

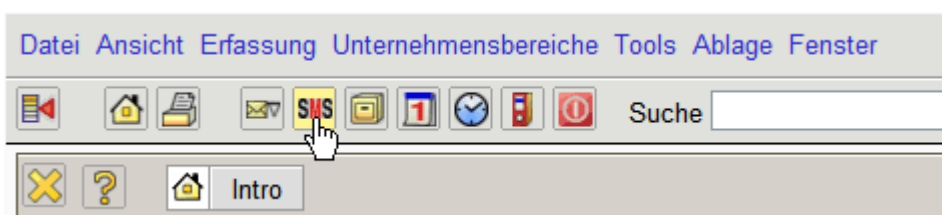
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3.04.1 Mailsystem "Mailer" (Continued)

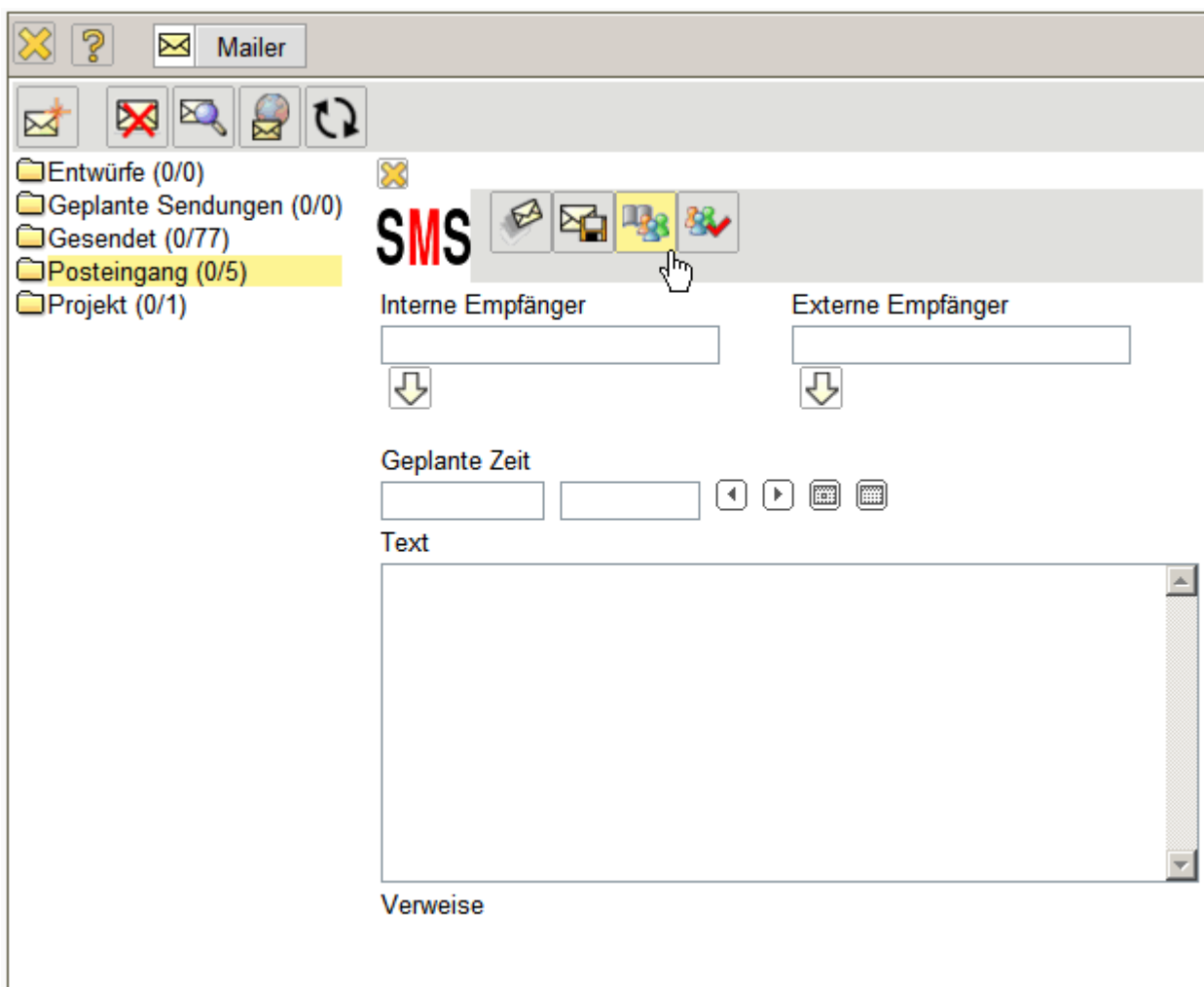
Short-Messages

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.

