

Date and time of message is recorded

Caller and organization

Status of message can be recorded and follow-ups documented

Can sort by recipient so you can see only your messages

Double Click Record For Message Details:		Press Field Name To Sort List:		Double Click A Field To Filter:		Remove Filter	
ID	Date / Time	Issue Type	Caller	Status	Notes:	Recipient	
506	6/3/2009 4:53:26 PM	Message	Megan/Channing Bete	Completed	is coming to new jersey end of ju	JM	
505	6/3/2009 12:58:40 PM	Message	Inez Kozac	Will Call Back	Inez would like you to call her bac	JM	
504	6/3/2009 11:15:39 AM	Needs Follow-Up	Paul Holmes /MTF Jessup PA	ASAP	We have booked a Mert class for	MP	
503	6/2/2009 3:17:52 PM	Message	Stephen Garrett/ Heartsine	Completed	Has good news on discount unit p	JM	
502	6/2/2009 2:23:41 PM	Sales Lead	Ann/ NJ Transit Medical Dept	ASAP	Has worked with you a couple of	JM	
501	5/29/2009 11:14:17 AM	Sales Lead	Bob Kulchin/Camp Shibley	Completed	AED Short Term Lease 1 unit again		
500	5/27/2009 4:49:23 PM	Needs Follow-Up	Maary Olshefski /ACLS Studi	Completed	Has not received her card. HNH 0	JM	
499	5/26/2009 1:45:33 PM	Message	Michael Pappas/732-397	ASAP	Need a letter stating have taken	MM	
498	5/26/2009 9:53:35 AM	Needs Follow-Up	Noreen Delaney/Nurse	ASAP	wants to take an emit course/cor	MM	
496	5/20/2009 11:44:41 AM	Sales Lead	John Schmitt/Camp Cayuga	Completed	would like to rent AED for Camp C	JM	
495	5/19/2009 1:54:32 PM	Message	Marc/Excal	Completed	concensus on Pandemic video	JM	

Message Manager
from Less Stress Instructional Services

Thursday, June 04, 2009

Add New Message Close Form

Recipient for message can be identified

Type of message can be listed

Message details can be documented at length