View Your Messages

Messages Windows · https://cclearninghub.co.uk/docs/view-your-messages/

View Your Messages

This guide will cover how to access and view your messages on Care Control Systems. From here, you can view the contents of the message and reply to the sender.





1

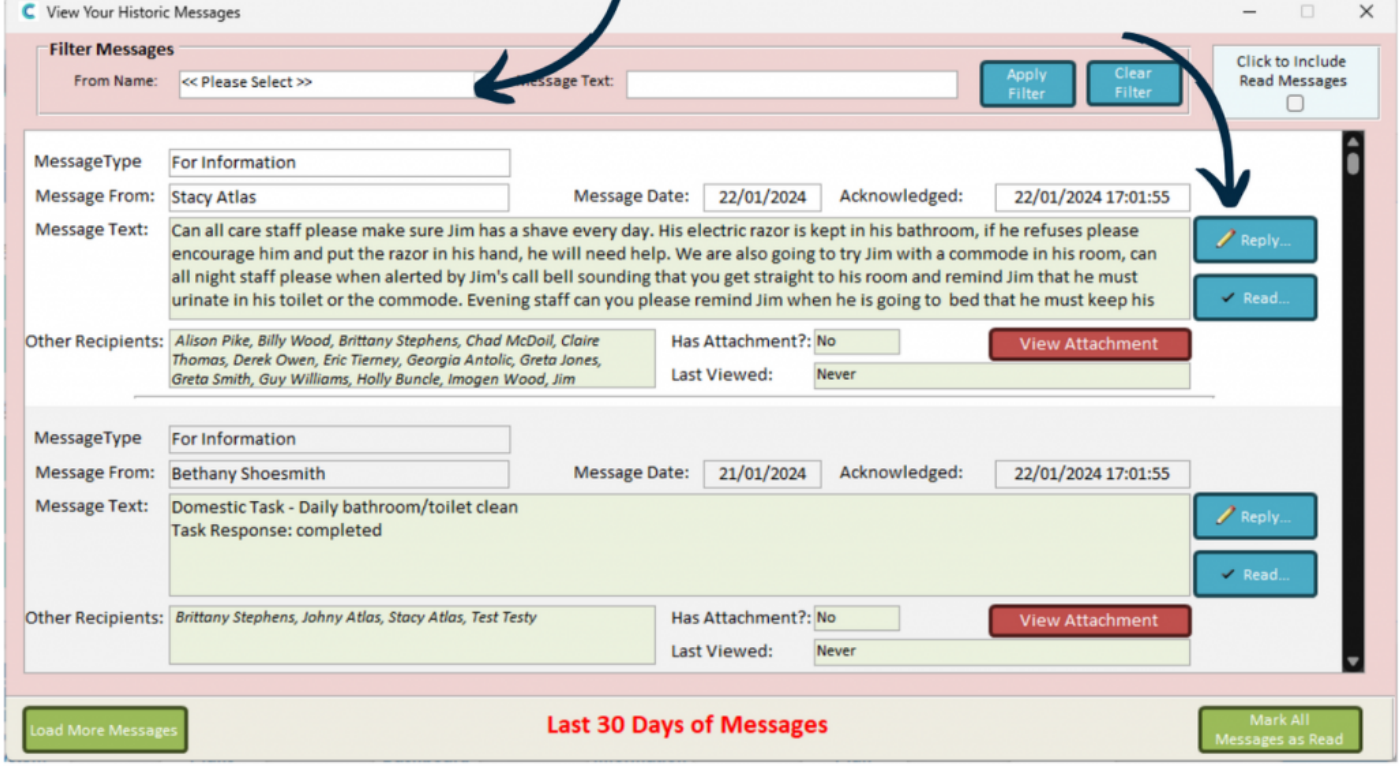
In the Administration of Care Control Windows, navigate to the '**View Your Messages**' tool, which can be found under the Communication tab.

