

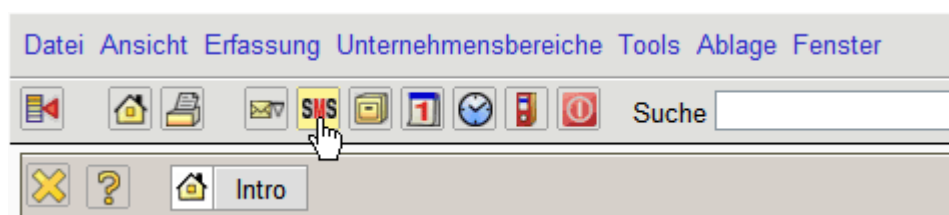
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3.04.1 Mailsystem "Mailer" (Continued)

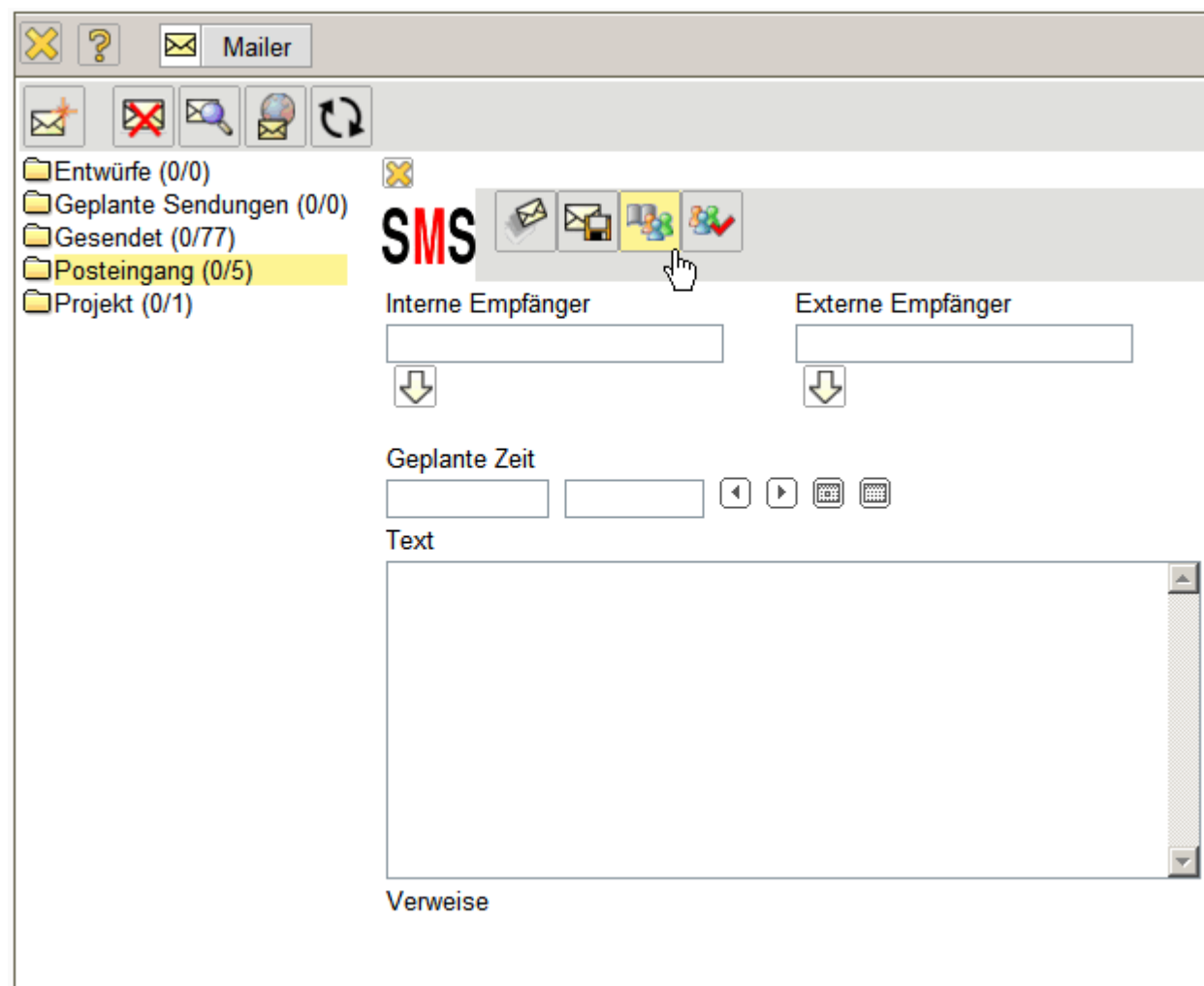
Short-Messages

The mail system can also send short messages. These messages