

Inner Office Messaging Queue

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The Inner Office Message Queue is accessed from the Main Application Function Buttons. Selecting the Inner Office Message function button from the toolbar will open the Inner Office Message Queue. Inner Office Messaging is an option controlled by User Group Security; the User must be granted this permission to have access to this functionality.

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When first accessing the Message Queue, all messages assigned to all employees will be listed. To filter on one Employee's messages, click on the drop-down list within the To Employee field and make a selection. The next time the User accesses the Message Queue, the last To Employee name selected will be remembered. The User may also use the Status or Priority filters located at the top of the Inner-Office Messaging List to view only certain types of messages.

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