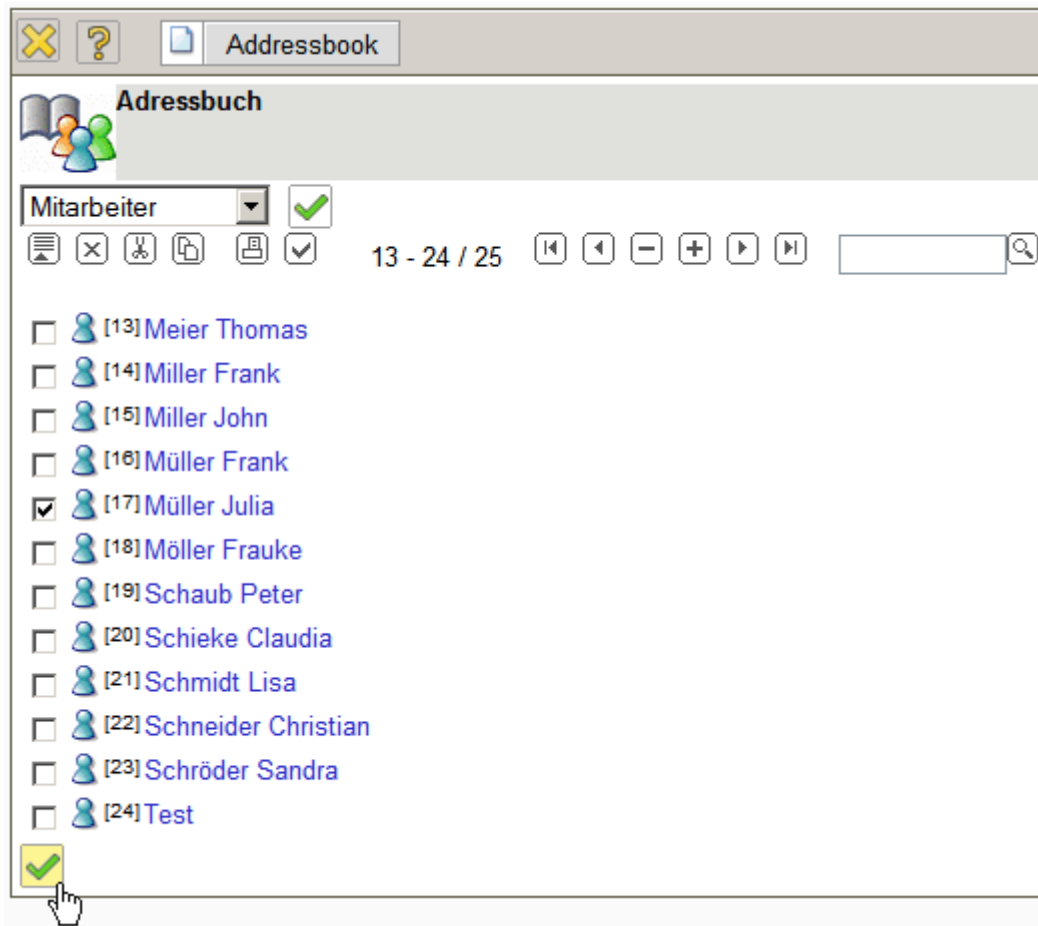
In the following example a short message is created with .



