



PlanningPME

Schedule easily

Send e-mail from PlanningPME and activate a reminder

I. Description of this feature

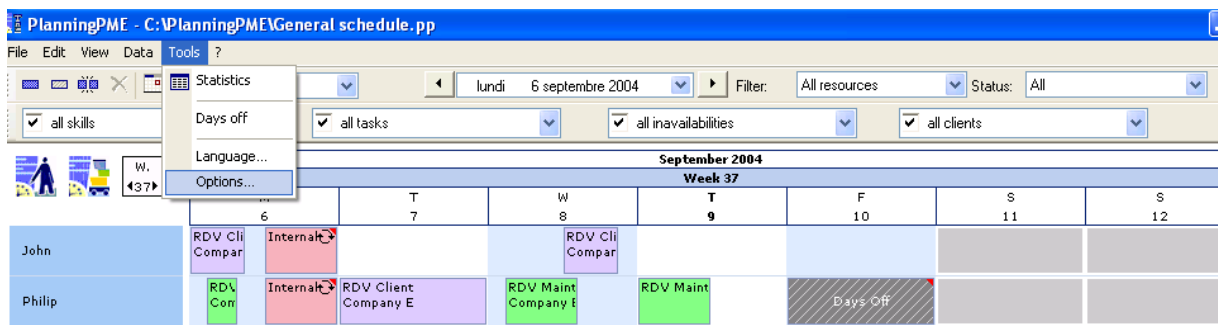
When you create or modify a task, you can send an email to your resources concerned from PlanningPME.

You can also have an alert message on PlanningPME.

II. How to send e-mail from PlanningPME?

II.1. Set-up

From PlanningPME, go to « Tools » -> « Options »



Then, choose the tab "Mailing Box". The following window appears.



Options

General Timetables View Task Network Mailing box advanced

Email : SMTP Outlook

Server SMTP: Address of your Server

E-mail address Address of the sender

Name : Name of the sender

Mobile Email address of the mobile phone

OK Cancel Apply

Mailing Box tab

Fill in the fields and save.



II.2. How to send an email to your resources?

First, enter the email address of all your human resources in the “Resource” window clicking on its box.

Resource ← Personal card of your resource

Information Slots Unavailabilities Skills

Type : Human Material To plan

Label : Philip

Colors : Background : Text :

Service : Sales team

Coût €/H : 0

Name : Philip

First name : Brown

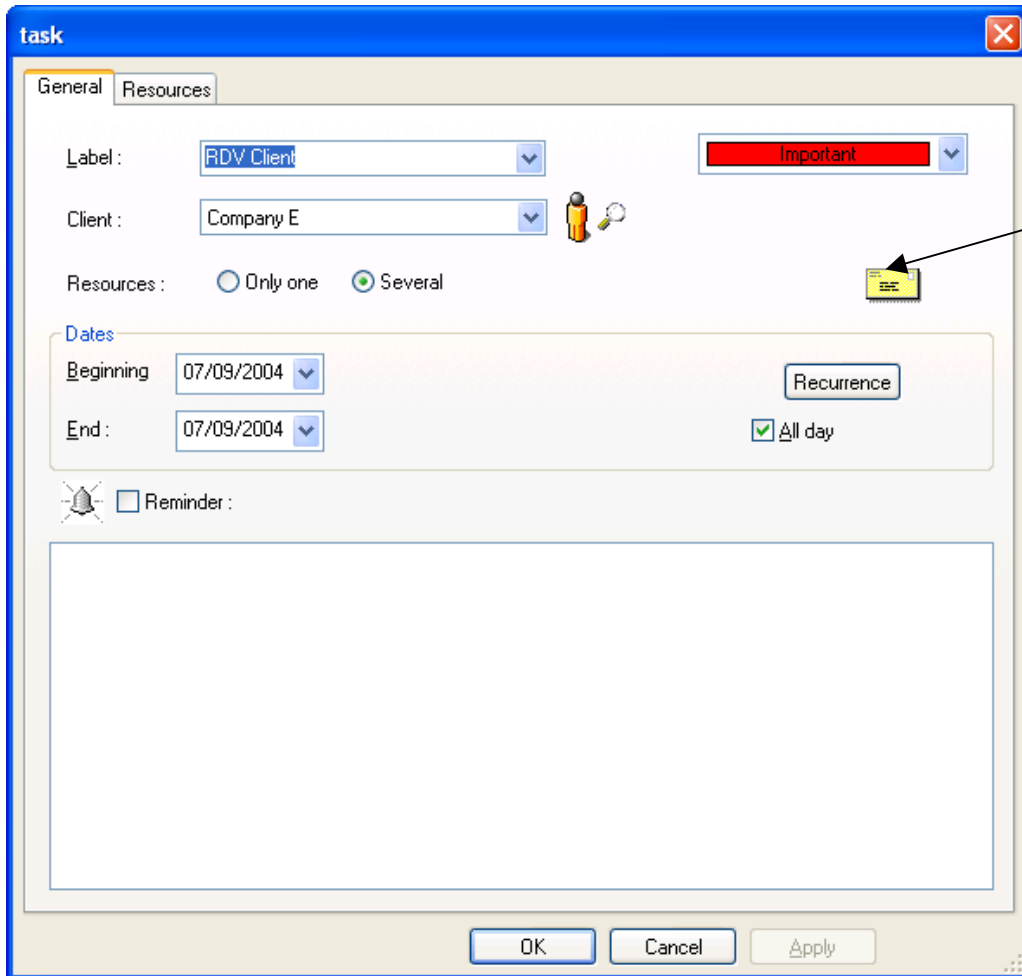
Address : 9-11 rue Henri Dunant

Zip code : 91600 City : Savigny sur Orge

Phone : +33 1 69440049 Mobile :

EMail : philip@planningpme.com ← Enter the email address

Go back to the schedule and create a task. On the “Task” window, you will see a yellow envelope. If you click on the icon, you will send instantly an email to the resources concerned.



