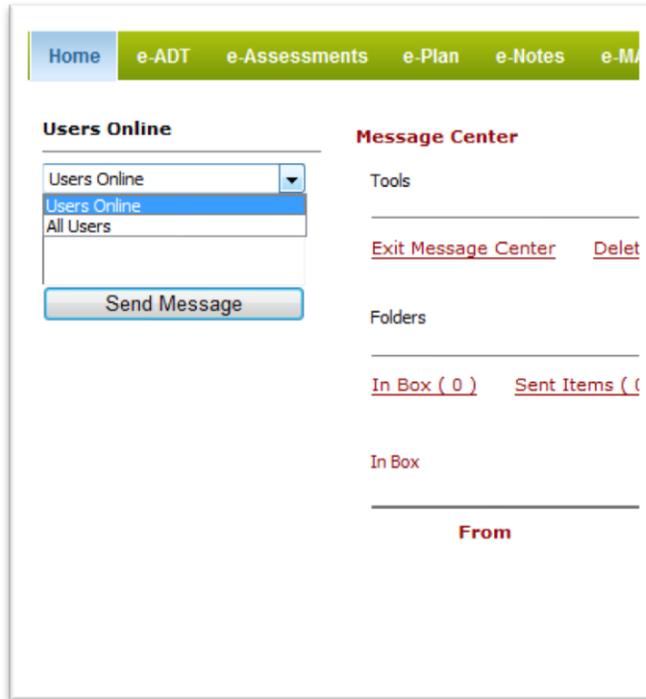


How to Send an Internal Facility Message

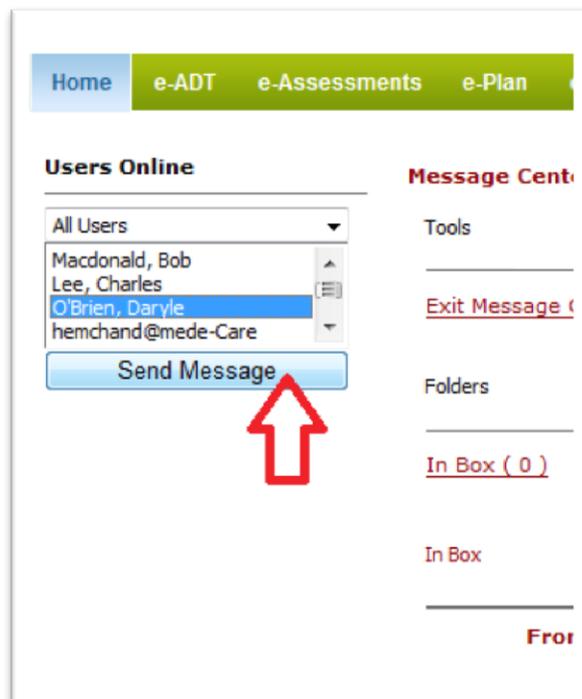
Once you log into the MEDe-care homepage click on “View Message Center” in the bottom left hand corner under the calendars.



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”.

Assessments e-Plan e-Notes e-MAR e-Financials POC e-Reports Settings My Account Admin

Send Message

Message to: O'Brien, Daryle

Message Title: Test Title

Message body: Test message

Tools

[Send Message](#) [Exit to Message Center](#)

Save a copy to Sent Items

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

Home e-ADT e-Assessments

[Hide Sidebar](#)

Calendar [Edit](#)

Oct 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

[View Message Center](#)

View Messages (1)

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