

FP2 - TIP O' THE WEEK #71

FIREPRO MESSAGING

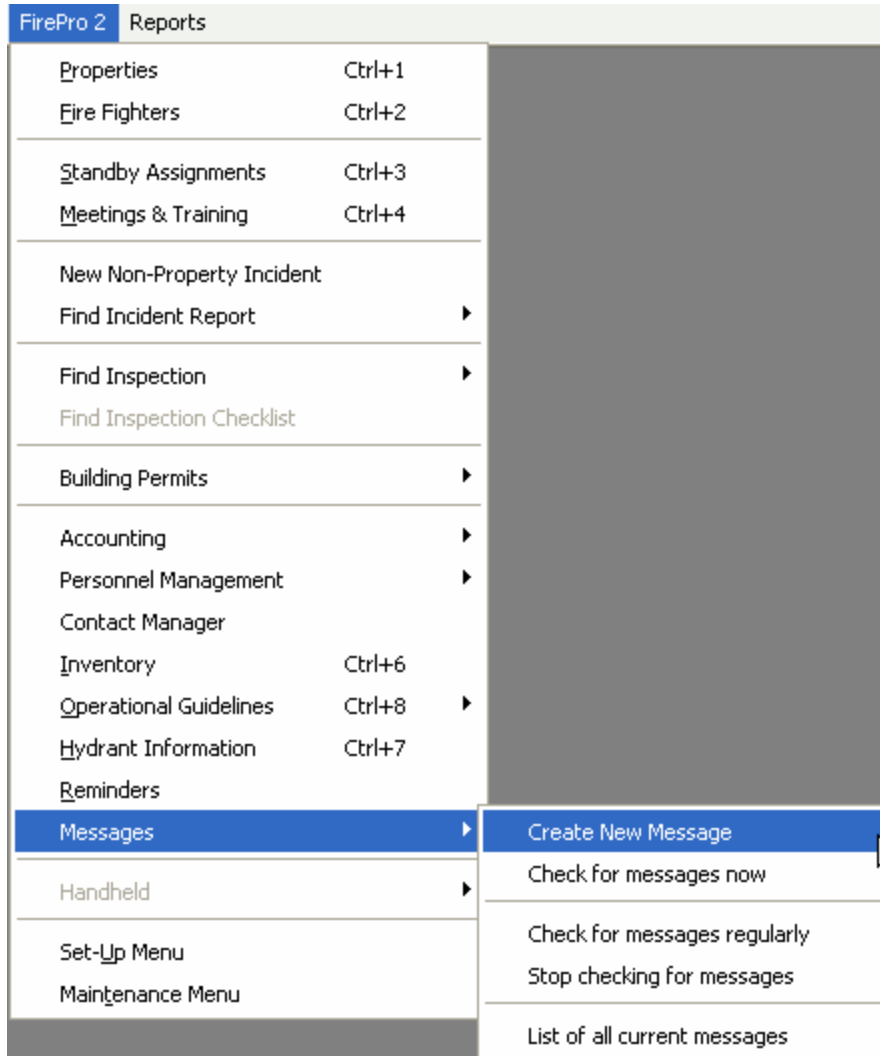


FirePro Messaging

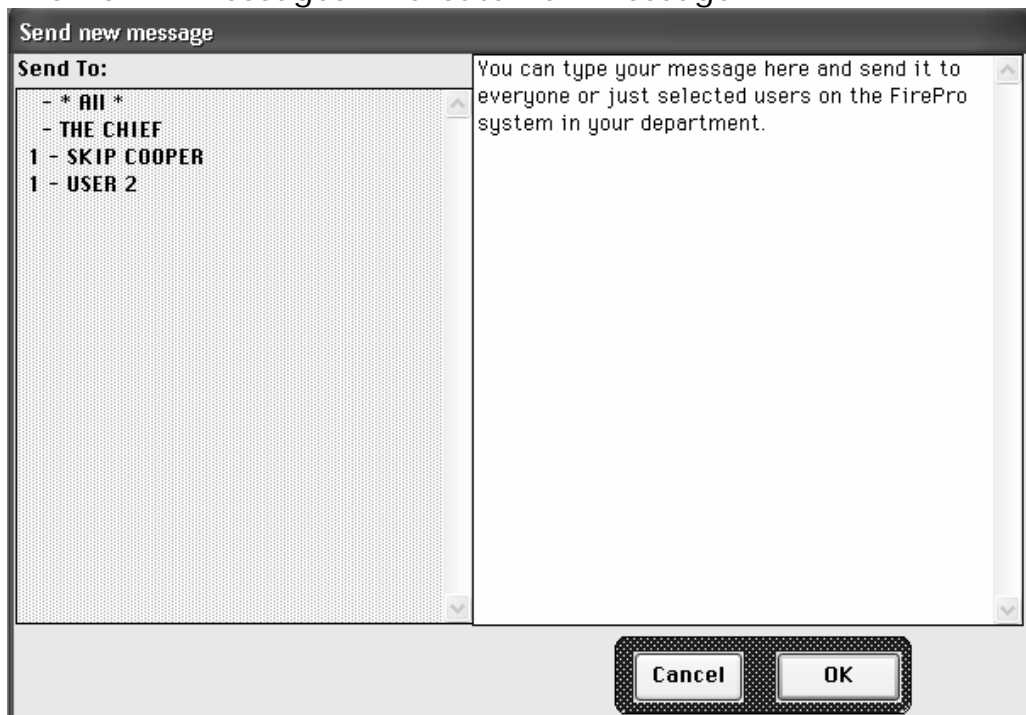
FirePro2 has a communication system for all FirePro 2 users within your department. You can send and receive messages with other users as well as manage messages in the system.

