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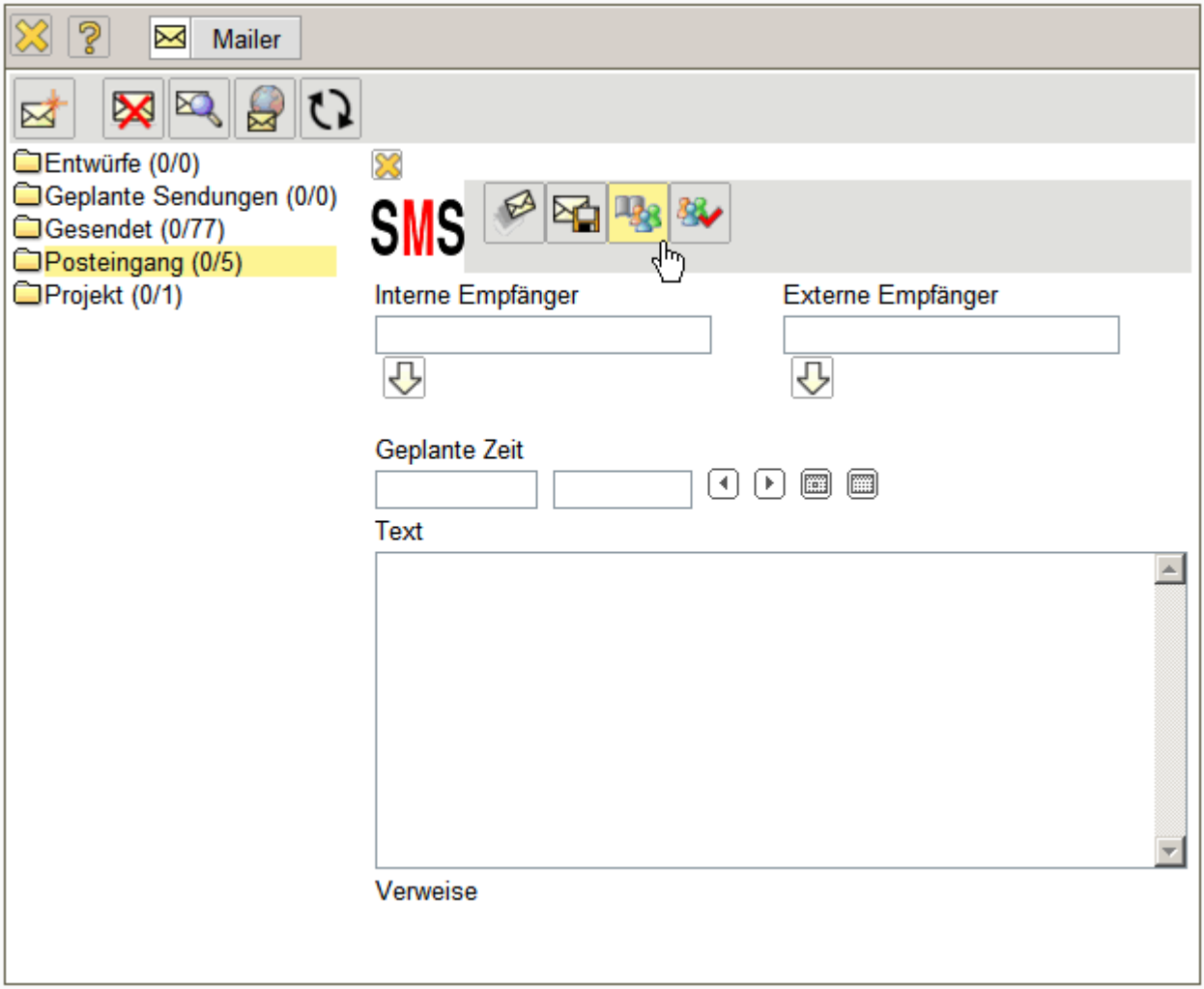
3.04.1 Mailsystem "Mailer" (Continued)

