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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 ...

The screenshot shows the Mailer application window. On the left is a sidebar with folders: DRAFTS (0/0), INBOX (9/48), SCHEDULED (19/19), and SENT (0/488). The main area displays a message from Conner Jane, timestamped 27.11.2009 15:31:43. The subject is 'Action 1-14 Williams George Order'. The body is empty. Below the body, there is a 'References' section with a link to 'Action 1-14 Williams George Order'.

Mailer

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

Timestamp
27.11.2009 15:31:43

Attachments
☒ Read

Sender
Conner Jane

InternalRecipients
ExternalRecipients

☐ Conner Jane

Scheduled
26.11.2009 23:45:00

Subject
Action 1-14 Williams George Order

Body

References
☐ Action 1-14 Williams George Order

... 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

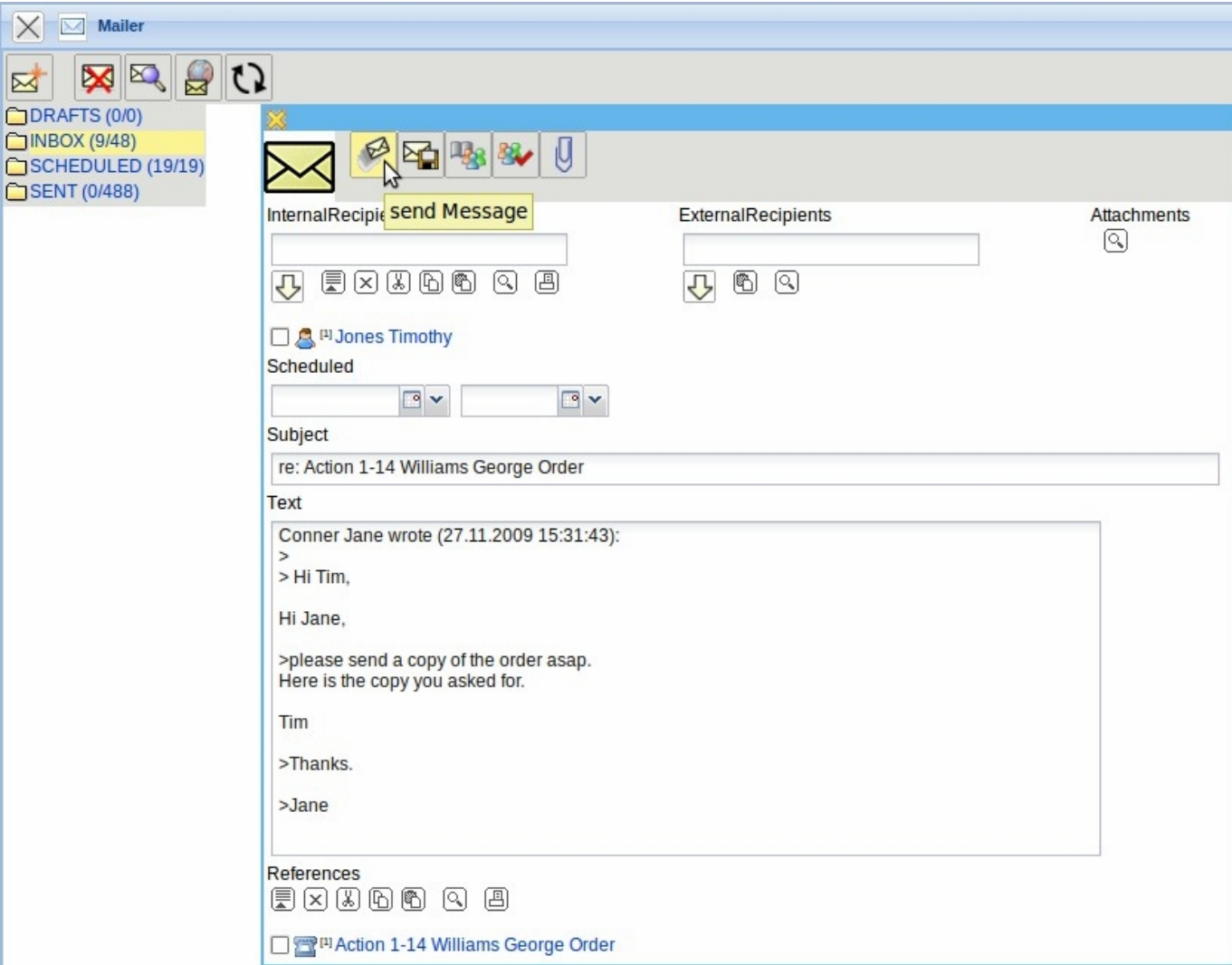
Timestamp 27.11.2009 15:31:43 ☒ **Read**

Sender Conner Jane

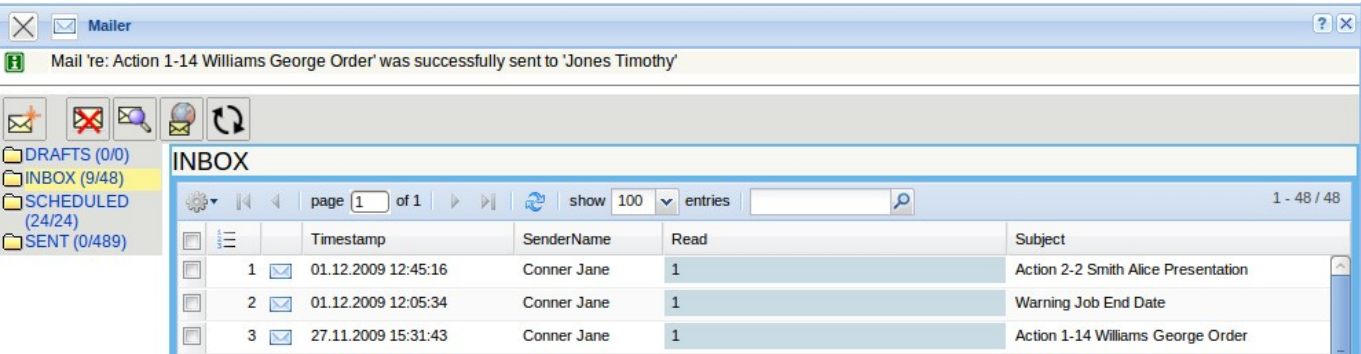
InternalRecipients **ExternalRecipients**

☐ **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.