appear directly in the system, They can not include references and can not be opened on the workarea. Otherwise, the operation is analogous to the mails.

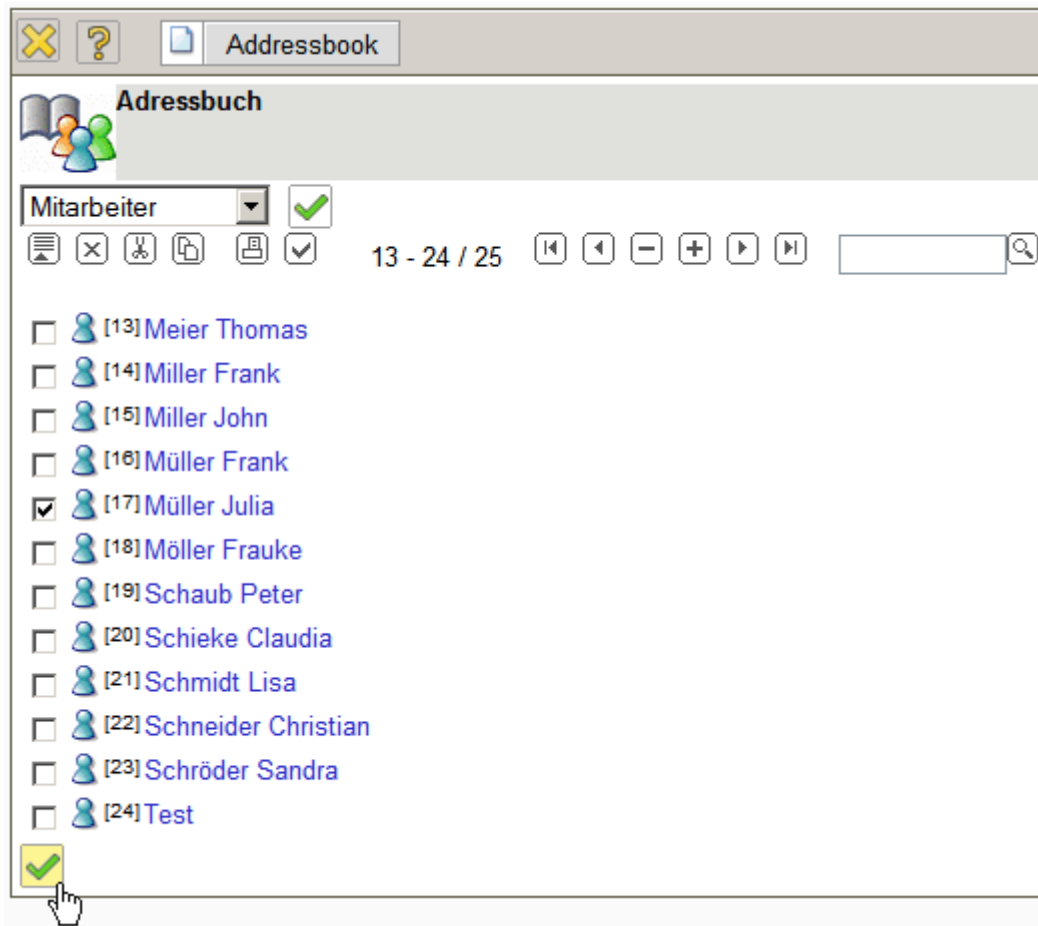
In the following example a short message is created with .