Short-Messages

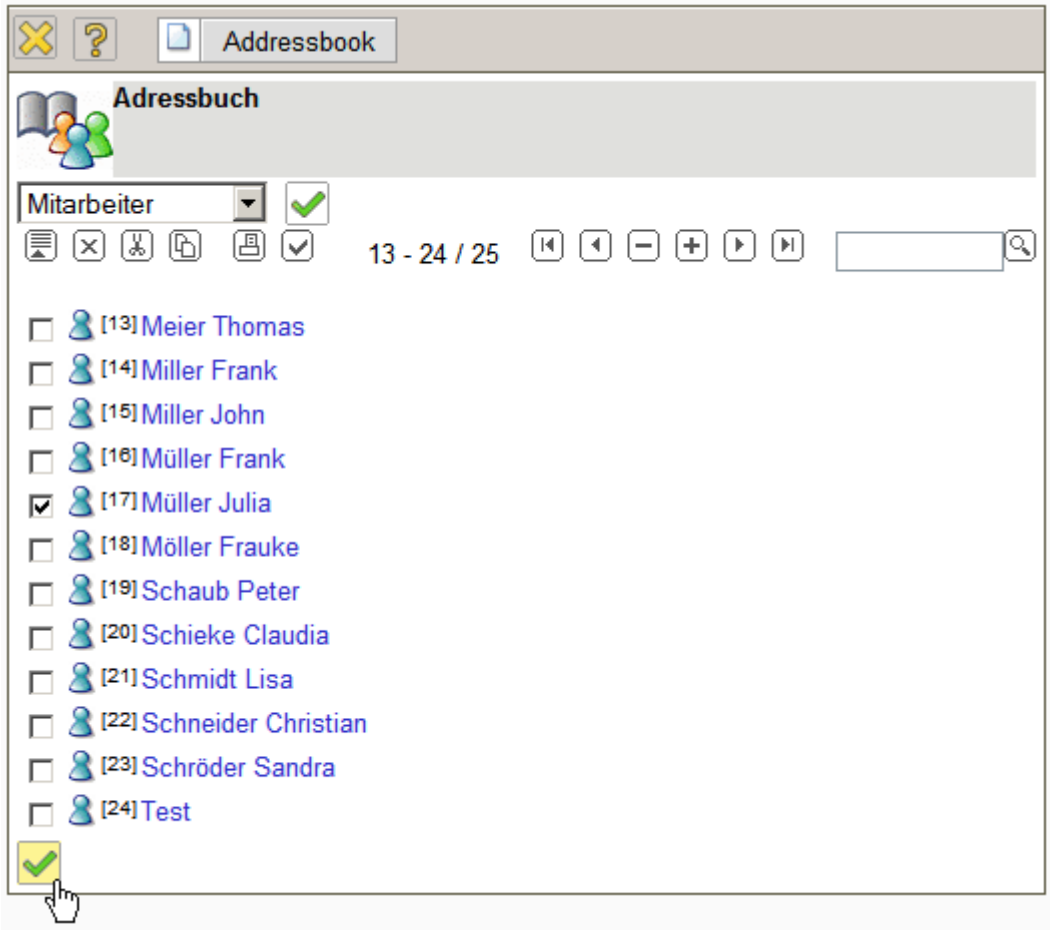
The mail system can also send short messages. These messages appear directly in the system, They can not include links and can not be opened through the work area. Otherwise, the usage is analog to the e-mails.

In the following example a short message is created with .

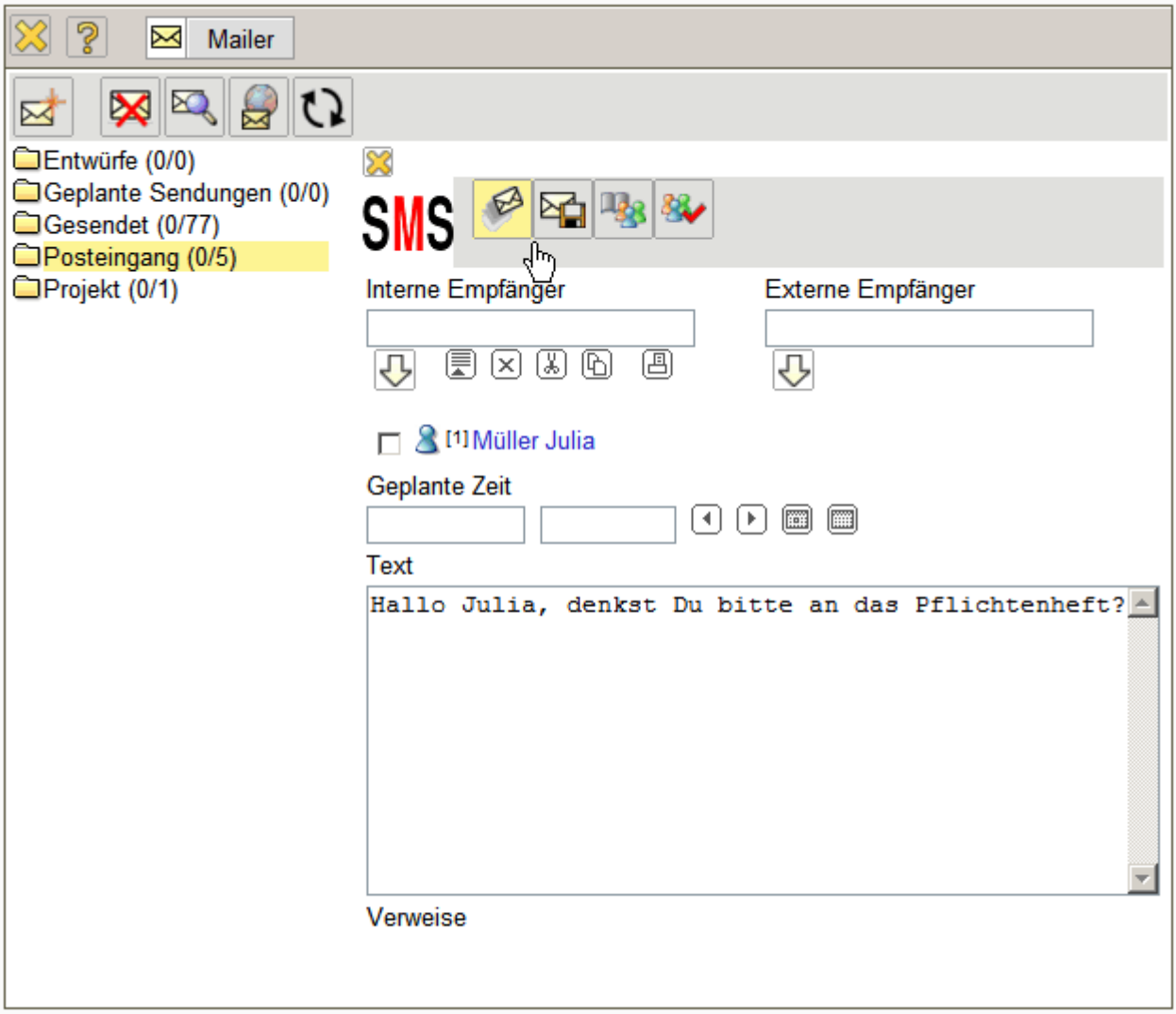
A new short message is opened.



