

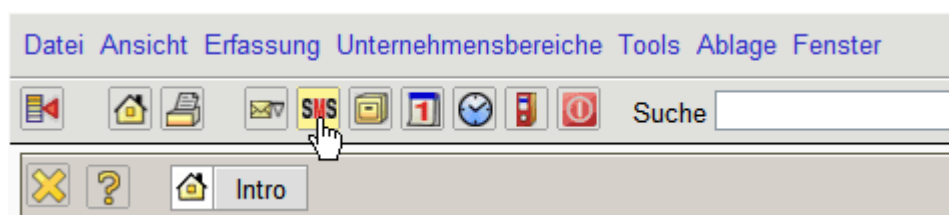
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3.04.1 Mailsystem "Mailer" (Continued)

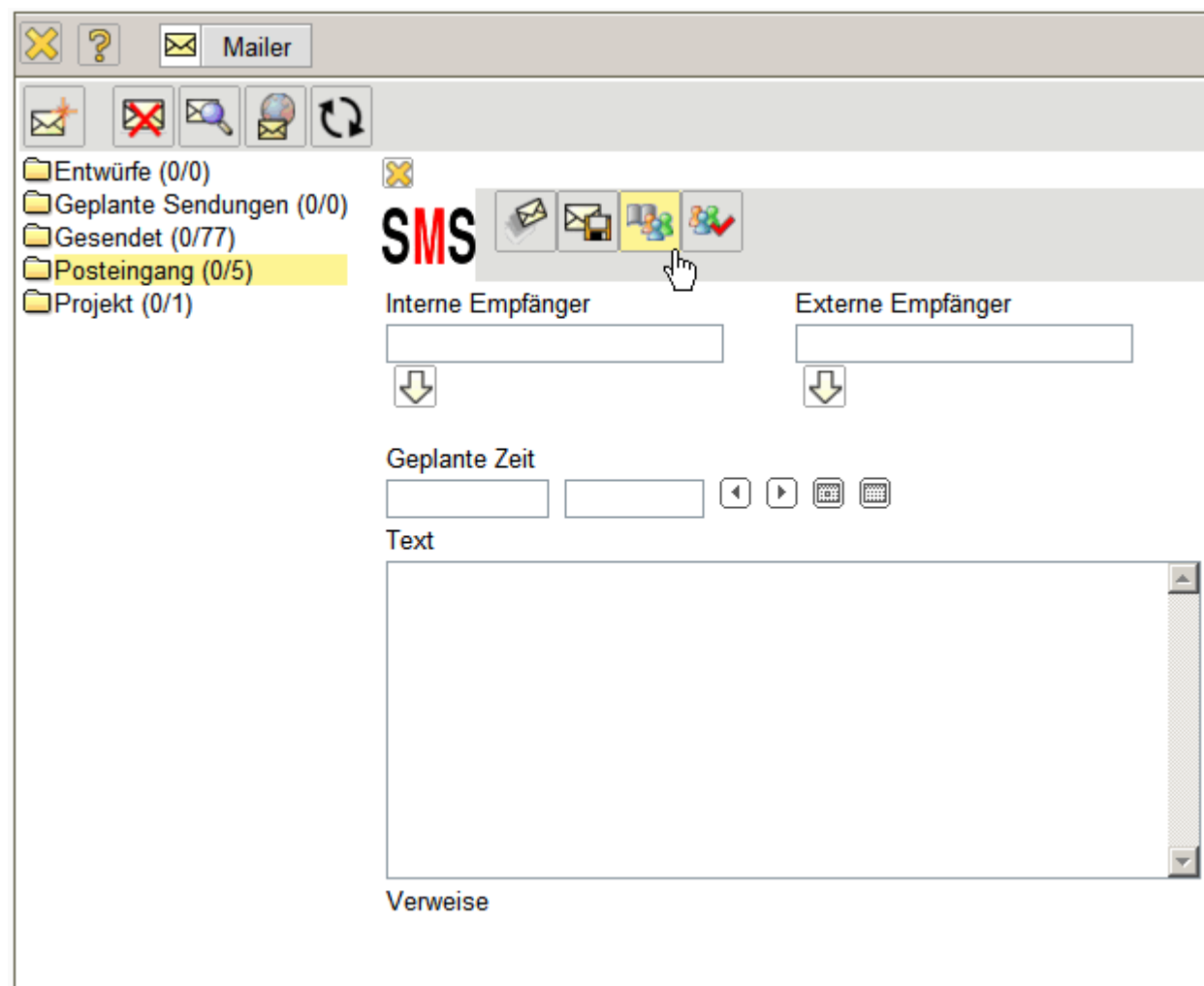
Short-Messages

The mail system can also send short messages. These messages