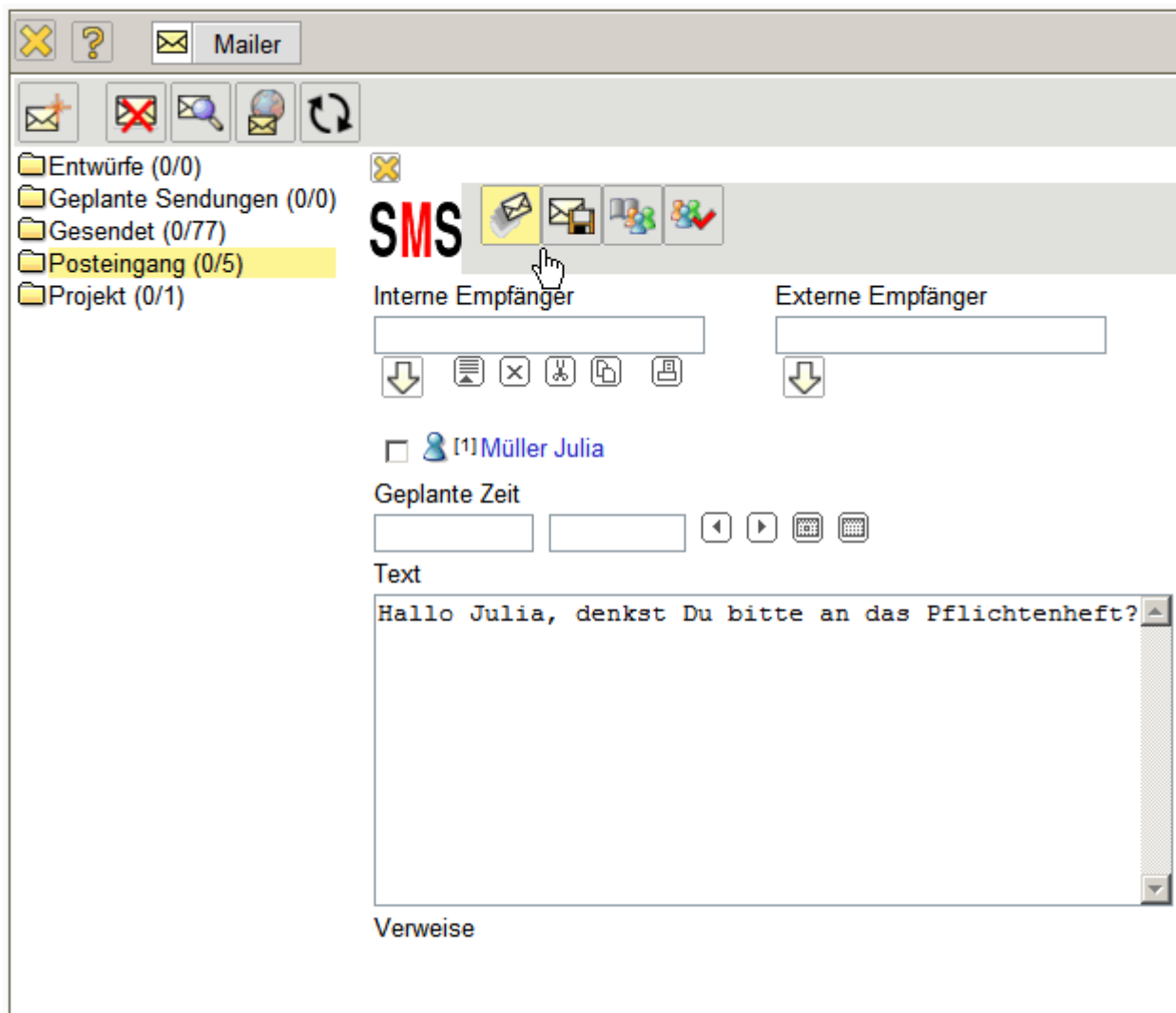
A new short message is opened.