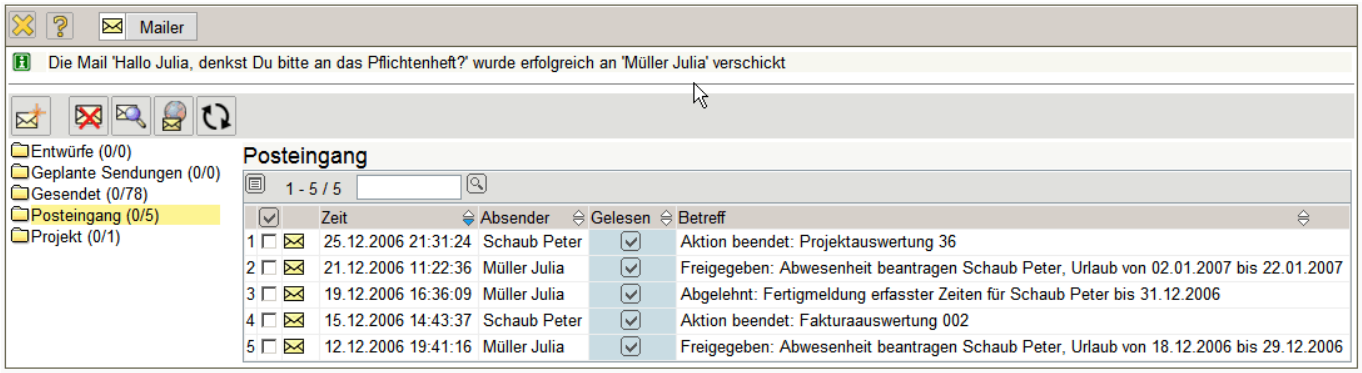
In this message, the recipient will be (here, by using the address book) and ...



… 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.

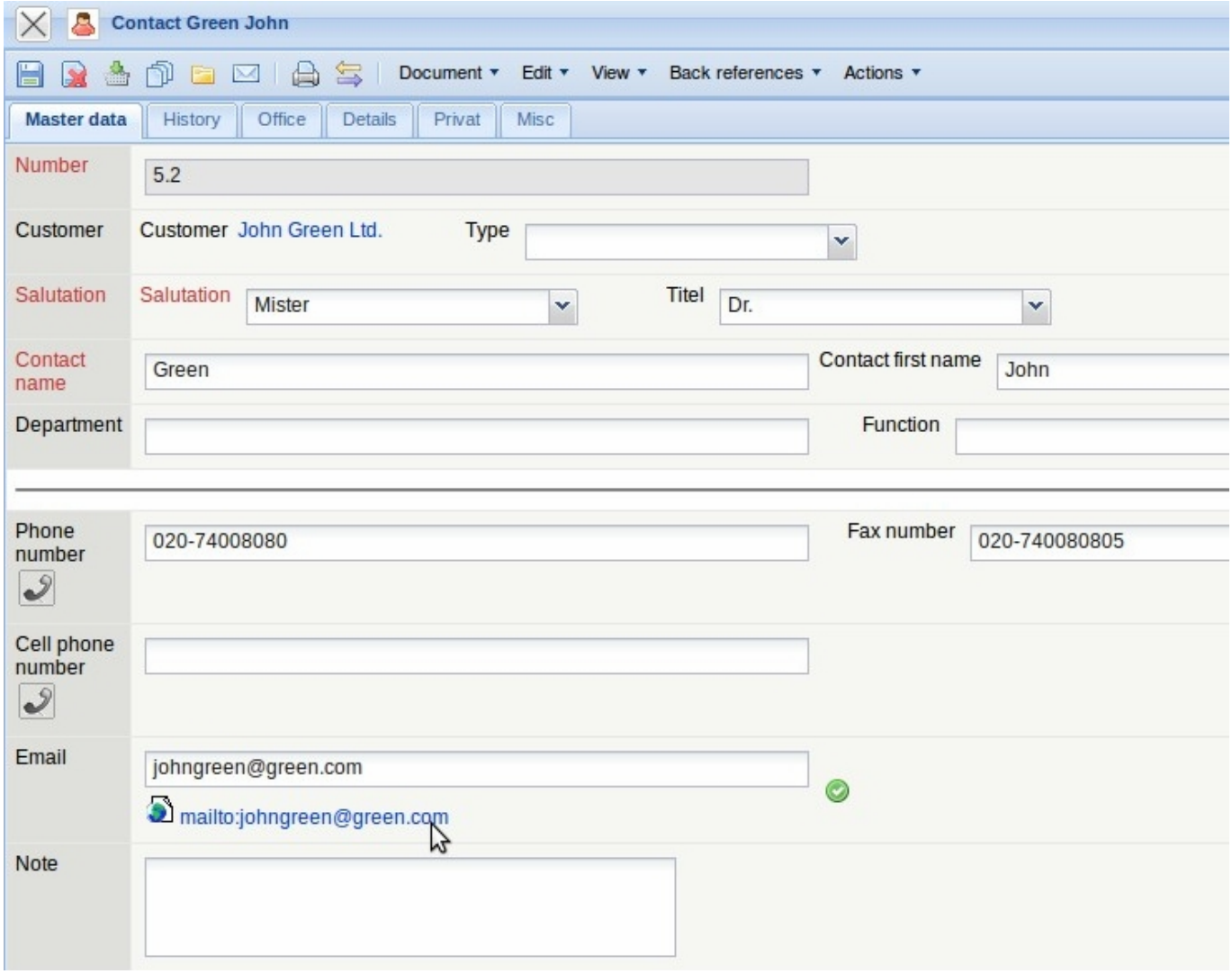


In the workarea of projectile for the user Julia Mueller, the message will appear at the next action in the system.

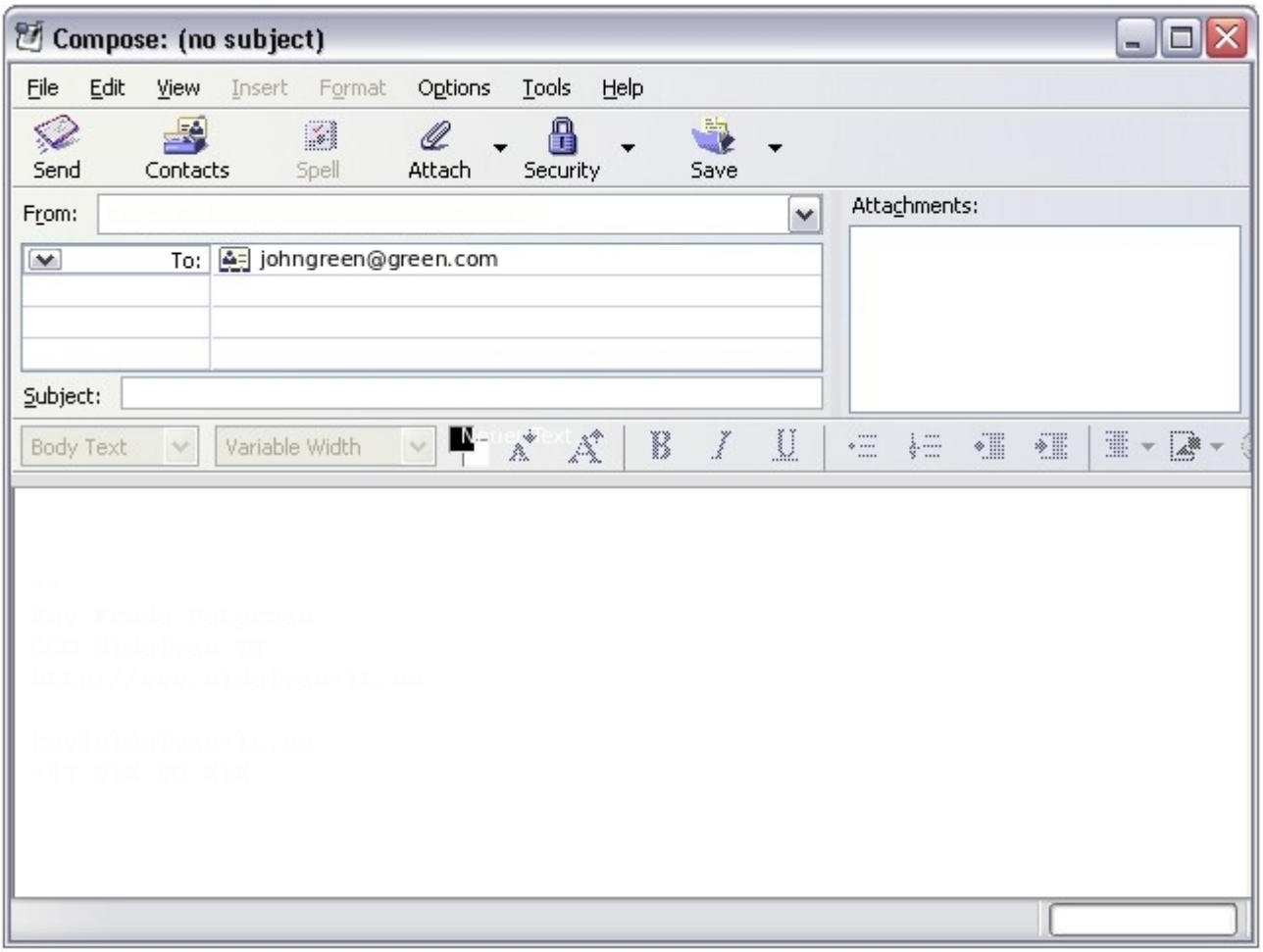
Analog to the answering of the mails, the short message can be either deleted, can be marked as read with the text message, or it can be answered on the text message.

