How to Send an Internal Facility Message

Once you log into the MEDe-care homepage click on "View Message Center" in the bottom left hand corner under the calendars.

Once in Message Center you will see a dropdown box on the left hand side where you can select the user you want to send a message to. There are two options here: Users Online and All Users. Users Online will show you who is logged into MEDe-care currently. All Users will give you a list of all users that have an account.
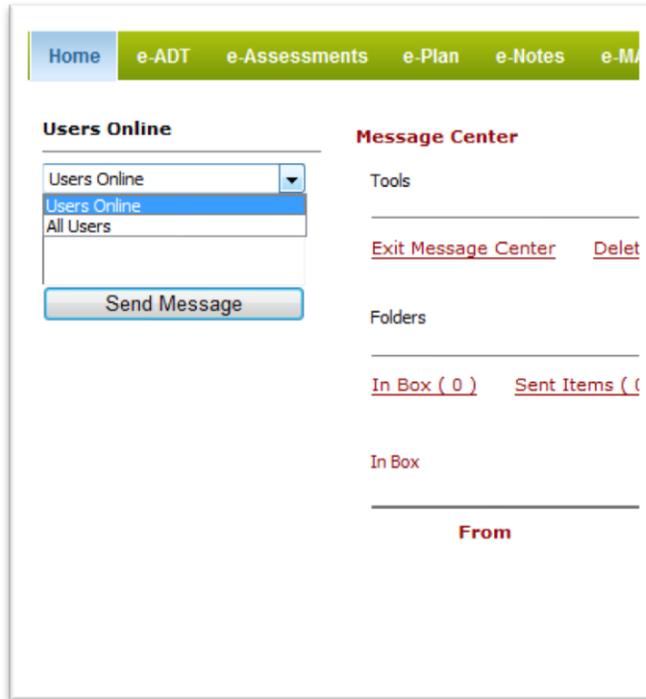
Find the user you would like to send a message to and click on "Send Message".
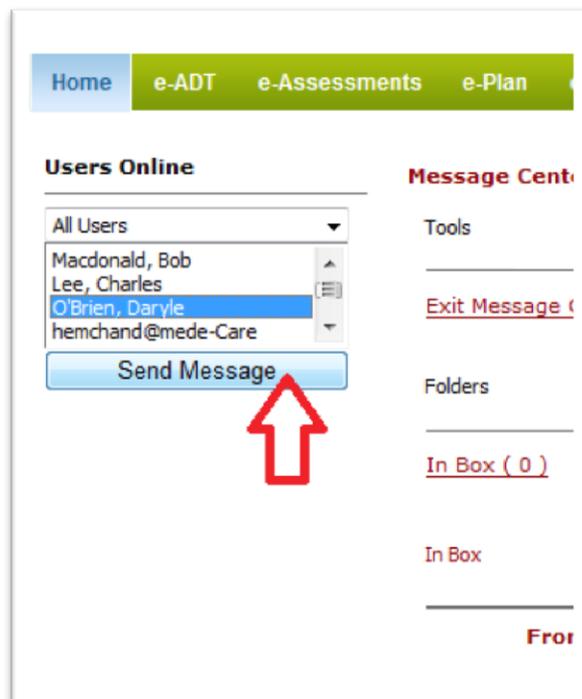
From here you can create the message with a message title. Once you are finished click on "Send Message".

Now the user that was sent the message will be notified they have one when they log in.