How to send a message

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This guide helps you understand how the Messages tab in Stella Care's Administration System works, and how to send a message.

What are messages?

The Message Tab is the communication hub of the Administration System.

Here, you can send and receive messages related to your department users.

Sent a message

1. Click on the Message Tab in the top navigation bar.
2. Click on the button "+ Send message" on the top right corner.
3. Create your topic and the content of you message in the tabs that have been opened.
4. Click on "Recipients" on top to select which users should receive the message,
5. Click on the "Send" button to the send the message.

Message Tab structure

- **Search field**
  Use the search field to quickly find a specific message. You can search by message content, sent by, or topic.

- **Message list**
  The table displays a list of all GPS devices in your department. The columns show:
    - Topic: The title of the message
    - Message: The content of the message
    - Sent by: Who sent the message
    - Recipient: Receiver of the message
    - Sent: When the message was sent
    - Opened: Shows a icon to show if the receiver has seen the message or not
    - View: View the content of a message

Tips

- Keep messages short and easy to read.
- Use the search bar to find past messages.
- If a message fails, try resending it

Related Content

- Filter and search messages
- View an overview of previous messages