Integration of the Mail System

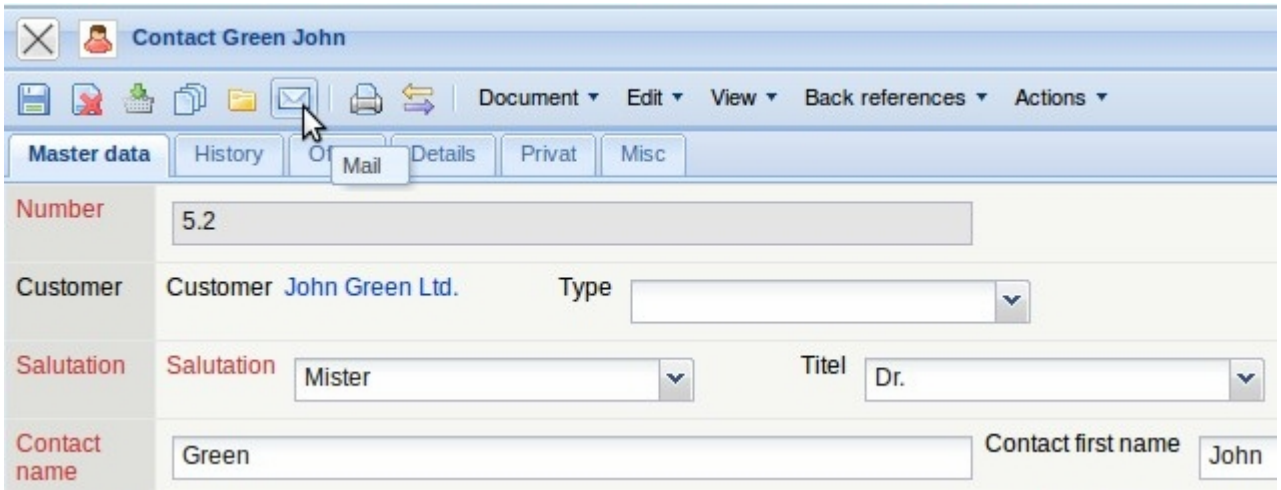
In the contact system, you can use for each contact or contact person either the email link or the mail functionality. The link to the email address …