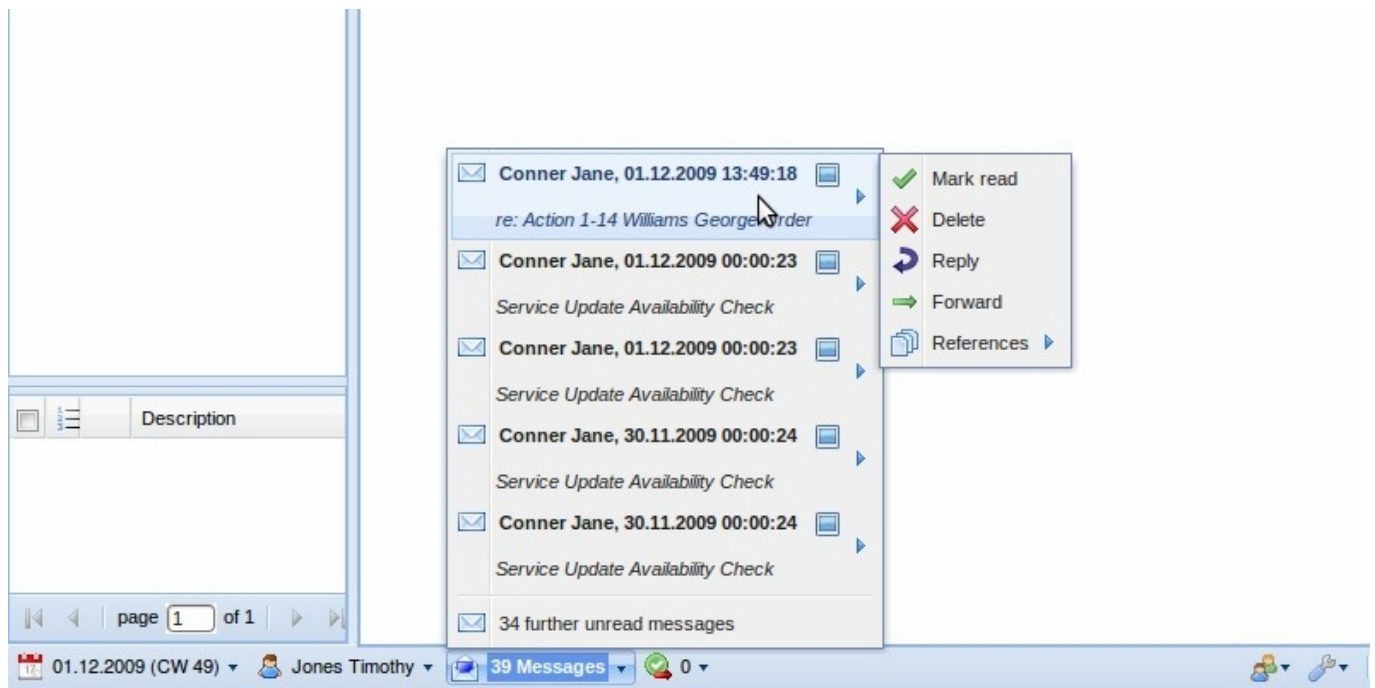


By using the functionality “Send message” this message is sent to the recipient (here Timothy Jones) and sending report is created.



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.

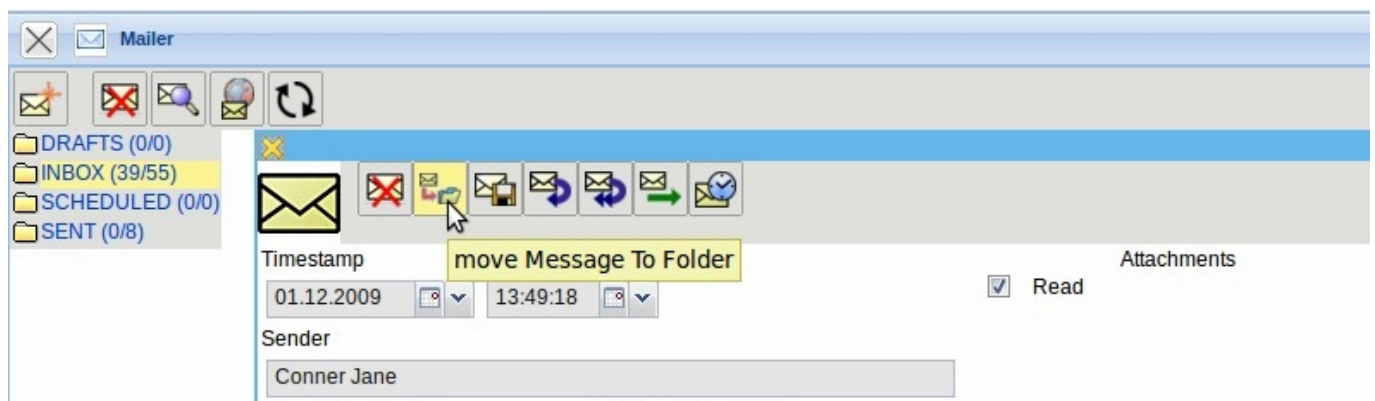
Clicking on the appropriate e-mail message row will open the internal notification.



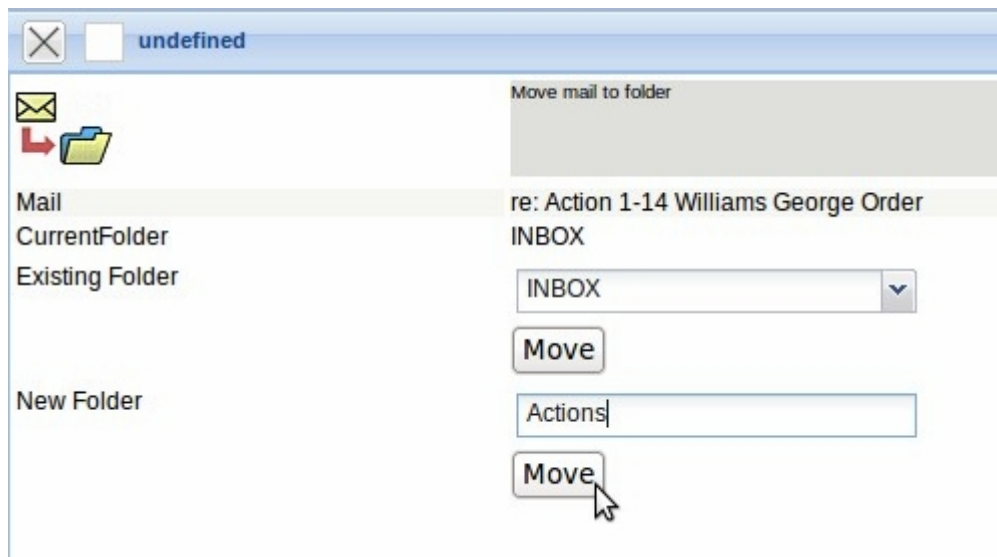
A received message can be answered by using the function “Reply All” . By performing this, not only the sender receives a reply, but also the other recipients of the message.

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.

