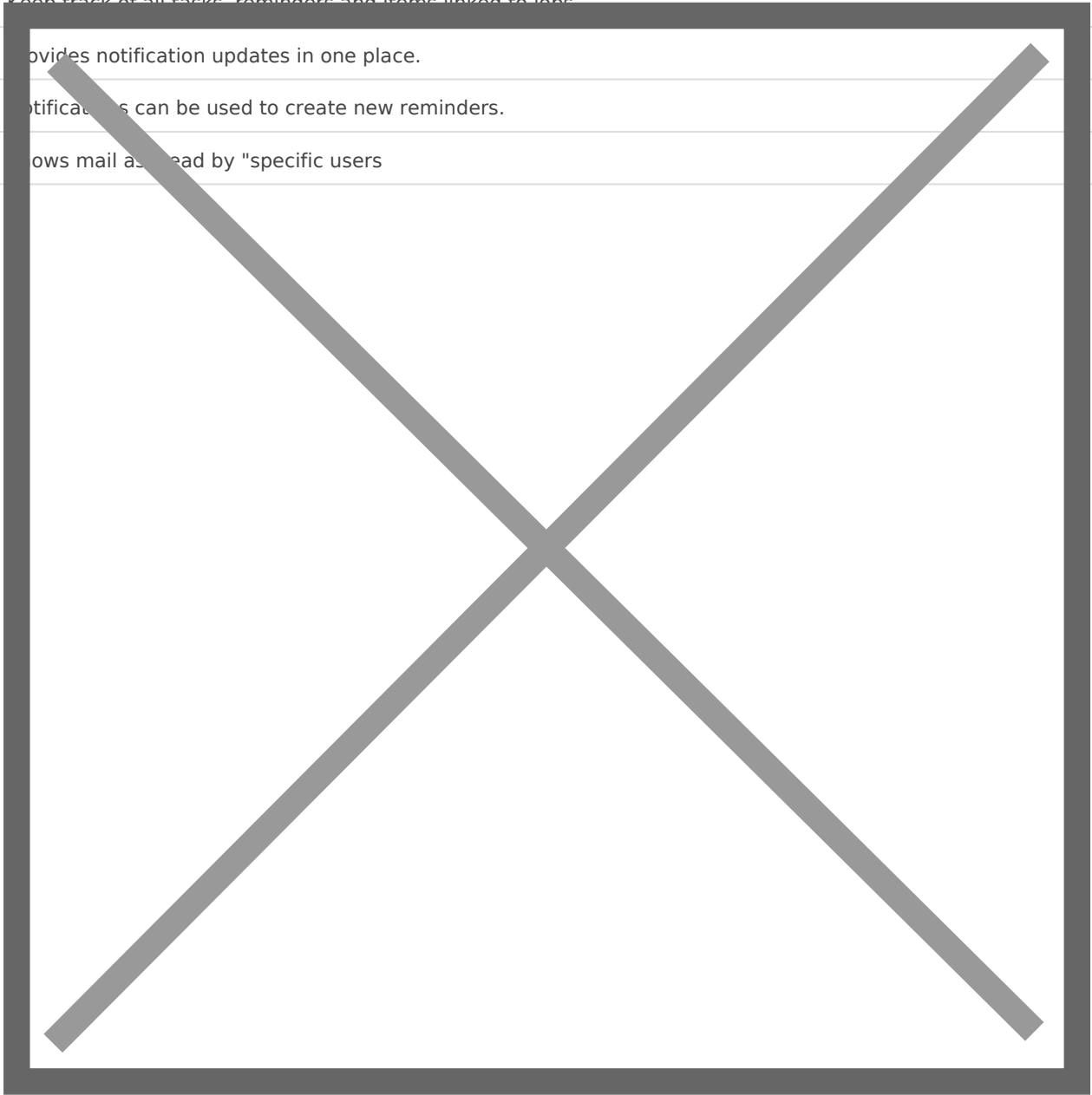