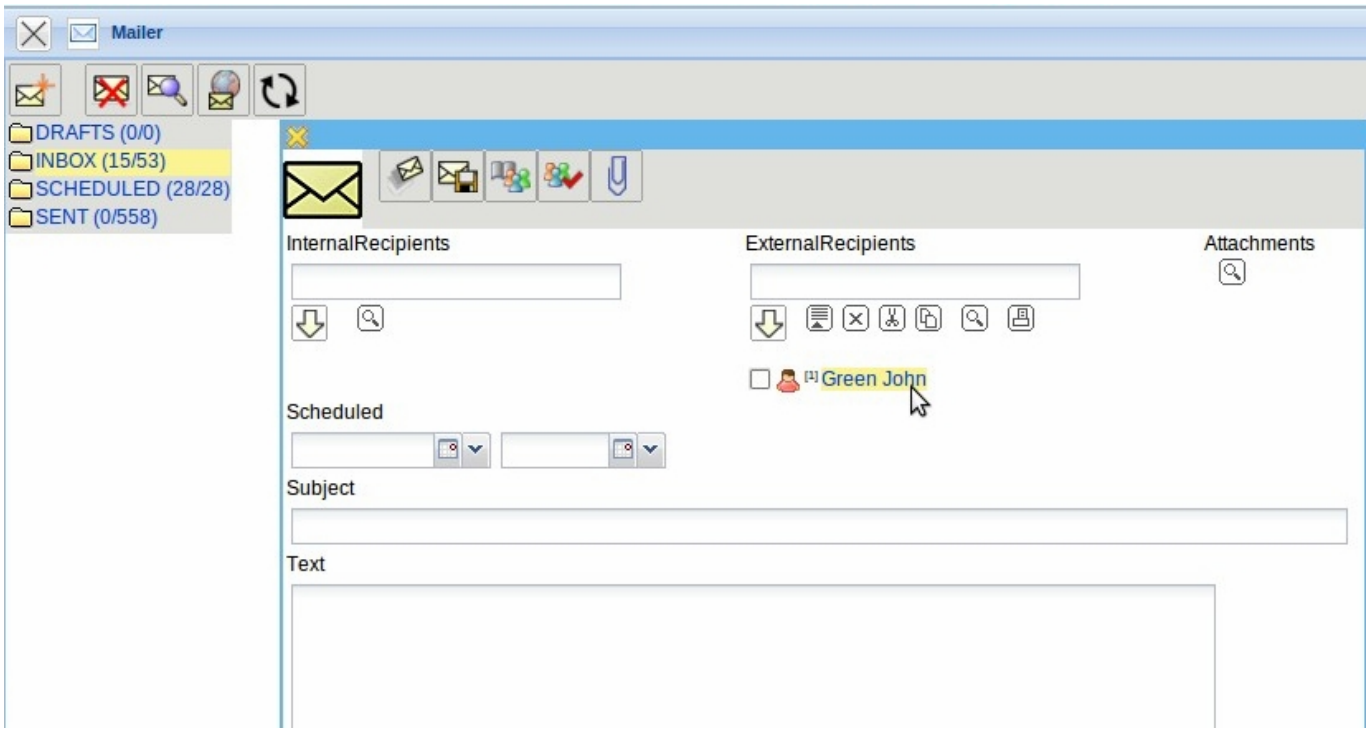
… will open the standard-email-client of the user.



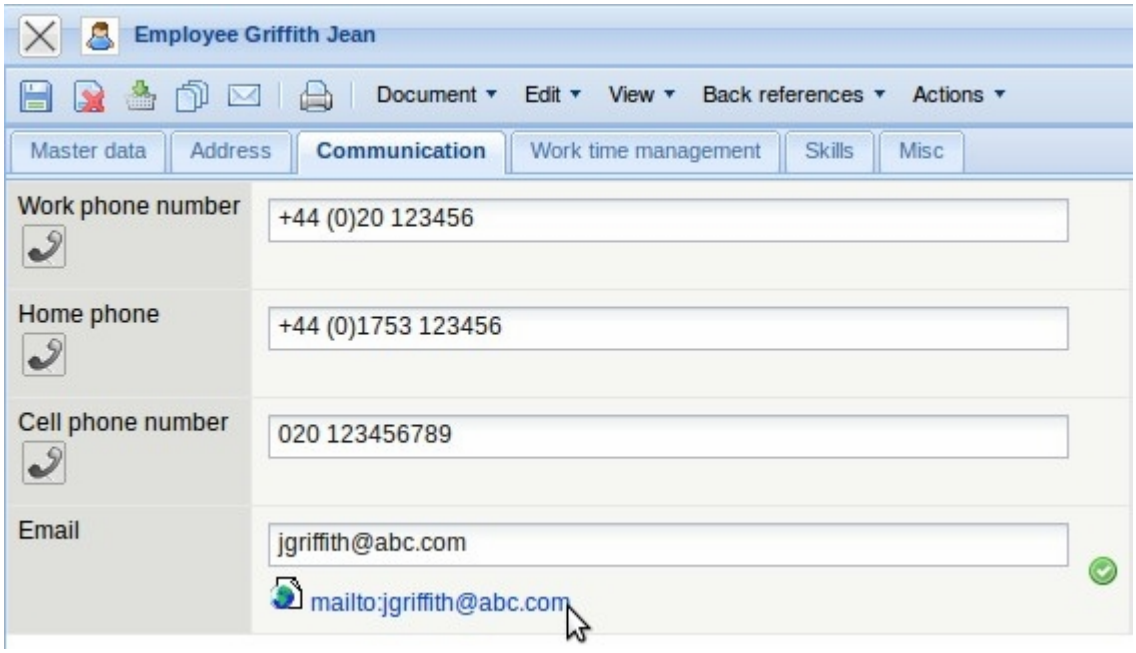
If the optional mail system 'Mailer' is used, it can also be opened from the toolbar of the Mailer …



