**System Message Overview & Workflow Text Reference**

Welcome to the System Message Overview and Workflow Walkthrough. This brief presentation will provide a summary of information about the System Message along with presenting how to use this function.

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If you have any questions not covered by this Reference or the Video, please do not hesitate to reach out to your respective workforce’s POC using the emails provided.

[Image of POC from Projects Prez Slide]

### System Message Navigation & Layout

[Image of Navigation Bar, with Arrow pointing at link to click]

Log into **Application** then click on System Message in the Navigation bar. This tab is only able to be viewed by those with the Admin role.

[Image of Page]

The page that loads in is composed o**f Describe the Page Layout.**

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### Creating a New System Messages

Clicking the Add Message button will allow a new message to be created and will open a new page.

[Image of Page]

The new page has a message field, a drop down menu for Type, Start and End Date Time entry fields, and an Application entry field. Type has two options to choose from Alert and Info. Alert should be used for time sensitive, important messages while Info should be used for un-time sensitive, update messages.

There are two options when using the Start and End Date Time entry fields. Information can either be manually typed in or the calendar and clock icons can be clicked on to select them. Please note that all times entered are Eastern Time. If a message needs to be posted at a specific time in a different time zone than Eastern, then some time conversion will be needed.

[Image of Calendar sowing Icons]

Clicking the box next to Applications opens a drop down menu of the different applications the message can be displayed in.

[Image of Application List]

Multiple applications can be selected for the same message. Once a message has been entered and all fields contain the required information clicking the Submit button will post the message and navigate back to the System Message page.

The newly posted message is displayed at the top of the table.

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### How to Manipulate System Message

[Image of Action Buttons]

There are four options when it comes to manipulating System Messages. They are Edit, Clone, Cancel, and Delete.

[Image of Edit Message Page]

Clicking Edit results in an edit broadcast message opening allowing for the fields to be edited. These changes then can be submitted or canceled.

Clicking Clone on a message will result in pop-up box asking for confirmation. Clicking Clone will result in that message being duplicated and displayed at the top of the table. All fields will be exactly the same. It is suggested to use this on messages that have ended and then edit the cloned message with the relevant start and end dates. Another option is to use it to clone a message that was for one application that is now relevant to an additional application.

[Image of Clone

Pop-up Box]

Clicking Cancel on a message will result in pop-up box asking for confirmation. Clicking Cancel System Message will result in immediate termination of the System Message and update the end time to be a minute before the Cancel button was clicked. The message will not be deleted from the table.

[Image of Cancel

Pop-up Box]

Clicking the Delete button on a message will result in pop-up box asking for confirmation. Clicking Delete will result in the message being removed from the table. If the message was currently active when the delete button was clicked it will also terminate the message displaying in the applications, it was assigned to.

[Image of Delete

Pop-up Box]

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