

# Messages

Last Modified on 07/13/2023 11:45 am EDT

## **ADD MESSAGE**

1. Click "Find Account" > Search for Member
2. Click "Messages"
3. Choose Member from drop down menu
4. Click "Add"
5. Choose Message Type from drop down menu
6. Add message text
7. Leave status as Active
8. Set expiration date if applicable
9. Review Deny & Display During settings. These are defaulted from the message type and generally do not need to be changed.
10. Check attach to family if applicable
11. Click "Save"

## **EDIT MESSAGE**

1. Click "Find Account" > Search for Member
2. Click "Messages"
3. Click edit pencil icon
4. Make changes
5. Click "Save"

## **DELETE MESSAGE**

Note: Messages are never permanently deleted. They can be viewed or undeleted by clicking "Display Deleted" on the Messages screen.

1. Click "Find Account" > Search for Member
  2. Click "Messages"
  3. Click red X icon
  4. Confirmation > Click "Yes"
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