

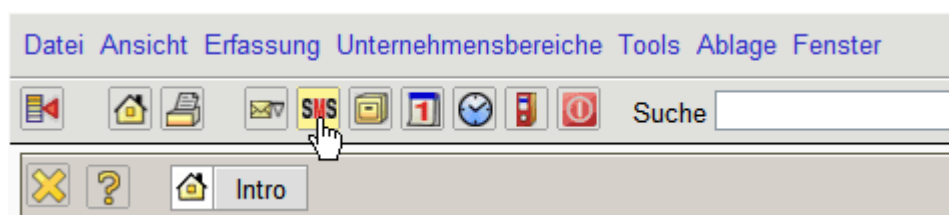
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3.04.1 Mailsystem "Mailer" (Continued)

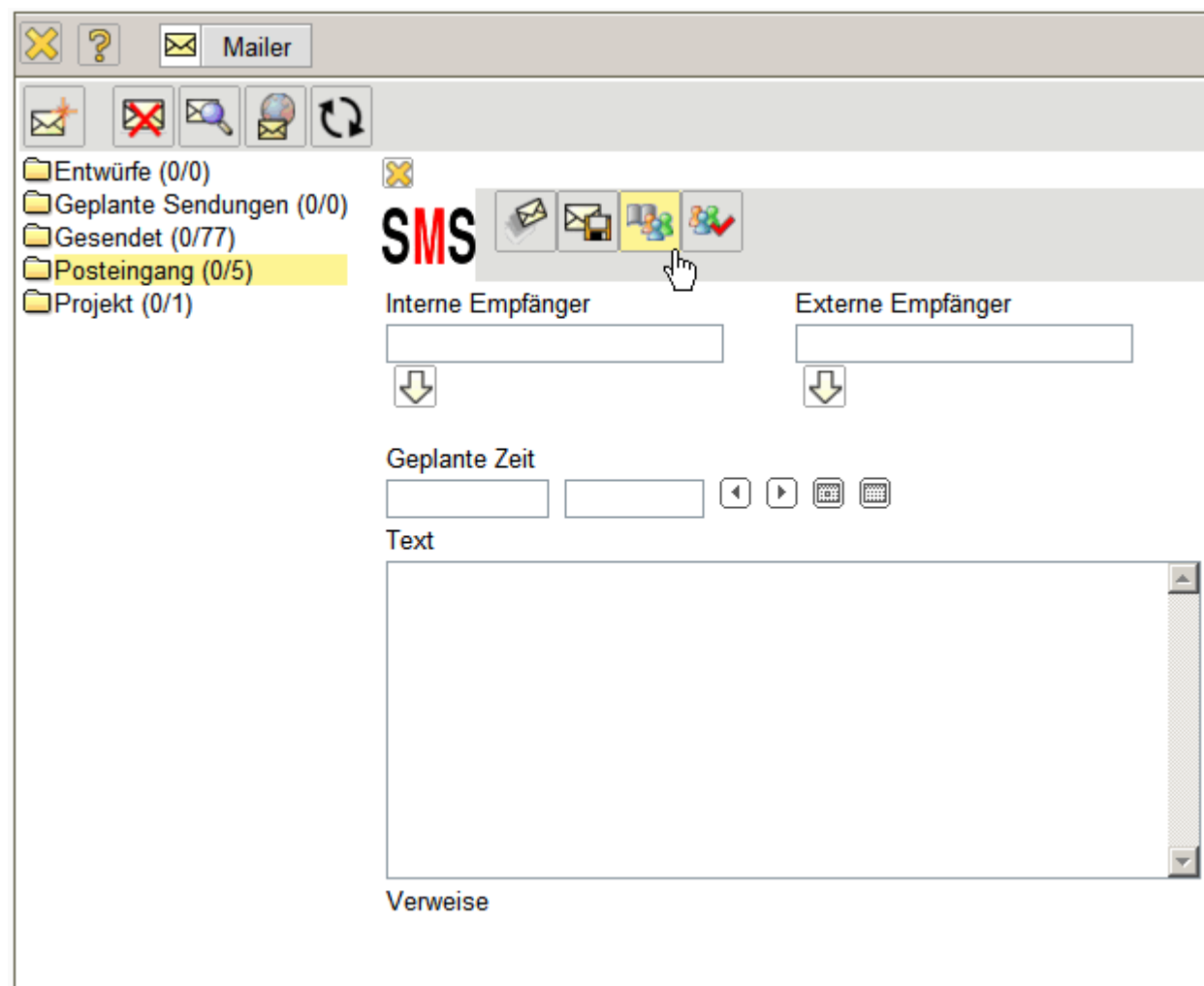