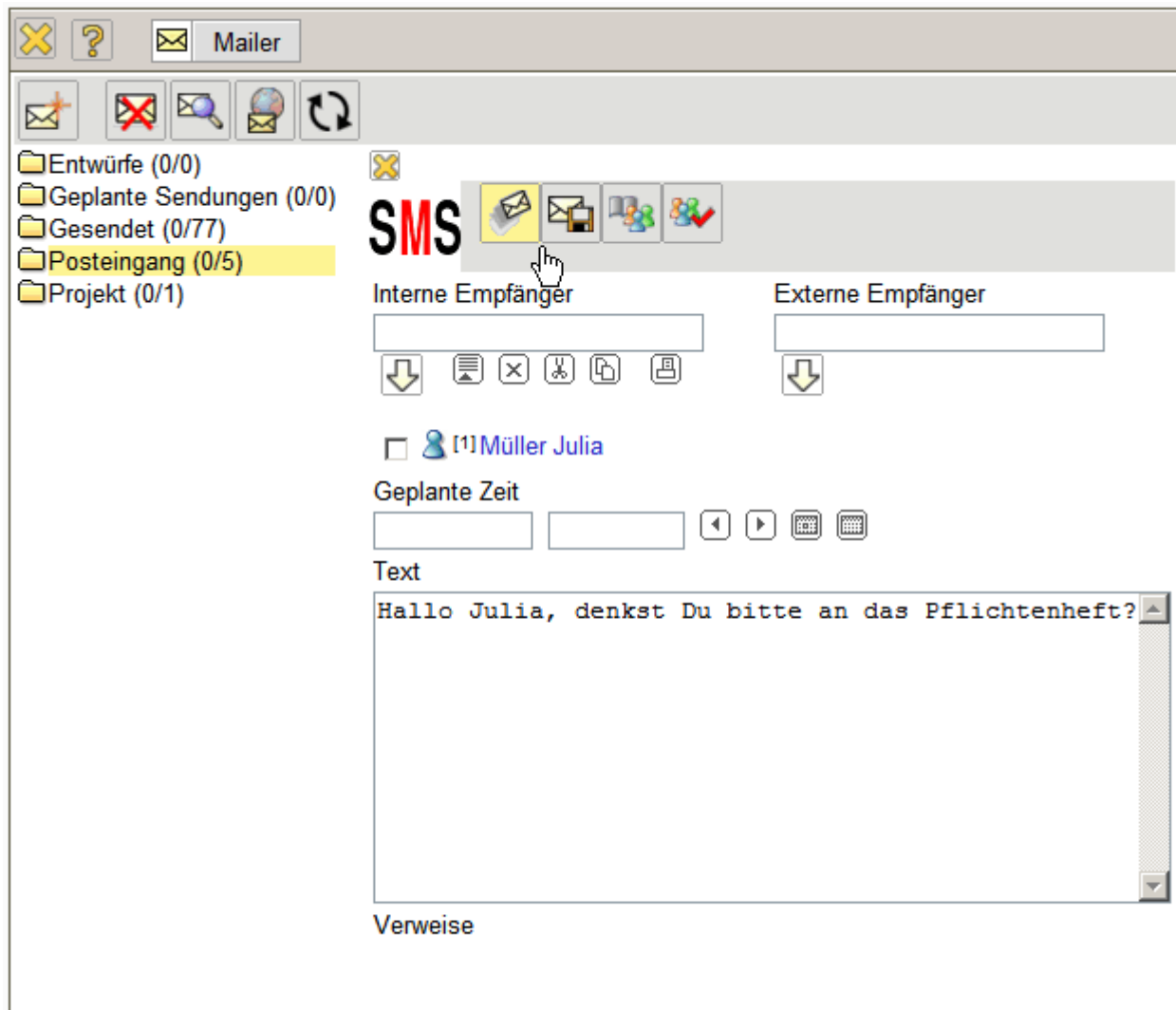
A new short message is opened.



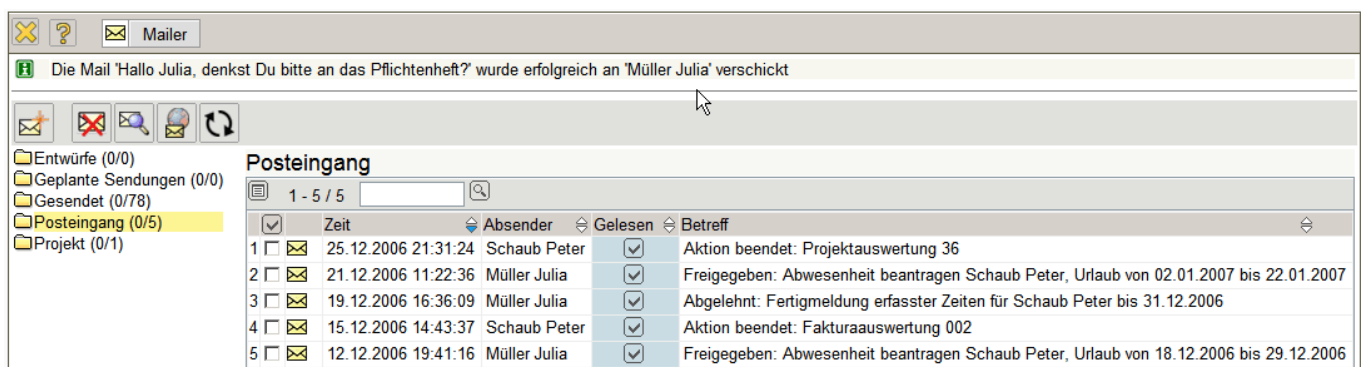
In this message, the recipient will be (here, by using the address book) and ...



