

MESSAGE CENTER

Message Center Screen on Dashboard

The Message Center Screen will be displayed on the top of the Dashboard when a user logs in.

The Message Center on the Dashboard displays a list of messages in the following columns:

- Audience
- Date
- Priority
- Summary

Only Active messages are displayed in the Message Center.

The Audience column displays the type of users the message is sent to based on the security access.

Billing Clerk and Field Office Admin roles will be able to view only Global Messages and messages specific to their field office.

System Administrators will be able to view all messages for all Field offices.

The Date column displays the Start Date of the message.

The Priority column displays the priority of the message with the help of color code.

Message Center Screen

Message Center			
Audience	Date	Priority	Summary
GLOBAL	2/7/2012	◆	Account Statements Mailed 02/06/2012
GLOBAL	2/7/2012	◆	Account Statement Reprints (Helpful Hints #8)

Audience: <All> [Dropdown] [First] [Prev] - Page 1 of 1 - [Next] [Last]

View Message Screen

The screenshot shows a 'View Message' modal window overlaid on a dashboard. The modal contains the following information:

- Audience:** GLOBAL
- Priority:** ◆
- Summary:** Account Statement Reprints (Helpful Hints #6)
- Start Date:** 2/7/2012
- End Date:** 3/1/2012
- Message:** If you are asked to reprint an account statement, please watch the creation dates of the statements as some months have more than one statement. Be sure the print the one with the later date (i.e. Dec. 3rd and Dec. 6...print the Dec. 6th statement).

A 'Back' button is located at the bottom right of the modal. The background shows a 'Message Center' table with columns for Audience, Date, Priority, and Summary.

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The Summary column displays the actual message.

The messages can be filtered using the drop down box for Audience.

Click on the drop down box Audience

The following options will be displayed for System Administrator Role.

- <All>
- GLOBAL
- All GBA Billing Field Offices listed separately

For Billing Clerk and Field Office Admin Roles the following options are displayed:

- <ALL>
- GLOBAL
- Specific Field Office where the user is assigned to.

The First, Previous, Next and Last buttons help the user to browse through all the messages.

Clicking on the First button will display the first page of the list of messages.

Clicking on the Previous button will display the Previous page of the list of messages.

Clicking on the Next button will display the Next page of the list of messages.

Clicking on the Last button will display the Last page of the list of messages.

Options for Audience

