


HCN MESSENGER

PracSoft has a built in messenger unit that allows the users to send messages to other users on the network within the practice. Messages 'pop up' in the bottom right hand corner of your screen.

1

Click on the **Messages** button  from the bottom of the **PS waiting room screen** to initiate this feature.



2

The icons provide the following shortcuts:

New Button – to create and send a new message

Delete button – to permanently delete a message

Reply button – to reply to a message

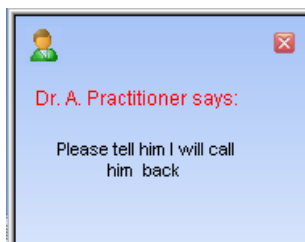
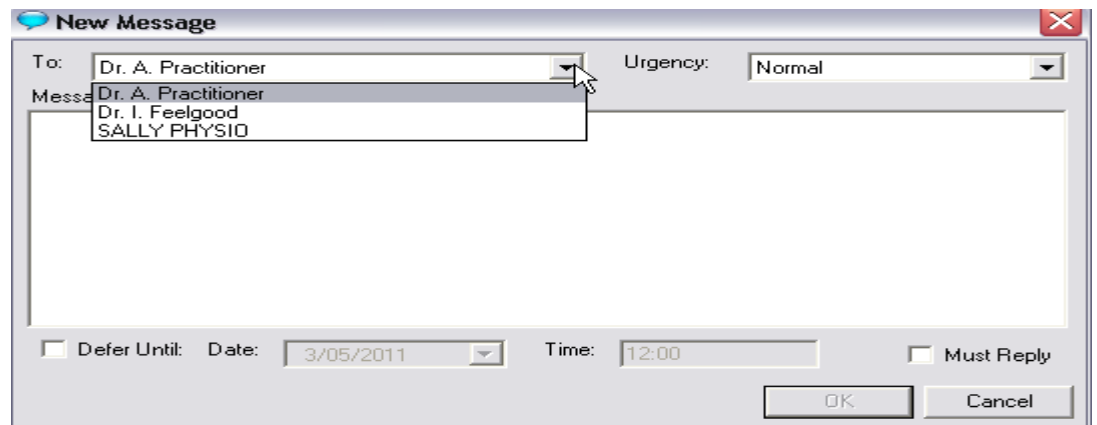
Forward button – to forward a message to another user

Refresh button – to refresh the messages window



3

Select a **recipient** for the message, type in the message and click **OK** to send.



Tip:

Change the length of time the 'alert' appears on screen in File >Options.