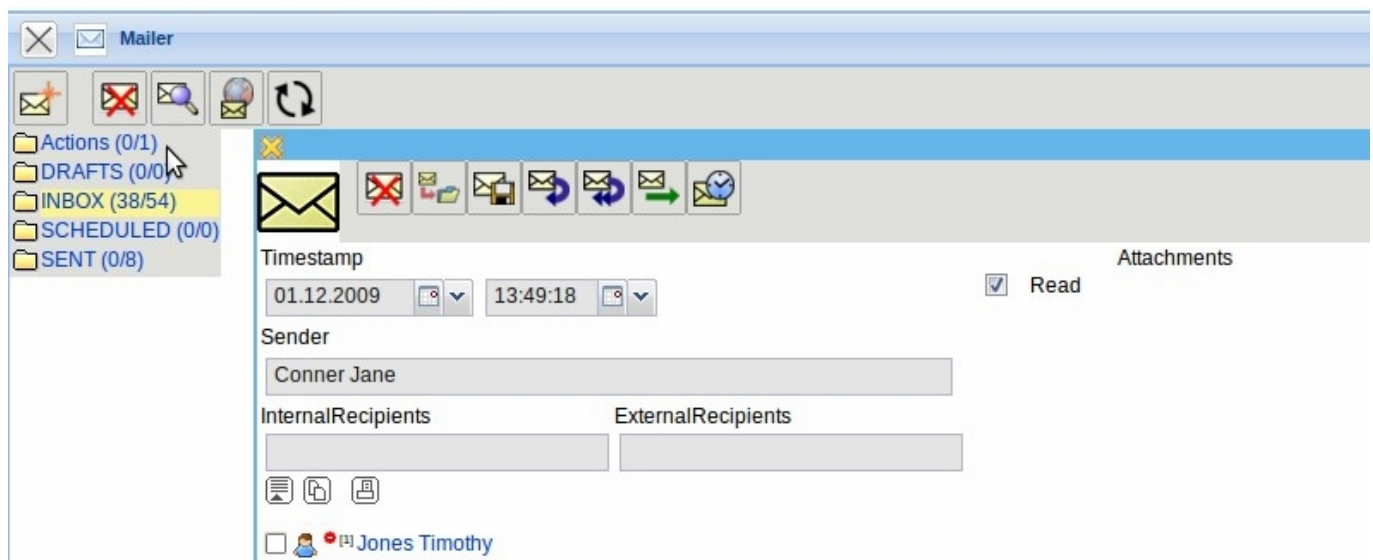
Messages can also be moved into selected (existing or new) folder. In the following example, the message is moved by Timothy Jones in a folder “Actions”. First, the functionality “Move” is performed.



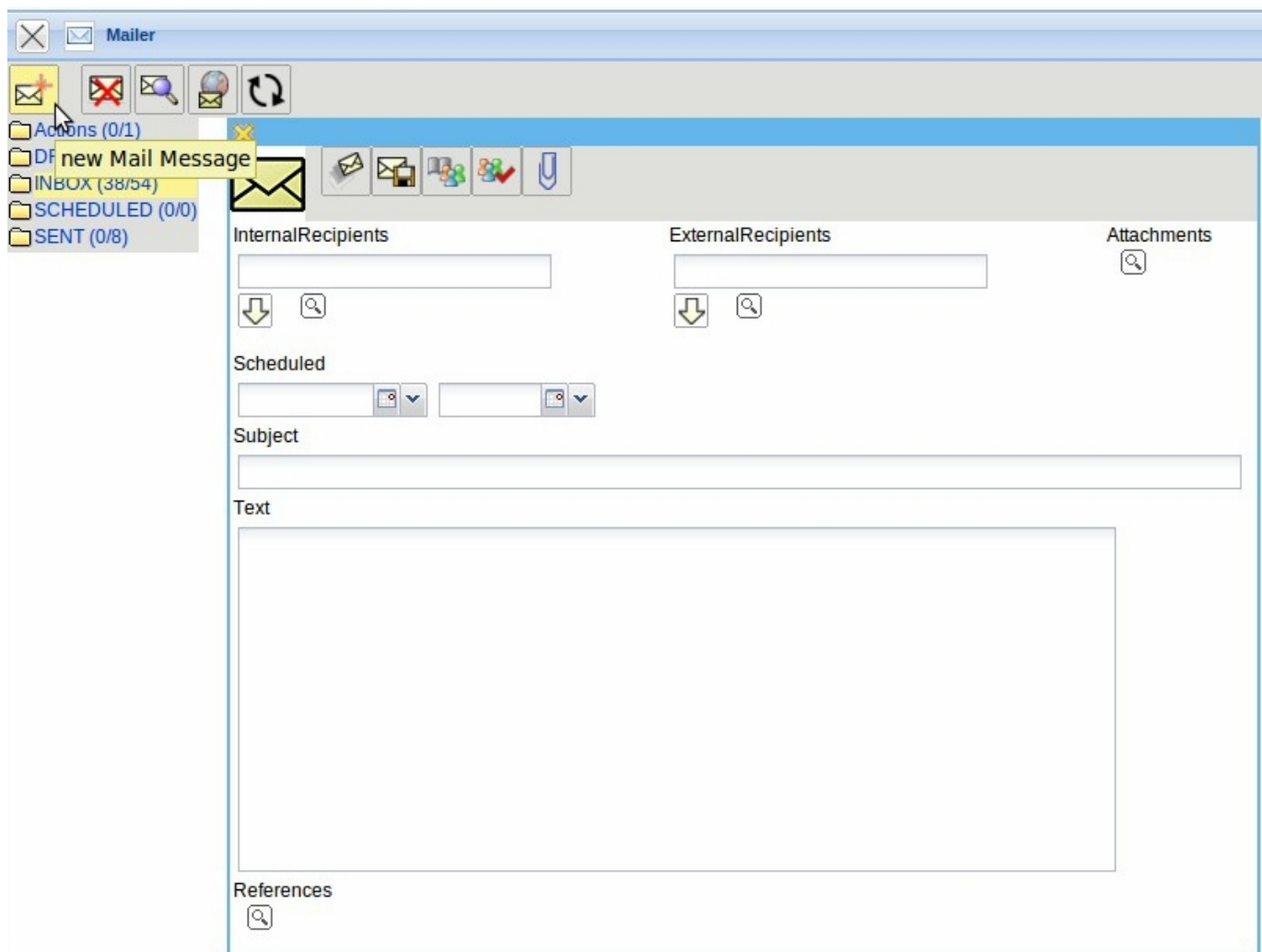
This functionality opens a dialog, where an existing folder can be selected or a new folder can be created. In the example, by using “Move”, a new folder with the name “Actions” is created...