Short-Messages

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.

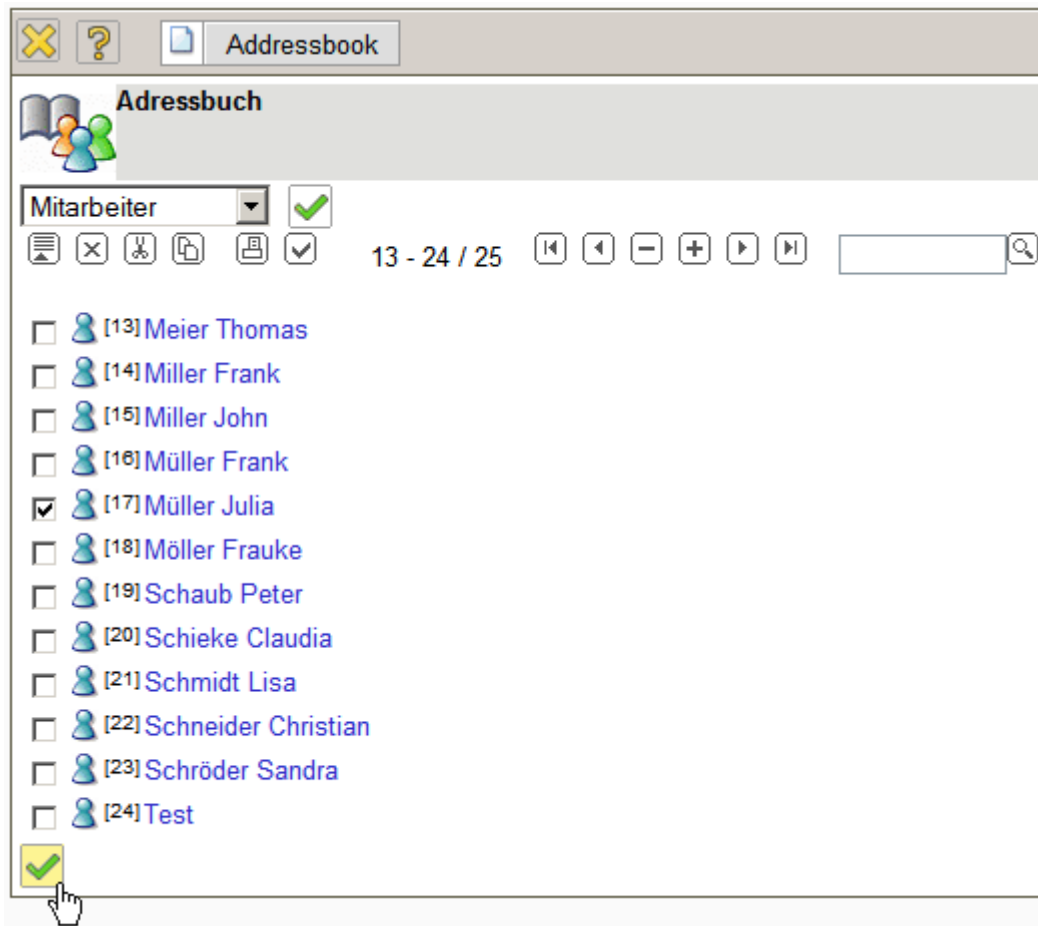
In the following example a short message is created with .