... 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

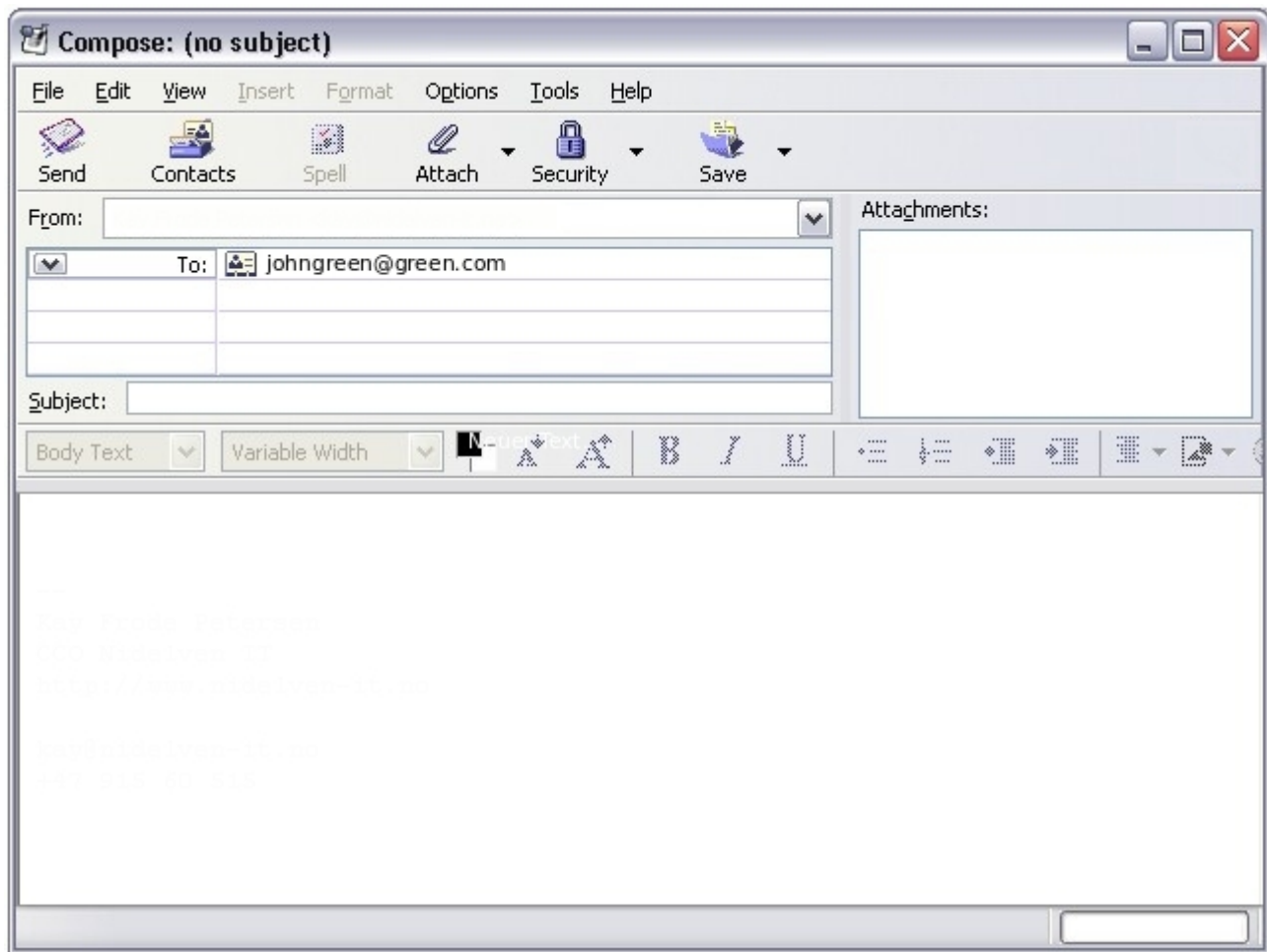
Cell phone number


Email

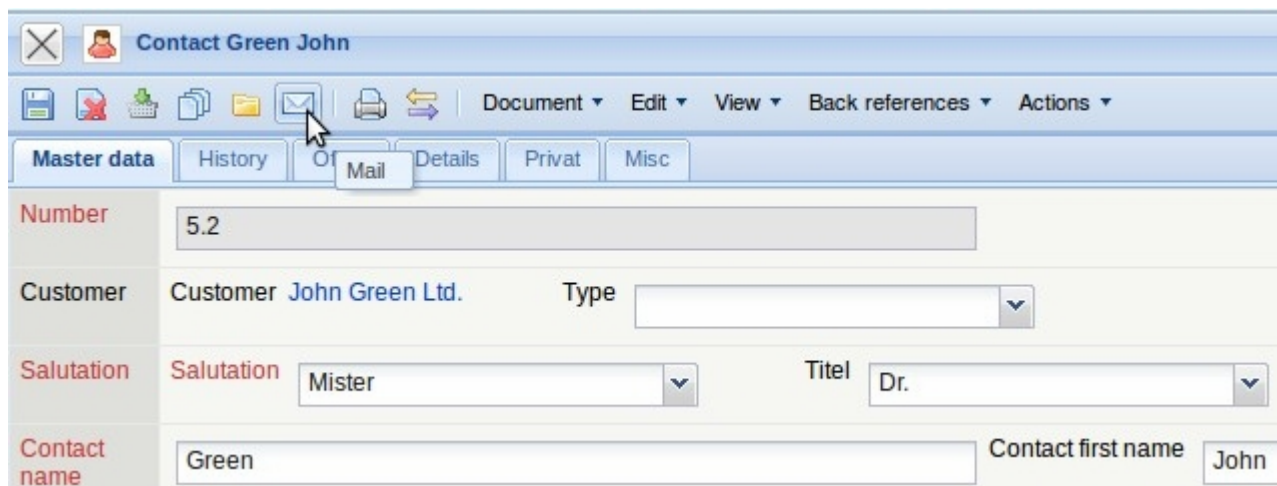