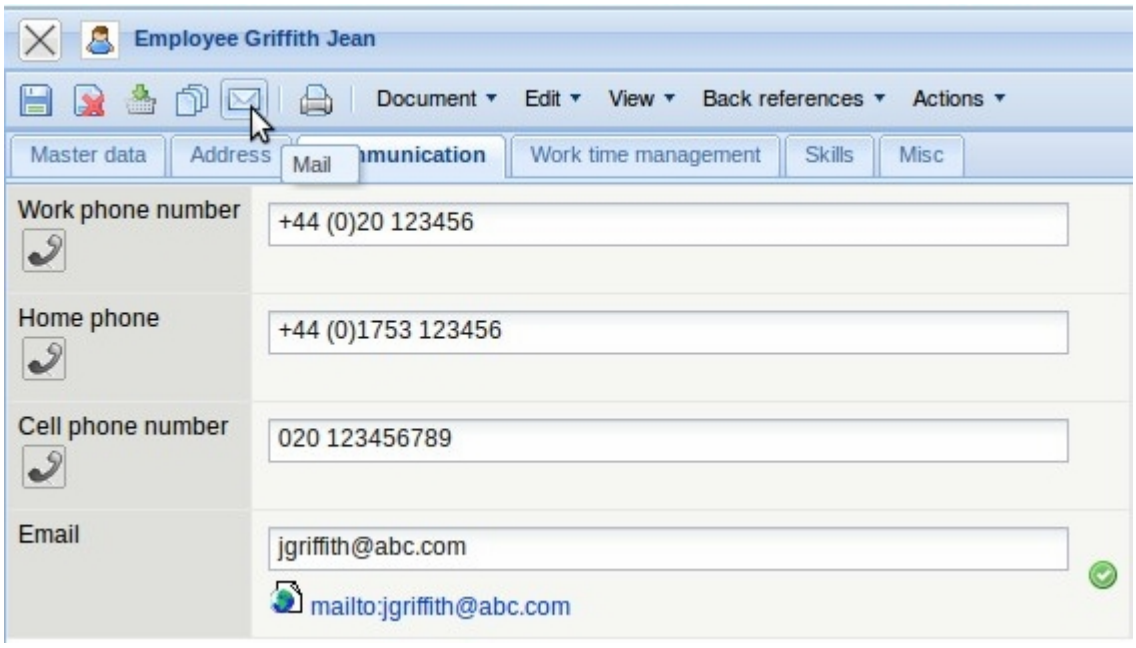
… with the appropriate e-mail address.



In the employee administration, either the e-mail link or the mail functionality can be selected. The link to the e-mail address ...



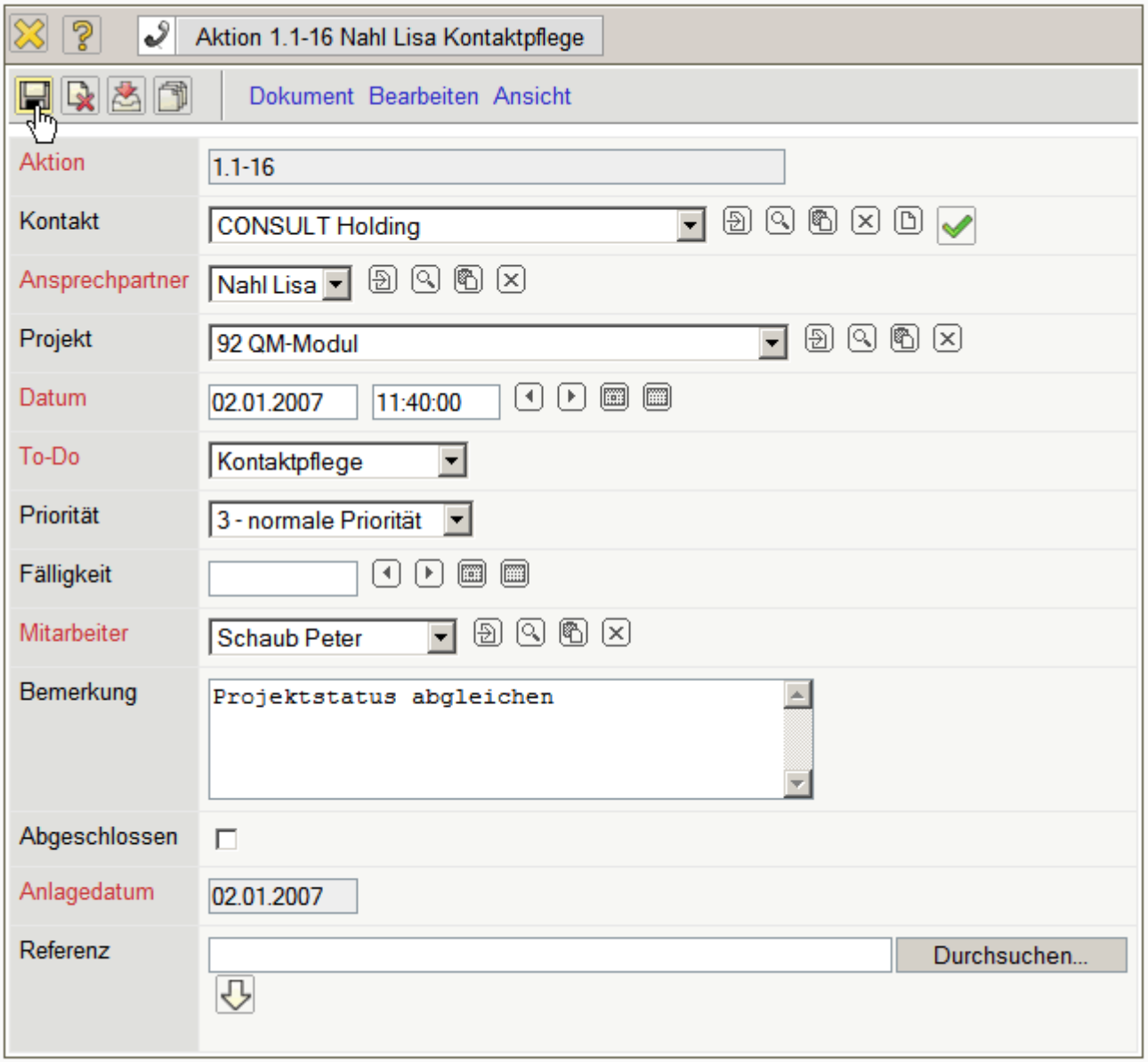
... opens the standard-email-client of the user...