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



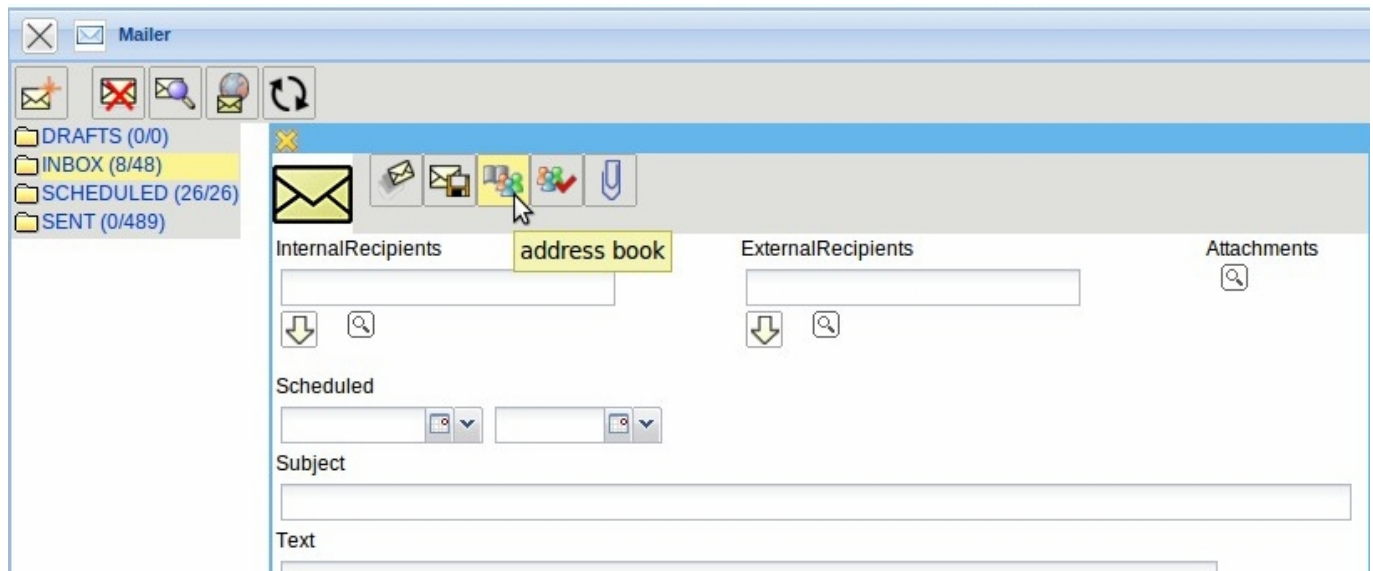
By using the functionality "New Mail", a new message can be created.



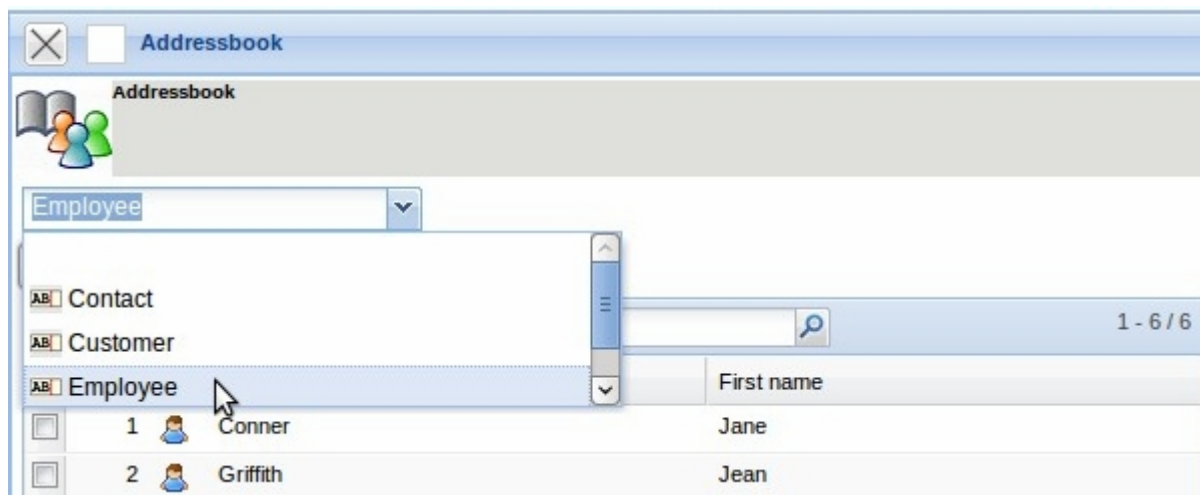
In the central area of the mail system a new message is opened. First the recipients are defined for this message. In the input field 'recipient', the recipients of the message can be entered manually or by using the address book. When manually entered, the recipient will be written into the input field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

Addressbook

Addressbook

Employee

Include selection

page 1 of 1

1 - 6 / 6

☐	Name	First name
☐ 1	 Conner	Jane
☒ 2	 Griffith	Jean
☐ 3	 Jane	Conner
☒ 4	 Jones	Timothy
☐ 5	 Müller	Georg
☐ 6	 Tate	Adam

Include selection

... 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 ...

✕ Mailer

✕ ✕ 🔍 🔄

DRAFTS (0/0)
 INBOX (8/48)
 SCHEDULED (26/26)
 SENT (0/489)

✕

✉ 📁 👤 🗑️ 📎

✉

InternalRecipients

ExternalRecipients

Attachments

☐ 👤 [2] Griffith Jean
☐ 👤 [2] Jones Timothy

Scheduled

Subject

Interface LDAP

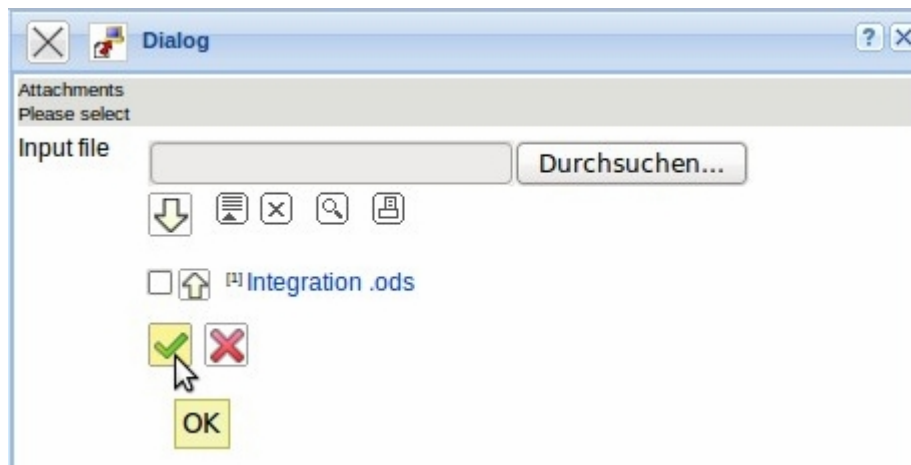
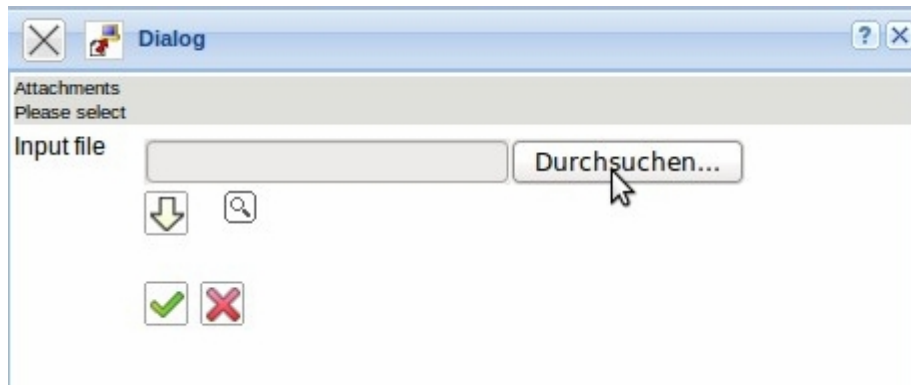
Text

Hi,

please prepare the concept fro the meeting with the customer.