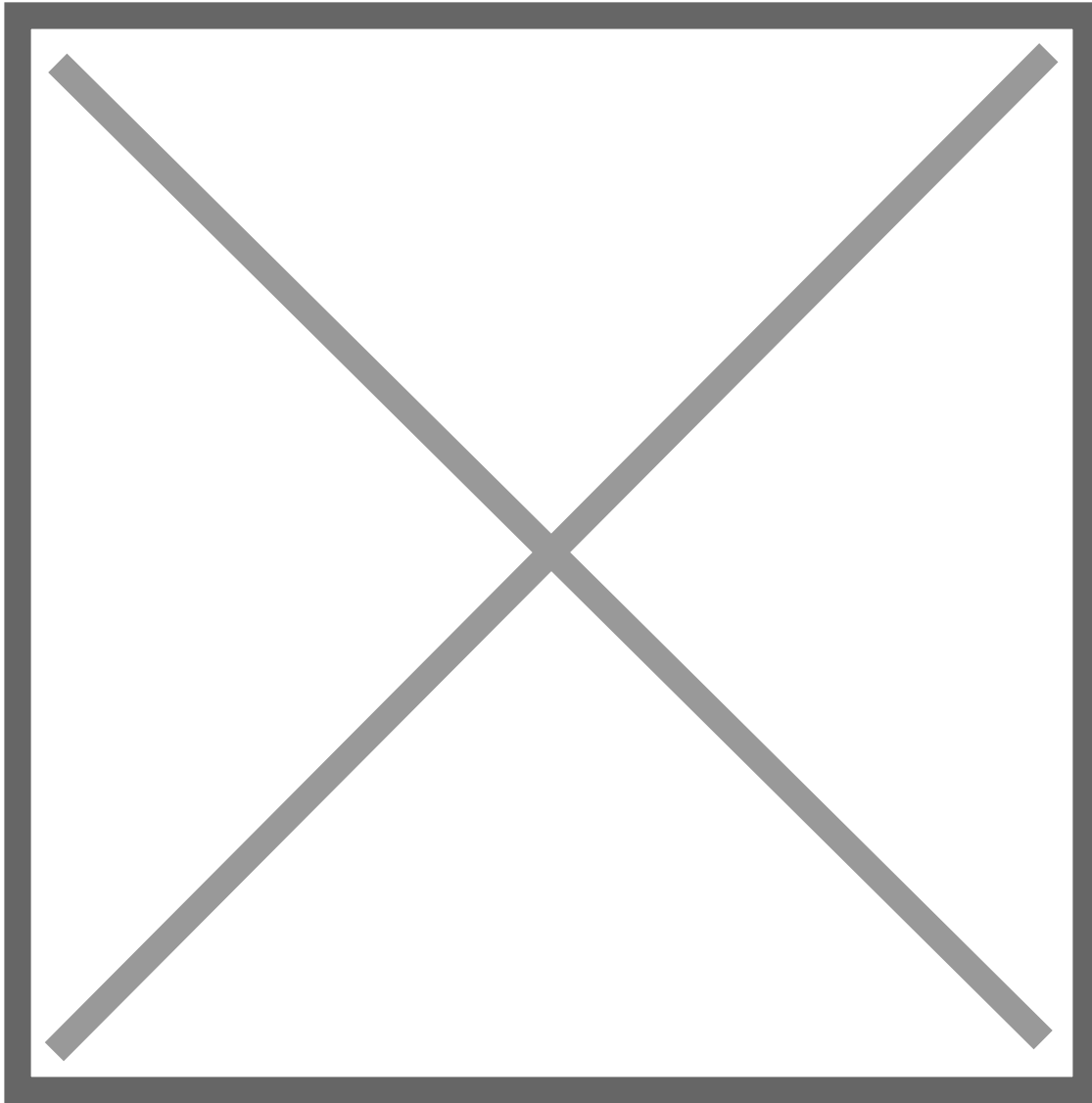


