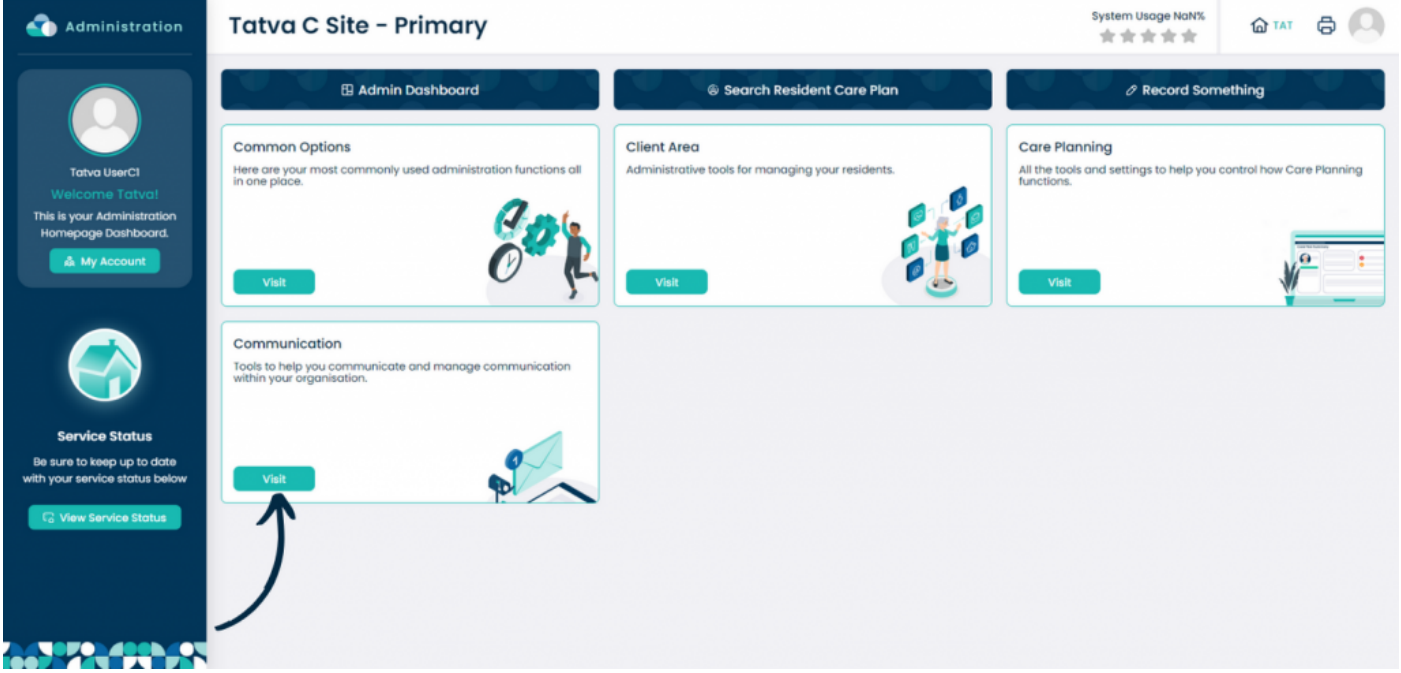
Administer Messages Tool

https://cclearninghub.co.uk/docs/administer-messages-tool/

Administer Messages Tool

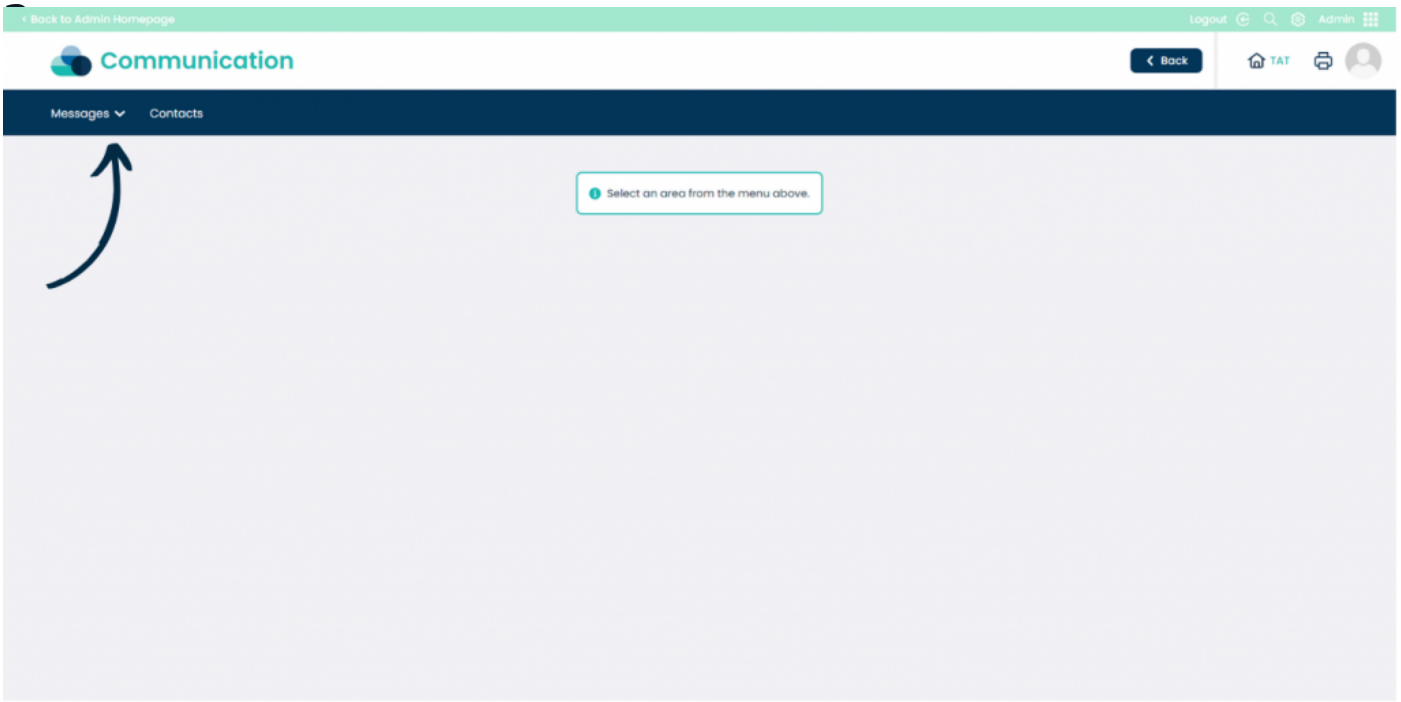
This guide will cover how to access and use the Administer Messages Tool on Care Control Cloud. This feature allows users to track and analyse messages sent on Care Control.

