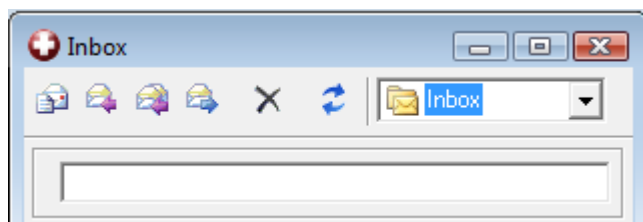

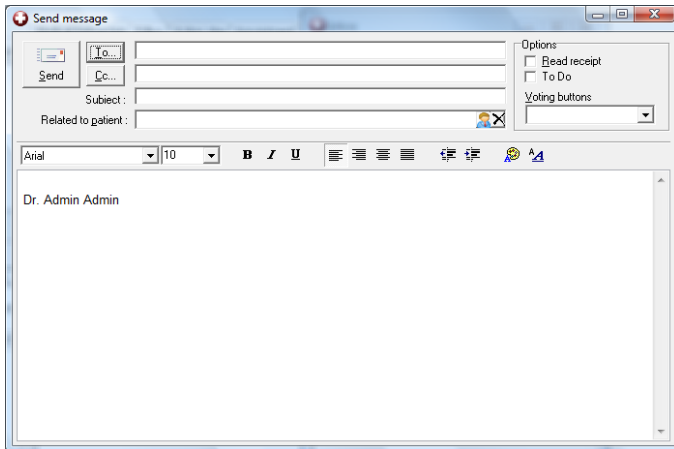


Messaging Feature

To Send a Message to Another User press the message button on the main toolbar 




- 1) Click on the new message button 



- 2) Select the recipient from by pressing the 'to' button.
- 3) Type Message
- 4) If you wish to relate the message to a particular patient file, click *select patient*. This will allow you to choose the patient from the patient selector.
- 5) To send a carbon copy or blind carbon copy to another user, click *CC button* and then *add cc* or *add bcc* as required.
- 6) Click Send to forward the message to the recipients.

To View Received Messages

- 1) Click on the message icon  to see your inbox. Any messages which have been sent to you will be listed in here and you can view then by double clicking.
- 2) If the message is relating to a patient you can click *view patient* to open the patient's file.