View an overview of previous messages

Mari Opstad - 2025-11-21 - Comments (0) - Beskeder

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This guide explains how to view all previously sent messages in the Stella Care Administration System. The feature helps you keep track of which messages were sent, to whom, and when.

How to view previous messages

1. Go to the **Messages** menu on the left side of the Administration System.
2. A list of all messages previously sent to users in the organization will be displayed.
3. Use the search field to find a specific message, for example by searching for its title or date.
4. You can filter the view by selecting a time period so that only messages from a specific timeframe are shown.

What you can see in the message overview

- **Sent** shows when the message was sent.
- **Sent by** shows which user sent the message.
- **Recipient** shows who received the message.
- **The speech bubble icon** allows you to view the content of the message.
- **The envelope icon** shows whether the message has been opened by the recipients.

Tips

- Use the time filter if you only want to see messages from a specific period.
- If you have many messages, combine search and filtering to find what you’re looking for quickly.
- If a message does not appear, it may be because you are viewing a different organization than the one where the message was originally sent.

Related Content

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