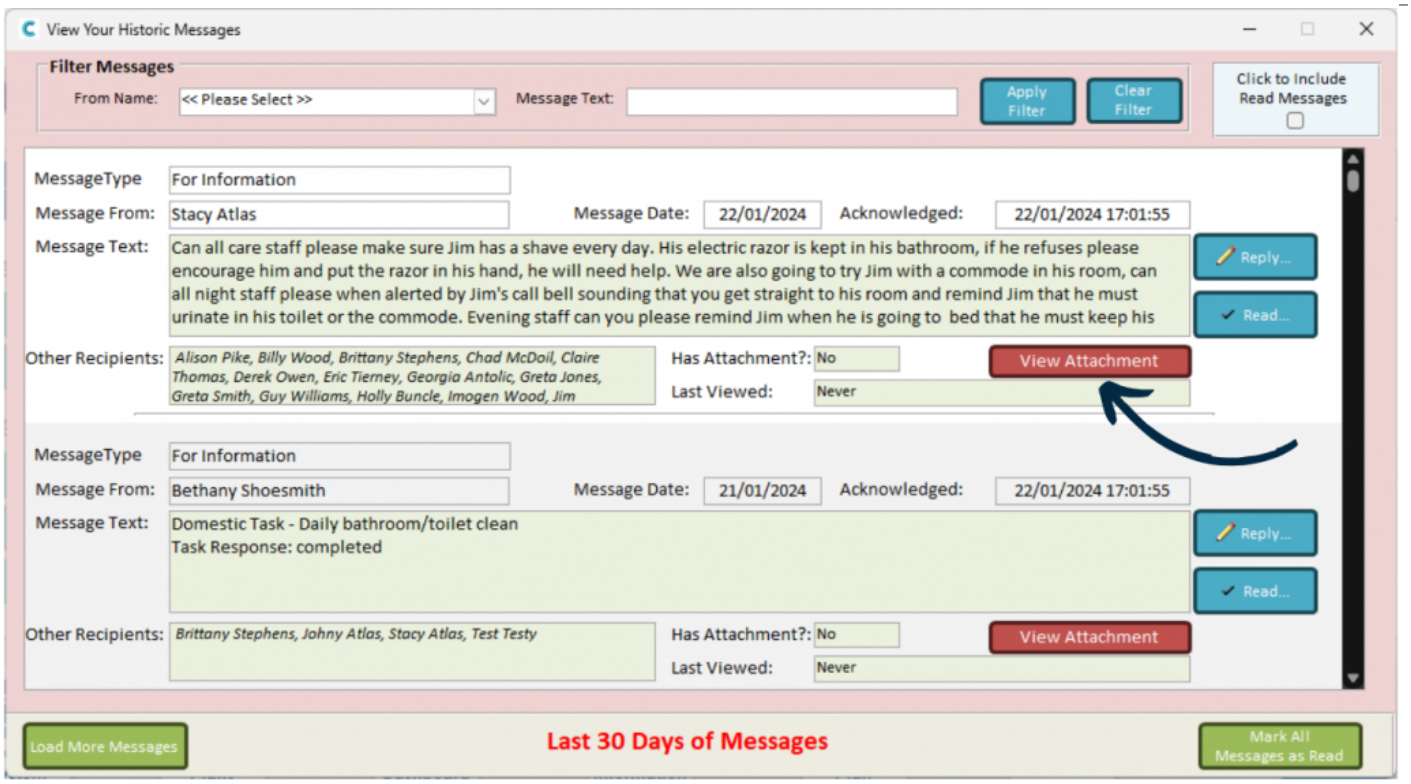
2

A new window will open. Here, a list of received messages will be displayed. You can filter the messages via the options at the top of the window.

Each row contains a different message and shows the **Sender**, **Text**, **Recipients** and any **Attachments**.

You can mark that you have seen a message by pressing '**Read**'.