 <mailto:johngreen@green.com> 

Note

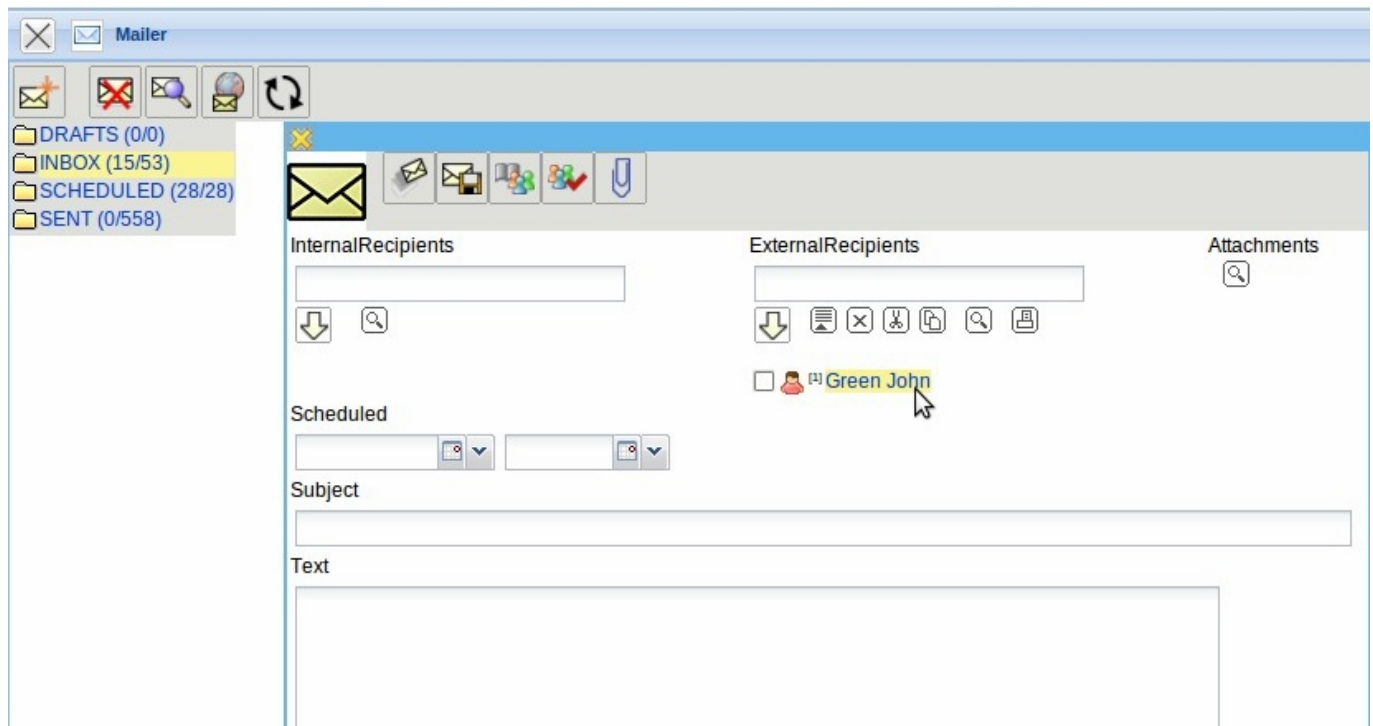
... will open the standard-email-client of the user.



