

Messages

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About Messages:

The Messages list displays all unread messages sent to Axis Portal, using the company email address. There are two kinds of messages:

- Incoming messages related to a work order. These messages are linked to a specific work order.
- General messages received by the system. These can be messages sent by employees. Administrators can generate a work order based on the information provided in a general message.
- Reminders created by Axis Portal administrators. Reminders are always associated with a particular work order, and are marked with a 📌 icon.
- Refer to the [Messages Tab](#) for further information.