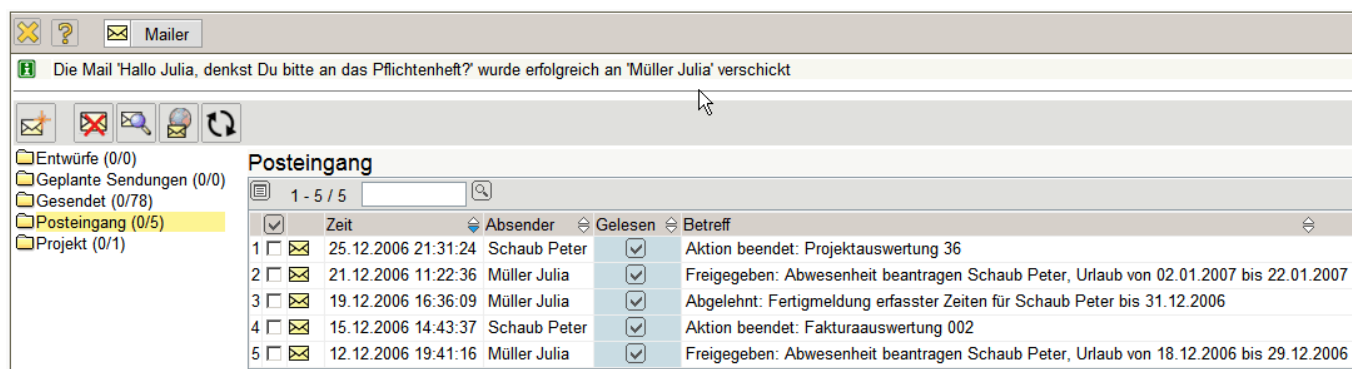
In this message, the recipient will be (here, by using the address book) and ...



... the text of the short message entered. By using the functionality "Send Mail" this message is sent to the recipient (here Julia Mueller) and ...



... a sending report is created.



In the workarea of projectile for the user Julia Mueller, the message will appear at the next ation in the system.



Analog to the answer of the mails, the short message can be either deleted, can be marked as read with the text message, or it can be answered on the text message.

Integration of the Mail System

In the contact system, you can use for each contact or contact person either the email link or the mail functionality. The link to the email address ...

Ansprechpartner Nahl Lisa

Dokument: Bearbeiten Ansicht

Details: Privat: Sonstiges: Aktion: ...

1.1

Kontakt: CONSULT-Holding: Typ: Festangestellt

Anrede: Frau Titel: Dr.

Nahl

Lisa

089 / 7312-100

089 / 12 20 120

089 / 73 12 - 99

nahl@consult.de

mailto:nahl@consult.de

1 - 12 / 12

	☒	Aktion	To Do	Datum
1	☐	1.1-1	Anfrage	23.01.2004 00:00:00
2	☐	1.1-10	Wiedervorlage	20.06.2005 09:30:00
3	☐	1.1-11	Informationsmaterial	23.11.2006 08:45:00
4	☐	1.1-12	Wiedervorlage	13.09.2006 09:00:00
5	☐	1.1-13	Wiedervorlage	06.12.2006 00:00:00
6	☐	1.1-14	Kontaktpflege	18.12.2006 00:00:00
7	☐	1.1-15	Kontaktpflege	19.12.2006 00:00:00
8	☐	1.1-2	Informationsmaterial	27.01.2004 00:00:00
9	☐	1.1-3	Terminvereinbarung	02.02.2004 00:00:00
10	☐	1.1-4	Meeting	03.02.2003 00:00:00
11	☐	1.1-5	Wiedervorlage	02.04.2004 11:00:00
12	☐	1.1-8	Auftrag	15.06.2005 10:00:00