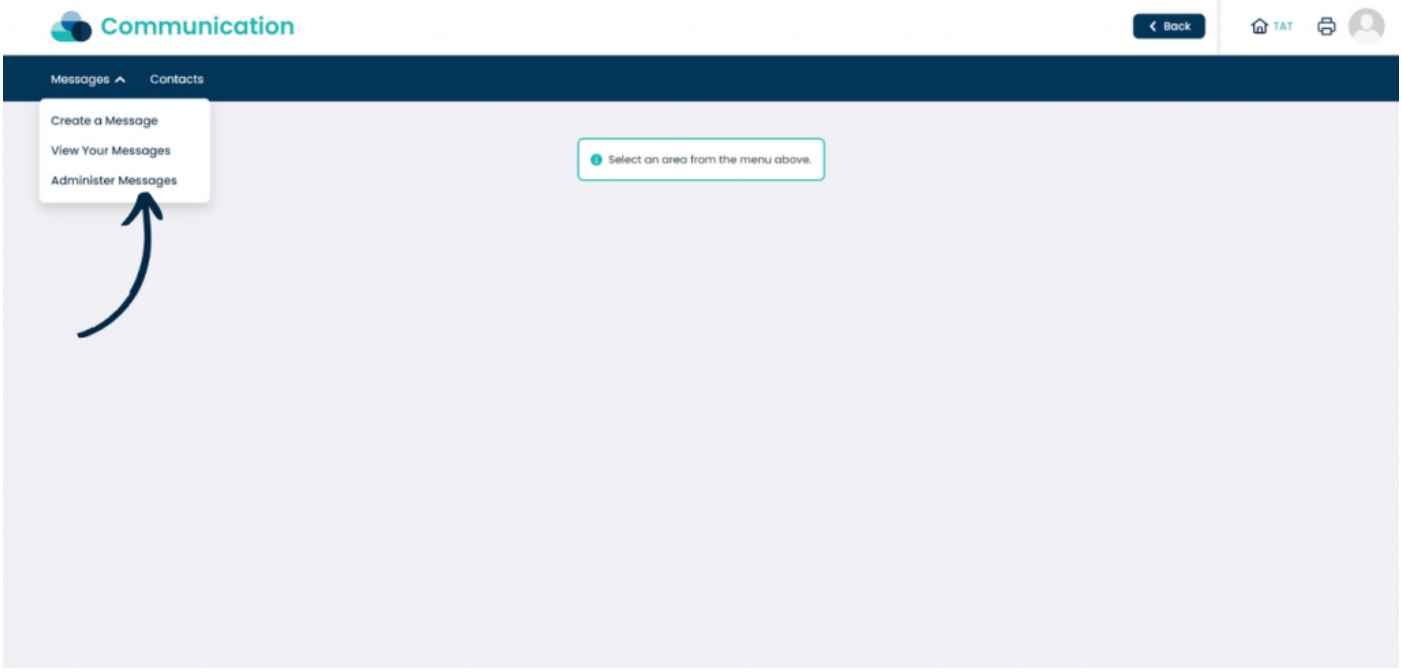




1

In the Admin Application within Care Control Cloud, navigate to the **Communication** section.