appear directly in the system, They can not include links and can not be opened through the work area. Otherwise, the usage is analog to the e-mails.

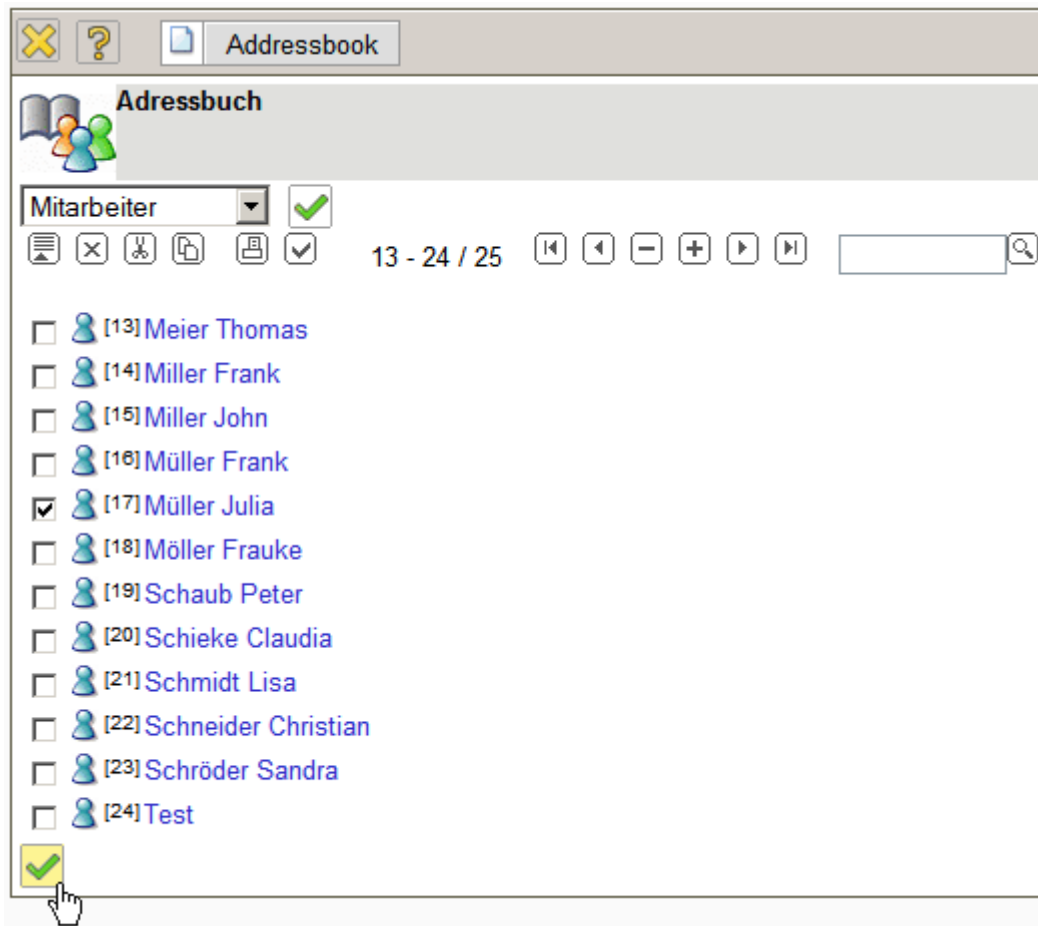
In the following example a short message is created with .



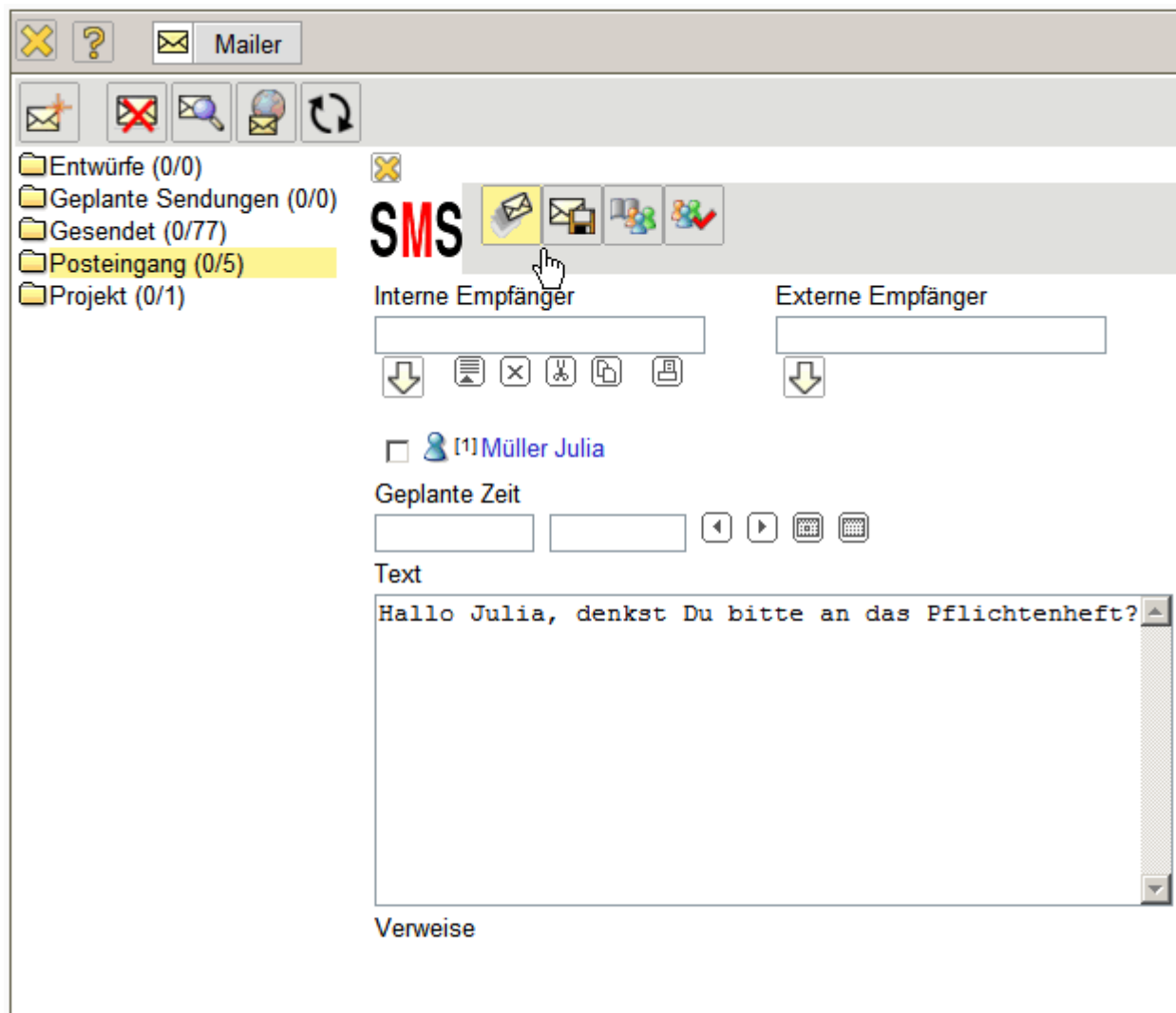
A new short message is opened.



