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About this Manual

This axiUm Reference Manual will help you start using axiUm. It shows you how to:

• Follow document conventions.
• Familiarize yourself with the Messenger module windows.
• Use the fields and options in various Messenger module windows.

The examples in the axiUm Reference Manual show system-required field entries and may not reflect field entries typical of your institution. Check with your institution for a list of fields required to be completed before saving the current window. axiUm will not let you save your entries until all system-required entries are completed. If you try saving a window with incomplete system-required fields, a message box displays. When you close the message box, the cursor will be placed on the first system-required field that you missed. Once all system-required fields are entered, you can save and close the window.

Also note that default displays, tabs in windows, and other screen elements shown in the axiUm Reference Manual may look different from your axiUm setup.

Document Conventions

This manual uses the following styles to identify the different interface elements:

<table>
<thead>
<tr>
<th>Style</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bold</strong></td>
<td>Names of interface elements such as buttons, check boxes, list boxes, list views, menu names, menu choices, options, tabs, and text boxes.</td>
</tr>
<tr>
<td><em>Italics</em></td>
<td>Indicates when a special term is used for the first time, and to emphasize key words or terms.</td>
</tr>
<tr>
<td>Monospace Fonts</td>
<td>Data entered by the user.</td>
</tr>
</tbody>
</table>
Document Icons

This guide also uses the following icons to identify the different document elements:

- **Notes and helpful information.** For example, things that will become apparent later on in the procedure.

- **Important information or steps you must take.** For example, if you do not complete this step you may be unable to complete a task later on.

- **Tips, ideas, and alternative methods.** For example, using shortcuts, applying previously learned tools, or suggesting different uses.

- **Warnings before taking action.** For example, precautions against irreversible actions, or actions that require a lot of work to undo.
FIELD DEFINITIONS

This chapter defines all the interactive screen elements in the Messenger module, such as:

- fields
- drop-down fields
- check boxes
- options
- list boxes
- list views

All the screen names that appear in the Messenger module are listed in alphabetical order. Screens that are accessible through the Messenger module may belong under a different module and are not shown in this document. For these field definitions, refer to another axiUm Reference Manual.

1 Forward Message Window

You can access this window by:

- Going to the Messenger window and clicking (Forward Message). For information on the Messenger window, see Messenger Window on page 5.
- Going to the View ‘Received’ Message window and clicking the Forward button. For information on the View ‘Received’ Message window, see View ‘Received’ Message Window on page 17.
- Going to the View ‘Sent’ Message window and clicking the Forward button. For information on the View ‘Sent’ Message window, see View ‘Sent’ Message Window on page 18.
Use this window to forward a received e-mail to other recipients.

**FORWARD MESSAGE WINDOW**

**Date:** This field indicates the date you want to forward this message. You can select a later date.

For example, you can prepare a message to forward at a future date, and when this date is reached, axiUm will send it to the recipients.

**Time:** This field indicates the time you want to forward this message. You can select a later time.

For example, you can prepare a message to be sent later in the day, and when this time is reached, axiUm will send it to the recipients.

Clicking (up arrow) increases the minutes displayed in the field.

Clicking (down arrow) decreases the minutes displayed in the field.

**[field]** This disabled field displays if the message is being sent to a patient. The recipient’s name is shown here in green text (e.g. Patient: Jane Doe).

**High Priority** This checkbox, if selected, indicates that this message is urgent.

Selecting this checkbox displays an exclamation mark (!) on the e-mail record in the recipient’s *Inbox* folder. It is also displayed in red text.

If the recipient is currently logged on to axiUm, the status bar displays (messenger).

If the recipient is currently logged off axiUm, the next time they log on, axiUm opens the *Messenger* module and immediately displays the urgent message.

This checkbox, if deselected, indicates that this message is non-urgent.

Deselecting this checkbox displays the record in black text in the recipient’s *Inbox* folder.

If the recipient is currently logged on to axiUm, the status bar displays (messenger).
**FORWARD MESSAGE WINDOW**

**To:** This field indicates the names of the message recipients.

As you enter the recipient's name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window's Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8.

Patient names are shown in green text (e.g. Jane Doe (Web: Patient)).

Three dots (...) at the end of the recipient list indicate more recipients to choose from.

Clicking  (ellipsis) opens one of the following windows:

- **Select Message Recipients** window: This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613.

- **Unknown Recipients** window: This window is displayed if the first character(s) of the recipient's name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16.

**CC:** This field indicates the names of the carbon copied message recipients.

As you enter the recipient's name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window's Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8.

Patient names are shown in green text (e.g. Jane Doe (Web: Patient)).

Three dots (...) at the end of the recipient list indicate more recipients to choose from.

Clicking  (ellipsis) opens one of the following windows:

- **Select Message Recipients** window: This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613.

- **Unknown Recipients** window: This window is displayed if the first character(s) of the recipient's name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16.
**FORWARD MESSAGE WINDOW**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC:</td>
<td>This field is displayed by default if the Messenger Options window has the Show BCC checkbox selected. For information on the Messenger Options window, see Messenger Options Window on page 8. If this field is hidden by default (the Messenger Options window has the Show BCC checkbox deselected), click the Show BCC button. This field indicates the names of the blind carbon copied message recipients. As you enter the recipient's name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window's Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8. Patient names are shown in green text (e.g. Jane Doe (Web: Patient)). Three dots (…) at the end of the recipient list indicate more recipients to choose from. Clicking  (ellipsis) opens one of the following windows: • Select Message Recipients window: This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613. • Unknown Recipients window: This window is displayed if the first character(s) of the recipient’s name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16. Subject:</td>
</tr>
<tr>
<td></td>
<td>[text box] This text box displays the contents of the original message. You can enter your message in this text box. This text box can display a maximum of 4,000 characters.</td>
</tr>
<tr>
<td>Send</td>
<td>Clicking this button saves the entries, closes the Forward Message window, and forwards the e-mail to the recipients displayed in the To field.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Clicking this button cancels any entries and closes the Forward Message window.</td>
</tr>
<tr>
<td>Show BCC</td>
<td>Clicking this button shows the BCC field.</td>
</tr>
<tr>
<td>Hide BCC</td>
<td>Clicking this button hides the BCC field.</td>
</tr>
<tr>
<td>Spell Check</td>
<td>Clicking this button runs a spell check in the text box.</td>
</tr>
</tbody>
</table>
2 Messenger Window

You can access this window by:

- Clicking 📩 (messenger) from the status bar.
- Clicking the Messenger option from the Tools menu.
- Clicking 📧 (Message) from the Desktop.

Use this window for all your messaging tasks.

![Messenger Window](image)

**MESSENGER WINDOW**

- **New Message**: Clicking this icon displays the *New Message* window. For information on the *New Message* window, see *New Message Window* on page 9.
- **Reply to Message**: Clicking this icon displays the *Reply to Message* window. For information on the *Reply to Message* window, see *Reply to Message Window* on page 13.
- **Forward Message**: Clicking this icon displays the *Forward Message* window. For information on the *Forward Message* window, see *Forward Message Window* on page 1.
- **Delete a Message**: Clicking this icon permanently deletes the item selected from the list view.
**MESSENGER WINDOW**

- **View the Message**
  Clicking this icon displays the View ‘Received’ Message window. For information on the View ‘Received’ Message window, see View ‘Received’ Message Window on page 17.

- **Print the Message**
  Clicking this icon prints the record highlighted in the list view to the default printer.

- **Refresh**
  Clicking this icon refreshes the Messenger window.
  The default refresh time is defined in the Users window’s Additional tab’s Other Info section’s Messenger refreshes automatically every ___ minutes field. For information on the Additional tab’s Other Info section, refer to the axiUm Reference Manual for Maintenance and see Other Info Section on page 539.

- **Options/Settings**
  Clicking this icon displays the Messenger Options window. For information on the Messenger Options window, see Messenger Options Window on page 8.

- **Messages**
  This list box displays all message folders. This includes both hard-coded folders (e.g., Inbox folder) and any custom folders. If any unread messages exist in these folders, the folder name is displayed in bold text.

- **Add/Edit Folders...**
  This right-click option is available from the Messages list box.
  Selecting this right-click option displays the Messenger Folders window. For information on the Messenger Folders window, see Messenger Folders Window on page 6.

- **[text colors]**
  Records are displayed differently according to the type of record and its status:
  - Black: Messages that are non-urgent, or urgent messages that have been read.
  - Red: Messages that are urgent. Urgent messages also display an exclamation mark (!) on the record.
  - Green: Messages sent by patients from Exan PatientAccess.
  - Bold: Messages that have not yet been read.
  - Regular: Messages that have already been read.

- **Move to Folder...**
  This right-click option is available from the list view.
  Selecting this right-click option displays the Messenger Folders window. For information on the Messenger Folders window, see Messenger Folders Window on page 6.

3 **Messenger Folders Window**

You can access this window by:

- Going to the Messenger window’s Messages list box and selecting the Add/Edit Folders right-click option.
- Going to the Messenger window’s list view and selecting the Move to Folder right-click option.
option.

For information on the Messenger window, see *Messenger Window* on page 5.

Use this window to create custom folders. These custom folders become sub-folders to the Inbox folder or the Sent folder.

**MESSENGER FOLDERS WINDOW**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clear Data</strong></td>
<td>Clicking this icon clears the entry fields. By clearing the fields, axiUm allows you to enter a new record.</td>
</tr>
<tr>
<td><strong>Add a New Record</strong></td>
<td>Clicking this icon adds the new inventory order item you entered, and displays it in the list view.</td>
</tr>
<tr>
<td><strong>Modify Record</strong></td>
<td>Clicking this icon saves any modifications you made to the item selected from the list view.</td>
</tr>
<tr>
<td><strong>Delete Record</strong></td>
<td>Clicking this icon permanently deletes the item selected from the list view. You can delete empty folders only. If records exist in the folder, you must first move them to a different folder or delete them from the current one.</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>This field indicates the name of the folder. If a hard-coded folder (e.g. Inbox folder) is highlighted in the list view, this field is disabled.</td>
</tr>
</tbody>
</table>
4 Messenger Options Window

You can access this window by going to the Messenger window and clicking (Options/Settings). For information on the Messenger window, see Messenger Window on page 5.

Use this window to set up your workstation’s Messenger module behavior.

**MESSENGER OPTIONS WINDOW**

- **In Office**: This option, if selected, indicates that you are in the office.

- **Out of Office**: This option, if selected, indicates that you are out of the office. Selecting this option enables the *Auto-reply Message Text* text box.

- **Auto-reply Message Text**: This text box is enabled if the *Out of Office* option is selected. This text box indicates the message you want axiUm to auto-reply on your behalf.

  **Example**: *I am out of the office until the new year. For urgent matters, contact your direct supervisor.*
New Message Window

**MESSENGER OPTIONS WINDOW**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient Matching on</td>
<td>This drop-down field indicates the search mode for entering recipient names, and displays the following options:</td>
</tr>
<tr>
<td></td>
<td>• <em>First Name</em>: This option, if selected, indicates to search for recipients by first name. For example, in the <em>New Message</em> window's <em>To</em> field, entering <em>jo</em> will list first names beginning with these letters (e.g. Joanne, Joe, Joseph).</td>
</tr>
<tr>
<td></td>
<td>• <em>Last Name</em>: This option, if selected, indicates to search for recipients by last name. For example, in the <em>New Message</em> window's <em>To</em> field, entering <em>jo</em> will list last names beginning with these letters (e.g. Johnson, Joiner, Jones).</td>
</tr>
<tr>
<td>Show BCC</td>
<td>This checkbox, if selected, displays the BCC field by default in the <em>New Message</em> window.</td>
</tr>
<tr>
<td>For Previous __ Weeks</td>
<td>This field indicates the previous number of weeks messages will be displayed. The default value is 4.</td>
</tr>
<tr>
<td>Between __ and __</td>
<td>These fields indicate a date range. axiUm displays only those messages where activity occurred within these dates. These fields, if left blank, will display all messages.</td>
</tr>
<tr>
<td>OK</td>
<td>Clicking this button saves the entries and closes the <em>Messenger Options</em> window.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Clicking this button cancels any entries and closes the <em>Messenger Options</em> window.</td>
</tr>
</tbody>
</table>

5 New Message Window

You can access this window by going to the Messenger window and clicking (New Message). For information on the Messenger window, see *Messenger Window* on page 5.

Use this window to create new e-mail messages.
## NEW MESSAGE WINDOW

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>This field indicates the date you want to send this message. You can select a later date. For example, you can prepare a message to be sent at a future date, and when this date is reached, axiUm will send it to the recipients.</td>
</tr>
<tr>
<td>Time</td>
<td>This field indicates the time you want to send this message. You can select a later time. For example, you can prepare a message to be sent later in the day, and when this time is reached, axiUm will send it to the recipients. Clicking (up arrow) increases the minutes displayed in the field. Clicking (down arrow) decreases the minutes displayed in the field.</td>
</tr>
<tr>
<td>[field]</td>
<td>This disabled field displays if the message is being sent to a patient. The recipient's name is shown here in green text (e.g. Patient: Jane Doe).</td>
</tr>
<tr>
<td>High Priority</td>
<td>This checkbox, if selected, indicates that this message is urgent. Selecting this checkbox displays an exclamation mark (!) on the e-mail record in the recipient's Inbox folder. It is also displayed in red text. If the recipient is currently logged on to axiUm, the status bar displays (messenger). If the recipient is currently logged off axiUm, the next time they log on, axiUm opens the Messenger module and immediately displays the urgent message. This checkbox, if deselected, indicates that this message is non-urgent. Deselecting this checkbox displays the record in black text in the recipient's Inbox folder. If the recipient is currently logged on to axiUm, the status bar displays (messenger).</td>
</tr>
</tbody>
</table>
NEW MESSAGE WINDOW

To: This field indicates the names of the message recipients.

As you enter the recipient’s name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window’s Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8.

Patient names are shown in green text (e.g. Jane Doe (Web: Patient)).

Three dots (…) at the end of the recipient list indicate more recipients to choose from.

Clicking  (ellipsis) opens one of the following windows:

- Select Message Recipients window: This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613.

- Unknown Recipients window: This window is displayed if the first character(s) of the recipient’s name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16.

CC: This field indicates the names of the carbon copied message recipients.

As you enter the recipient’s name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window’s Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8.

Patient names are shown in green text (e.g. Jane Doe (Web: Patient)).

Three dots (…) at the end of the recipient list indicate more recipients to choose from.

Clicking  (ellipsis) opens one of the following windows:

- Select Message Recipients window: This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613.

- Unknown Recipients window: This window is displayed if the first character(s) of the recipient’s name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16.
**NEW MESSAGE WINDOW**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **BCC:**  | This field is displayed by default if the Messenger Options window has the Show BCC checkbox selected. For information on the Messenger Options window, see Messenger Options Window on page 8. If this field is hidden by default (the Messenger Options window has the Show BCC checkbox deselected), click the Show BCC button. This field indicates the names of the blind carbon copied message recipients. As you enter the recipient’s name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window’s Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8. Patient names are shown in green text (e.g. Jane Doe (Web: Patient)). Three dots (...) at the end of the recipient list indicate more recipients to choose from. Clicking (...)(ellipses) opens one of the following windows: • Select Message Recipients window: This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613. • Unknown Recipients window: This window is displayed if the first character(s) of the recipient’s name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16. |}
| **Subject:** | This field indicates the title of the message. |
| **[text box]** | This text box displays the contents of the e-mail message. You can enter a maximum of 4,000 characters in this text box. |
| **Send** | Clicking this button saves the entries, closes the New Message window, and sends the e-mail to the recipients displayed in the To, CC, and BCC fields. |
| **Cancel** | Clicking this button cancels any entries and closes the New Message window. |
| **Show BCC** | This field is hidden by default if the Messenger Options window has the Show BCC checkbox deselected. For information on the Messenger Options window, see Messenger Options Window on page 8. Clicking this button shows the BCC field. |
| **Hide BCC** | This field is displayed by default if the Messenger Options window has the Show BCC checkbox selected. For information on the Messenger Options window, see Messenger Options Window on page 8. Clicking this button hides the BCC field. |
| **Spell Check** | Clicking this button runs a spell check in the text box. |
6 Reply to Message Window

You can access this window by:

- Going to the Messenger window and clicking (Reply to Message). For information on the Messenger window, see Messenger Window on page 5.

- Going to the View ‘Received’ Message window and clicking the Reply button or the Reply to All button. For information on the View ‘Received’ Message window, see View ‘Received’ Message Window on page 17.

Use this window to respond to the sender of an e-mail.

![Reply to Message Window](image)

**REPLY TO MESSAGE WINDOW**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
<td>This field indicates the date you want to reply to this message. You can select a later date.</td>
</tr>
<tr>
<td></td>
<td>For example, you can prepare a message to reply at a future date, and when this date is</td>
</tr>
<tr>
<td></td>
<td>reached, axiUm will send the reply to the recipients.</td>
</tr>
<tr>
<td><strong>Time:</strong></td>
<td>This field indicates the time you want to reply to this message. You can select a later</td>
</tr>
<tr>
<td></td>
<td>time.</td>
</tr>
<tr>
<td></td>
<td>For example, you can prepare a message to reply later in the day, and when this time is</td>
</tr>
<tr>
<td></td>
<td>reached, axiUm will send the reply to the recipients.</td>
</tr>
<tr>
<td></td>
<td>Clicking (up arrow) increases the minutes displayed in the field.</td>
</tr>
<tr>
<td></td>
<td>Clicking (down arrow) decreases the minutes displayed in the field.</td>
</tr>
<tr>
<td><strong>[field]</strong></td>
<td>This disabled field displays if the message is being sent to a patient. The recipient’s name</td>
</tr>
<tr>
<td></td>
<td>is shown here in green text.</td>
</tr>
</tbody>
</table>
**REPLY TO MESSAGE WINDOW**

**High Priority**

This checkbox, if selected, indicates that this message is urgent.

Selecting this checkbox displays an exclamation mark (!) on the e-mail record in the recipient’s Inbox folder. It is also displayed in red text.

If the recipient is currently logged on to axiUm, the status bar displays 📩 (messenger).

If the recipient is currently logged off axiUm, the next time they log on, axiUm opens the Messenger module and immediately displays the urgent message.

This checkbox, if deselected, indicates that this message is non-urgent.

Deselecting this checkbox displays the record in black text in the recipient’s Inbox folder.

If the recipient is currently logged on to axiUm, the status bar displays 📩 (messenger).

**To:**

This field indicates the name of the person you are replying to, and may display other names depending on how you accessed this window:

- If you accessed this window by going to the View ‘Received’ Message window and clicking the Reply button, this field displays the name of the sender.
- If you accessed this window by going to the View ‘Received’ Message window and clicking the Reply to All button, this field displays the name of the sender plus the names of all recipients (excluding yourself).

For information on the View ‘Received’ Message window, see View ‘Received’ Message Window on page 17.

You can add more recipients to this field. As you enter the recipient’s name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window’s Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8.

Patient names are shown in green text (e.g. Jane Doe (Web: Patient)).

Three dots (...) at the end of the recipient list indicate more recipients to choose from.

Clicking ☰ (ellipses) opens one of the following windows:

- **Select Message Recipients** window: This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613.

- **Unknown Recipients** window: This window is displayed if the first character(s) of the recipient’s name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16.
**Reply to Message Window**

**CC:** This field indicates the names of the carbon copied message recipients.

As you enter the recipient's name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window's Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8.

Patient names are shown in green text (e.g. Jane Doe (Web: Patient)).

Three dots (...) at the end of the recipient list indicate more recipients to choose from.

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- **Unknown Recipients window:** This window is displayed if the first character(s) of the recipient's name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16.

**BCC:** This field is displayed by default if the Messenger Options window has the Show BCC checkbox selected. For information on the Messenger Options window, see Messenger Options Window on page 8.

If this field is hidden by default (the Messenger Options window has the Show BCC checkbox deselected), click the Show BCC button.

This field indicates the names of the blind carbon copied message recipients.

As you enter the recipient's name, axiUm displays any users that match your current entry. You can search on first name or last name depending on the name matching set up in the Messenger Options window's Recipient Matching on drop-down field. For information on the Messenger Options window, see Messenger Options Window on page 8.

Patient names are shown in green text (e.g. Jane Doe (Web: Patient)).

Three dots (...) at the end of the recipient list indicate more recipients to choose from.

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- **Select Message Recipients window:** This window is displayed if the To field is empty. For information on the Select Message Recipients window, refer to the axiUm Reference Manual for Maintenance and see Select Message Recipients Window on page 613.

- **Unknown Recipients window:** This window is displayed if the first character(s) of the recipient's name is entered in the To field. For information on the Unknown Recipients window, see Unknown Recipient Window on page 16.

**Subject:** This field indicates the title of the message you received. You can change this.
7 Unknown Recipient Window

You can access this window by going to the New Message window, entering the first character(s) of the recipient’s name in the To field, and clicking (ellipsis). For information on the New Message window, see New Message Window on page 9.

Use this window to show all recipients that match your current entry.
8 View ‘Received’ Message Window

You can access this window by going to the Messenger window, selecting the Inbox folder (or a custom Inbox folder), and:

- Clicking (View the Message).
- Going to the list view and double-clicking a record.

For information on the Messenger window, see Messenger Window on page 5.

Use this window to view received messages, and also reply or forward it.
VIEW ‘RECEIVED’ MESSAGE WINDOW

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>This disabled field indicates the names of the message recipients.</td>
</tr>
<tr>
<td>Subject:</td>
<td>This disabled field indicates the title of the message.</td>
</tr>
<tr>
<td>[text box]</td>
<td>This disabled text box displays the contents of the e-mail message.</td>
</tr>
<tr>
<td>Reply</td>
<td>Clicking this button displays the Reply to Message window. For information on the Reply to Message window, see Reply to Message Window on page 13.</td>
</tr>
<tr>
<td>Reply to All</td>
<td>Clicking this button displays the Reply to Message window. For information on the Reply to Message window, see Reply to Message Window on page 13.</td>
</tr>
<tr>
<td>Forward</td>
<td>Clicking this button displays the Forward Message window. For information on the Forward Message window, see Forward Message Window on page 1.</td>
</tr>
<tr>
<td>Delete</td>
<td>Clicking this button deletes the selected e-mail message, closes the View ‘Received’ Message window, and returns to the Messenger window. axiUm also deletes the e-mail record from the Messenger window’s list view.</td>
</tr>
<tr>
<td>Print</td>
<td>Clicking this button prints the e-mail to the default printer.</td>
</tr>
</tbody>
</table>

9 View ‘Sent’ Message Window

You can access this window by going to the Messenger window, selecting the Sent folder (or a custom Sent folder), and:

- Clicking (View the Message).
- Going to the list view and double-clicking a record.

For information on the Messenger window, see Messenger Window on page 5.

Use this window to view sent messages, and also forward it.
VIEW ‘SENT’ MESSAGE WINDOW

From: This disabled field indicates the name of the sender (i.e. your name).

Sent: This disabled field indicates the date and time this message was sent.

[field] This disabled field displays if the message is being sent to a patient. The recipient’s name is shown here in green text (e.g. Patient: Jane Doe).

To: This disabled field indicates the names of the message recipients.

Subject: This disabled field indicates the title of the message.

[text box] This disabled text box displays the contents of the e-mail message.

Reply This button is always disabled in this window. It is enabled in the View ‘Received’ Message window. For information on the View ‘Received’ Message window, see View ‘Received’ Message Window on page 17.

Reply to All This button is always disabled in this window. It is enabled in the View ‘Received’ Message window. For information on the View ‘Received’ Message window, see View ‘Received’ Message Window on page 17.

Forward Clicking this button displays the Forward Message window. For information on the Forward Message window, see Forward Message Window on page 1.

Delete Clicking this button deletes the selected e-mail message, closes the View ‘Sent’ Message window, and returns to the Messenger window. axiUm also deletes the e-mail record from the Messenger window’s list view.

Print Clicking this button prints the e-mail to the default printer.