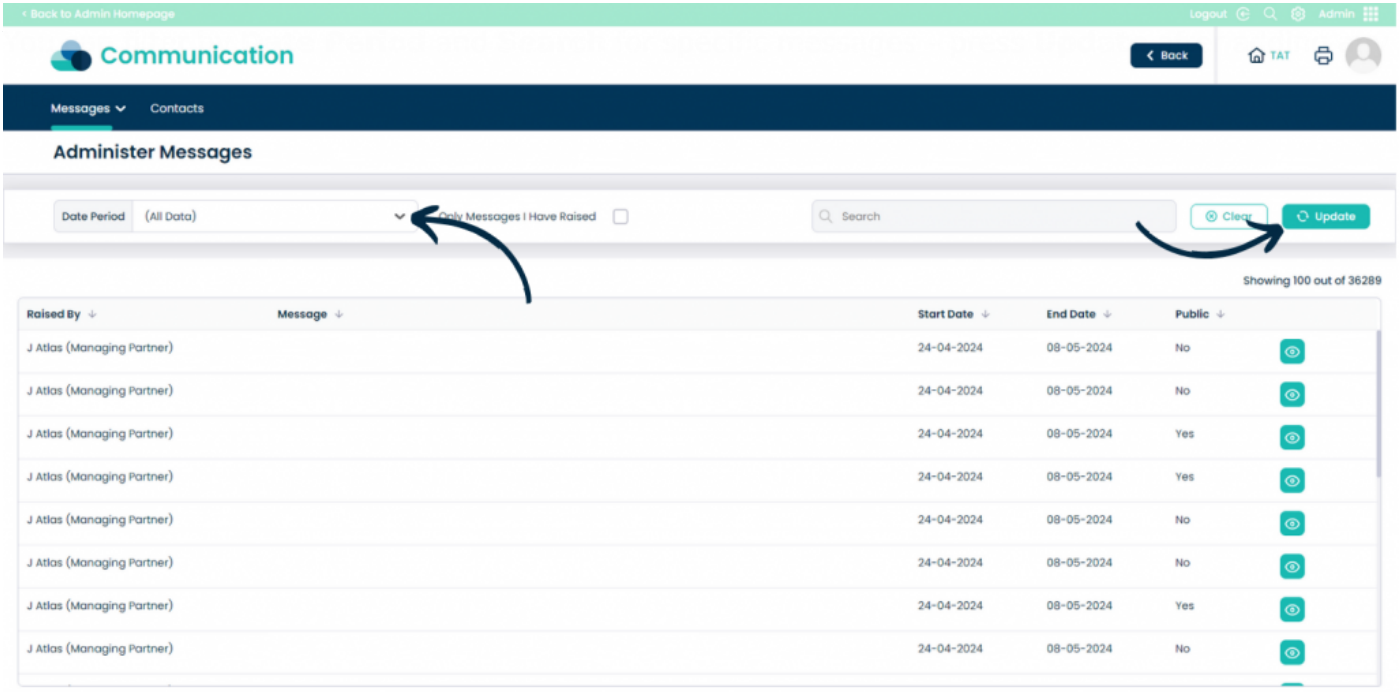


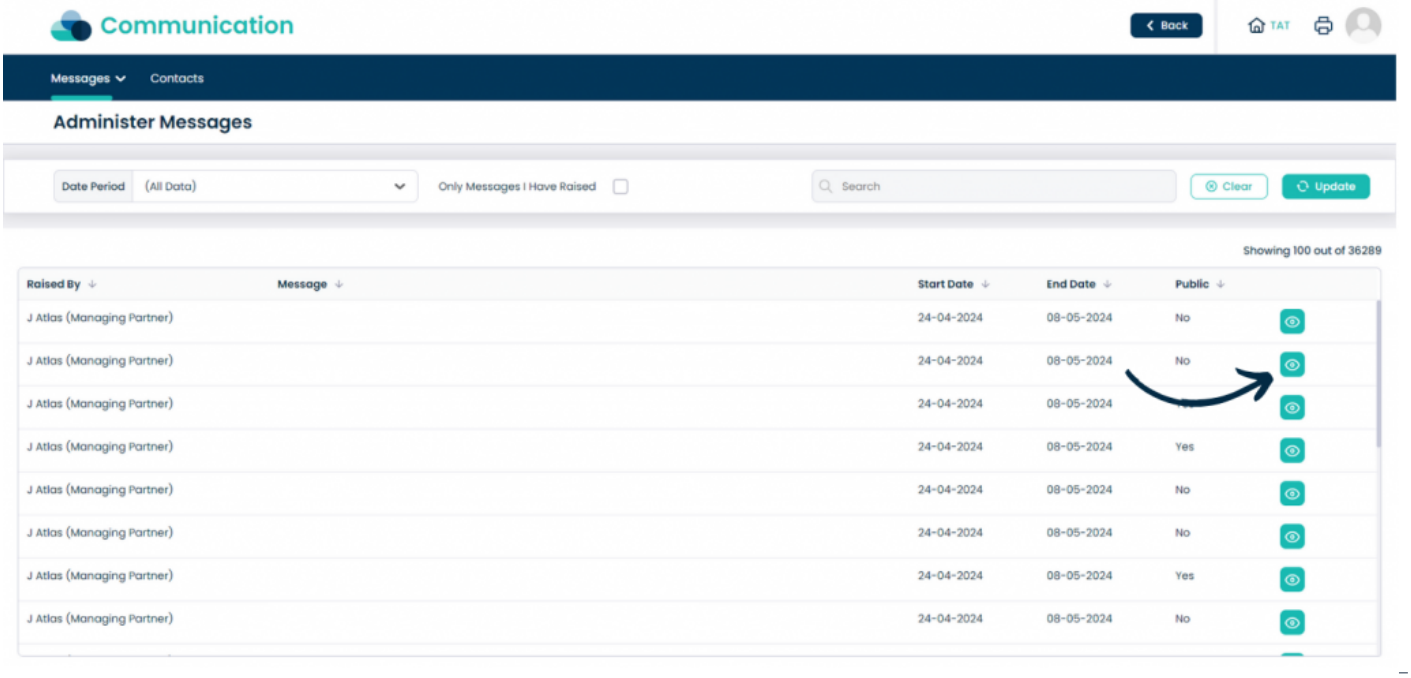
3

Choose **Administer Messages**.

4

Here, all outgoing messages sent on the system will be stored.





