



Select Repository ▾

System ▾

3

Messages

sclaus ▾

Indicator shows the number of messages needing attention, but the icon is always there and clickable



Select Repository

System

3

Messages

sclaus

Messages overview

Search messages

Assigned to you

ID	Description	Assigned user	Assigned group(s)	Created by	Last modified
123	New series approval required: Supreme Court (Southern) Ecclesiastical Files	sclaus	Archivists	moralesld	2018-12-23
124	New agency approval required: Supreme Court	sclaus	Archivists	moralesld	2018-12-23
125	Review needed	sclaus		sclaus	2018-12-24

Search might take us to a standard ArchivesSpace search screen. Facets to let you filter by status (open/closed)

"3" indicator above reflects the three things in this table.

Assigned to your groups

ID	Description	Assigned user	Assigned group(s)	Created by	Last modified
123	New series approval required: Supreme Court (Southern) Ecclesiastical Files	sclaus	Archivists	moralesld	2018-12-23
124	New agency approval required: Supreme Court	sclaus	Archivists	moralesld	2018-12-23
999	New series approval required: TV Week archives		Archivists	forbesnj	2018-06-21
323	Best practice question		Senior Archivists	smithaj	2018-09-23

Messages can be assigned to a user, a group, both or neither.

Created by you

ID	Description	Assigned user	Assigned group(s)	Created by	Last modified
125	Review needed	sclaus	sclaus	2018-12-24	

This item appears in "Assigned to you" and "Created by you". Imagining we asked someone a question and they replied and assigned it back to us...

Create a new message

A "general" message type can be created here. Other types, like Series & Agency review requests, can be created directly from the record itself.



Select Repository

▼

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sclaus

▼

New agency approval required: Supreme Court

Last modified

2018-12-23

Created by

moralesld

Assigned user

sclaus

▼

Assigned groups

Archivists

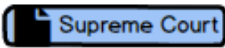
▼

Status

Open

▼

The following agency requires approval for publication. Please visit the record below to approve it:



Comments

sclaus commented 2018-12-05

The title of this new agency has been misspelled. Please correct!

moralesld commented 2018-12-06

Oops! Sorry. That's fixed now.

Add a new comment

Your comment here

Button

Message history

Date	User	Event
2012-12-01	moralesld	Message created
2012-12-01	moralesld	Message assigned to sclaus
2018-12-05	sclaus	Message assigned to moralesld
2018-12-06	moralesld	Message assigned to sclaus



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New message

Assigned user

sclaus ▾

Assigned groups

Archivists ▾

Type your message's title here

Type your insightful message here

Create ticket