Nummer

Kontakt

Anrede

Name

Vorname

Telefon

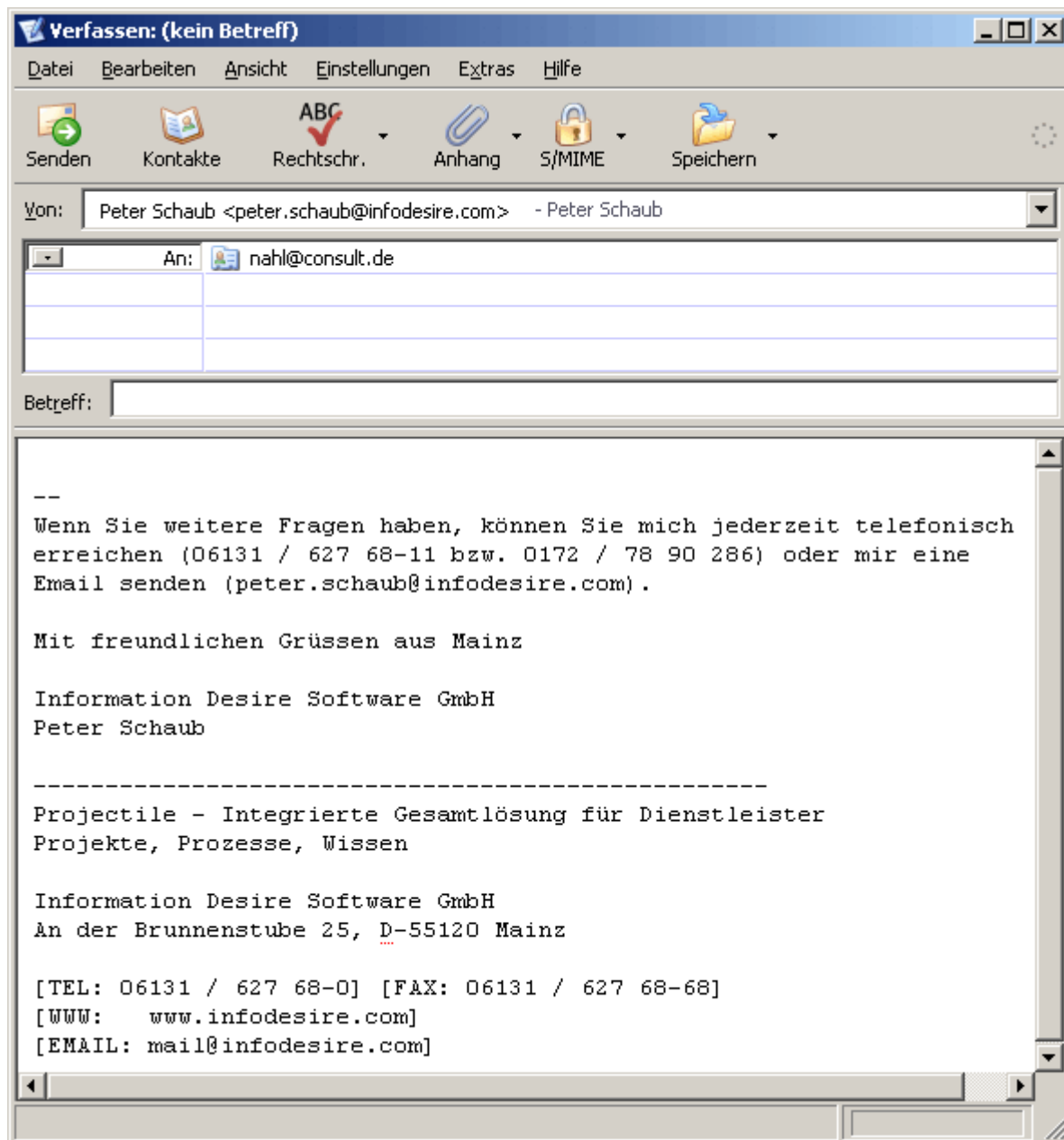
Mobil

Fax

Email-Adresse

Aktionen

... will open the standard-email-client of the user.



If the optional mail system 'Mailer' is used, it can also be opened from the toolbar of the Mailer ...

Falls das optionale Mailsystem Mailer verwendet wird, kann auch aus der Funktionsleiste der Mailer ...

Ansprechpartner Nahl Lisa

Dokument Bearbeiten Ansicht

Firma Office Details Privat Sonstiges Alle

Nummer 1.1

Kontakt Kontakt CONSULT Holding Typ Festangestellt

Anrede Anrede Frau Titel Dr.