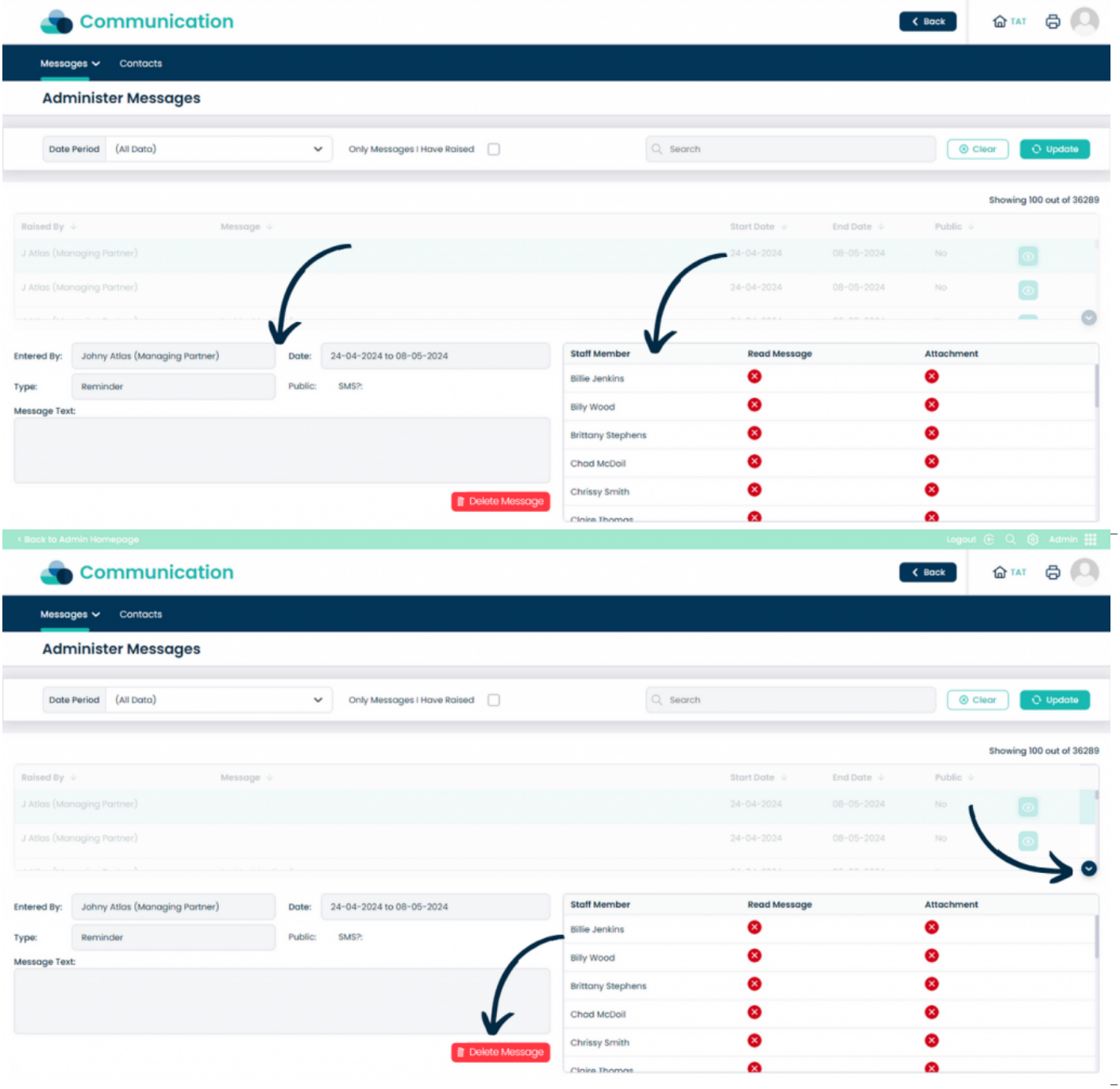
5

Press the **eye icon** next to a message to view its details and analysis.

6

The message will open. On the left hand side you can see the **sender**, **date/time** and **type** of message, as well as the **message text**.

On the right hand side you can see who the message was sent to, as well as whether each of the recipients has **read** the message and any associated **attachments**.



7

You can remove the message from your system by pressing **Delete Message**.

To close the current message and return to the list, simply press the **down arrow icon**.