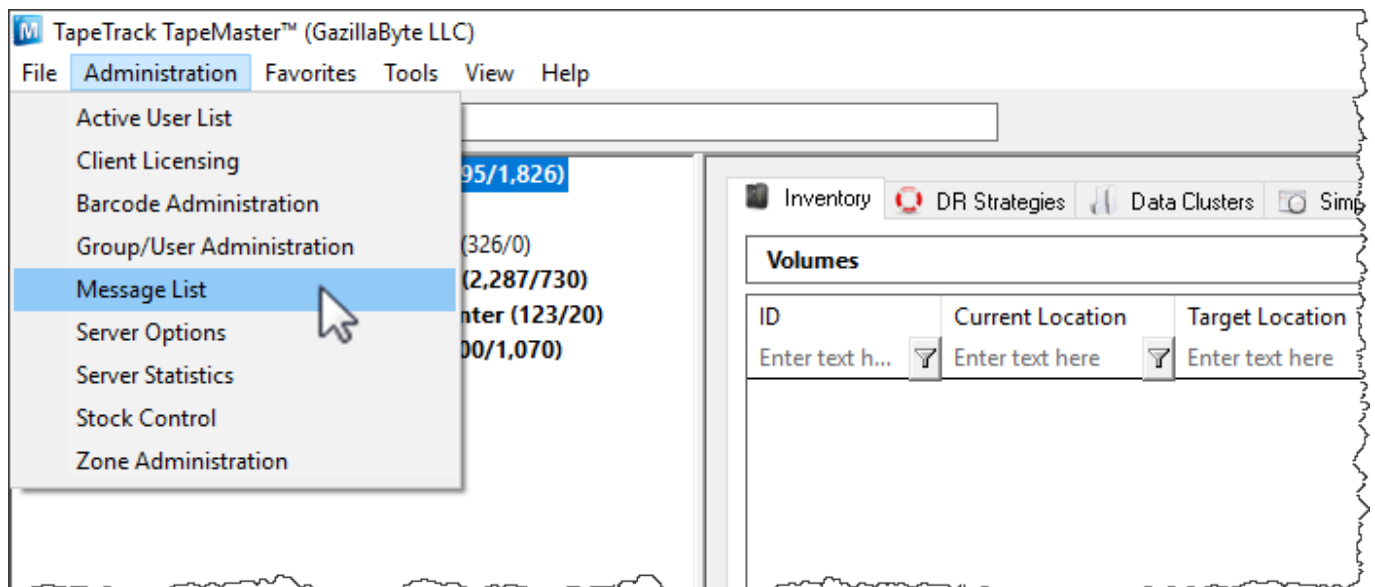


# Overview

The message list allows administrators to broadcast messages to users which display when they login. These messages also can be configured with general responses to gain quick feedback from Users

## Message List

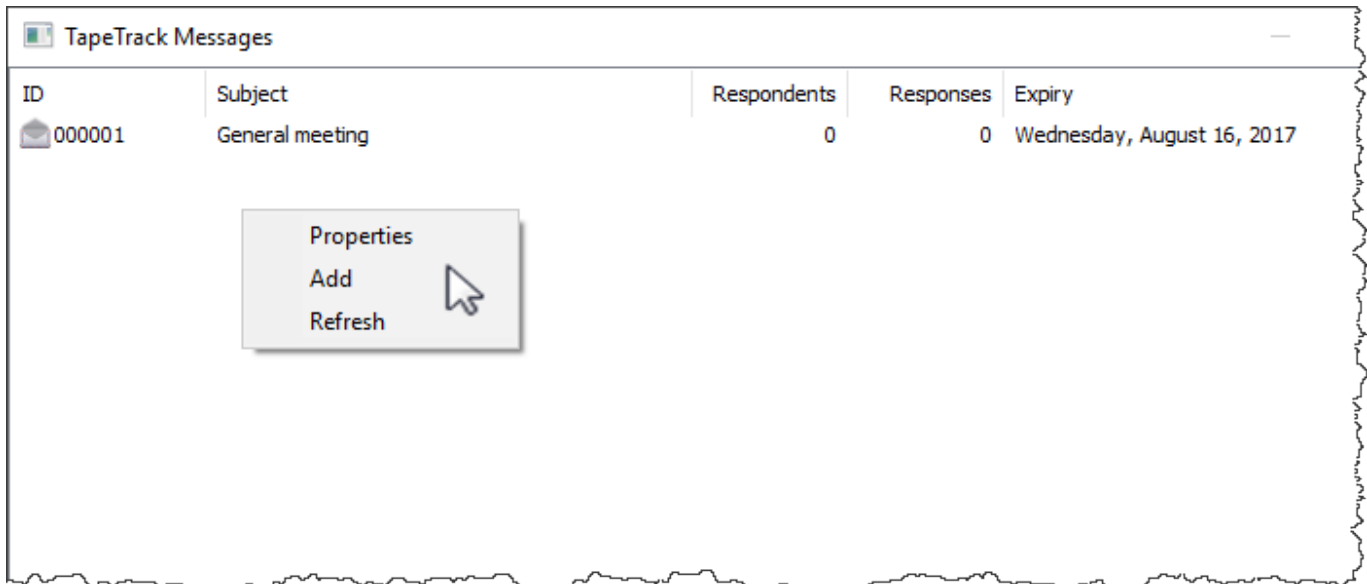
To access the message list click Administration → Message List from the main menu.



## Right-Click Operations

Right-clicking in the Message List provides three operations:

- **Properties**: Launches the Edit Message Window. This can also be done by double-clicking on a message.
- **Add**: Launches the New Message Window. This can also be done by hitting the Insert key on the keyboard.
- **Refresh**: Refreshes the Message List to display the most up-to-date information. This can also be done by hitting the F5 key on the keyboard.



ID	Subject	Respondents	Responses	Expiry
000001	General meeting	0	0	Wednesday, August 16, 2017

A context menu is displayed over the table with the following options: Properties, Add, and Refresh. A mouse cursor is pointing at the 'Add' option.