Name Nahl

Vorname Lisa

... with the appropriate email address.

Mailer

Entwürfe (0/0)
Geplante Sendungen (0/0)
Gesendet (0/78)
Posteingang (0/5)
Projekt (0/1)

Interne Empfänger

Externe Empfänger

Anhänge

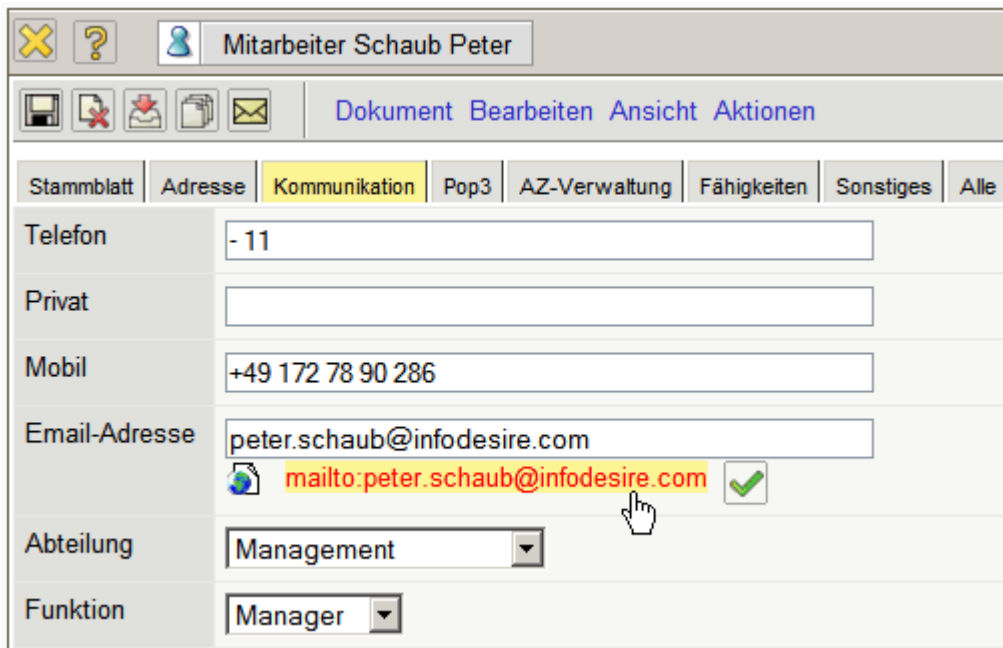
Geplante Zeit

Betreff

Text

[1] Nahl Lisa

The employee administration, you can use for each employee either the email link or the mail functionality. The link to the email address ...



Mitarbeiter Schaub Peter

Dokument Bearbeiten Ansicht Aktionen

Stammblatt Adresse **Kommunikation** Pop3 AZ-Verwaltung Fähigkeiten Sonstiges Alle

