


Messages Management

New Message

A Message can be sent by any Assignee to any other or multiple Assignees subject to Access Permissions.

The screenshot shows a 'New Message' dialog box with the following elements:

- Assignees:** Jonathan, Johan, Koos
- Recipients:** Claudia
- Buttons:** Select All, Deselect All
- Message:** Please call Mrs Hannon
- Contact:** Royal Mount
- Linked Contact:** Ann Hannon
- Follow Up:**
- Phone Number:** 021 333 3333

- Select the Recipient/s
or select  if the Message is intended for all Assignees
- Enter the Message
- Most Messages could be linked to a Contact
Select the Contact
and the Linked Contact
- You can apply Follow-up should there be a need to expect a Reply.