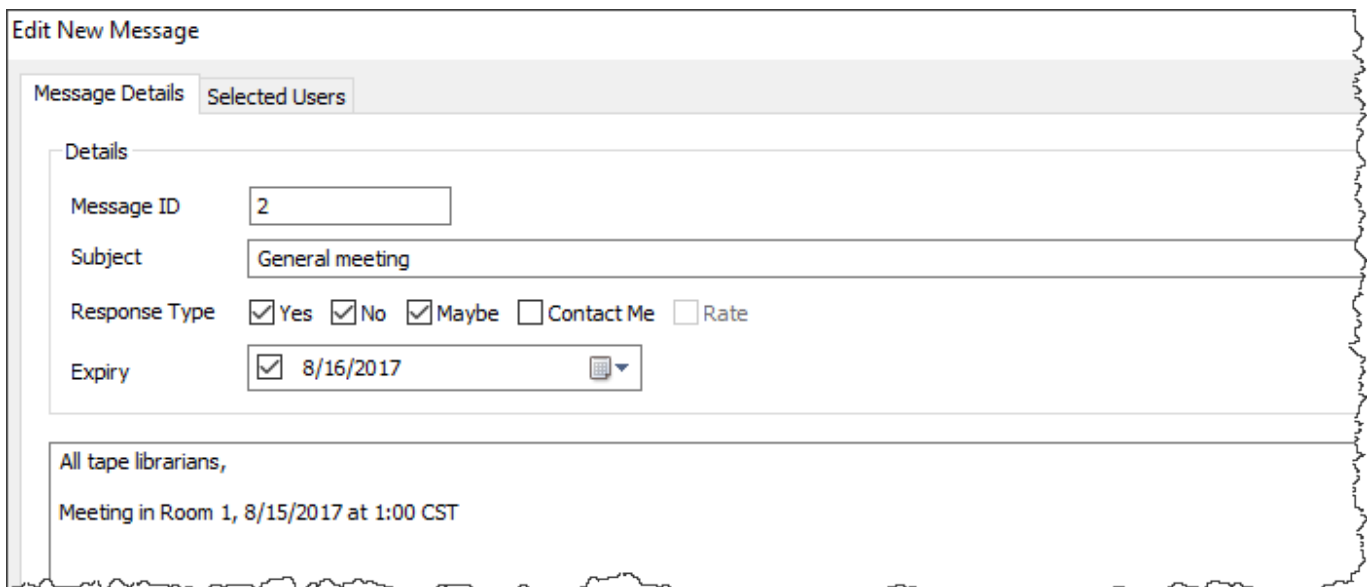
### Adding a New Message

To add a new message to the **Message List**:

Right-click in the Message List and select Add or hit the Insert key on the keyboard.

The **New Message** window is comprised of four modifiable fields:

- **Subject:** The title of the message.
- **Response Type:** Adds “Yes”, “No”, “Maybe”, and/or “Contact Me” buttons to the bottom of the message.
- **Expiry:** The date when the message should expire and no longer display.
- **Message:** The body of the message to be sent.



**Edit New Message**

Message Details Selected Users

Details

Message ID: 2

Subject: General meeting

Response Type:  Yes  No  Maybe  Contact Me  Rate

Expiry:  8/16/2017

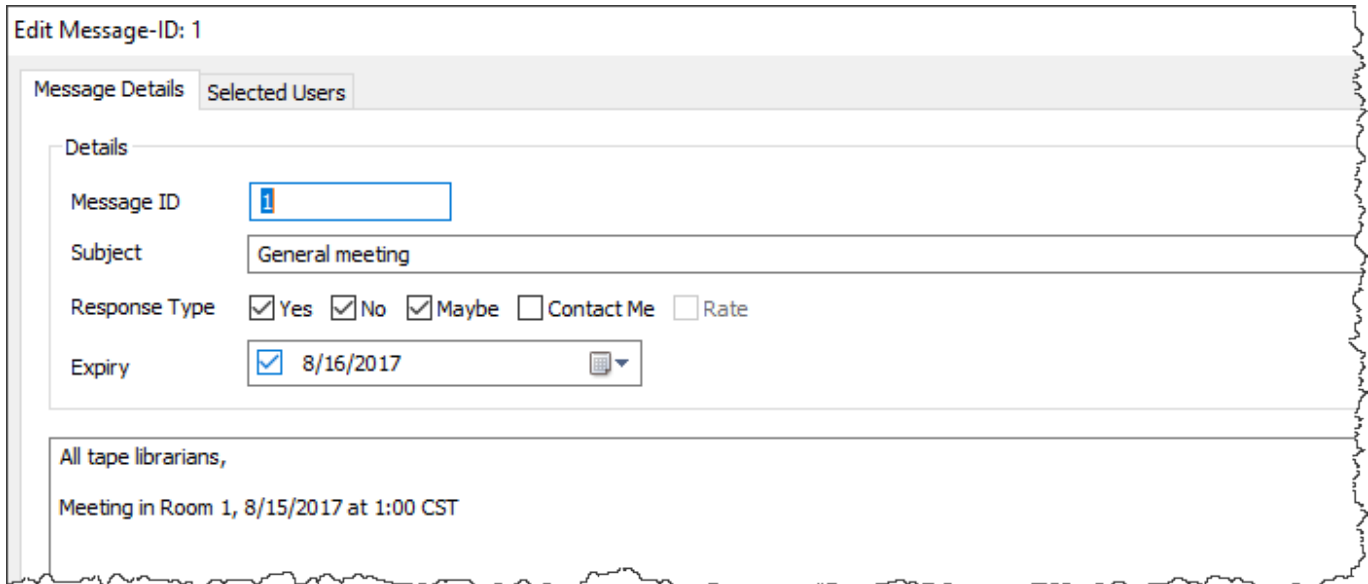
All tape librarians,  
Meeting in Room 1, 8/15/2017 at 1:00 CST

Click Save to add the message.