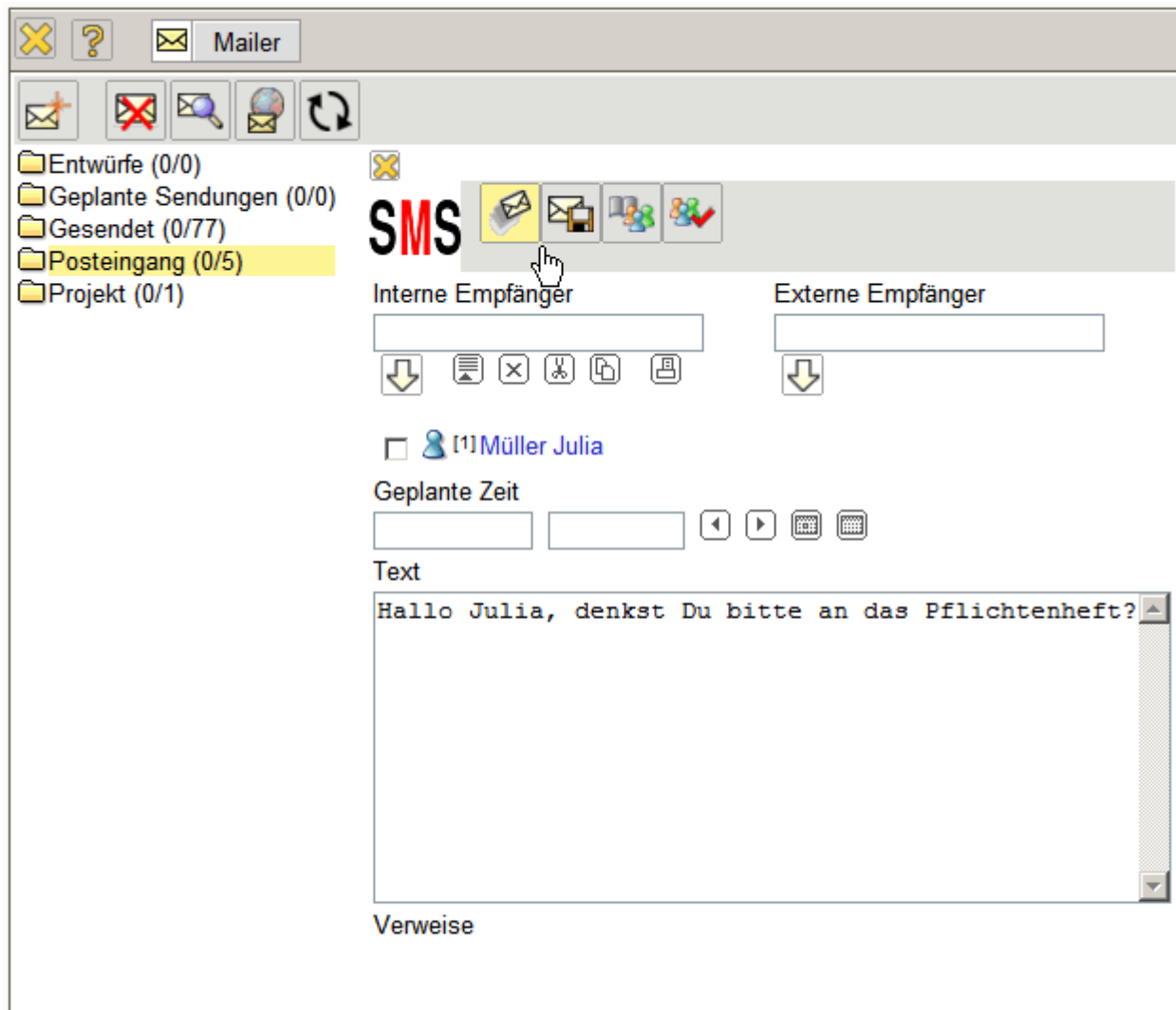
A new short message is opened.