A few departments use this feature to forward the "Tip of the Week" to other users of the system! This can be handy for users without individual e-mail addresses.

There are several menu items associated with messages. They are accessed through the FirePro menu.



To create a new message, go to:
FirePro2 → Messages → Create new Message



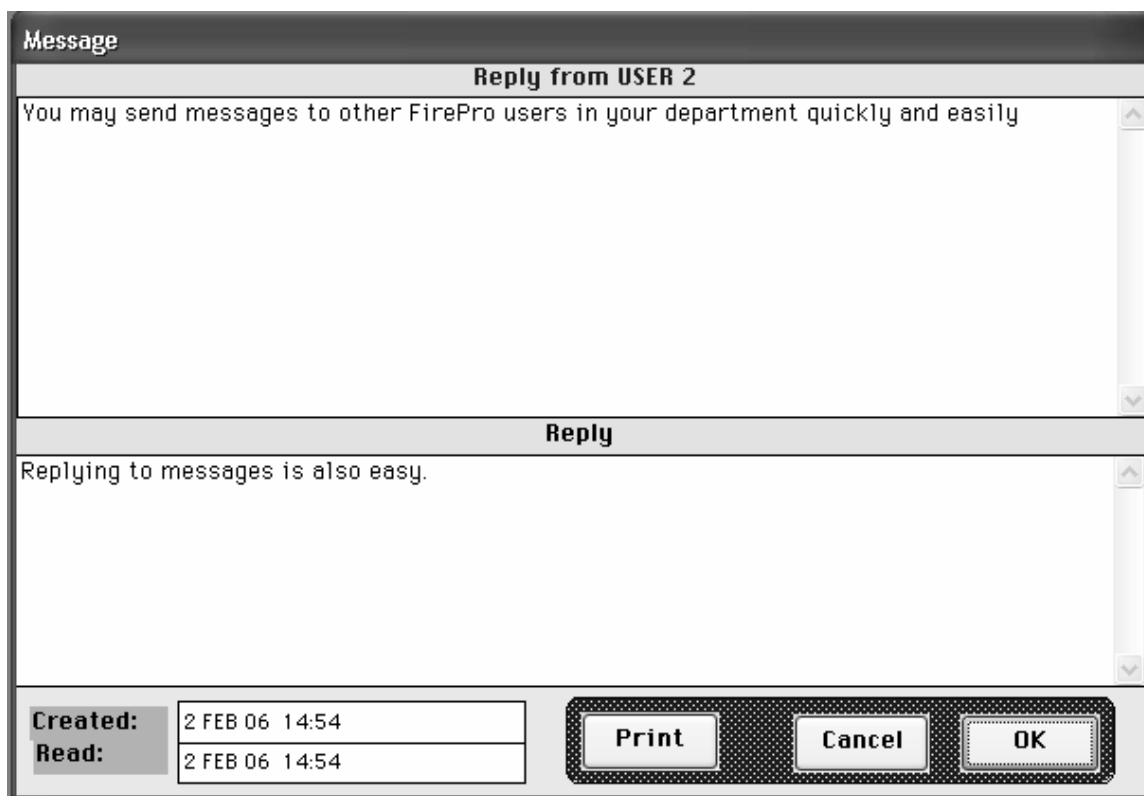
Select the person(s) you want to send the message to (either click on their name or, if the message is for more than one person, hold down the "Ctrl" key and click on the names you want), enter your message on the right, and then click "Ok". Note that "All" includes everyone but you. You can copy and paste text from other programs or e-mails too (FirePro 2 messaging is text based, so you can not paste in any images).

It's that easy!

Your computer will also automatically check for messages each time you log on to FirePro 2 and will continue to check for messages every 60 seconds that your computer is idle (so it will not interrupt you in the middle of entering other data). Information on changing these settings can be found in the FirePro 2 Manual, chapter 26.

The message window that will come up automatically is where you will read incoming messages and reply to them as needed.

The window consists of two main parts – the top portion shows the original message and the bottom portion is where you may enter a reply.



Click "OK" to acknowledge receipt of the message and to send your reply (if you have entered one). **This will also delete the message from the system.**

The default setting is to delete items once they have been read. This setting may be changed by your system administrator to enable you to manually delete messages or to ask you if you want to print the message before it is deleted.

Happy messaging and enjoy the week ahead.



Quote of the week:

"Give me a couple of years, and I'll make that actress an overnight success."
Samuel Goldwyn.