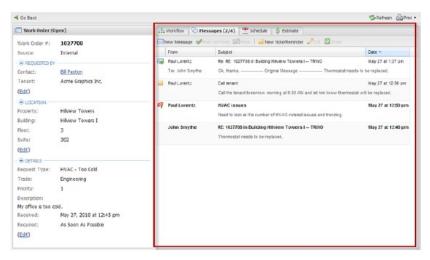
The Messages Tab





There are four different types of messages which can appear under this tab:

- Incoming Messages: Messages that are received by email are displayed in this interface. Messages marked in bold are unread. Unread messages also appear in the Messages list.
- Outgoing messages: Outgoing messages that are sent by email to one or more recipients and are tagged with a icon.
- 3. Reminders: Reminders are created by Axis Portal administrators, are always displayed in bold, and are not sent to an email recipient. Reminders can be used as a high-priority "to-do" note, which will also appear on the Messages list.
- 4. Notes: Notes are lower-priority reminders which are only displayed within the Messages tab of the work order they are associated with.