

# Alerts and Messages (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

This document shows the detailed procedure for accessing alerts and messages in CS Lucas system.

## **WHY IS THIS IMPORTANT?**

Alerts and messages sent from the system can be seen on the Welcome screen when the user log on to the system. It provides notification to the user for all sort of alerts that can be set up in the system. Messages allows instructions or notes to be sent to users of the system.

## **PROCEDURE**

1. The Welcome screen is displayed upon logging in the system. You may also select Welcome from the main menu to access the Welcome screen.

**Welcome**

View Alerts and Messages

Fr Date  To Date  View new only ☒

Date/Time	By	Subject
No records found.		

50

You have no unread message in the selection

2. On this screen, new messages or alerts, should there be any, will be displayed.

3. To check for previous alerts and messages, uncheck the View new only checkbox. Change the Fr Date and To Date as required.

4. Click Refresh.

5. Any alerts and messages created within the specified dates will be displayed.

The 'Welcome' screen features a header with the title 'Welcome'. Below the header, there is a 'View' dropdown menu set to 'Alerts and Messages'. To the right of this are two date input fields: 'Fr Date' with the value '03/09/2014' and 'To Date' with the value '28/11/2019'. Further right is a 'View new only' checkbox which is checked. Below these elements are two buttons: 'Refresh' and 'Send Box'. The main content area is a table with four columns: 'Date/Time', 'By', 'Subject', and an empty column. The table contains two rows of data. The first row has the date '28-Nov-19 1:39 PM', the sender 'dev01@12dl2d.c', the subject 'take note', and the status 'Noted'. The second row has the date '7-Nov-19 12:47 PM', the sender 'dev01@12dl2d.c', the subject 'Welcome Subject', and the status 'Noted'. At the bottom of the table, there is a pagination bar showing '1' of '50' items.

Date/Time	By	Subject	
28-Nov-19 1:39 PM	dev01@12dl2d.c	<a href="#">take note</a>	<a href="#">Noted</a>
7-Nov-19 12:47 PM	dev01@12dl2d.c	<a href="#">Welcome Subject</a>	<a href="#">Noted</a>

6. To read a message, click on the Subject. In this example, subject saying “take note” will be selected.

7. The screen will display the message.

The 'Message' screen displays the details of a selected message. On the left side, there is a sidebar with a back arrow button and labels for 'From', 'To', 'Subject', 'Content', and 'Attachment Status'. The main content area shows the message details: 'From' is 'dev01@12dl2d.com', 'To' is 'dev01@12dl2d.com', and 'Subject' is 'take note'. Below the subject is a rich text editor toolbar with various formatting options. The message content is 'Hi Andy, please take note of Transaction ID 533382'. At the bottom, there is a table with two columns: 'Receipient' and 'Date/Time Read'. The 'Receipient' is 'dev01@12dl2d.com' and the 'Date/Time Read' is '28-Nov-19 1:39 PM'.

Receipient	Date/Time Read
dev01@12dl2d.com	28-Nov-19 1:39 PM

8. To return to Welcome screen, click Back Button.

9. For any alerts or messages that you have read, you may

click Noted. System will exclude the noted alerts and messages from the list when View new only is checked.

Welcome

View

Alerts and Messages

Fr Date

03/09/2014

To Date

28/11/2019

View new only

☒

Refresh

Send Box

Date/Time	By	Subject	
28-Nov-19 1:39 PM	dev01@12dl2d.co	<a href="#">take note</a>	<a href="#">Noted</a>
7-Nov-19 12:47 PM	dev01@12dl2d.co	<a href="#">Welcome Subject</a>	<a href="#">Noted</a>

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10. To send message to users of the system, click on Send Box.

11. The screen below displays.

Send Box

Fr Date

21/11/2019

To Date

28/11/2019

To

▼

←

Refresh

New

Subject	Date/Time Sent
<a href="#">take note</a>	28-Nov-19 1:39 PM

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12. Click New.

**New Message**

From:

To:

Subject:

Content:

**B** *I* U abc x<sub>2</sub> x<sup>2</sup>
**T** **TT** **HI** **T**

Attachment:  No file selected.

13. Select from the To drop down field the user or user group to send the message to. Then click Add Button.

**New Message**

From:

To:     
 dev02@12dl2d.com,

14. Similar to adding user, if you wish to remove user, select the user id or user group from the To drop down field and click Minus Button.

15. Type in the subject of the message.

16. Type the messages in the Content box.

17. You may also attach one document.

### New Message

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From:

To:  + -

Subject:

Content

Hi John,

MMK100220.02 for your approval. See attached.

Thanks.

Attachment

18. Click Send when completed.

19. You will be returned to Send Box screen. The message sent is saved here.

### Send Box

Fr Date:

To Date:

To:

←

Subject	Date/Time Sent
<a href="#">take note</a>	28-Nov-19 1:39 PM
<a href="#">Pls approve MMK100220.02</a>	28-Nov-19 1:44 PM

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20. To return to Welcome screen, click Back Button.

## FREQUENTLY ASKED QUESTIONS

## **RELATED INFORMATION**

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
8-Sep-2017	Clarissa	Reformatted. Rewritten.
6-Sep-2018	Silpa	Updated instruction for 13 and 14.
28-Nov-2019	Lyra	Updated Screenshots.