

# Inner Office Message

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When the Inner Office Message tree option is selected, a list of all open and closed messages created for the customer will display in the Active Pane.

An Inner Office Message record may be opened for viewing by double-clicking on the Message row in the Active Pane. User permissions are required for this option; if the User does not have the appropriate permissions, a Message record may not be created or viewed.

For detailed information on this feature, click on the link below.

[Inner Office Messaging](#)

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New Message is the only right-click option available for the Inner Office Message menu tree option. Selecting this option will open the New Inner Office Message form. The User will enter information according to your company policy and procedures.

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