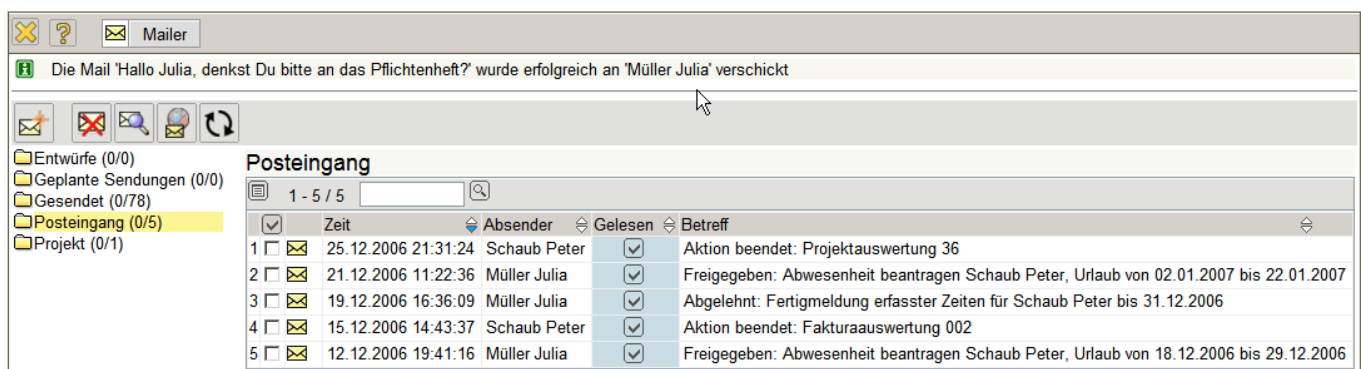
In this message, the recipient will be (here, by using the address book) and ...



