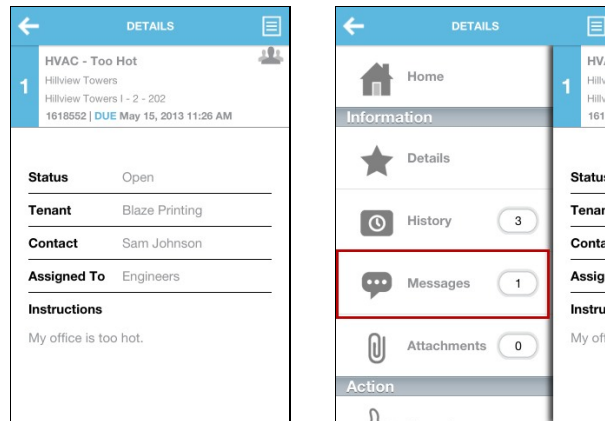


Viewing and Sending Messages

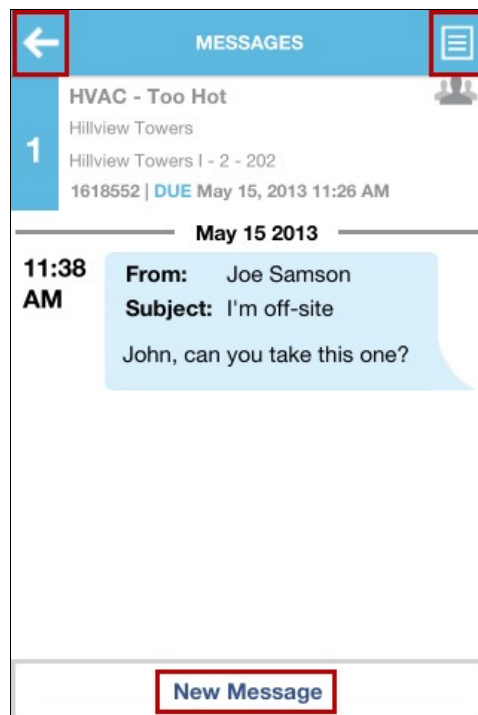
Viewing and Sending Messages:

You can view any messages associated with a work order. These are the same messages as can be found under the Messages tab in Angus AnyWhere® when viewing a work order's details.

1. Locate and open the work order you would like to view messages for.
2. After opening the work order, press the **Options** button (☰) in the top-right corner, then select **Messages**.



3. The messages are displayed in a format similar to instant messengers.
 - If you do not wish to send a message, select the **Options** menu to return to the home screen, or press the back arrow in the top-left corner to return to the previous screen.
4. To send a message, press New Message in the bottom-right corner of the screen.



5. Enter a message subject and your message in the fields provided. Press **Send** to send the message.

The screenshot shows a mobile messaging application interface. At the top, a blue header bar contains a back arrow on the left, the text "NEW MESSAGE" in the center, and a red-outlined "Send" button on the right. Below the header, there is a "Subject:" label followed by a text input field containing the text "Off-site". Underneath the subject field is a larger text input area for the message body, which contains the text "Yes, I can.". At the bottom of the screen, a virtual keyboard is displayed, featuring rows of numeric, punctuation, and alphanumeric keys, along with "ABC", "space", and "return" buttons.