Click on the envelope to send an email to resources concerned by this task

The email sent is as follows:

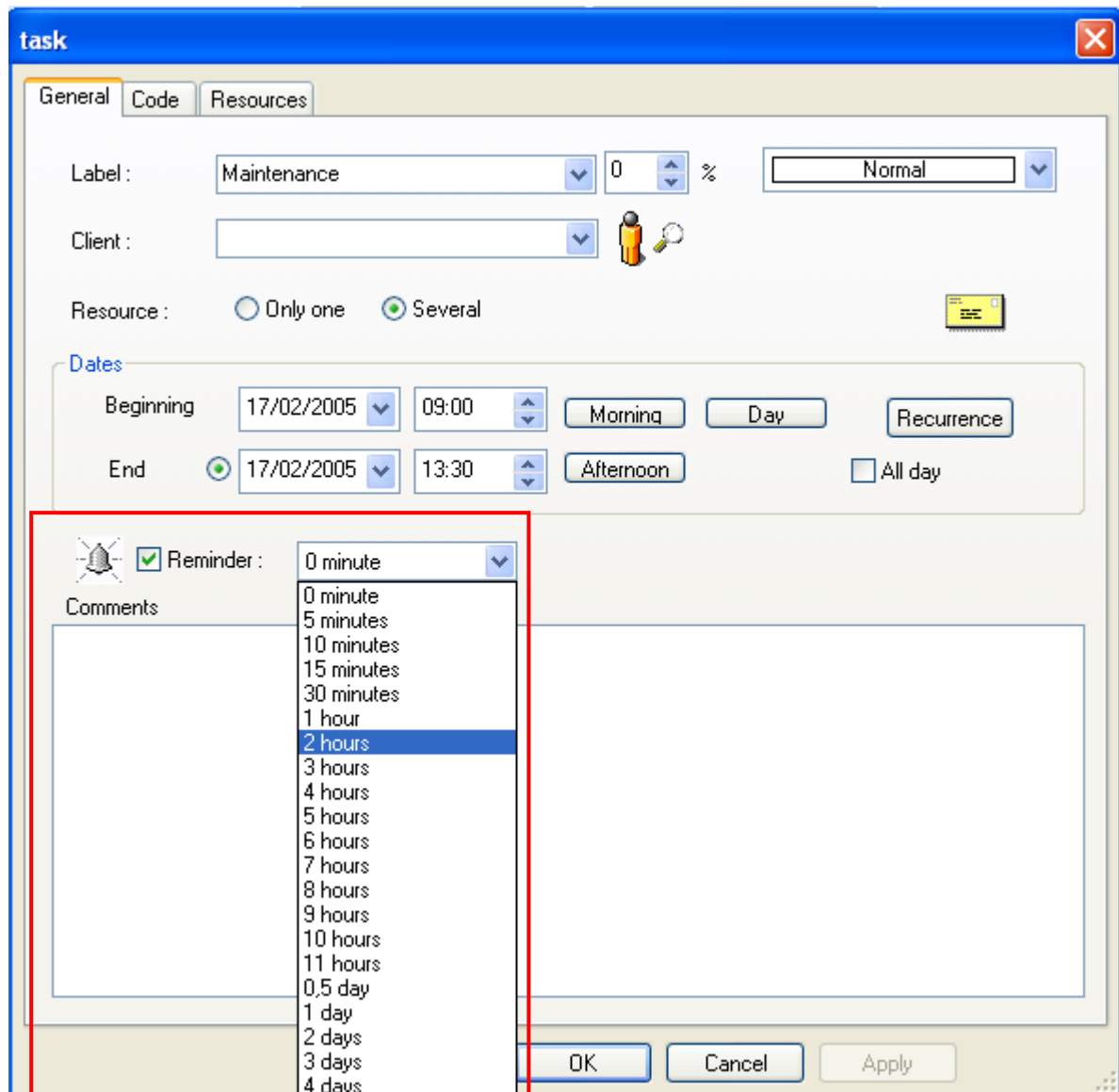
- Title: task label
- Resources concerned
- Dates et hours of the task
- Client name
- Comments about this task

So, you have the possibility to send an email when you create a task. Save your precious time!



III. How to create an alarm on PlanningPME?

On the task window, you can tick on the box “Reminder” and choose to activate a visual alarm from 5 minutes, 1 hour, 1 month... before the beginning of the task.



Then, on the schedule, a reminder will alert you of the task.



PlanningPME - C:\PlanningPME\agenda_gb.pp

File Edit View Data Tools ?

Weekly lundi 14 février 2005 Filter: All resources 16 Status: All

Skill task Unavailability Client

February 2005
Week 7

	M 14	T 15	W 16	T 17	F 18
Philip	Maint Comp Car A	RDV Client Company E Car A		Maintenance	
Karine		Illness		Formatio	Inte Me RDV Client Company C Car A
Pedro			RDV Comp Meeti		Installation Company D Car I
Sarah	RDV Comp				
Roger	Exhibition Car B, Ben				
Mary	Ed Co Co	Maintenan Company E Car C			Equi Co
Paul		Installation Company F			
Ben	Exhibition Roger, Car B				Ed Co Co
.....				Formatio	Installat Company X

Reminder : 17/02/2005

Equipment return
Company D

Open To make disappear

IV. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

PlanningPME

Schedule easily

<http://www.planningpme.com>

TARGET SKILLS

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