

Alerts and Messages

[See previous W5 version 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 22/10/2024 To Date 29/10/2024 View new only ☒

[Refresh](#) [Send Box](#)

Date/Time	By	Subject
No records found.		

0-0 of 0 records << < > >> 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.

Welcome

View

Alerts and Messages

Fr Date

01/10/2024

To Date

29/10/2024

View new only

☒

Refresh

Send Box

Date/Time	By	Subject	
16-Oct-24 3:36 AM	admin@devent1.com	RE:RE:RE:Please call me @ 6225 2677	Noted
11-Oct-24 6:36 AM	superuser	Please call me @ 6225 2677	Noted

1-2 of 2 records

<< < 1 > >>

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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.

Message

Cancel

Reply

From

superuser

To

admin@devent1.com, superuser,

Subject

Please call me @ 6225 2677

Sans SerifNormalBBIUAAx₂x²H₁H₂”“<>≡≡≡≡¶≡🔗📎🗑️↶

Please call me as soon as you're back in the office to discuss the loan refinancing.

Attachment

Status

Receipient	Date/Time Read
admin@devent1.com	29-Oct-24 3:18 AM
superuser	11-Oct-24 6:54 AM

8. To return to Welcome screen, click Cancel.
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

01/10/2024

To Date

29/10/2024

View new only

☒

Refresh

Send Box

Date/Time	By	Subject	
16-Oct-24 3:36 AM	admin@devent1.com	RE:RE:RE:Please call me @ 6225 2677	Noted
11-Oct-24 6:36 AM	superuser	Please call me @ 6225 2677	Noted

1-2 of 2 records

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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

22/10/2024

To Date

29/10/2024

To

Cancel

Refresh

New

Search

Columns

Subject

Date/Time Sent

[ALERT: Signatory Alert](#)

25-Oct-24 6:55 AM

[ALERT: Signatory Alert](#)

25-Oct-24 7:07 AM

1-2 of 2 records

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12. Click New.

New Message

✕ Cancel Send

From

To + -

Subject

Sans Serif ▾ Normal ▾ **B** *I* U x_2 x^2 H₁ H₂ “ ” ‹ ›

Content

Attachment No file chosen

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

New Message

✕ Cancel Send

From

To + -

john,

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

Cancel

Send

From

admin@devent1.com

To

john

+

-

Subject

Pls approve MMK100220.02

Content

Sans SerifNormalBBIU~~ABC~~x₂x²H₁H₂”“</>≡≡≡≡↶≡🔗📎🗑️I_x

Hi John,

MMK100220.02 for your approval. See attached.

Thanks.

Attachment

Choose File

Attachment1.pdf

18. Click Send when completed.

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

Send Box

Fr Date

22/10/2024

To Date

29/10/2024

To

Cancel

Refresh

New

Search

Columns

Subject ↑↓	Date/Time Sent ↑↓
ALERT: Signatory Alert	25-Oct-24 6:55 AM
ALERT: Signatory Alert	25-Oct-24 7:07 AM
Pls approve MMK100220.02	29-Oct-24 3:34 AM

1-3 of 3 records

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20. Click Cancel to return to Welcome screen.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
8-Sep-2017	Clarissa	Rewritten. Reformatted.
6-Sep-2018	Silpa	Updated instructions for 13 and 14.
28-Nov-2019	Lyra	Updated screenshots.
29-Oct-2024	TS	Updated to W6 instructions and screenshots.