Messages

Systems Configuration > General > User Setup> Tick to activate messages on a user.

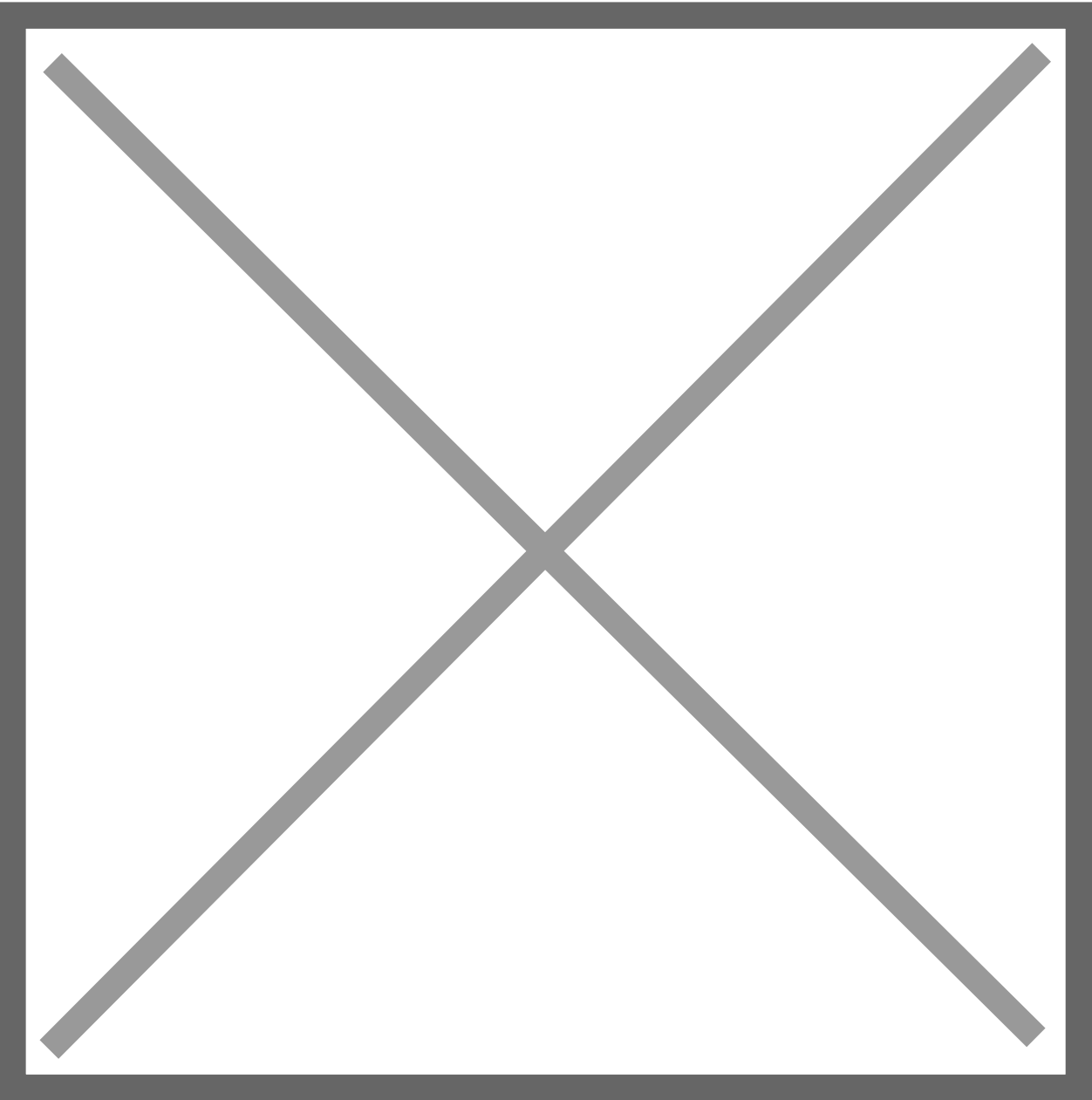
- Keep track of all tasks, reminders and items linked to jobs
- Provides notification updates in one place.
- Notifications can be used to create new reminders.
- Shows mail as read by "specific users"

