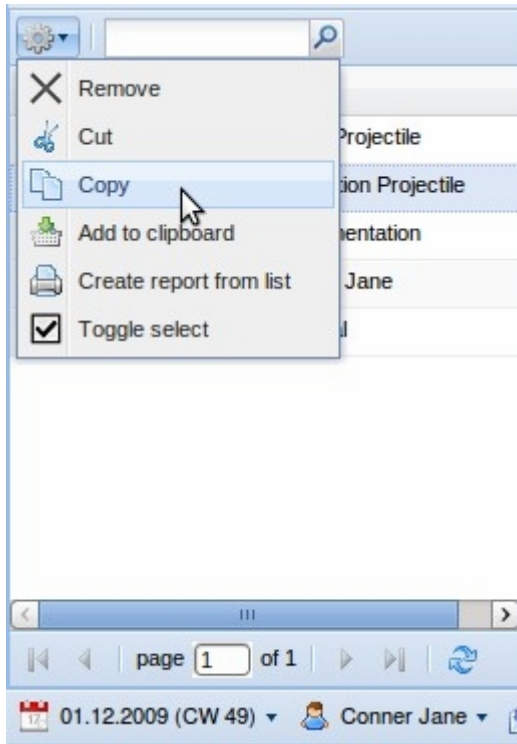
Scheduled: [Empty field]

