

Messages module



Message module let users exchange direct messages within the system with option to send copy via email



Messages **8** Address book Products | services Documents Sales Logistics HR Projects Finance Extranet Administration

Indicates the number of unread message in inbox

Inbox

Inbox Outbox Archives Broadcast

+ new message Create new message

Search search by keyword Apply Filter message by keyword

Date	From	Subject
2020-03-03 02:41	Partner	from ext
2020-03-02 05:48	admin	Notification: 311 A-CA-6_09-BP-311
2020-03-02 03:50	admin	notification
2020-03-01 07:35	admin	My document shared (copy)

Dots indicate priority
Green = low
Blue = normal
Red = high

Click link to read

Move messages to archive

Write message

New message

Type recipient names separated by commas. (autofill enabled)

admin, user2,

priority

normal ▾

Select message priority

Message title

Sample title

Message body

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Text format Restricted HTML ▾

[About text formats](#) ?

Allowed HTML tags: <a href hreflang> <cite> <blockquote cite> <code> <ul type> <ol start type> <dl> <dt> <dd> <h2 id> <h3 id> <h4 id> <h5 id> <h6 id>

Lines and paragraphs break automatically.

Web page addresses and email addresses turn into links automatically.

Send also via email (note: html formatted text may not be fully displayed.)

Email copy option. If not selected, recipients will only receive an email notification without body

Send message


Send button

Message

From :

 user

Subject :

 Sample title

Received :


Sunday 12th of May 2019 07:19:17 PM

Message :

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

 Reply

 New message

 Go to inbox

 Archive



 Delete

Action buttons

Outbox

Inbox Outbox Archives Broadcast

+ new message

Date	To	Subject	
2019-05-12 07:19	admin	Sample title	
2019-05-12 05:12	admin	Information	

List of sent messages

Click link to read

Move messages to archive

Archives

Inbox Outbox Archives Broadcast

+ new message

List of archived messages

Date	To	From	Subject	
2017-11-02 12:05	user	admin	notice	
2017-10-02 01:52	user	admin	image	
2017-06-16 10:03	user, admin	admin	Notification: 127 B-MVL-SG-2016_11-SICO-127	

Click link to read

Delete messages

Broadcast

Broadcast is a special message to send internal message to **all users** of the application except external users if any.

Broadcast message can be used for general notification.

Note: broadcast message is only internal, **no email** is sent to the users. Notification is only visible inside application.

New message

Inbox Outbox Archives Broadcast

Message broadcast

Message send to all active users

priority

low

Input form

General announcement

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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Send message

Project message

When using **project module**, project notifications are also copied in messaging module for reading

127 | Reference: B-MVL-SG-2016_11-SICO-127

Blue sky 8

last view: admin (on Tuesday 29th of May 2018 08:09 AM)

Item production

Main project

[Create extranet page](#)

[notification](#)

[New task](#)

Project notification

Notification

Send a short notification regarding project B-MVL-SG-2016_11-SICO-127 .

[enter user(s) separated by comma (autocomplete enabled)]

priority
 low: normal: high:

your message

Send note

Message record

Date	From	Subject
2017-06-16 10:09	user	Notification: 127 B-MVL-SG-2016_11-SICO-127

+ calendar

Messages

- [Notification: 127 | - 2017-06-16 \[open\]](#)

Users activity

Message is also accessible in project page



AREA
Systems

EK