

Send a Message

24/07/2025 12:06 pm BST

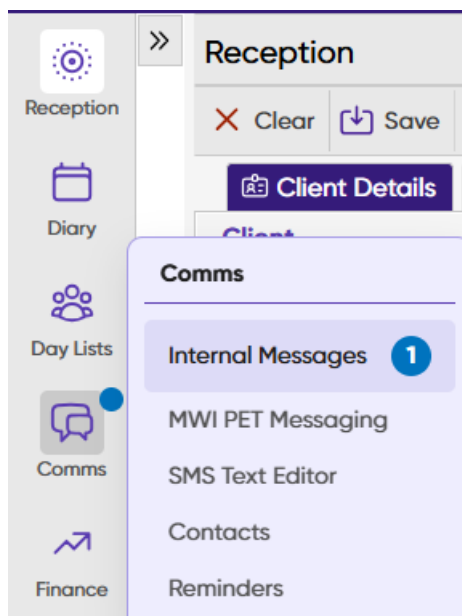
Summary

The Internal Messages screen can be used to send internal messages to individual members of staff and/or groups of staff.

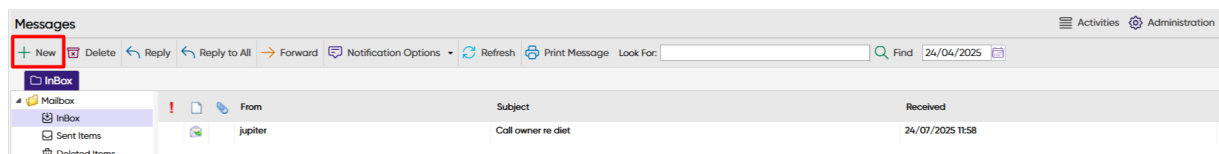
Details

Send a Message

1. Select 'Comms' from the Primary Navigation on the left-hand side and select 'Internal Messages'.



2. Select the 'New' button and the 'New Message' window will appear.



3. You can free type the user into the 'To' field and it will begin to display a list of matching users. You can also select them from the list. To add, either double click on the user or select and click Add.

Select Message Recipients

Select Users

Type Name to Search & Select from List:

Name	Site
A Cattell	Esher SA, Walton LA, Guildford EQ
A Masters	Esher SA, Walton LA, Guildford EQ
A Smith	Esher SA, Walton LA, Guildford EQ
Ali Matorian	Esher SA, Guildford EQ, Walton LA
D J Gridley	Esher SA, Walton LA, Guildford EQ

Send the Message to the following Recipients:

Add A Masters

Remove

OK Cancel

- Enter a subject into the 'Subject' field.
- Compose your message using the large box provided.

New Message

Send Cancel Attach Important Add Link Start Dictation

To: A Masters;

Subject: Call owner re meds

Attachments: Morris,

Hi,

Please can you give the owner a call to discuss the ongoing plan with his current medication after the most recent blood results.

Thanks

- Select "Send".

Message Options

The following options can be utilised when sending a message.



Send = Sends the message to the recipient specified.

Cancel = Cancels the message.

Attach = Used to attach documents to a message.

Important = Flags the message as important.

Add Link = Adds a hyperlink to a specified Client or Patients record.

Start Dictation = Allows the speech to text functionality to be used.