… with the appropriate internal e-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.

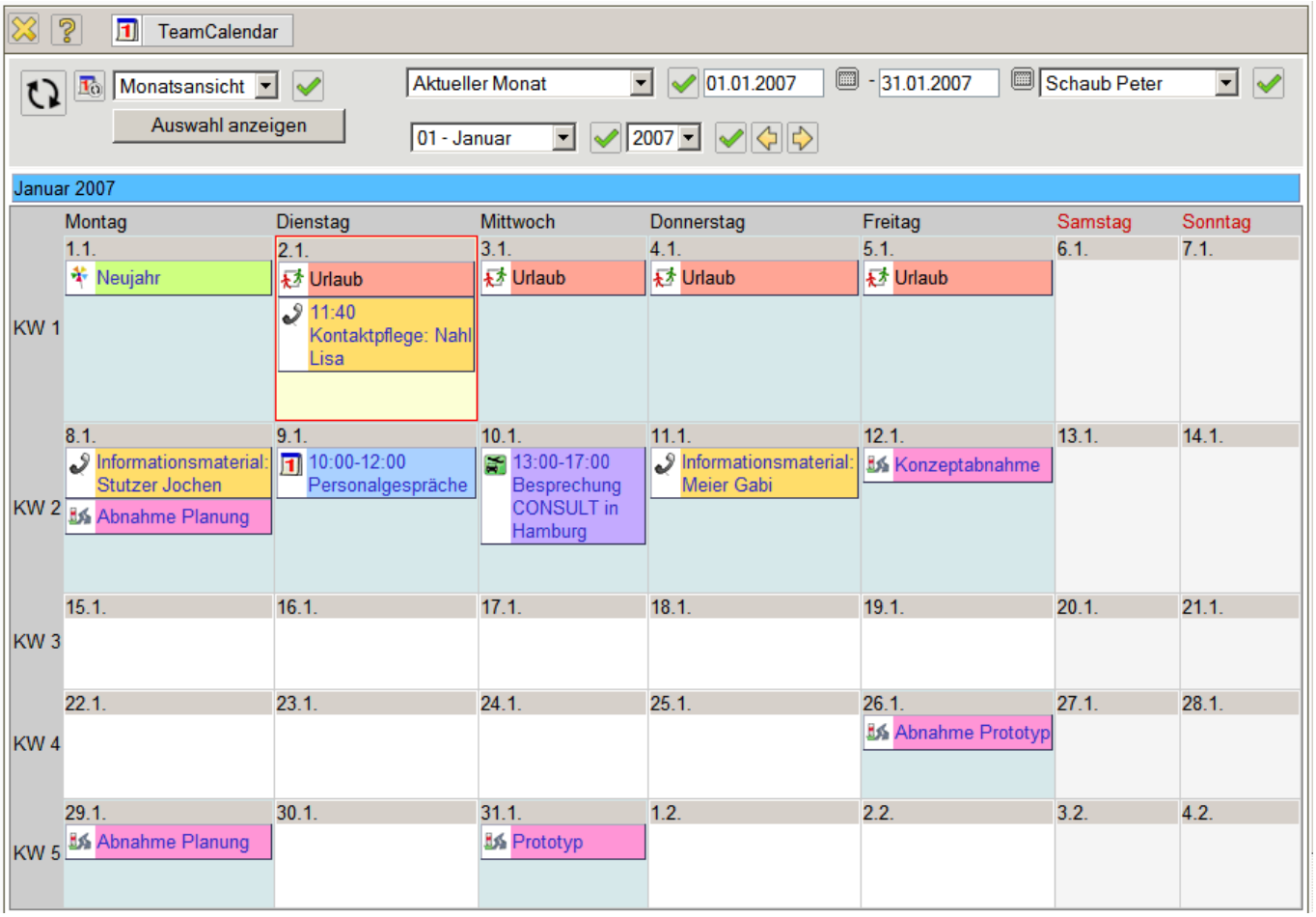


If the optional component Mailer is used, the system generates automatically to the date of reminder notification for this action …

… 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.



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