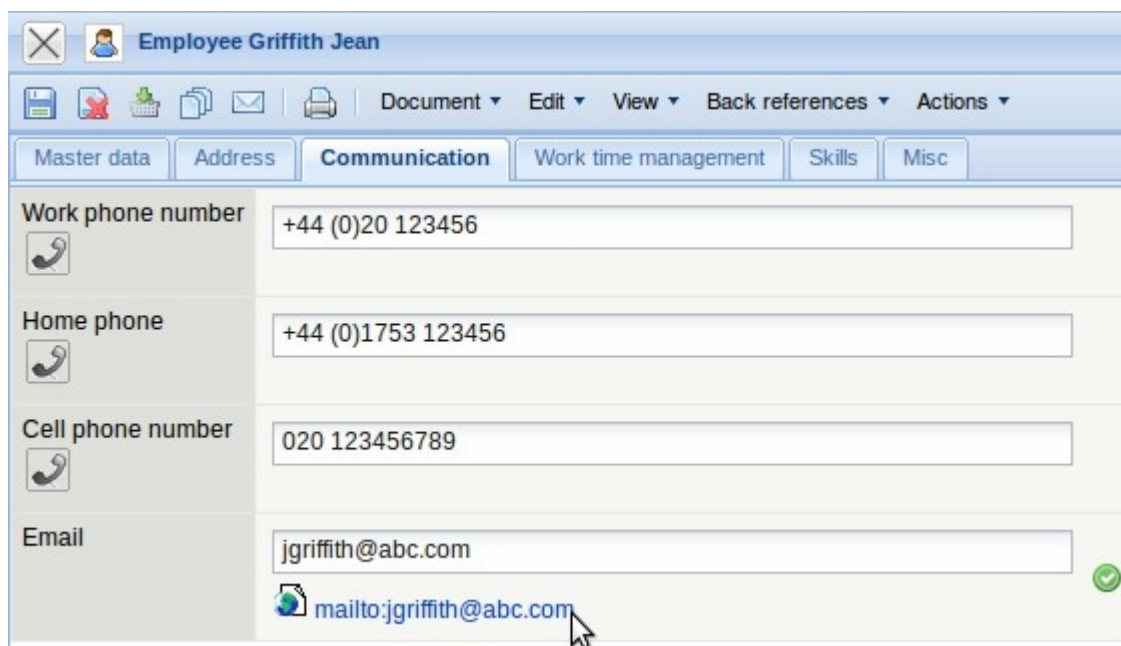
If the optional mail system 'Mailer' is used, it can also be opened from the toolbar of the Mailer ...



... with the appropriate e-mail address.



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 02.12.2009 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