... 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

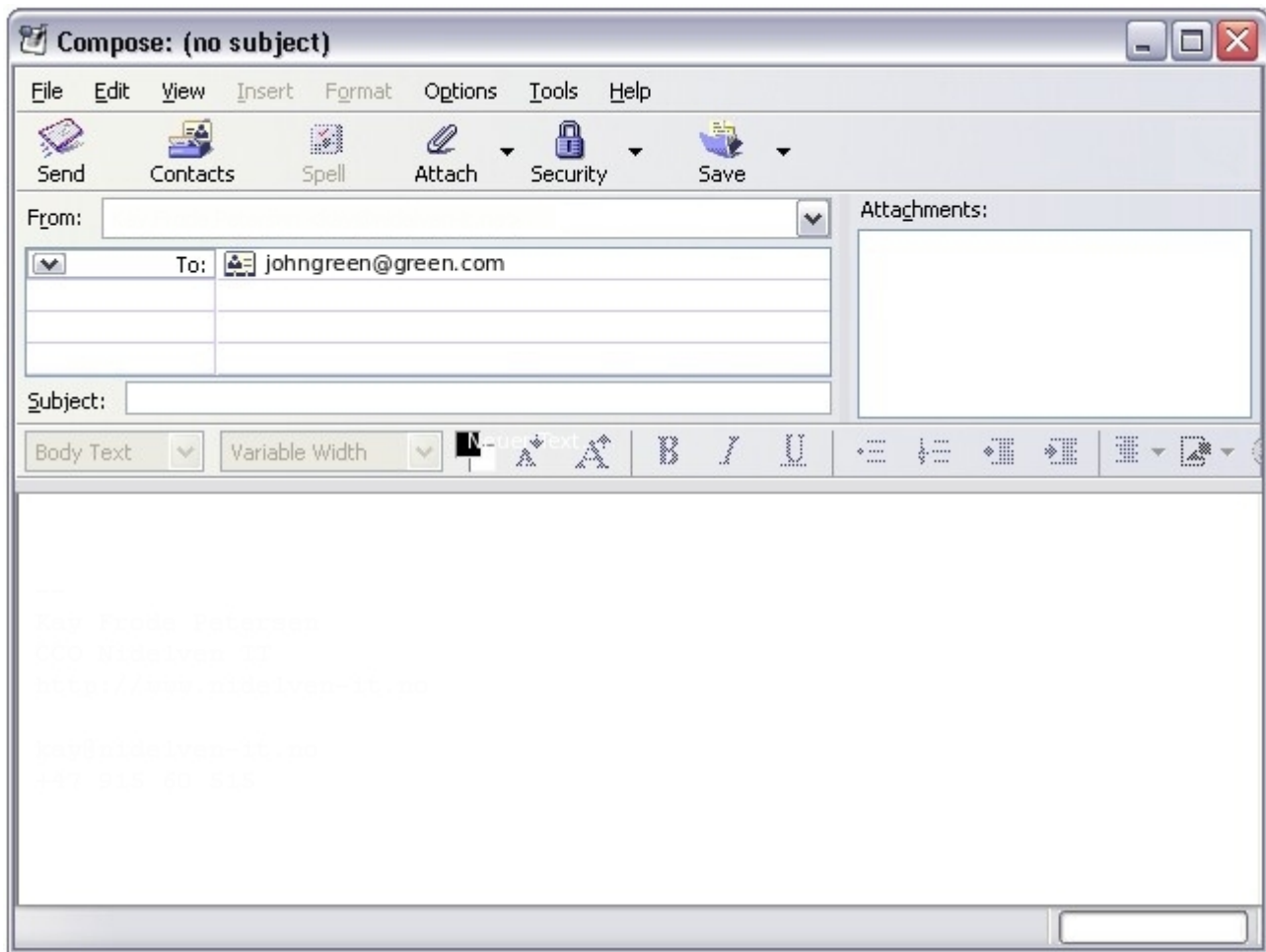


Email 

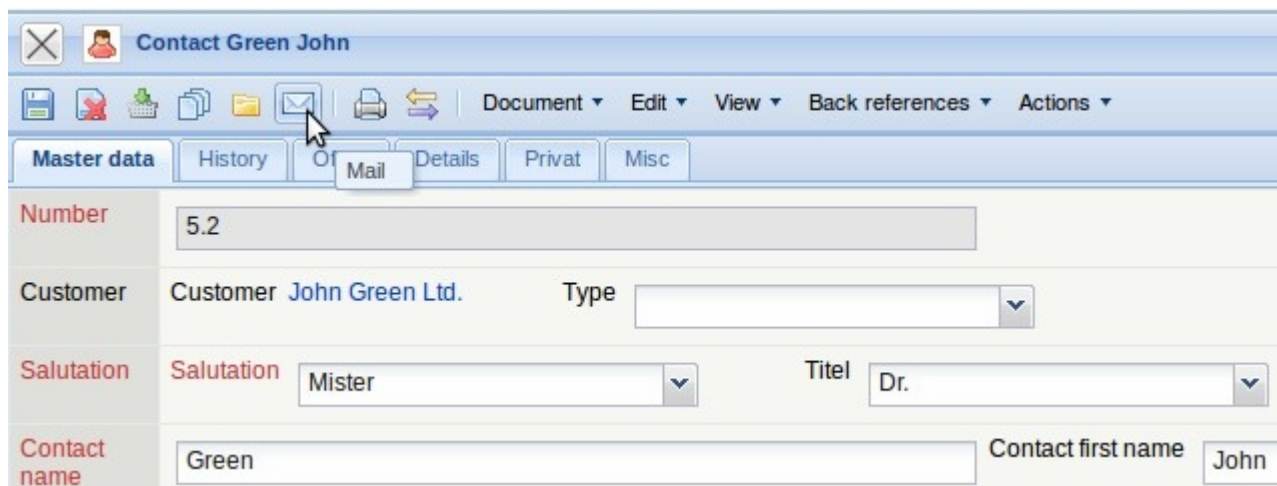
