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## Facility Management Messages Screen



Updated on August 2017

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### Business Purpose:

The **Facility Management – Messages** page displays a list of all the Messages that was ever created & broadcasted for a particular Facility. This includes the Creation Date, Expiry Date, Created User, Last Updated User, and 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.
2. Click on  [New](#) to go to the New Facility Message detailed screen to create a new facility message.
3. Click on the  [Back to Facilities](#) action button to go back to the Facilities listing.
4. Click on [Edit](#) to edit an existing Facility Message.
5. Click on [View](#) to view an expired Facility Message.
6. Click on any column heading to sort in ascending order then click again for a descending order sort.
7. Record per page can be set from 20 to 1000 records per display page.

### Important Notes: