Filter and search messages

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Filter and search messages

This guide explains how to filter and search for messages in the Stella Care Administration System. The feature makes it easy to quickly find previous messages, even when the list is long.

How to search for a message

1. Go to the **Messages** menu on the left side of the Administration System.
2. Use the search field at the top of the page.
3. Enter a keyword related to the message you are looking for. This can be a title, a name, or a date.
4. The system automatically displays all messages that match your search.

How to filter messages

1. Click the time filter at the top of the message overview.
2. Select the period you want to view messages from.
3. The overview updates so you only see messages sent within the selected timeframe.

Tips

- Use the search field to quickly find individual messages.
- Use filtering if you want to see messages sent in a specific week, month, or custom date range.
- Combine search and filtering to get even more precise results.

Related Content

- View an overview of previous messages
- How to send a message