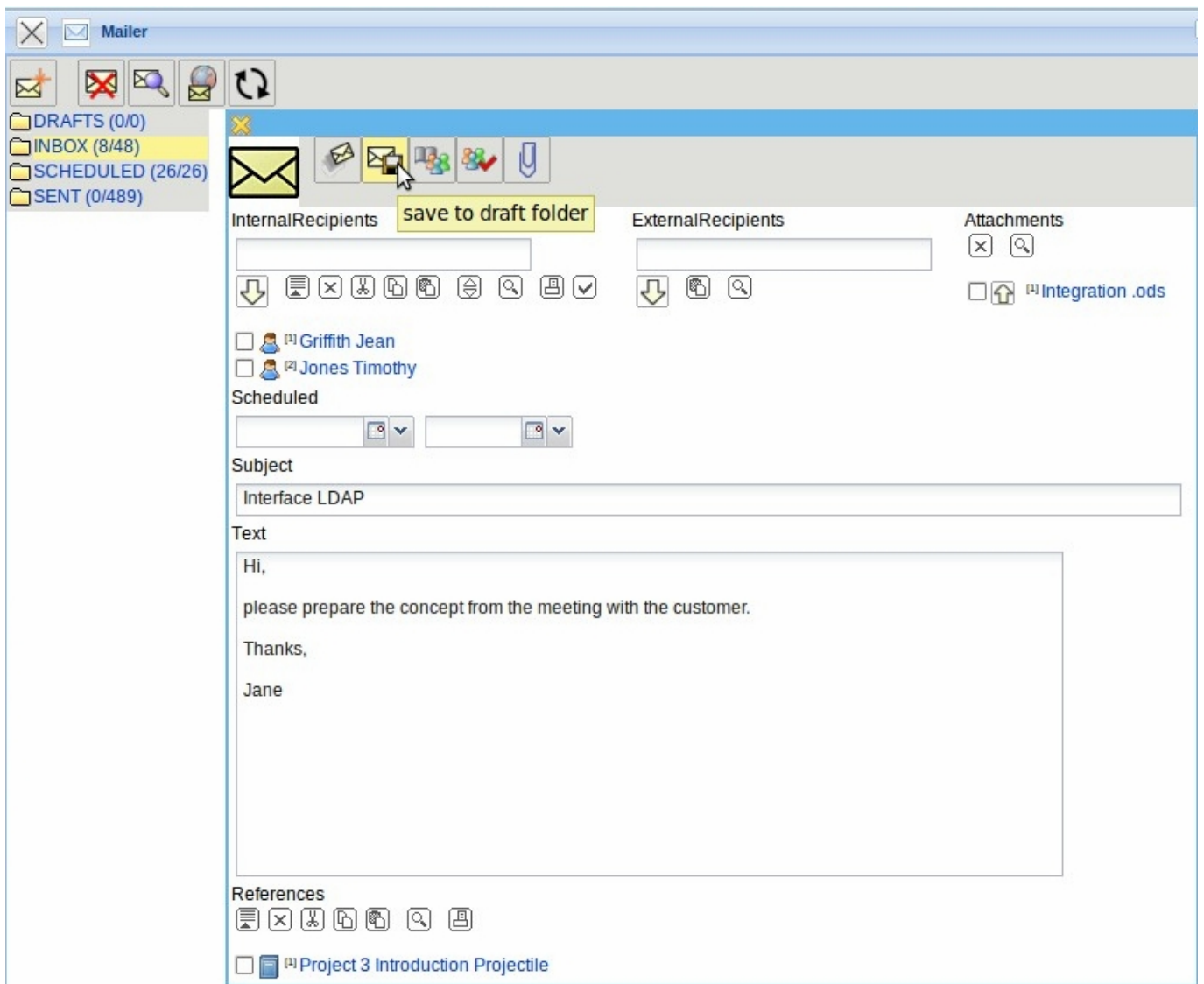
Subject: Interface LDAP

Text: Hi,
please prepare the concept fro the meeting with the customer.
Thanks,
Jane





