

# ICON System Mail

Web-based email systems started to become widely adopted in the mid 1990's. These days there are many systems available which are in constant use by millions of people around the world.



The ability to access emails, files and contact details wherever an Internet connection is available has become a necessity for many business professionals.



The ICON System Mail functionality provides a web-based inbox, address book, calendar, tasks, feedback, mailshot and user access management system which integrates with all the other ICON System solutions.

## Inbox

The messages section provides a single location for all messages sent to an individual via the website.

There are a number of options to search for messages. Messages can be sent and forwarded to other users, with or without attachments. They flagged as read, unread or important. There are options to create personal message distribution groups and customisable message footers.

## Address Book

The address book allows simple viewing of company, user and property contact details. It is split into four tabs:

1. User contact information
2. Company contact information (including suppliers)
3. A property address book
4. A personalised address book where users can add favourite contacts.

Google Maps functionality is utilised to display location details. There are search and filter options to help get to information quickly.

## Calendar

The calendar consolidates tasks, events and reminders into a single location. Users can add events to the calendar, personalise their calendar view and share events with other site users.

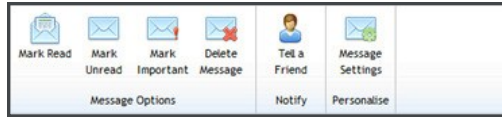
Administrators can set site-wide events, such as bank holidays, recurring meetings and website maintenance.

## Tasks

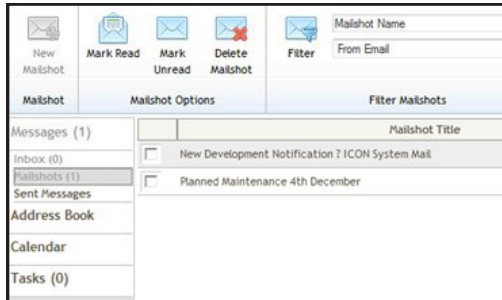
The tasks system allows enhanced tracking of tasks and documents issued. It provides at a glance indication of tasks requiring action. It also allows project managers to easily handle multiple system access requests and notifications.

“ Any fool can make things complicated, but it requires a genius to make things simple. ”

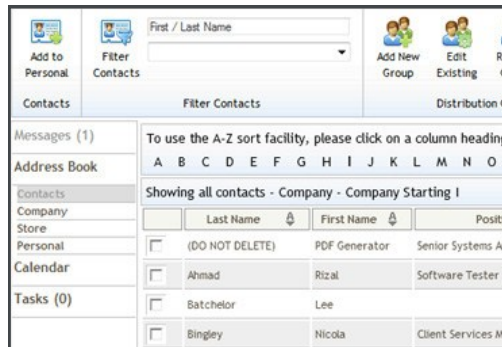
E.F. Schumacher



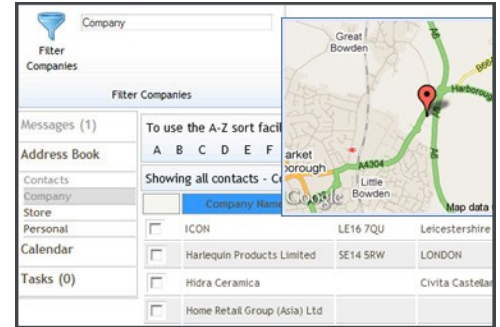
Set messaging options.



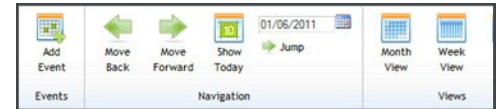
Manage mailshots.



Easy access to all contacts.



Quickly find company information.



Manage dates, recurring events, etc.

## Task Management:

- Manage multiple project access requests
- Electronic signoff of processes
- View and approve documents
- Manage change requests
- Manage user registrations
- View and manage document notifications, project access requests.

“ The ICON Mail system, simplifies and logically structures a number of the day-to-day user and administrator tasks into one simple interface. ”

Trudi Day, ICON

## Request a demonstration:

If you would like to know more, please call us on the number below and we will arrange to give you a demonstration.

## ICON • Information working for you

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ICON's Mail solution is one of a number of products to help those involved in Business Process Management, Specification Management, Property and Project Management.

For more information on the ICON System and its unique complementary support service, please telephone 01858 468345 or visit [www.iconsystem.co.uk](http://www.iconsystem.co.uk)