 <mailto:johnngreen@green.com>

Note

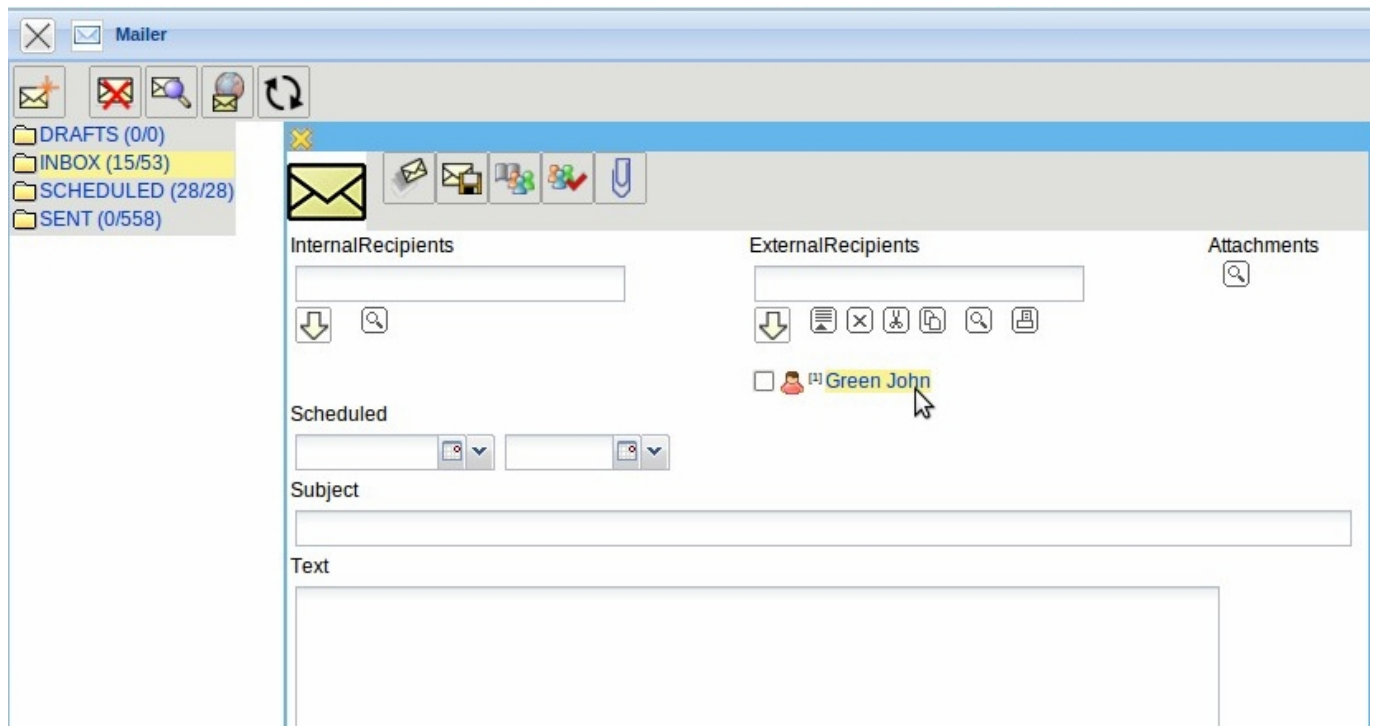
... will open the standard-email-client of the user.