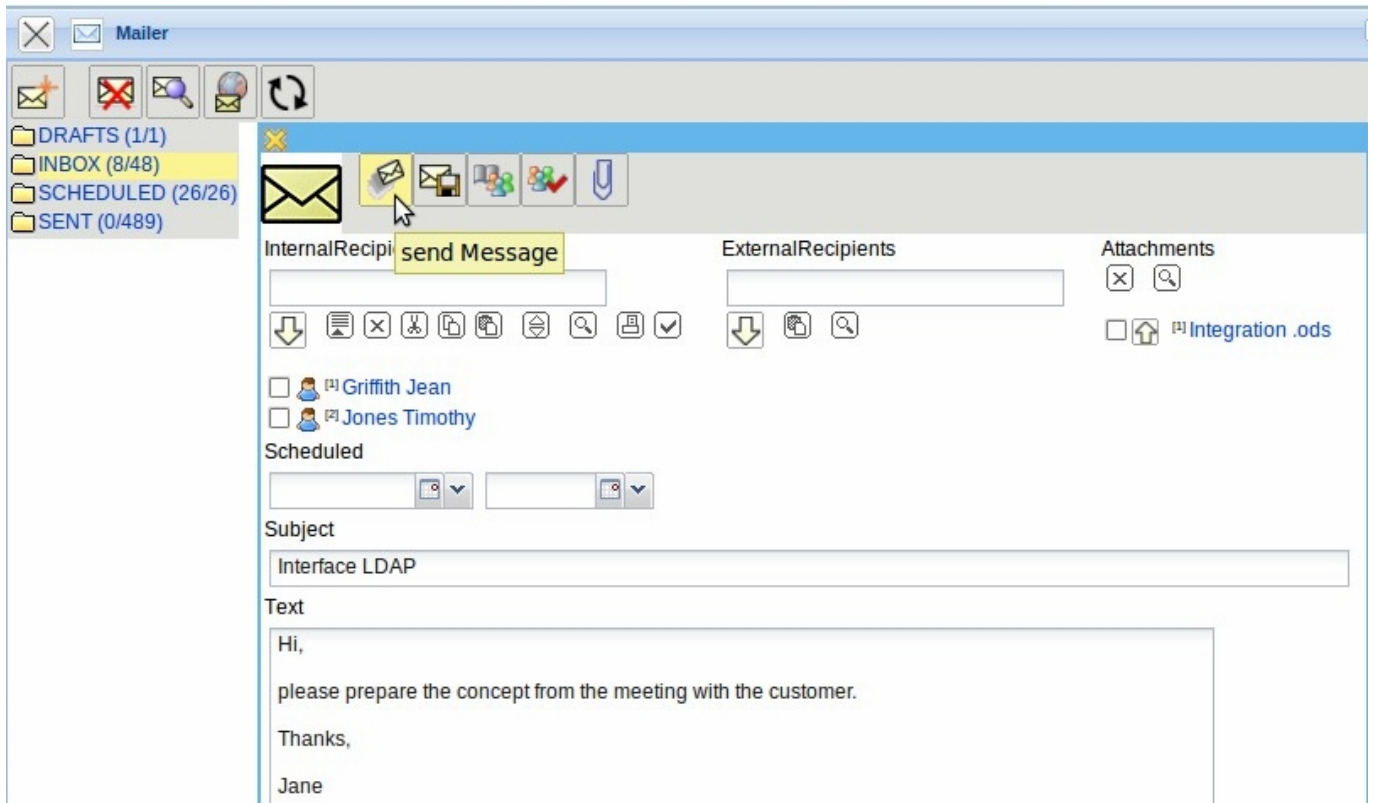




... references for the mail. These references can be any Projectile-document and can be selected for example from the personal clipboard, or by using the search engine.

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 ...

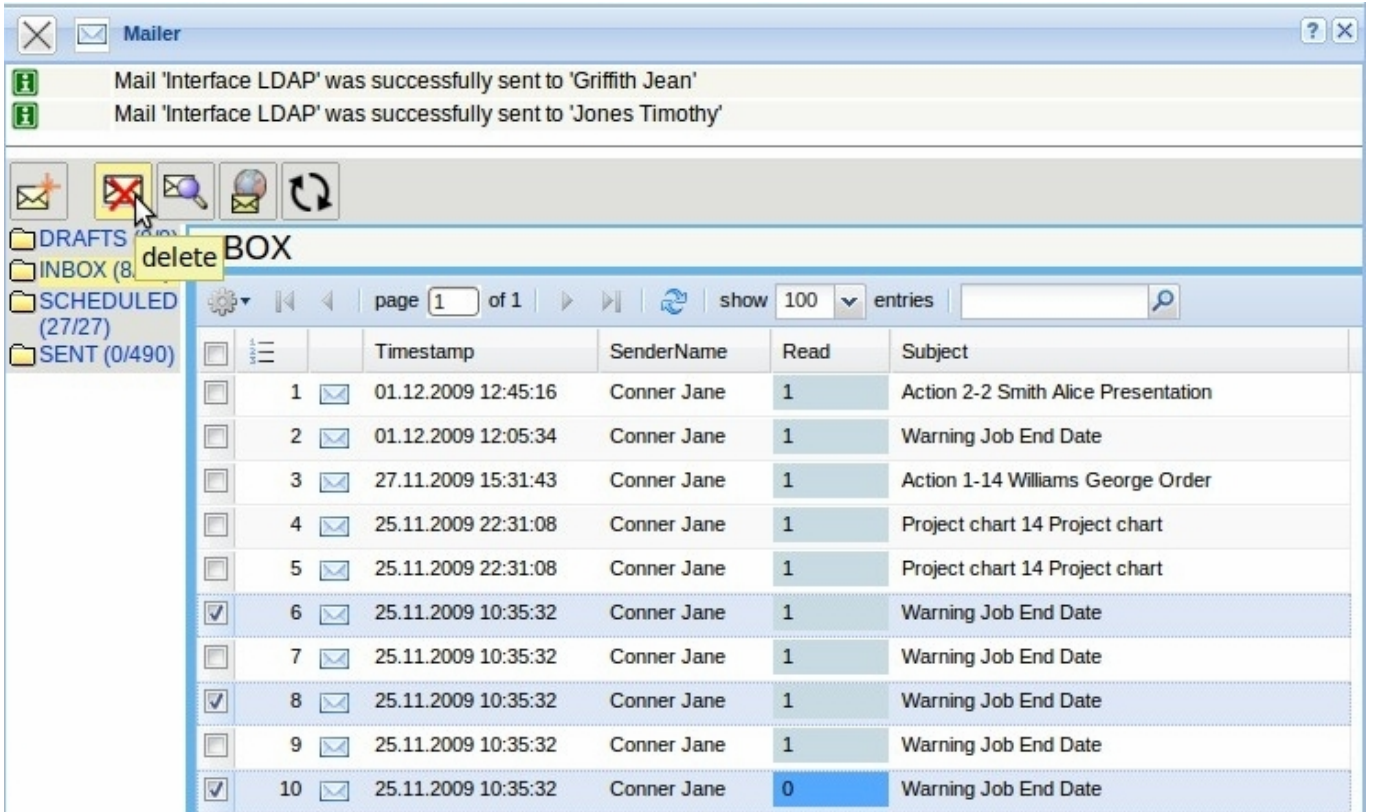


... a transmission report is created.