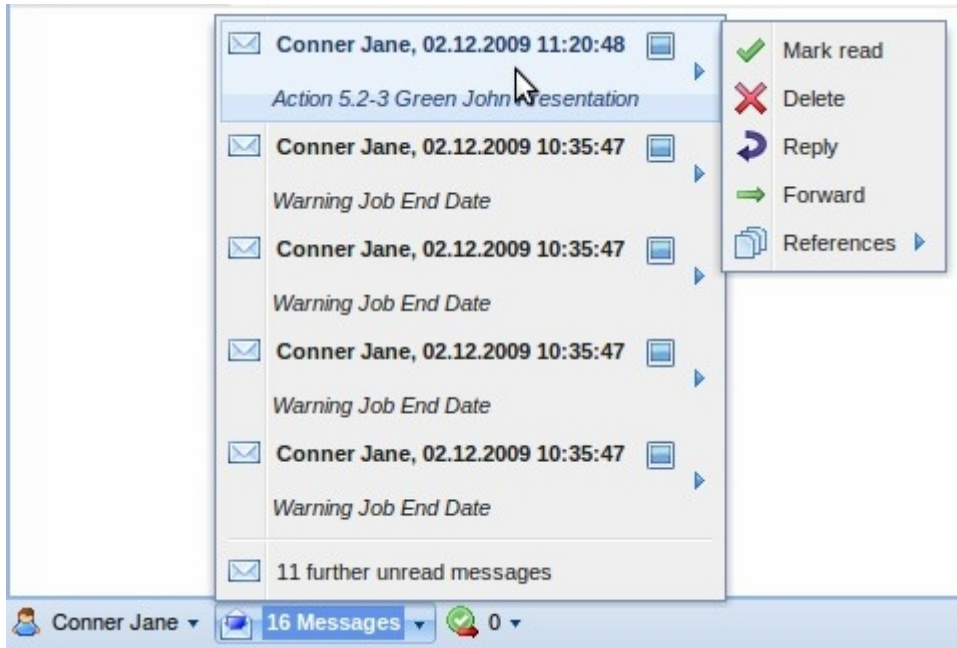
Priority 3 - normal priority

Arranger Conner Jane

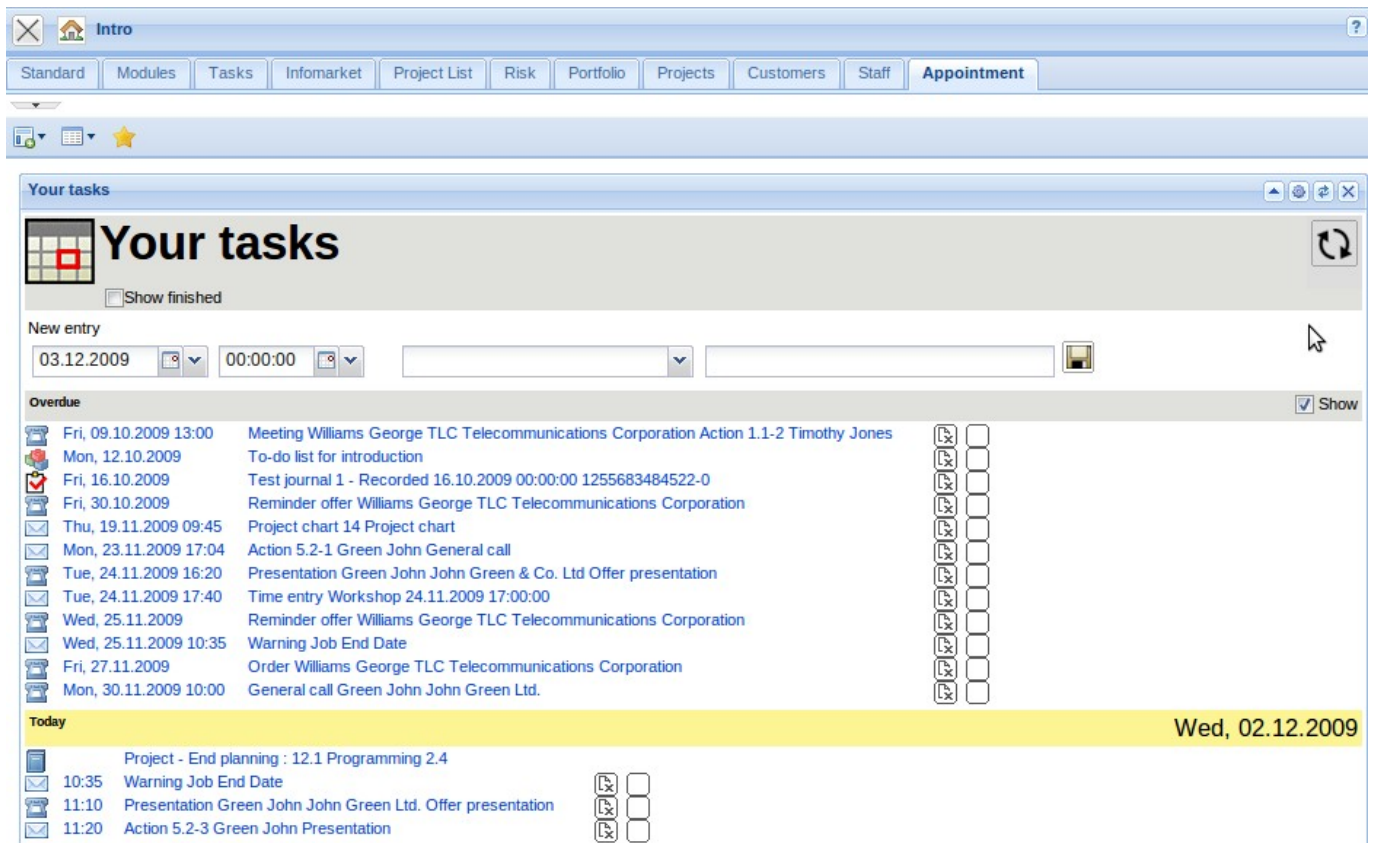
Note Offer presentation

Checked ☐

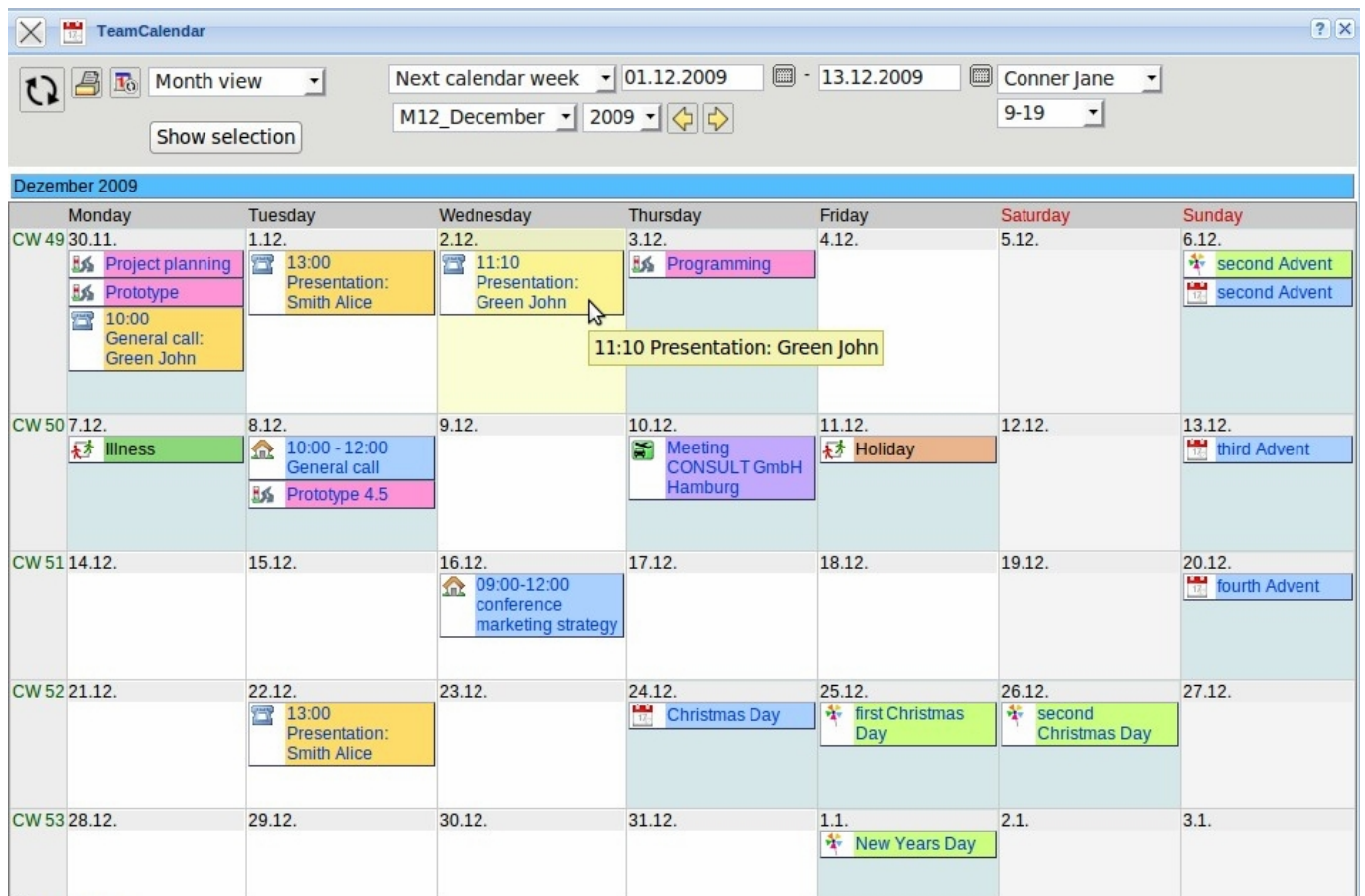
If the optional component Mailer is used, the system generates a reminder notification on the day and of the time for this action automatically ...



... with the appropriate link. The system also creates an entry in the personal calendar (Your tasks).



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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