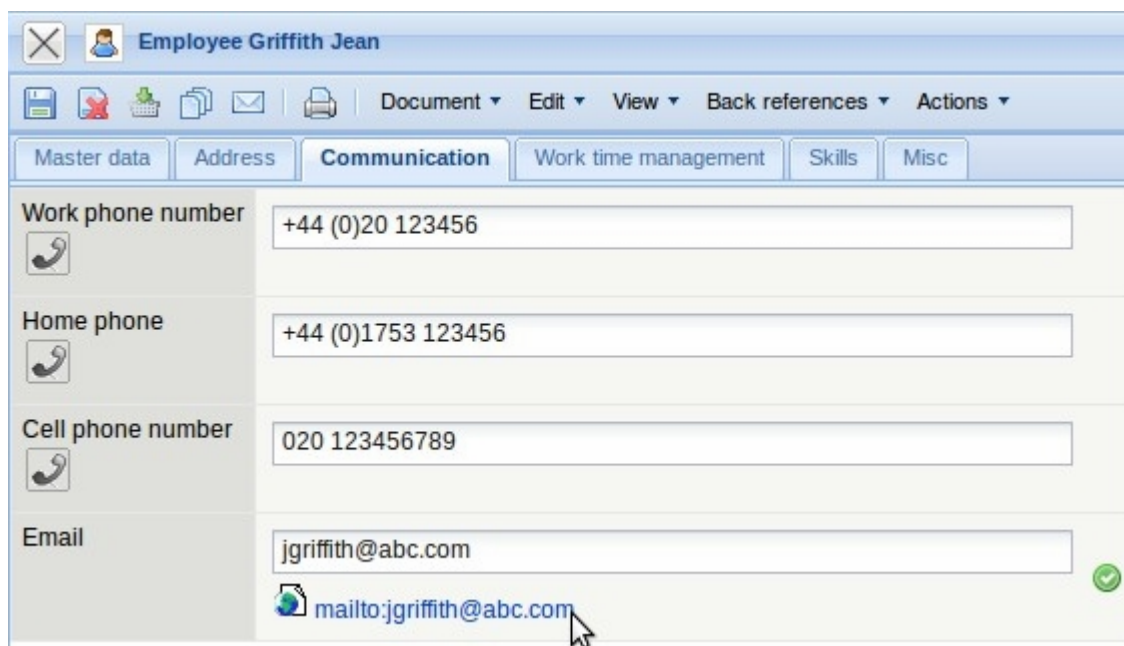
If the optional mail system 'Mailer' is used, it can also be opened from the toolbar of the Mailer ...



... with the appropriate e-mail address.



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...

Employee Griffith Jean

Document ▾ Edit ▾ View ▾ Back references ▾ Actions ▾

Master data Address **Mail** Communication Work time management Skills Misc

Work phone number +44 (0)20 123456

Home phone +44 (0)1753 123456

Cell phone number 020 123456789

Email jgriffith@abc.com
mailto:jgriffith@abc.com

... 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.

Action 1 Presentation

Document ▾ Edit ▾ View ▾

Master data Misc

Action 1

Customer John Green Ltd. Contact Green John

Projectdescription 5 QM-Module

DueOn 02.12.2009 11:10:00

Actiontype Presentation

Priority 3 - normal priority

Arranger Conner Jane

Note Offer presentation

Checked ☐

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

Server-Zeit 2.1.2007, 11:29

Intro

Standardansicht | Modulansicht | **Termine** | Portfoliobericht | Projektliste | Risikomanagement | Vertrieb (charts) | Vertrieb (reports) | Projekte | Kunden | Mitarbeiter

Ihre Termine

☐ Abgeschlossene Einträge anzeigen

Neuer Eintrag
 03.01.2007 11:26:26 Aktion

Überfällig ☒ anzeigen

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	☐

Heute Di, 02.01.2007

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 ☒

01 - Januar ☒ 2007 ☒

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
	1.1. Neujahr	2.1. Urlaub	3.1. Urlaub	4.1. Urlaub	5.1. Urlaub	6.1.	7.1.
KW 1		11:40 Kontaktpflege: Nahl Lisa					
	8.1. Informationsmaterial: Stutzer Jochen	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 2	Abnahme Planung						
	15.1.	16.1.	17.1.	18.1.	19.1.	20.1.	21.1.
KW 3							
	22.1.	23.1.	24.1.	25.1.	26.1. Abnahme Prototyp	27.1.	28.1.
KW 4							
	29.1. Abnahme Planung	30.1.	31.1. Prototyp	1.2.	2.2.	3.2.	4.2.
KW 5							

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