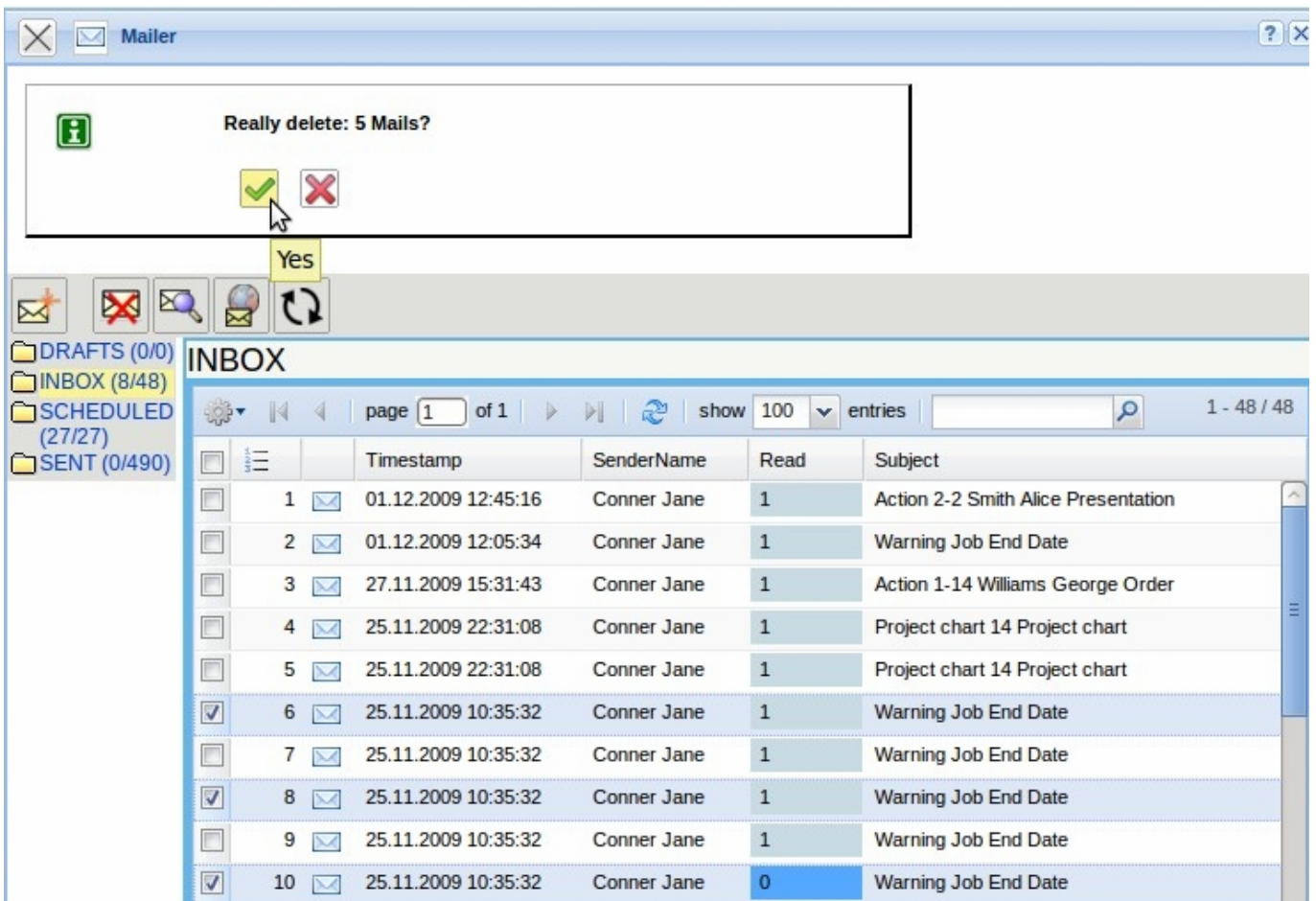
The screenshot shows a mail client window titled "Mailer". At the top, two status messages indicate successful mail delivery: "Mail 'Interface LDAP' was successfully sent to 'Griffith Jean'" and "Mail 'Interface LDAP' was successfully sent to 'Jones Timothy'". Below this is a toolbar with icons for draft, delete, search, and refresh. The main area displays the "INBOX" folder with a list of 17 messages. The messages are sorted by timestamp, with the most recent at the top. The "Read" column shows the status of each message, with some marked as 0 (unread) and others as 1 (read). The "Subject" column provides details about each message, including actions and presentations.