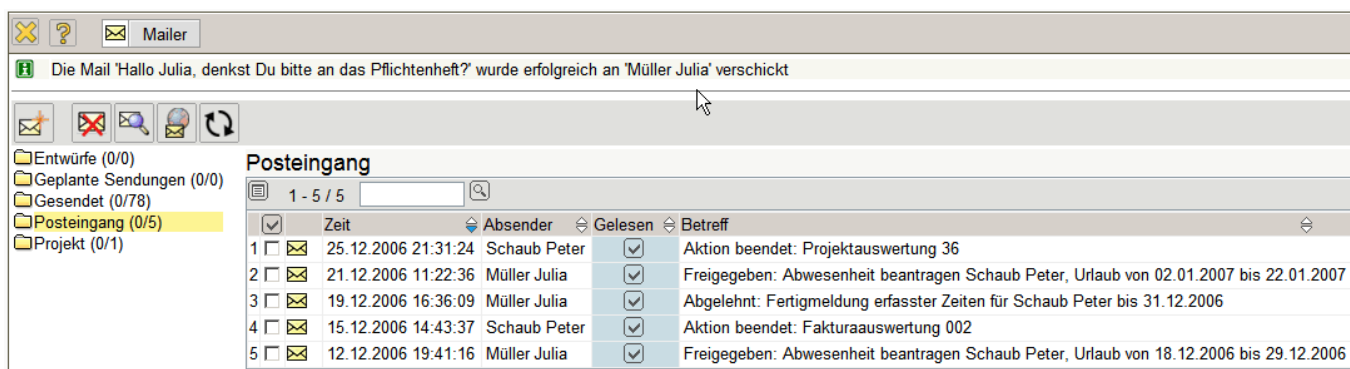
In this message, the recipient will be (here, by using the address book) and ...



... 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 action in the system.



Analog to the answering 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 ...

