After clicking on any specific message, full details of such message will be displayed as below.

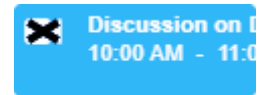| Query No.	Concerned query number
Sender	Sender of message, namely: Admin, Team Leader, Tax Professional or system generated for automatic messages
Date	Date of message
Message	Contents of message
Type	Query discussion/ Proposal discussion/ Assignment discussion/ Payment discussion for messages sent during these stages of processing of query & 'others' for remaining type of messages. Messages sent by the system automatically are marked as System Generated.

For organizing Video conferences or meetings with the client & the Mazars Advisory Solutions Team members, schedule facility may be used. Whenever, any meeting is organized by the Team on the request of client or otherwise, it will be visible to the client as below. An email alert will also be sent to the client informing scheduling of the meeting.

Video Conference/ Meeting can be attended by any of the secondary email users as selected by the meeting host (Admin, Team Leader or Tax Professional). Further, the meeting host can also invite any other person to attend the meeting. Video Conference/ Meeting can be attended from anywhere in the world.

Schedule: By double clicking on the meeting schedule other than the camera icon the client can view full details of the meeting including the

Discussion on [
10:00 AM - 11:0

participants as per the below screen.