Thanks,

Jane



Mailer

DRAFTS (0/0)
INBOX (8/48)
SCHEDULED (26/26)
SENT (0/489)

InternalRecipients

[Download] [List] [X] [Copy] [Paste] [Find] [Check] [Uncheck] [Griffith Jean] [Jones Timothy]

ExternalRecipients

[Download] [Find]

Attachments
[X] [Find]
[X] [Integration .ods]

Scheduled
 [v] [v]

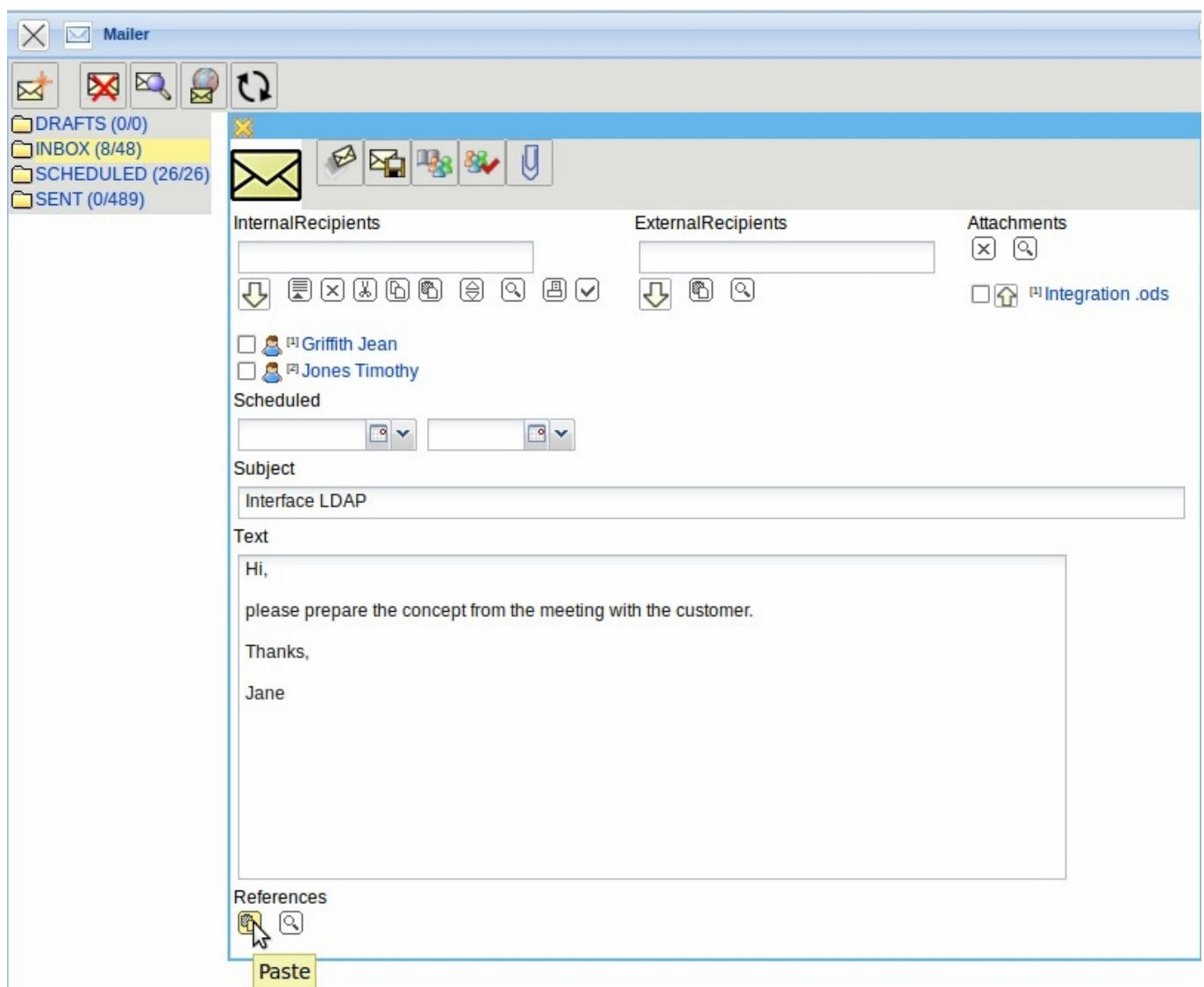
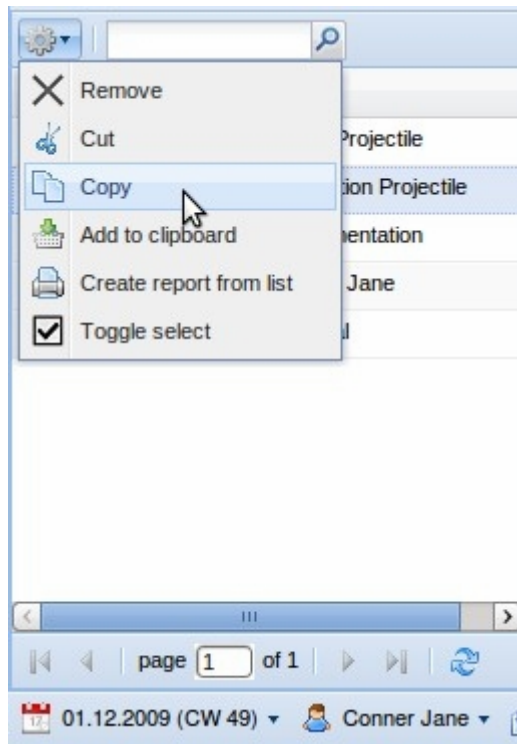
Subject

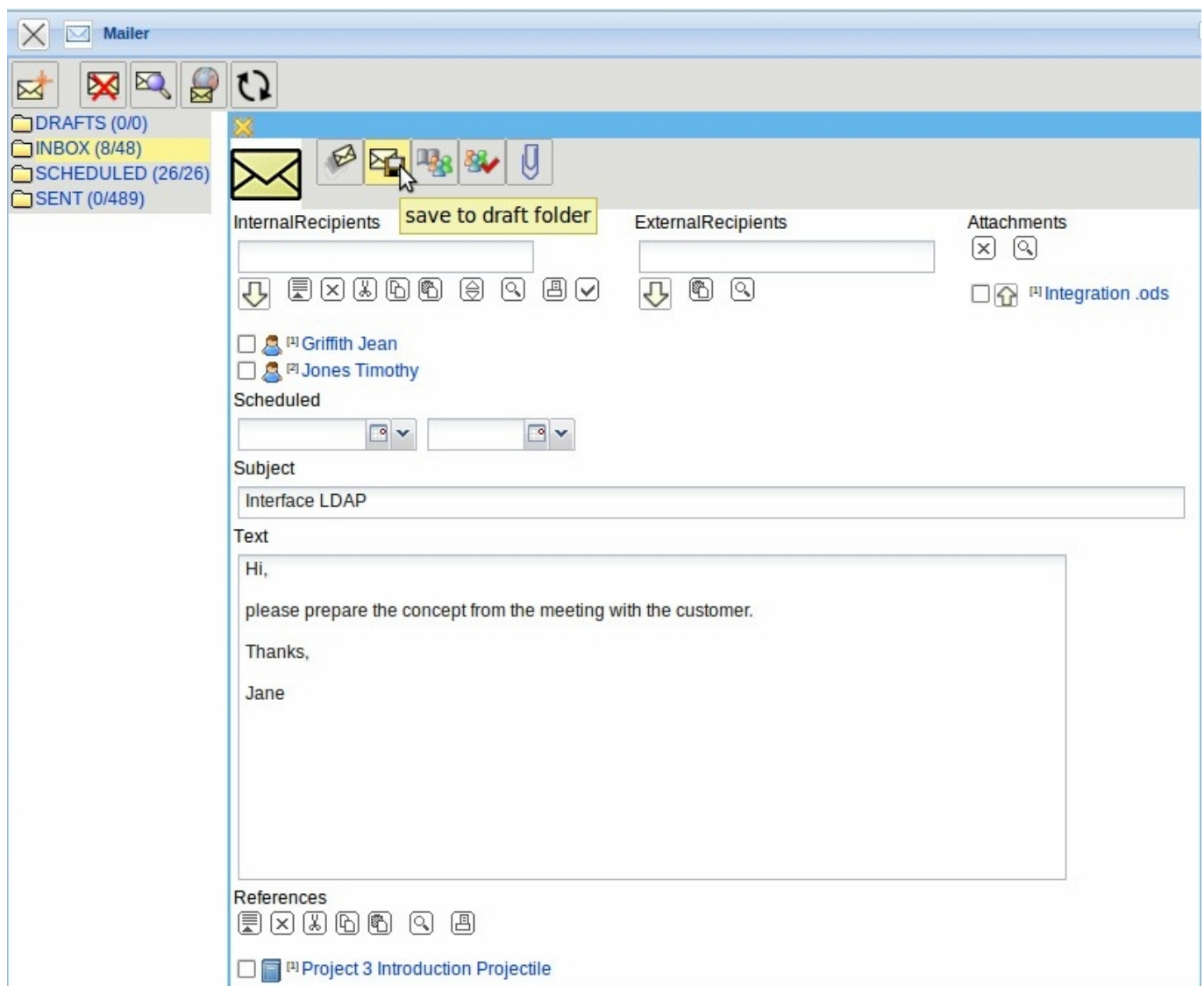
Text
Hi,
please prepare the concept fro the meeting with the customer.
Thanks,
Jane

	Description
☐ 1	Project 7 Update Projectile
☒ 2	Project 3 Introduction Projectile
☐ 3	Project 3.3 Implementation
☐ 4	Employee Conner Jane
☐ 5	Folder 40 approval

page 1 of 1

01.12.2009 (CW 49) Conner 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 ...

The screenshot shows the Mailer application window. On the left is a sidebar with a folder list: DRAFTS (1/1), INBOX (8/48), SCHEDULED (26/26), and SENT (0/489). The INBOX folder is selected. The main area contains a toolbar with icons for new message, delete, search, and refresh. Below the toolbar is a 'send Message' button. To the right of this button are fields for 'InternalRecipients' and 'ExternalRecipients', each with a list of contacts (Griffith Jean, Jones Timothy) and a 'Scheduled' dropdown. Further right is an 'Attachments' section with a search icon and a file named 'Integration .ods'. Below these fields is a 'Subject' field containing 'Interface LDAP'. At the bottom is a 'Text' area with the following content: 'Hi, please prepare the concept from the meeting with the customer. Thanks, Jane'.

Mailer

DRAFTS (1/1)
INBOX (8/48)
SCHEDULED (26/26)
SENT (0/489)

send Message

InternalRecipients

ExternalRecipients

Attachments

Integration .ods

Scheduled

Subject

Interface LDAP

Text

Hi,
please prepare the concept from the meeting with the customer.
Thanks,
Jane

... a transmission report is created.

Mailer

Mail 'Interface LDAP' was successfully sent to 'Griffith Jean'

 Mail 'Interface LDAP' was successfully sent to 'Jones Timothy'

DRAFTS (0/0)

 INBOX (8/48)

 SCHEDULED (27/27)

 SENT (0/490)