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

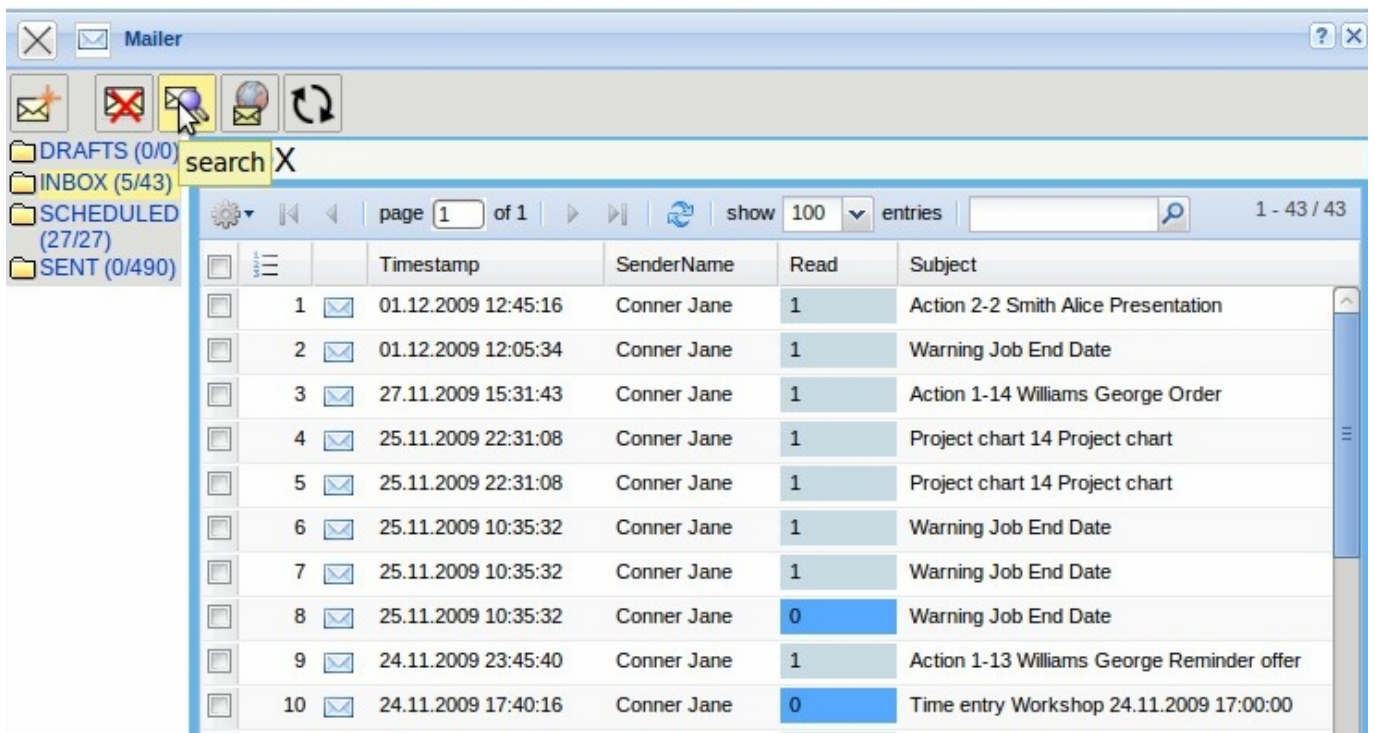
In the mail system, messages can be deleted. By using the functionality "Delete Mail", all marked messages in a folder are deleted and ...



