

Send Messages to Centers

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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.

1. Click the **Tools** menu and select **Message Center**. The Message Center window opens.
2. Click **New Message** in the top-right corner. The New Message window opens.

The screenshot shows the 'New Message' dialog box. It features a 'Message Type' section with four options: 'Outgoing Message' (selected), 'Internal Log Message', 'Message Cannot be Deleted', and 'Visible to Center'. Below this is a 'To:' field with 'Jess Center' and a 'Select Centers' button. The 'Subject:' field is empty. The 'Attachments' section is empty with 'Attach' and 'Remove' buttons. A large text area for the message body is at the bottom. At the very bottom, there is a 'Category' dropdown menu set to 'General' and 'Send' and 'Close' buttons.

3. In the **Message Type** section, select **Outgoing Message**.
4. Check the **Message Cannot be Deleted** box to prevent centers from deleting this message.
5. Click **Select Centers** to select the centers who should receive this message. This defaults to the center you selected in the Select Center drop-down menu prior to accessing the Message Center window.
6. Click the **Subject** box and enter a subject for this message.
7. To include an attachment, click **Attach**, browse to the location on your computer where the file is stored, and click **Open**.

8. Click the text box and enter the body of the message.
9. When finished, click **Send**.