

Facility Management Messages Screen

Updated on March 2018

[Home](#) > [Facility Management](#) > [Messages](#) > [New Message](#)

Business Purpose:

The **Facility Management – New Message** page allows the user to create a new message or update an existing active message.

How to:

1. From the **Facility Management** screen, click the name of the Facility you want to view will take you to the **Facility Details (General)** page. Then click on the **Message** option in the left navigator.

Facility Management - Messages

Back to Facilities | New

Messages

Record per page 20

3 records found, displaying all records.

	Creation Date	Expiry Date	Created User	Last Updated User	Message
Edit	2018/03/22 11:27:36 AM	2018/03/22 11:34:36 AM	Hollands, Linda	Hollands, Linda	tst
View	2017/09/21 10:08:46 AM	2017/09/21 10:08:46 AM	Hollands, Linda	Hollands, Linda	test
View	2017/01/12 05:40:15 PM	2017/01/31 10:00:15 AM	F, Paige	F, Paige	A temp 30 day program

3 records found, displaying all records.

2. Click on the **New** action button to create a new facility message and **Facility Management – New Message** detailed screen will be displayed.

Facility Management - Messages

Close | Save

Facility Messages


Expiry Day: 2018/03/22

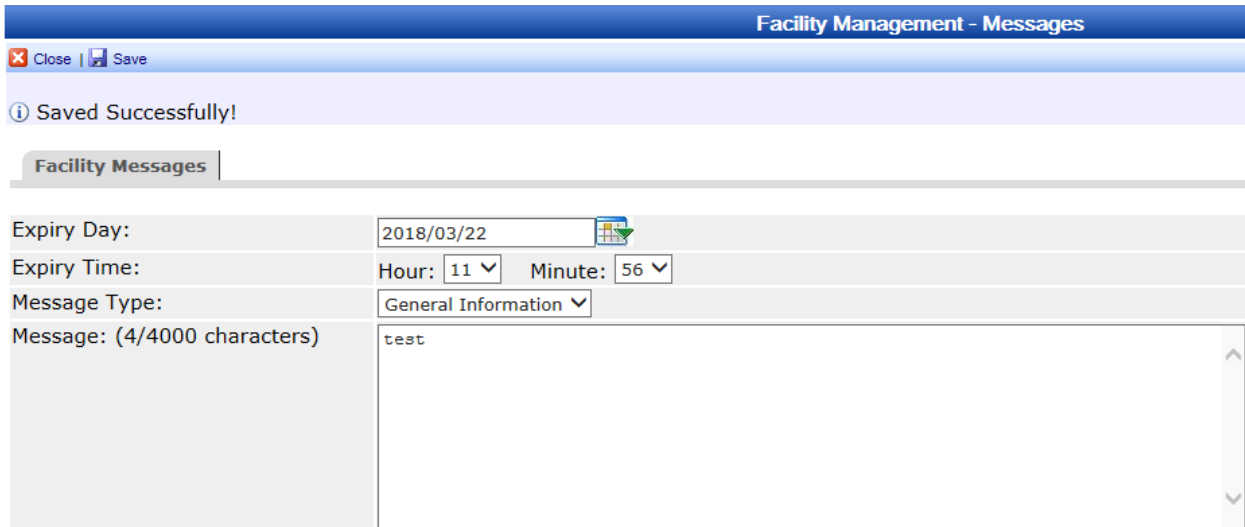
Expiry Time: Hour: 11 Minute: 29

Message Type:

Message: (0/4000 characters)


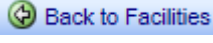

3. Select **Expiry Day** from the calendar icon and **Expiry Time** from the dropdown lists.

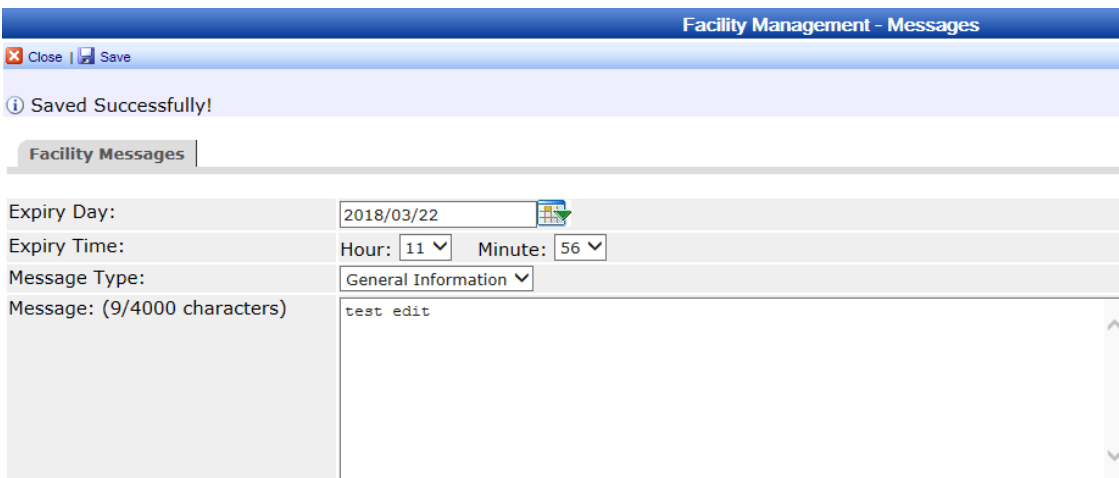
4. Select Message Type from the dropdown list.
5. Enter **Message** in the textbox field.
6. Click on the  action button to save the facility message.



The screenshot shows a web application window titled "Facility Management - Messages". At the top, there are buttons for "Close" and "Save". Below this is a light blue notification bar that says "Saved Successfully!". Underneath is a tab labeled "Facility Messages". The form contains the following fields:

Expiry Day:	2018/03/22
Expiry Time:	Hour: 11 Minute: 56
Message Type:	General Information
Message: (4/4000 characters)	test

7. Click on the  action button to go back to the Message Listing.
8. Click on the  action button to go back to the Facilities listing.
9. Click on **Edit** to edit an existing active Facility Message. Enter and save all the updates by clicking the  action button.

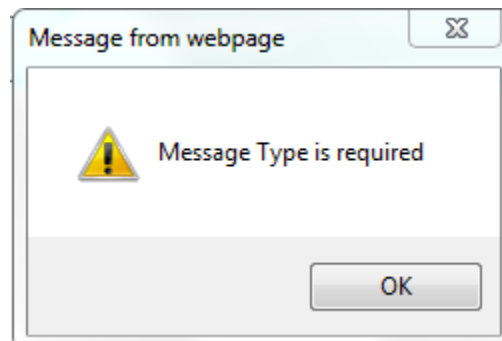


The screenshot shows the same web application window as above, but with the message text updated to "test edit". The notification bar still says "Saved Successfully!".

Expiry Day:	2018/03/22
Expiry Time:	Hour: 11 Minute: 56
Message Type:	General Information
Message: (9/4000 characters)	test edit

Important Notes:

1. All fields are mandatory. A message box is displayed when user tries to save an empty field.



2. An error message is displayed when Expiry day and Expiry time is earlier than current system date/time.