Telefon - 11

Privat

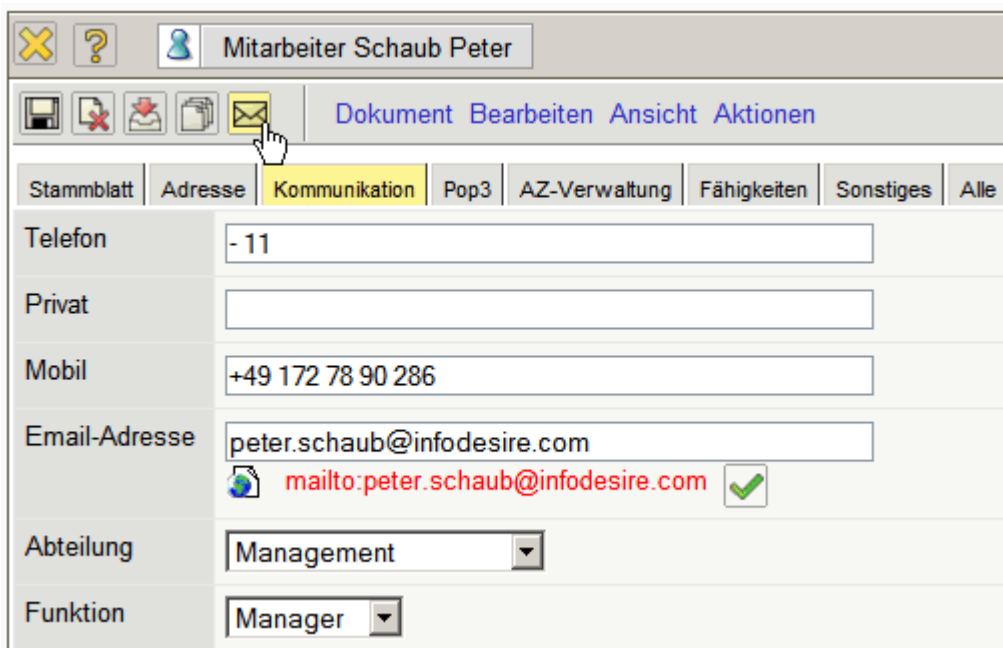
Mobil +49 172 78 90 286

Email-Adresse peter.schaub@infodesire.com
<mailto:peter.schaub@infodesire.com> ✓

Abteilung Management

Funktion Manager

... opens the standard-email-client of the user...



Mitarbeiter Schaub Peter

Dokument Bearbeiten Ansicht Aktionen

Stammblatt Adresse **Kommunikation** Pop3 AZ-Verwaltung Fähigkeiten Sonstiges Alle

Telefon - 11

Privat

Mobil +49 172 78 90 286

Email-Adresse peter.schaub@infodesire.com
<mailto:peter.schaub@infodesire.com> ✓

Abteilung Management

Funktion Manager

... with the appropriate internal mail address.

In the contact system actions for each contact person can be defined. Not completed actions (for example reminders) can be displayed in the system by using mail system at a defined time.

In the example a reminder for the project manager of the customer to 02.01.2007 is defined.

The screenshot shows a web-based form titled 'Aktion 1.1-16 Nahl Lisa Kontaktpflege'. The form contains several fields and buttons:

- Aktion:** 1.1-16
- Kontakt:** CONSULT Holding
- Ansprechpartner:** Nahl Lisa
- Projekt:** 92 QM-Modul
- Datum:** 02.01.2007, 11:40:00
- To-Do:** Kontaktpflege
- Priorität:** 3 - normale Priorität
- Fälligkeit:** (empty field with navigation icons)
- Mitarbeiter:** Schaub Peter
- Bemerkung:** Projektstatus abgleichen
- Abgeschlossen:** ☐
- Anlagedatum:** 02.01.2007
- Referenz:** (empty field with a 'Durchsuchen...' button)

If the optional component Mailer is used, the system generates automatically to the date of reminder notification for this action ...

The screenshot shows the 'Ihre Termine' (Your Terms) calendar view. The calendar displays a list of upcoming tasks and events for the date 02.01.2007. The tasks are:

- Mo, 18.12.2006 09:45: Informationsmaterial Meier Gabi Präsentation vorbereiten
- Di, 19.12.2006: To-Do-Liste für Einführung
- Di, 19.12.2006 09:00: 1 - Erfasst 19.12.2006 09:00:00 Rechtegruppen anlegen
- Di, 19.12.2006 09:15: Präsentation Meier Gabi Version 3.1 Engineering
- Di, 19.12.2006 09:30: Informationsmaterial Stutzer Jochen Anforderungskatalog ausfüllen
- Mi, 20.12.2006 09:00: 1 - Erfasst 20.12.2006 09:00:00 Mitarbeiterdaten importieren
- Mi, 20.12.2006 16:00: 1 - Erfasst 20.12.2006 16:00:00 Kontaktdaten importieren

The calendar also shows a 'Heute' (Today) section for 02.01.2007, which includes:

- 11:28: Aktion 1.1-16 Nahl Lisa Kontaktpflege
- 11:40: Kontaktpflege Nahl Lisa Projektstatus abgleichen

... with an appropriate link. The system also creates an entry in the personal diary.

If the optional component group-calendar is used, this action appears in the group-organizer (here as