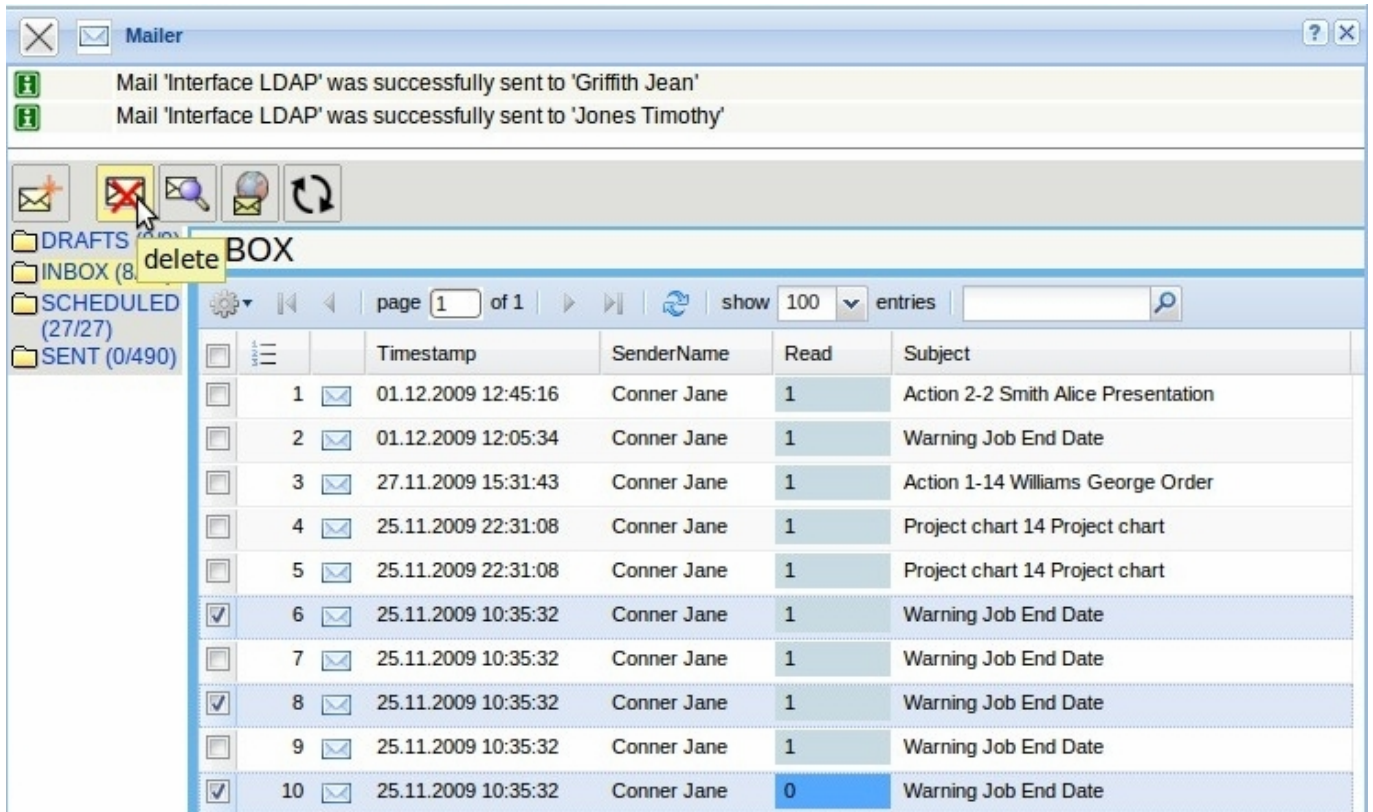
INBOX

page 1 of 1

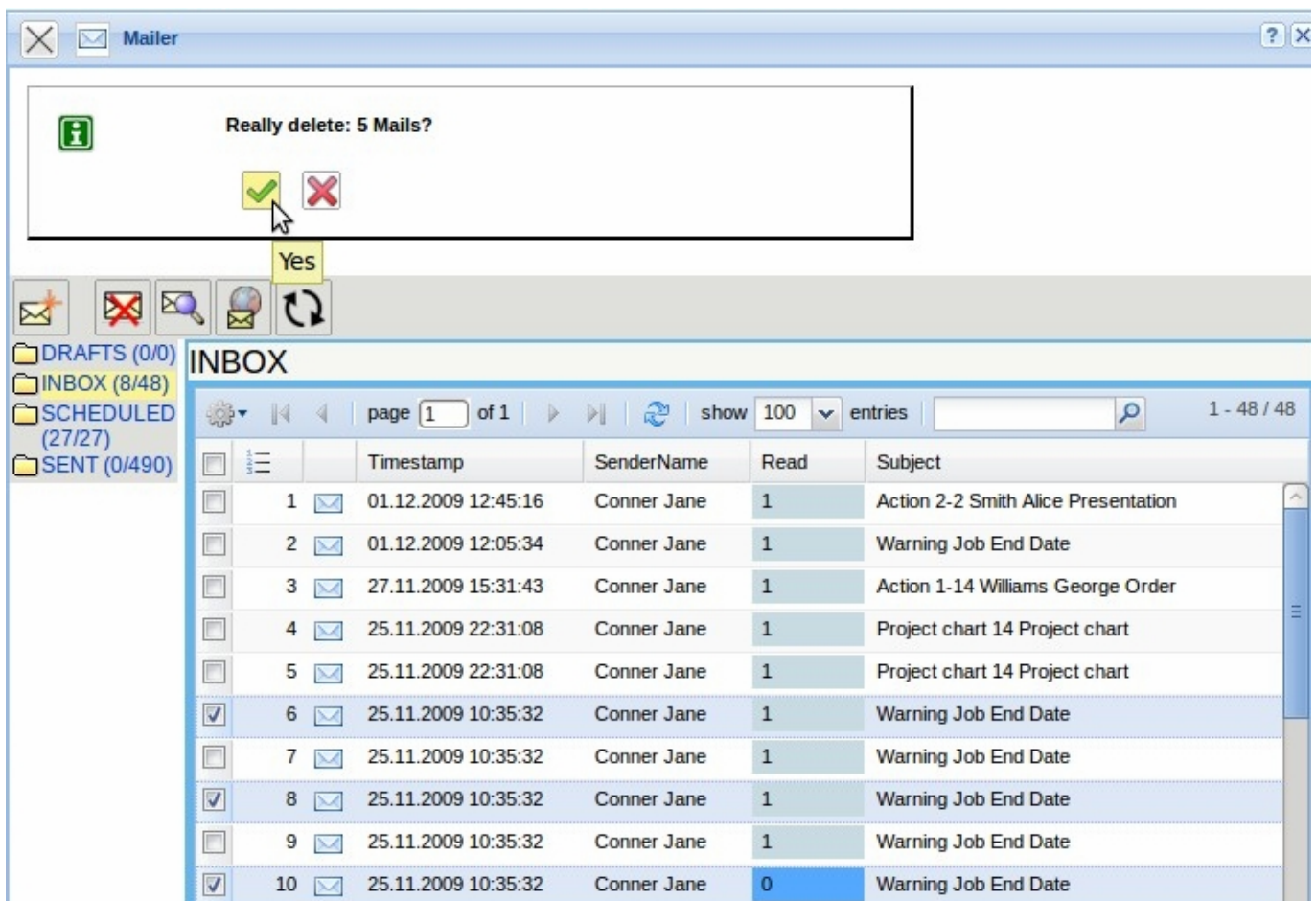
show 100 entries

☐			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	1	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