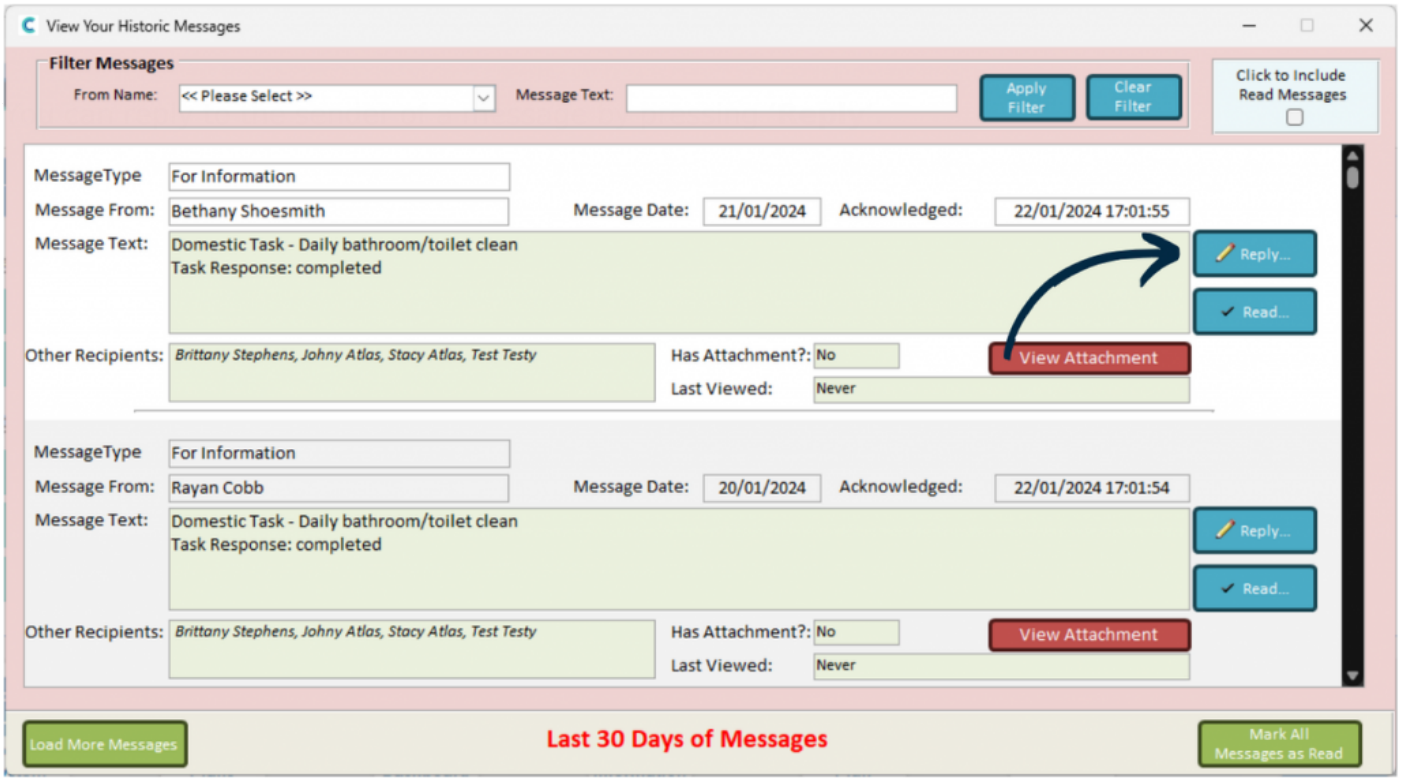


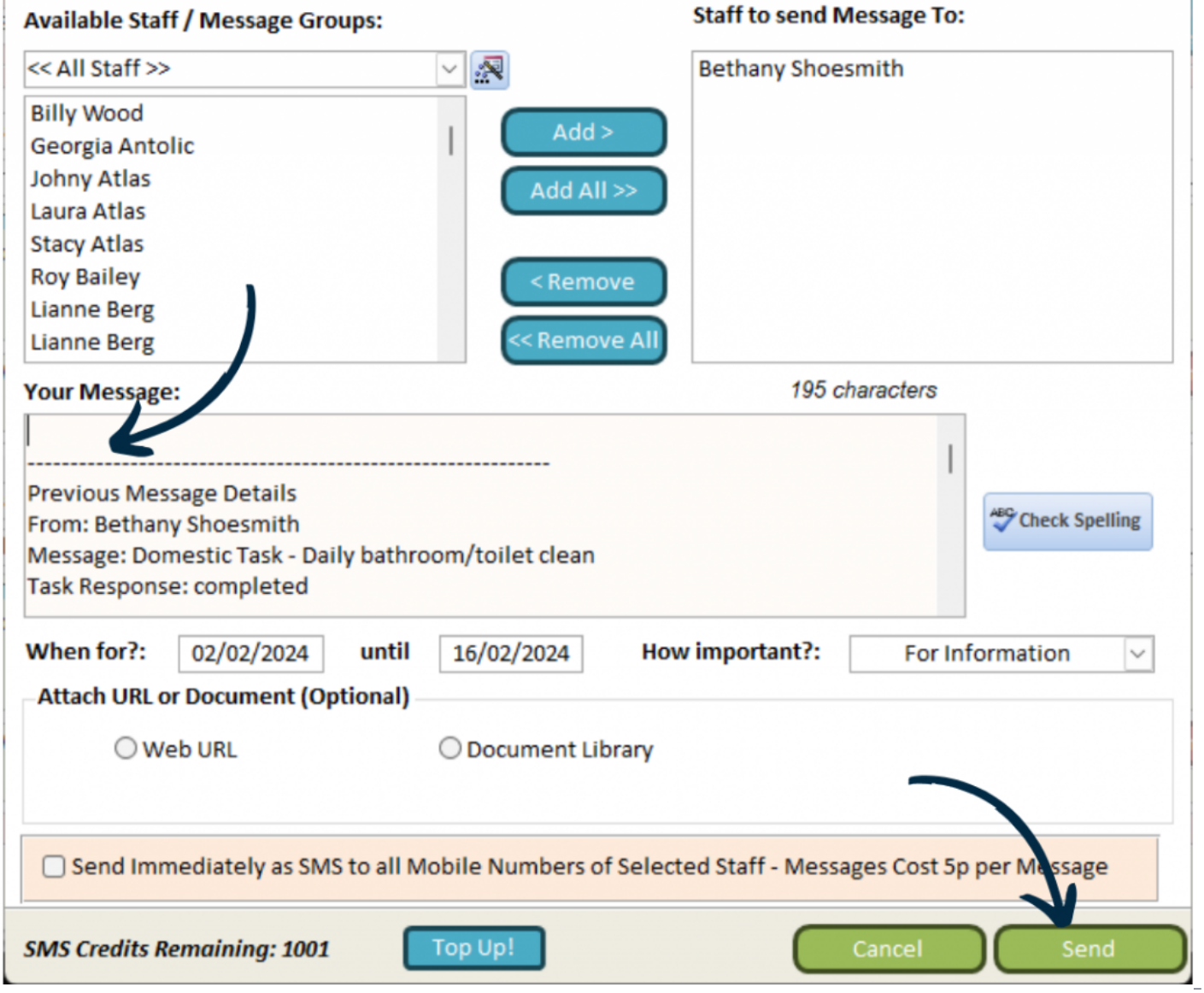


3

You can open an attachment on a message by pressing '**View Attachment**'.

4


View Your Historic Messages
Filter Messages
From Name:
<< Please Select >>
Message Text:
Apply Filter
Clear Filter
Click to Include Read Messages
MessageType
For Information
Message From:
Bethany Shoesmith
Message Date:
21/01/2024
Acknowledged:
22/01/2024 17:01:55
Message Text:
Domestic Task - Daily bathroom/toilet clean
Task Response: completed
Reply...
Read...
Other Recipients:
Brittany Stephens, Johny Atlas, Stacy Atlas, Test Testy
Has Attachment?:
No
View Attachment
Last Viewed:
Never
MessageType
For Information
Message From:
Rayan Cobb
Message Date:
20/01/2024
Acknowledged:
22/01/2024 17:01:54
Message Text:
Domestic Task - Daily bathroom/toilet clean
Task Response: completed
Reply...
Read...
Other Recipients:
Brittany Stephens, Johny Atlas, Stacy Atlas, Test Testy
Has Attachment?:
No
View Attachment
Last Viewed:
Never
Load More Messages
Last 30 Days of Messages
Mark All Messages as Read



5

This will open a new window. Here, the sending details will auto-fill based on who you are replying to.

You can then enter text into the '**Your Message**' box.

Press **Send** when ready.