  **Contact Green John**

       Document ▾ Edit ▾ View ▾ Back references ▾ Actions ▾

Master data | History | Office | Details | Privat | Misc

Number 5.2

Customer Customer **John Green Ltd.** **Type**

Salutation **Salutation** **Titel**

Contact name **Contact first name**

Department **Function**

Phone number **Fax number**



Cell phone number

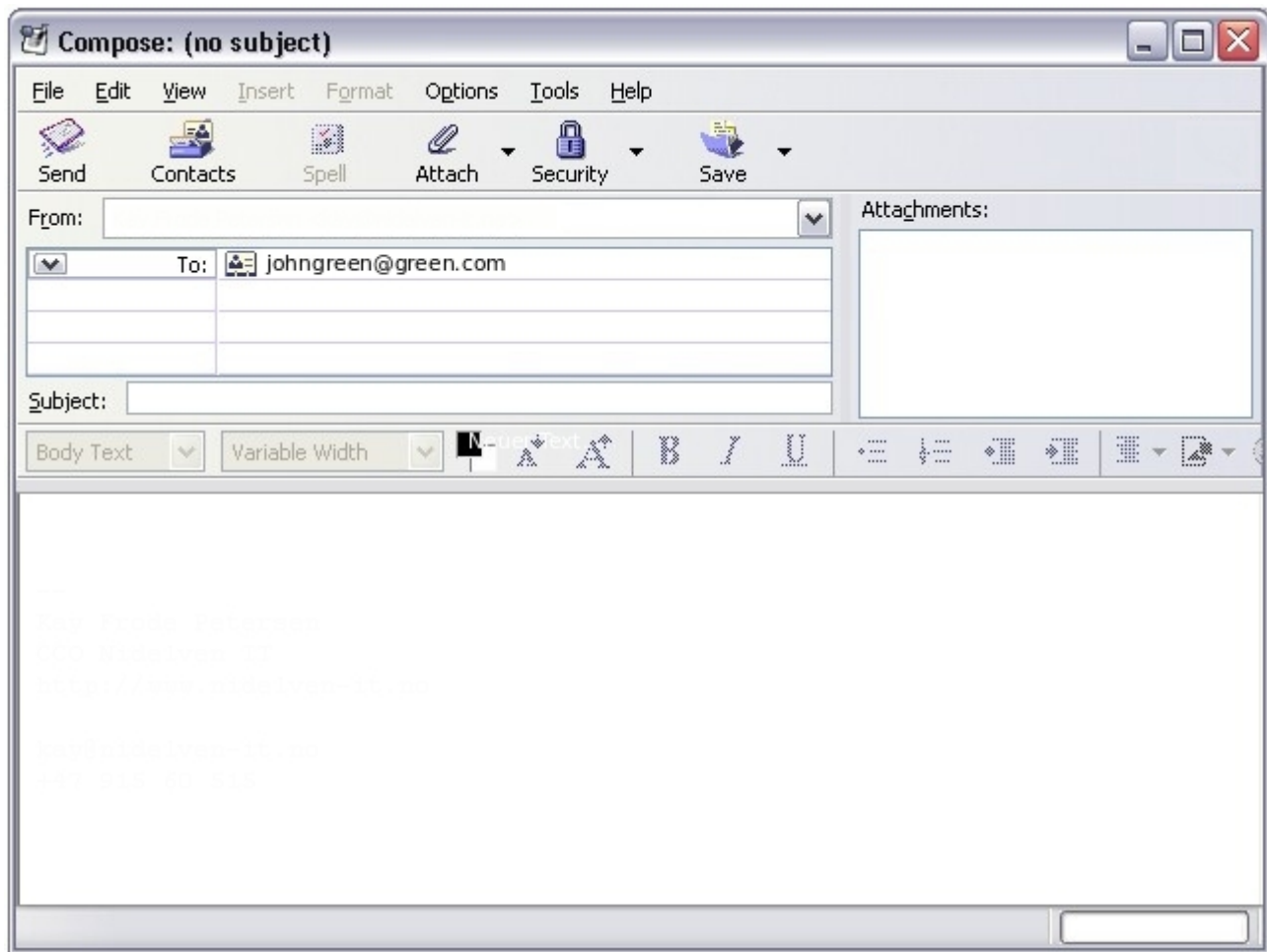


Email 

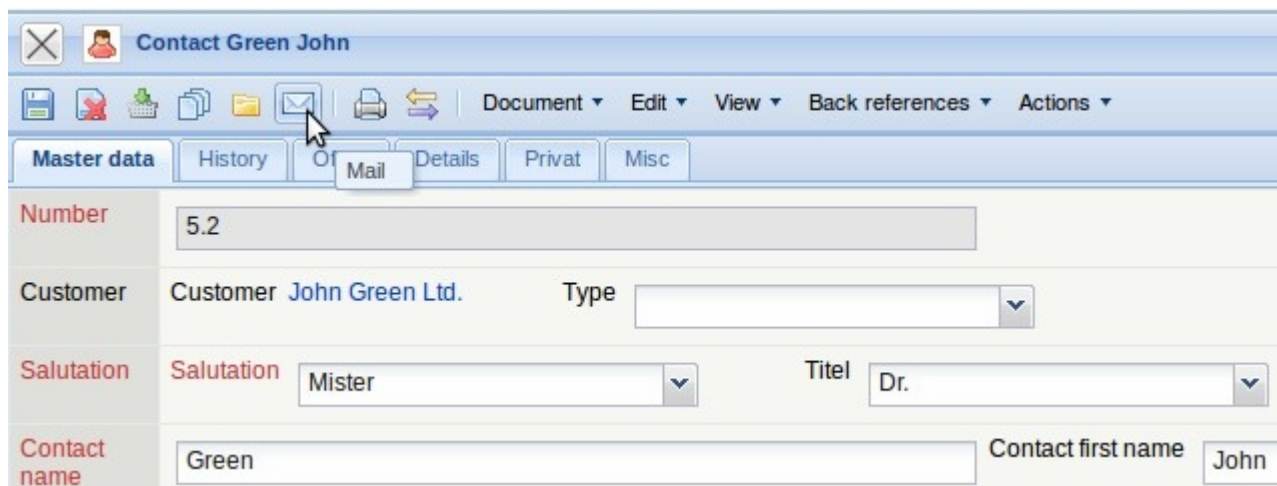
 <mailto:johngreen@green.com>

Note

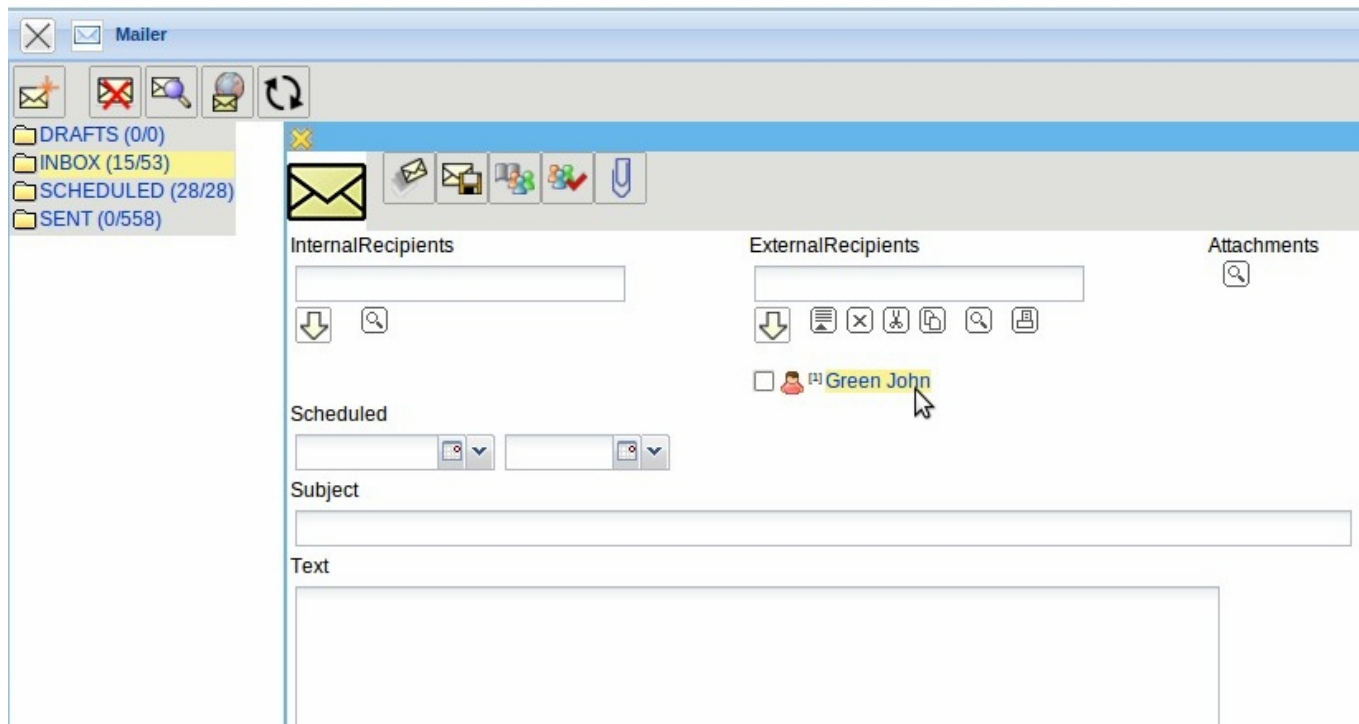
... will open the standard-email-client of the user.