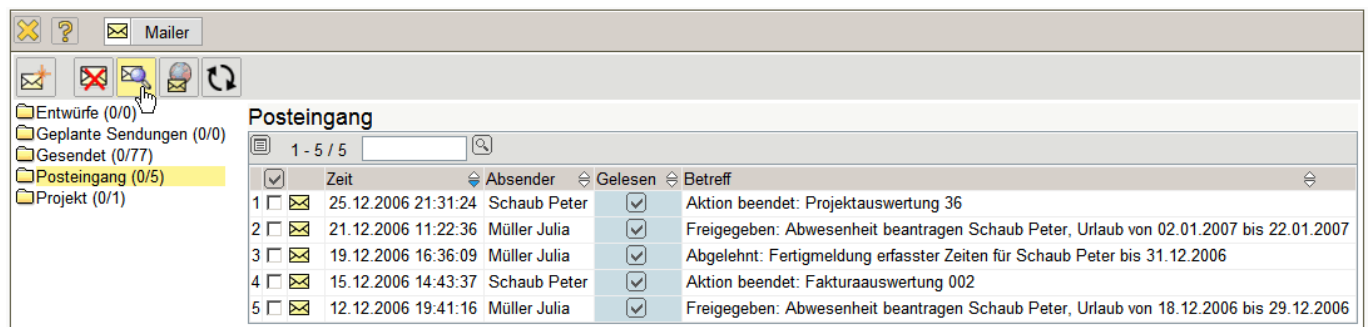
... after confirming the warning dialogue ...



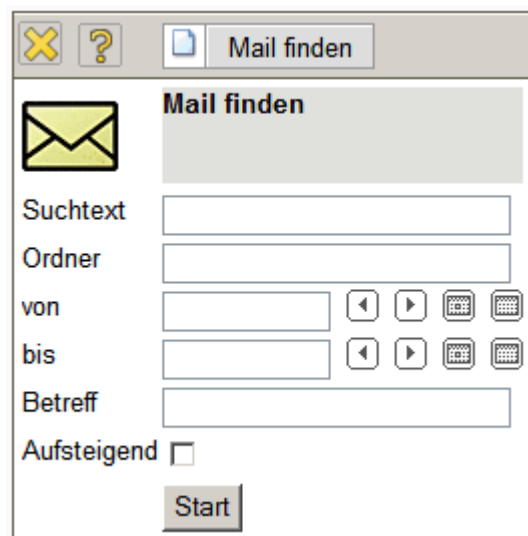
... they are permanently deleted.



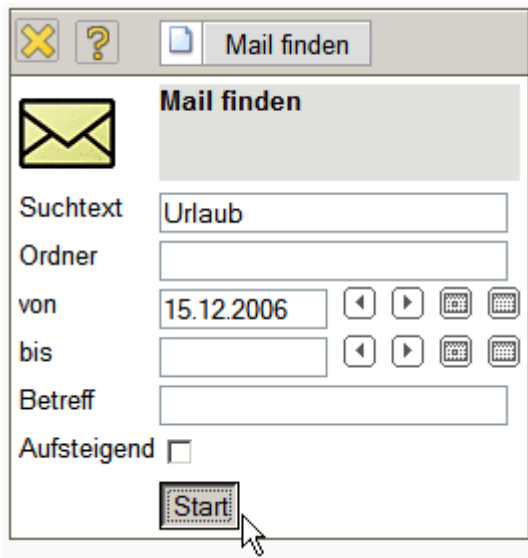
By using the functionality "Search", messages from the system can be ...



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



... in the subject line or the text "holiday" and it is since 15.12.2006 in any mail folder contained...



... found and listed.



...Continued

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