Manage Your Inbox

Last Modified on 05/20/2019 1:19 pm CDT

You can send important messages to your centers in the Message Center window. For example, you may send out claim or paperwork reminders to a specific center or all centers with your agency. This is where you also receive messaging from Minute Menu CX support. This includes things such as scheduled updates or down time.

1. Click the **Tools** menu and select **Message Center**. The Message Center window

opens.

nbox		essages Log Mes	sages Deleted Messages	
Select	All I Reviewed	Sender	Subject	Received
	N	Minute Menu Support	CX Mandatory Release Delayed.(title edited, oops)	1/23/19 16:1
	N	Minute Menu Support	CX Mandatory Released Delayed.	1/23/19 16:1
	N	Minute Menu Support	CX Mandatory Released Delayed.	1/23/19 16:0
	N	Minute Menu Support	New Minute Menu CX Mandatory Release Scheduled	1/14/19 12:5
	N	Minute Menu Support	CX required update planned for Mid January	12/19/18 14
	N	Minute Menu Support	CX required update planned for Mid January	12/19/18 13
	N	Minute Menu Support	New CX Version is available	7/26/18 21:3
	N	Minute Menu Support	New CX Version is available	7/19/18 22:2
	N	Minute Menu Support	New version of CX available tonight	6/14/18 21:4
	N	Minute Menu Support	New version of CX available now	6/1/18 14:46
	N	Minute Menu Support	New Feature for Centers	4/17/18 07:1
	Ν	Minute Menu Support	REMINDER Release this weekend!	4/12/18 16:2
	Ν	Minute Menu Support	CX MANDATORY RELEASE COMING	4/5/18 12:06
	Ν	Minute Menu Support	CX VERSION 14.11 is live	1/25/18 21:0
	Ν	Minute Menu Support	New version of CX is live	1/12/18 08:2 -
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- 2. Click the Start Date and End Date boxes and set a date range to view.
- 3. To read and print messages:
 - a. Check the **Select** box next to the message to read/print, and click **Open**. You can also double-click the message. The View Message window opens.

View Message						
This Message was sent at 7/26/2018 9:39:29 PM						
Subject:	ubject: New CX Version is available					
From:	Minute Menu Support (no user)					
Tonight we released a new version of CX available for download.						
	Release notes are here to see the changes:					
	http://help.minutemenucx.com/help/july-2018					
Have	Have a Great Day.					
Your friends at Minute Menu.						
Your	nends at Minute Menu.					
	Print Previous Next Close					

- b. To print the message, click Print.
- c. Click Previous or Next to navigate through messages.
- d. When finished, click **Close** to exit the View Message window.
- 4. To export messages:
 - a. Check the Select box next to each message to export. You can also click All to select all messages.
 - b. Click **Export**. The messages you select are exported to a spreadsheet file.
- 5. To delete messages:
 - a. Check the Select box next to each message to delete. You can also click All to select all messages.
 - b. Click **Delete**. The selected messages are deleted.