

<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Tools
<b>Access</b>	“Tools   Send message”
<b>Minimum service pack</b>	SP26
<b>This document</b>	Send Messages Ref 10.2 Published May 2004

---

## Overview

“Send messages” allows you to send a message to another user, computer and/or company currently logged on.

---

## Details Displayed

- Select one of the following:
  - **All Users.** The message is to be sent to all other users currently logged into Chreos.
  - **Users.** The message is to be sent to the selected user if they are currently logged into Chreos. .
  - **Computers.** The message is to be sent to the selected computer if it is logged into Chreos.
  - **Companies.** The message is to be sent to all instances of Chreos that are currently logged into the selected company.
- **Message.** Enter the message that is to be sent.

---

## To Send a Message

- Select where the message is to be sent.
- Enter the message text in ‘Message’.
- Click the [Send] button.

---

## When a Message is Received

When a message is received the ‘Chreos communications’ screen will appear displaying the following information:

- **Message From.** The user who sent the message.
- **Terminal.** The computer that the message was sent from.

- **To.** Who the message was intended for.
- **Message.** The message text.
- Click the [OK] button once the message has been read.
- **Note:** The message will only appear in Chreos, if Chreos is open but another application is currently being used the message will be displayed in Chreos and therefore viewed when Chreos is next used. If Chreos is not running on a machine then the message will not display.

*This information sheet is a support document related to the use of Chreos 3 from Wild Software Ltd only. It does not in any way constitute, nor is it intended to constitute or be used as, accounting or legal advice. Because Chreos 3 is subject to a process of continuous improvement Wild Software Ltd can not guarantee that the user's version of Chreos 3 will be identical to the one described herein.*

*Copyright © Wild Software Ltd, 2004*