

Messages

[Control Panel](#) > [Work Order](#) > [Messages](#)

Messages:

The Messages list can be opened by going to **Control Panel > Work Order > Messages**. It displays a list of all unread messages sent to Angus AnyWhere®. There are two scenarios where a message would appear in this page:

- **New Note** – If a Tenant Manager adds a **Note** to a work order.

The screenshot shows the 'Messages' page for a specific work order. The sidebar on the left contains navigation links: Home, Service Requests, Visitor Security, My Visits, New Visit, Import Visitors, and Frequent Visitors. The main content area is divided into sections. The 'Request Details' section shows the request number (43287715), status (Open), and requested by (Mike Richards). The 'History' section shows a list of messages with columns for Date, From, and Details. A red box highlights a message dated 'Mar 13 - 12:03 PM' with the subject 'New Note'.

- **Responding to an Automatic Email** – If an Axis user (Non-Tenant, Tenant, or Vendor) responds to an automatic email that gets sent from the system (i.e. TR Work Order Completed email, COI Expiry Notification, etc.)

Note:

- Messages added to the **Messages** tab within a work order will not appear in this page.

The screenshot shows the 'Outstanding List' page. The left sidebar contains navigation links: Go Back, Work Order (Open), and a list of work orders. The main content area shows a list of messages. A red box highlights a message dated 'Apr 17 at 2:41 pm' with the subject 'These messages will not appear in the Messages page.'