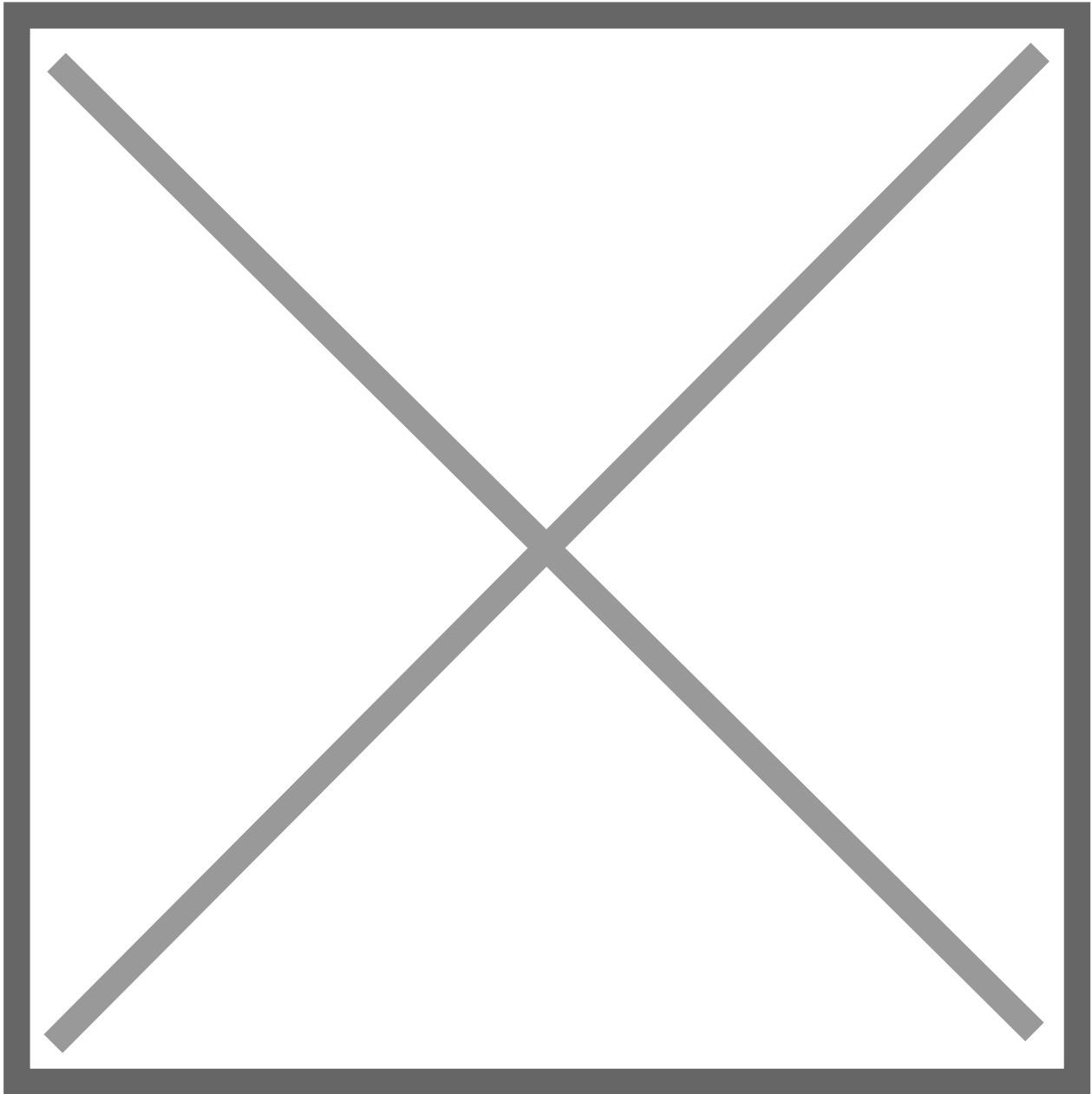




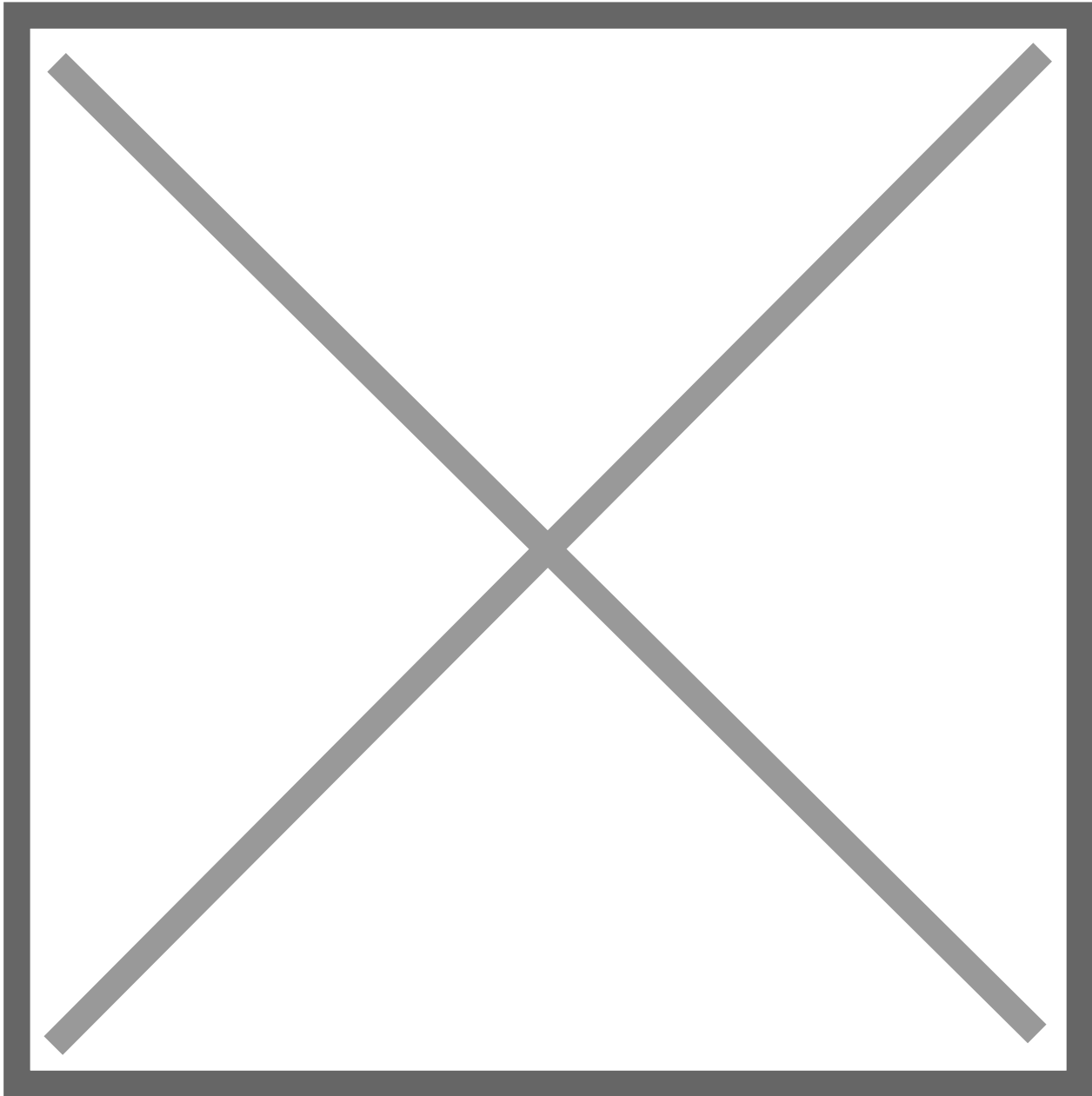
The number of messages for a user will be shown on the landing page. To access the messages, open any module in the system, right above, the messages notification will be displayed.

Double click on the message and view available messages.





1	Search: Search for messages
2	Date from and date to: use the date criteria to filter messages
3	Read Type: unread or read messages will be displayed according to the type selected
4	Company name: Filter by company
5	Document name: Filter by document name



Double click on the message, once viewed the message turns black or alternatively you can add a tick on the message tick box and mark it as read in the change status button and confirm by clicking yes to continue.

Revision #2

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