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

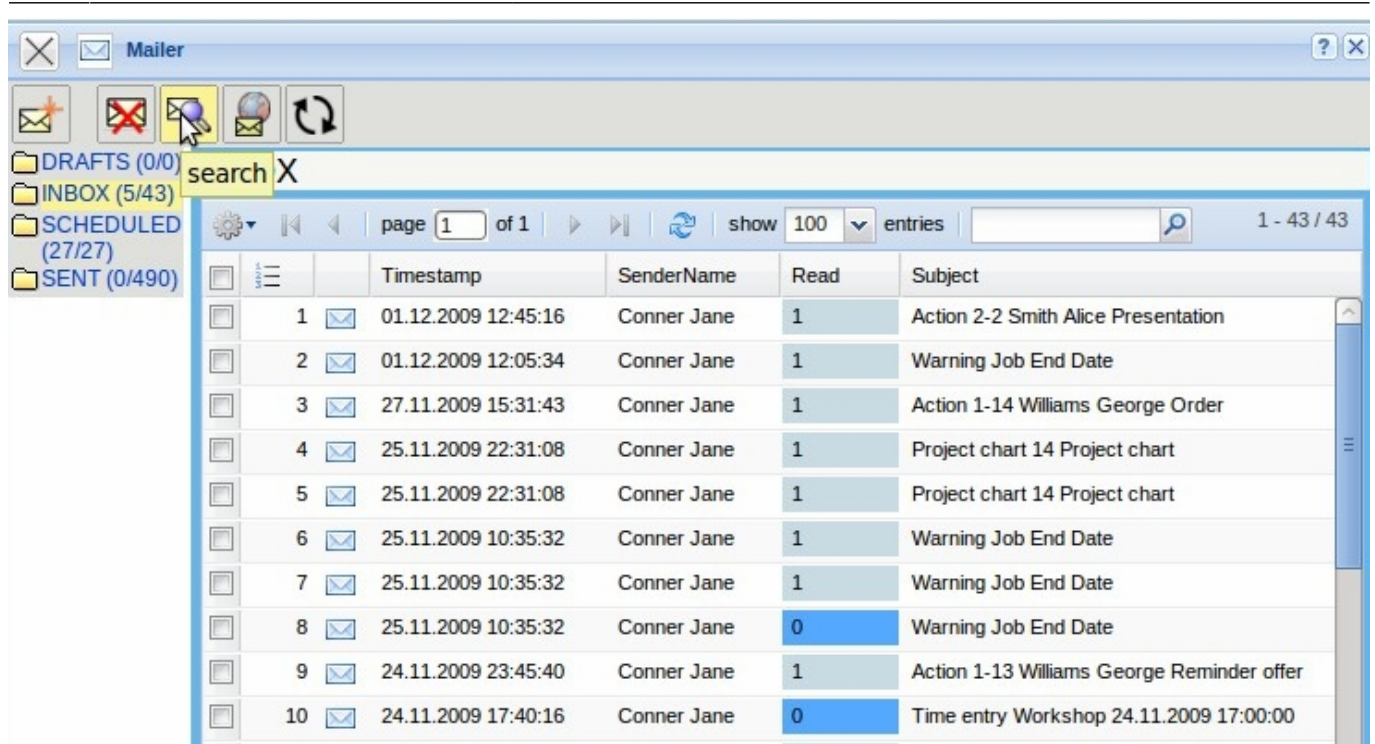


... after confirming the warning dialogue ...

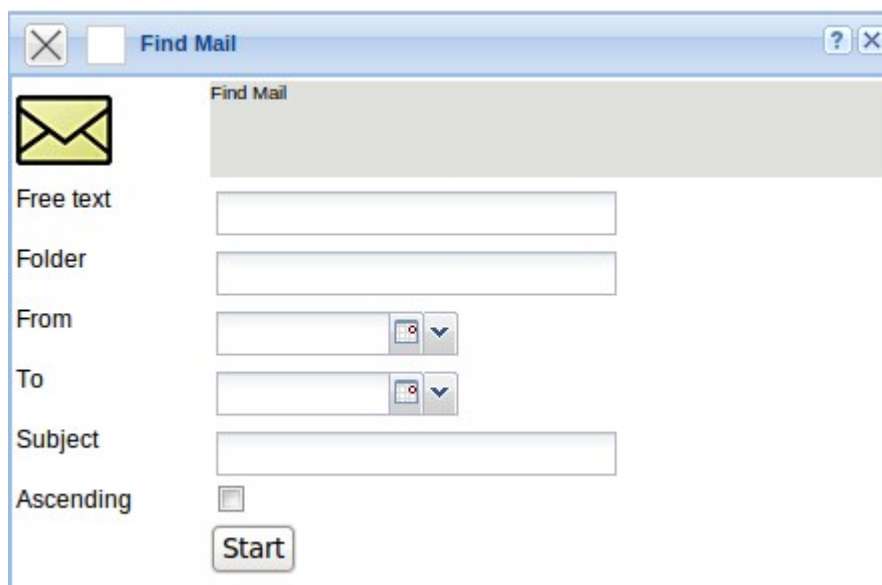


... they are permanently deleted.

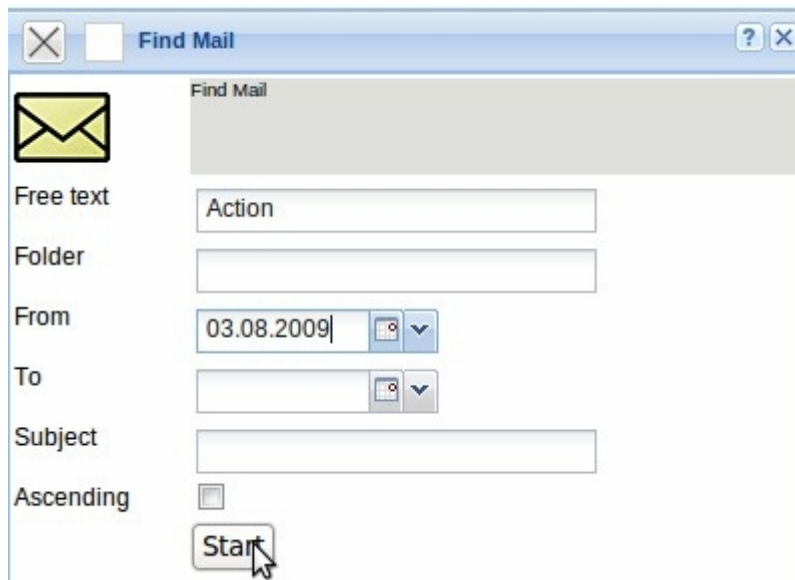
By using the functionality "Search", messages from the system can be ...



... 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 ...



The 'Find Mail' dialog box contains the following fields and controls:

- Free text:** A text input field containing the word 'Action'.
- Folder:** An empty text input field.
- From:** A text input field containing '03.08.2009' with a calendar icon and a dropdown arrow.
- To:** An empty text input field with a calendar icon and a dropdown arrow.
- Subject:** An empty text input field.
- Ascending:** A checkbox that is currently unchecked.
- Start:** A button with a mouse cursor pointing to it.

... are found and listed.

Liste 01.01.2007 22:19:17			
Liste bearbeiten ablegen Report			
1 - 3 / 3			
		Zeit	Betreff
1		21.12.2006 15:19:25	Abwesenheit beantragen Schaub Peter, Urlaub von 21.12.2006 bis 22.12.2006
2		21.12.2006 11:22:36	Freigegeben: Abwesenheit beantragen Schaub Peter, Urlaub von 02.01.2007 bis 22.01.2007
3		21.12.2006 11:21:49	Abwesenheit beantragen Schaub Peter, Urlaub von 02.01.2007 bis 22.01.2007

...Continued

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