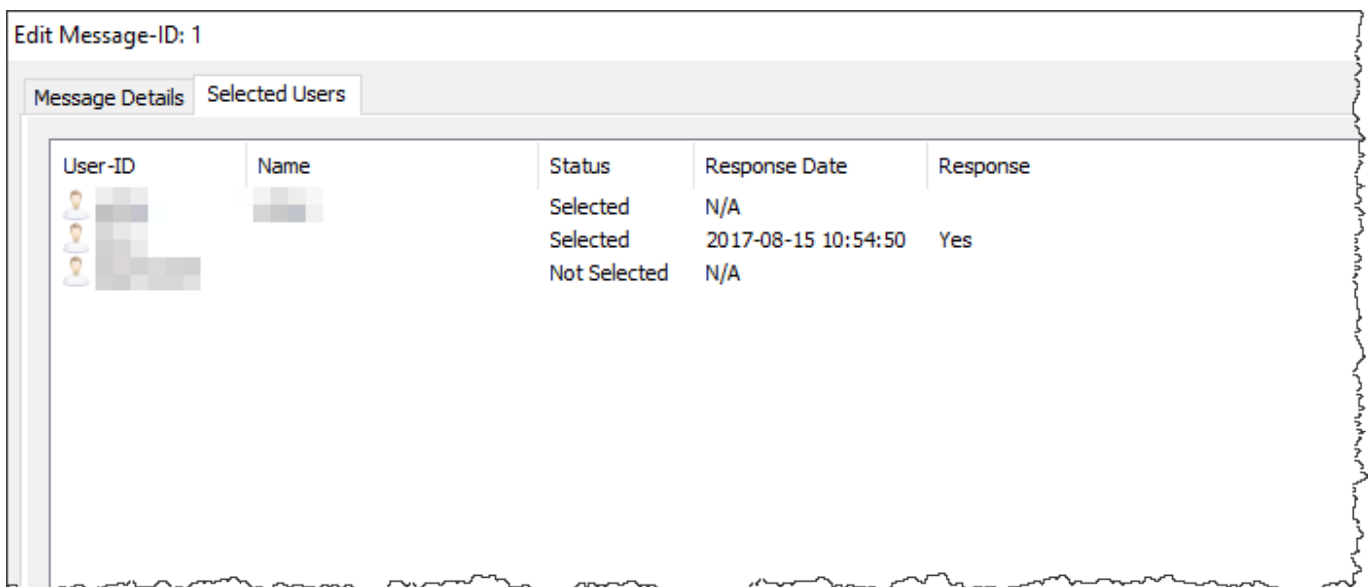
## Editing A Message

Right-click on a message in the Message List and select Properties to open up the **Edit Message** window.

Under the Message Details tab the fields **Subject**, **Response**, **Expiry Date** and **Message** can be modified. The Message ID is automatically created and cannot be modified by the user.



Users to receive the message can be chosen from the Selected Users tab. Select the user/s and press the spacebar to select or de-select the users that will receive the message. User responses (if any), along with the time and date, are also displayed.



## Broadcasting to Users, Viewing User Responses, and Editing Messages

To launch the Edit Message window, double-click a message in the Message List or right-click a message and select "Properties". [image](#) The Edit Message window is very similar to the New Message window, except a Selected Users tab has been added. The Selected Users tab displays information on which Users have responded to the message and what their responses were. To select which Users

will receive the message, select their User-IDs and hit the Spacebar. Once a User is selected, the message will display on startup:

[image](#)

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