

# MAIL MANAGEMENT

**1. Path:**

## Human Resource Management / Employee / Mail Magement

## 2. Image:

Login

June 01

Search

Select All

Clear All

Refresh

Display 01

Status

Active

Reset Status

Select All

Remove Mail Contact

Remove Email

Check

Get Info

Search

Update

Delete

Export

Required

Sending

Client

SMS

Remove

SOS

Select	Company Name	Type Code	Department	Staff Code	Staff Name	E-Mail	Phone Mail	Business Mail
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	thủy	quang_thuhoi@vinhphucanh.com	quang_thuhoi	vinhphucanh.com.vn
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	tiến hân	tiendhan@vinhphucanh.com	tiendhan	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	hi	hi@vinhphucanh.com	hi	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	thảo	thao@vinhphucanh.com	thao	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	thư hi	thuh@vinhphucanh.com	thuh	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	tiến hân	tiendhan@vinhphucanh.com	tiendhan	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	đông cùng thủy	thuy@vinhphucanh.com	thuy	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	user	user@vinhphucanh.com	user	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	user 0	user0@vinhphucanh.com	user0	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	user 4	user4@vinhphucanh.com	user4	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	user 3	user3@vinhphucanh.com	user3	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	user 1	user1@vinhphucanh.com	user1	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	tiếng anh tin	tin@vinhphucanh.com	tin	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	human resources department	200760	human resources	quangthanh@vinhphucanh.com	quangthanh	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	electrical maintenance - p1	200761	phạm quang hưng	phamquanghung@vinhphucanh.com	phamquanghung	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	marketing department	200760	nguyễn ngọc sơn	nguyenngocson@vinhphucanh.com	nguyenngocson	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	marketing department	200760	vũ thành hân	vt.han@vinhphucanh.com	vt.han	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	electrical maintenance - p1	200760	nguyễn minh phước	nm.phuoc@vinhphucanh.com	nm.phuoc	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	plant operation team	200760	vũ anh minh	am.minh@vinhphucanh.com	am.minh	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	shipment management team	200760	nguyễn hân hồng	hn.hong@vinhphucanh.com	hn.hong	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	shipment management team	200760	vũ hân hồng	vh.hong@vinhphucanh.com	vh.hong	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	shipment management team	200760	huỳnh thị diệu thi	ht.thuy@vinhphucanh.com	ht.thuy	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	overseas sales department	200760	huỳnh người thân c1	ht.c1@vinhphucanh.com	ht.c1	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	seo expert department	200760	đông thi hân	dt.han@vinhphucanh.com	dt.han	vinhphucanh.com
<input type="checkbox"/>	vinh phucanh	0303026036	sales support department	200760	tiến hân người thân c1	tiendhan.c1@vinhphucanh.com	tiendhan.c1	vinhphucanh.com

### 3. Definition:

Form “**Mail Magement**” is where user can register information, checking, delete or mail synchronization server at the local with mail server .

### Summary:

- Form **"Mail Magement"**: Search condition: work time, Employee ID, Status, Mail status.

#### 4. How to use:

### Buttons on Client:

- Search:** When user click this button and combined with search condition by working time, employee ID, Working status, mail status is form will load the current email list of local servers.

**Note:** with green rows mean already register email on Posco server, white rows mean not yet register email on Posco server.

- **Select All:** When user click this button is all check box on email list will check..

- **Clear All:** When user click this button is all check box on email list will uncheck.
- **Refresh:** when user click this button is system will get current email with news email of server's local.

### Buttons on Server:

- **Check:** Before user choose this function user must input email of employee who user want to check on 'Name Email' text box then click Check to system automatic check email on Posco server and reply to 'we can using or can't use that email'.
- **Get Info:** To perform the function of checking information of one certain account at Posco VietNam server. Firstly user click on check box of "**one row**" of an account which user want to check and of course, this account must be registered ("is green rows") the system will return information of account email server.
- **Insert:** To register email information at server's local to Posco server user must choose one or more email rows (white rows) then click on Insert to local system will send to Posco server.
- **Update:** To update information of email account user can click on one or more email rows (green rows) then click on Update to system update information of email account to Posco server.
- **Delete:** To delete email account user select one or more rows email (green rows) then click on delete the system will delete email account at Posco server.
- **Sync...:** Because of the registration, update or delete of email not be apparent when user choose here the system will synchronize data server in server's local of Posco.

**Note:** The synchronization is the first thing user have to select all the lists need to register the actual display in email list, when user click Sync mean the system will register again all email at current email list so regardless of the current email list have been registered or not. (Of course will show error if email account that was owned by other.

## 5. Field Description:

Field Name	Description
Join DT	Join date of employee
Employ ID	Employee ID
Status	Working status of employee
Email Status	Email status with Posco server
Require	Inform how many request send to Posco server.
Sended	Inform how many email already send to Posco server
Client	Show total email on email list.
Server	Inform all email of client already registered on Posco server.
Select	Allow user check/uncheck on email account
Company Name	Local Company
TaxCode	Tax code of company
Department	Department
Staff Code	Staff code
Staff Name	Staff name
E-mail	Email account of employee
Name mail	E-mail account name of the staff not included domain.
Domain mail	Domain of employee account