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

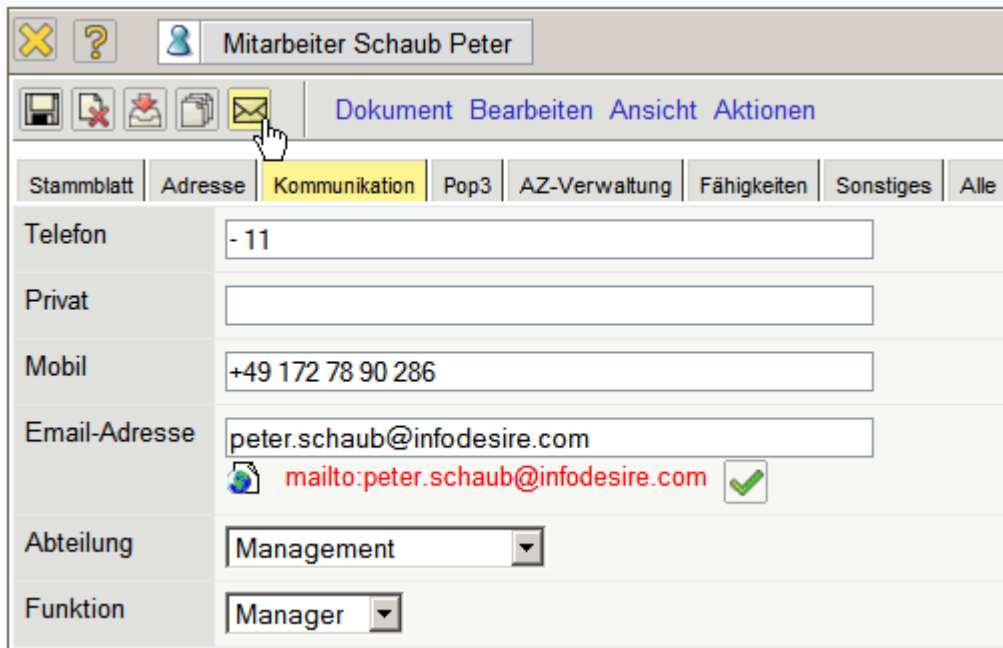


... with the appropriate e-mail address.



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

... 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 sections:

- 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 section for 'Heute' (Today) with the date 'Di, 02.01.2007'. The tasks for today are:

- 11:28: Urlaub
- 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

an appointment for Peter Schaub on 02.01.2007) and can be opened from here.

TeamCalendar

Monatsansicht ☒ Aktueller Monat ☒ 01.01.2007 31.01.2007 Schaub Peter ☒

Auswahl anzeigen 01 - Januar ☒ 2007 ☒

Januar 2007

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
KW 1	1.1. Neujahr	2.1. Urlaub 11:40 Kontaktpflege: Nahl Lisa	3.1. Urlaub	4.1. Urlaub	5.1. Urlaub	6.1.	7.1.
KW 2	8.1. Informationsmaterial: Stutzer Jochen Abnahme Planung	9.1. 10:00-12:00 Personalgespräche	10.1. 13:00-17:00 Besprechung CONSULT in Hamburg	11.1. Informationsmaterial: Meier Gabi	12.1. Konzeptabnahme	13.1.	14.1.
KW 3	15.1.	16.1.	17.1.	18.1.	19.1.	20.1.	21.1.
KW 4	22.1.	23.1.	24.1.	25.1.	26.1. Abnahme Prototyp	27.1.	28.1.
KW 5	29.1. Abnahme Planung	30.1.	31.1. Prototyp	1.2.	2.2.	3.2.	4.2.

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Permanent link: https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel_3:3.04.1_mailsystem_mailer_fortsetzung1&rev=1259747247

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