# MotionMD Messaging

A new feature has been added to MotionMD called Messages. This feature will allow Users within an account to send each other messages and attachments. If Reports Scheduling is enabled and reports with PHI need to be scheduled, they will be sent to the Messages inbox of the user creating the scheduled PHI report. This feature is only available to Pro Tier customers.

When enabled, an envelope icon will appear in the navigation bar between Help and the + dropdowns. Clicking on the envelope icon will take you into the My Messages page.
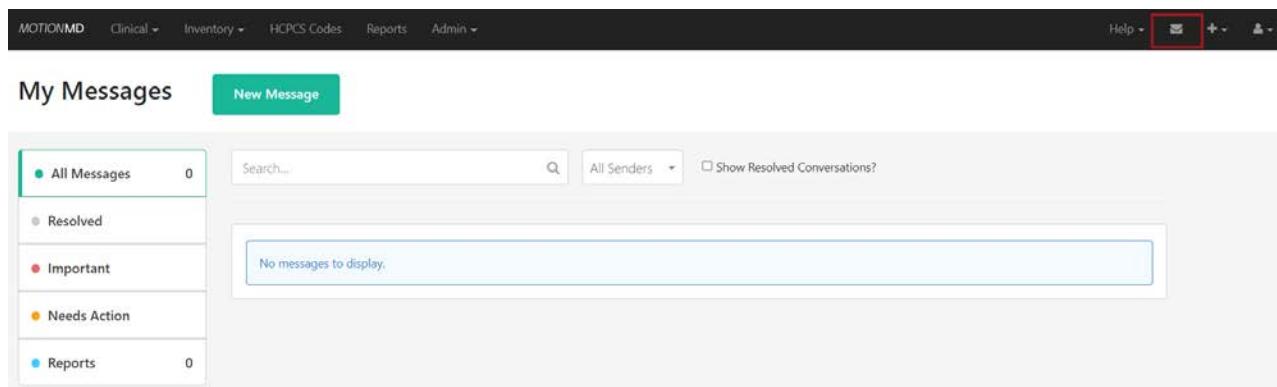
Sending a New Message:

Click the New Message button and a modal will open. The Recipient, Subject and Message are all mandatory fields. In the Recipient field, as you start to type User's names will start to appear. The Recipient search box is multi-select so you can add one or more Usernames to the field. Complete the form and click the **Send** button.
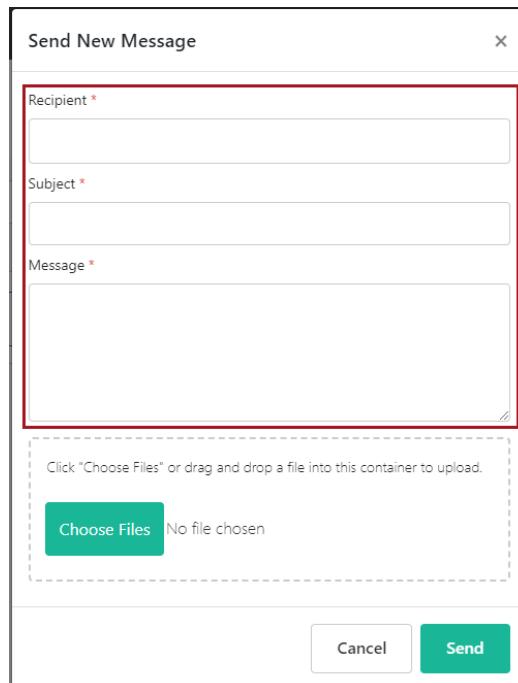
Sending a New Message continued:

The sent Message will appear on the main page and the person the message was sent to is listed alongside the date and time.
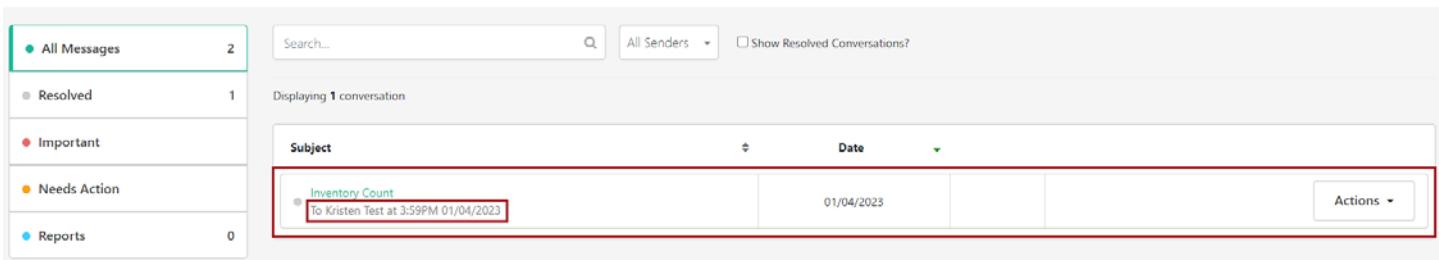
Received Messages:

If a new Message has been sent to you, the envelope icon in the navigation bar will turn red. Click on the envelope and the new Message will be at the top of the list and outlined in blue. Clicking into the message will mark it as read and the blue border will disappear.
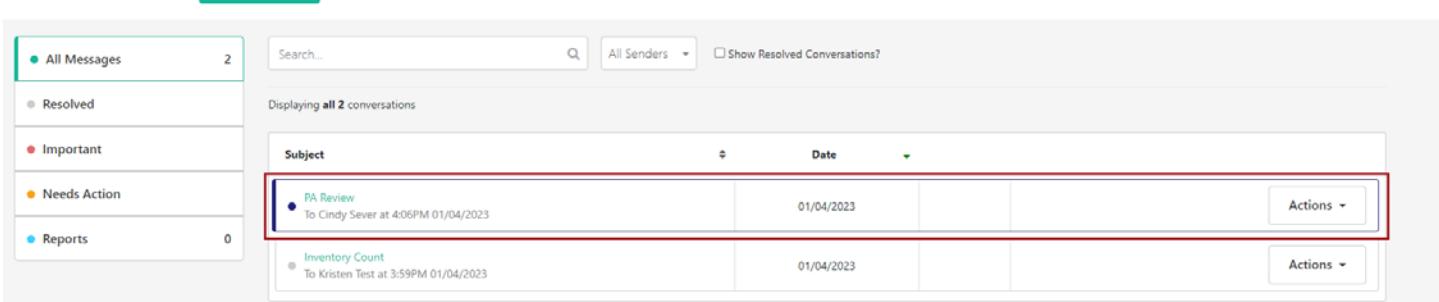
Reading and Replying to a Message:

Click onto the green message Subject link to view the Message.
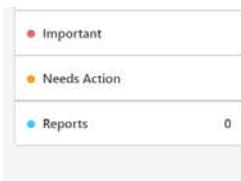
Reading and Replying to a Message continued:

To reply, start typing in the text box which will enable the Reply button. Attachments in accepted formatting of PDF, CSV or JPG can be attached to the Message. When completed, click the **Reply** button to send the Message.
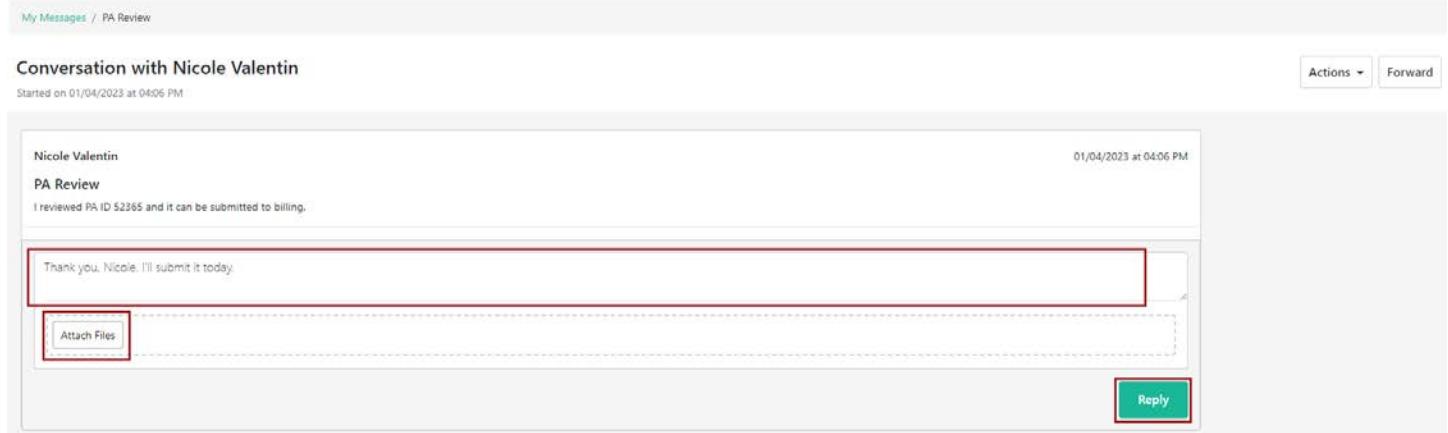
Your response will show below the original Message. There are options under the Actions menu to Mark the Message as needed, or the Message can be forwarded to another individual by clicking the **Forward** button. Clicking the **Forward** button opens a modal like the New Message modal. One or more recipients can be selected if the Message needs to be sent to more than one individual.
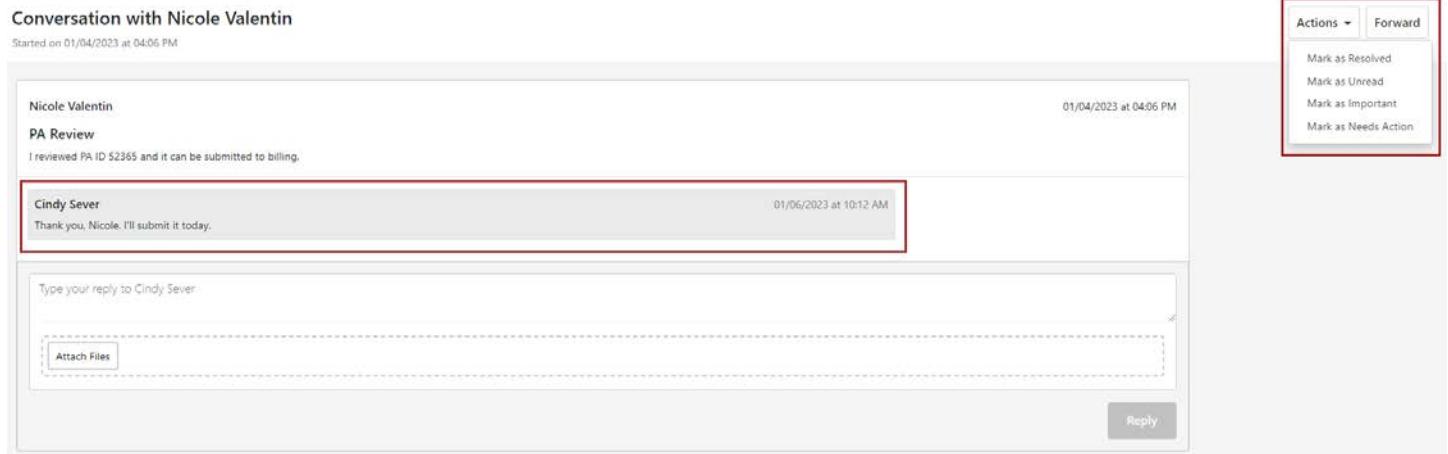
Searching for Messages:

Search bar can be used to search for Messages by the Subject of the message.

All Senders filter will show the names of anyone who has sent a Message to you.

Show Message Resolved checkbox can be used so show any Resolved Message that matches a search or filter.
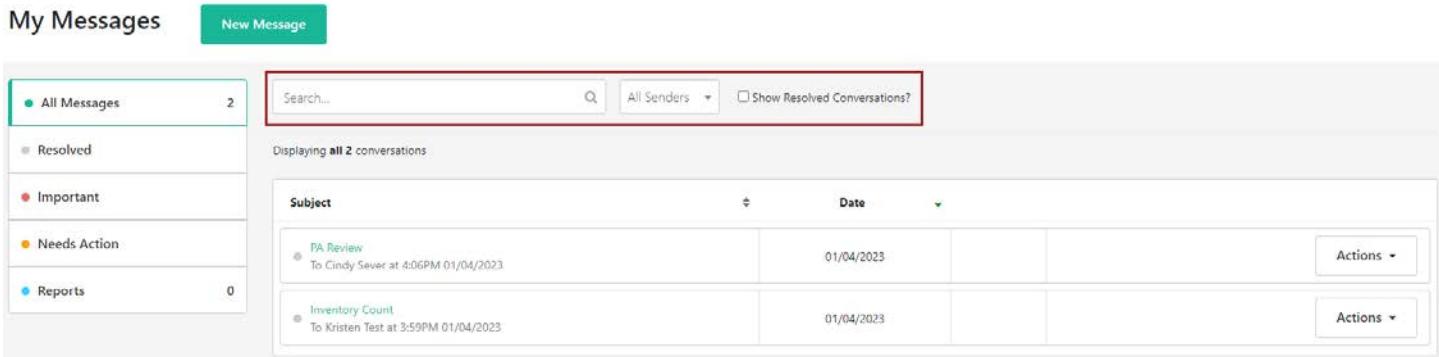

Filters and Actions:

On the main page listing Messages, the Filters along the left can be used to filter down the list of Messages. The Actions menu on each Message allows you to categorize, forward or resolve a Message.

Resolved: Once a message is no longer needed, it can be Marked as Resolved, to see any Resolved message, click the Resolved filter and only Resolved messages will show.

Important: Messages Marked as Important will be outlined in Red

Needs Action: Messages Marked as Needs Action will be outlined in Orange

Reports: If the feature to Schedule Reports is enabled in the account, any Scheduled Report with PHI (Protected Health Information) will be emailed to the Users Messages page. Use the Reports filter to filter down the list of Messages to view these messages