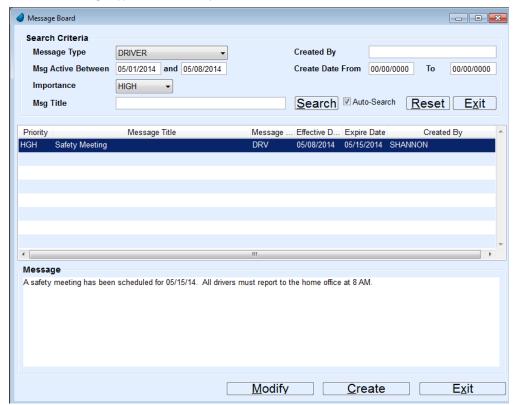
Message Board

Last Modified on 11/01/2023 8:58 am EDT

The Message Board is designed to allow sharing of information with regard to Energy Force and Re-Engineered EnergyTrack. Create messages used by the office or send these messages to the handheld units (Toughbook users only) for the drivers.

Press Ctrl+B to display the Message Board.

- 1. To create a new message, press **Create**.
- 2. Select the Message Type from the drop-down.



- 3. The Msg Active Between date range indicates the date range that the message will appear on the message board and on the EnergyTrack RE handhelds.
- 4. Select the level of Importance.
- 5. Enter a Msg Title or subject.
- 6. Enter the Message to be displayed and press Save. This will return to the Message Board screen.

To perform a search for messages, enter search criteria on the Message Board. Search by *Message Type*, *Msg Active Between*, *Created By*, a specified *Create Date From* range, etc.

