





## Sending Messages

You can create and send messages that will be 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. For more information, see the topic [Using Search](#).
2. After opening the work order, select **Send Message**. The New Message screen will be displayed.

**Note:**

- The number and type of actions available will vary depending on which list the work order is from. In the example below, a broadcasted work order (which has not yet been accepted by an engineer) is shown.



3. In the New Message screen, enter a subject and the message in the Subject and Message fields provided. When you are finished, select **Send Message**. Your message has now been sent.

