

Ratsupport DB Message System



Contents

- Slide 4 Discussion
- Slide 5 Menu
- Slides 6-7 Message Screen
- Slide 8 Compose Message
- Slide 9 Message To
- Slide 10 Starred Message

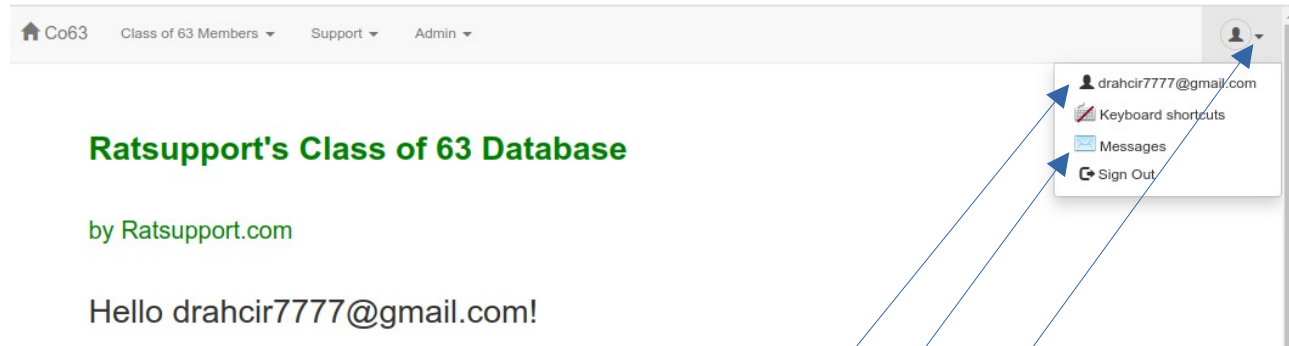
Contents

- Slide 11 Sent Messages
- Slide 12 Message Draft
- Slide 13 Message Notice via Email
- Slide 14 Happy Endings

Discussion

- The Ratsupport.com's Application message system is for users of the application to communicate with each other.
- You can use this system to communicate with others using this application.
- Please feel free to use at your will.

Menu



In all Ratsupport.com's Database Applications you can find the menu in the upper right corner of the window.

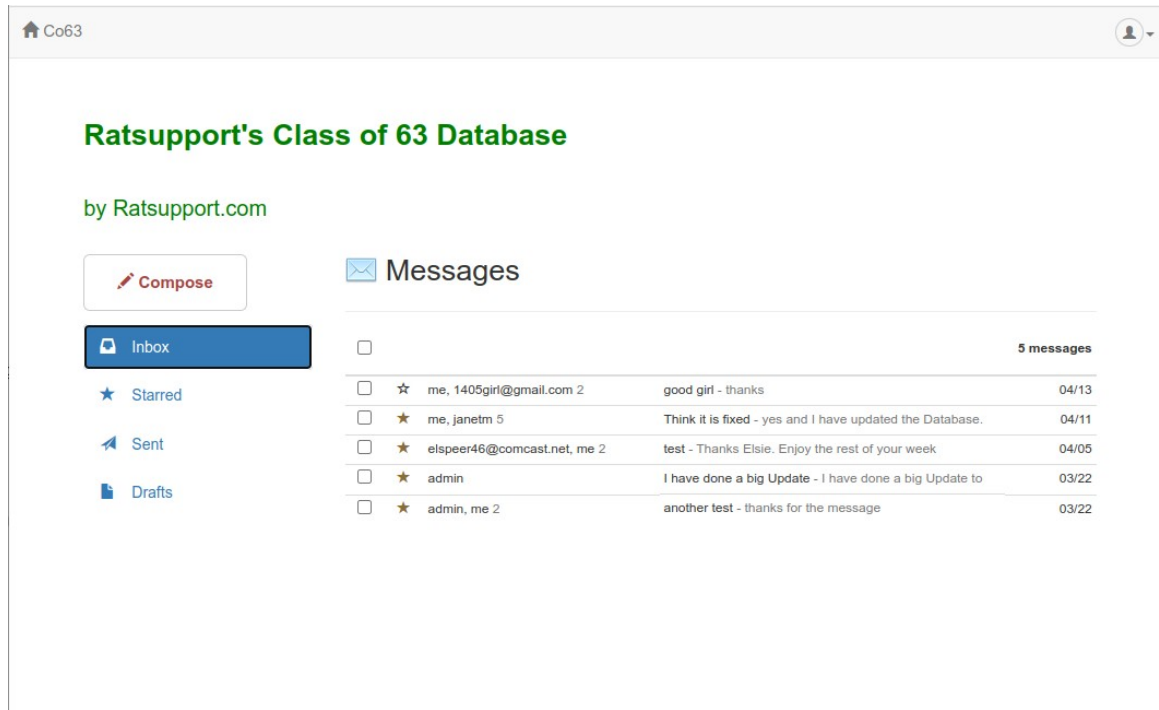
There is a circle with a silhouette of a head and a down arrow (Pull Down Icon).

You can left click on any of the items to see your choice. Clicking on your username will take you to your profile and ability to change password and see your abilities.

Left Click on Message will start up the Ratsupport.com DB Message System.

If you have messages waiting for you there will be a red circle with the number of messages next to the Menu Pull Down.

Message Main Screen



This is what my Message Page looks like for my membership in the Class of 63 Database.

I can Compose a message to other members, check the important messages (Starred), view the messages I have sent and view my drafts.

Each will be discussed in following slides.

Message Screen

The screenshot shows a 'New message' window. At the top left, it says 'New message' with a close button 'x' on the right. Below this are three input fields: 'To' (a text box with a blue border), 'Subject' (a text box), and a large empty text area for the message body. At the bottom right, there are two buttons: a blue 'Send' button with a paper plane icon and a red 'Discard' button with a trash can icon.

The Message Screen looks like this.

To send a message you have to select a member to address (Up to 5 members) your message and Please fill in the Subject field.

You can then compose your message and click on the blue Send button.

Compose Message

New message ✕

To:

Subject:

By clicking on the compose button you should get an empty screen similar to this one.

I have selected the To: and added a Subject and a basic message.

Once I am done with this activity I can Send the message or Discard it.

Message To

New message ✕

To |

Subject

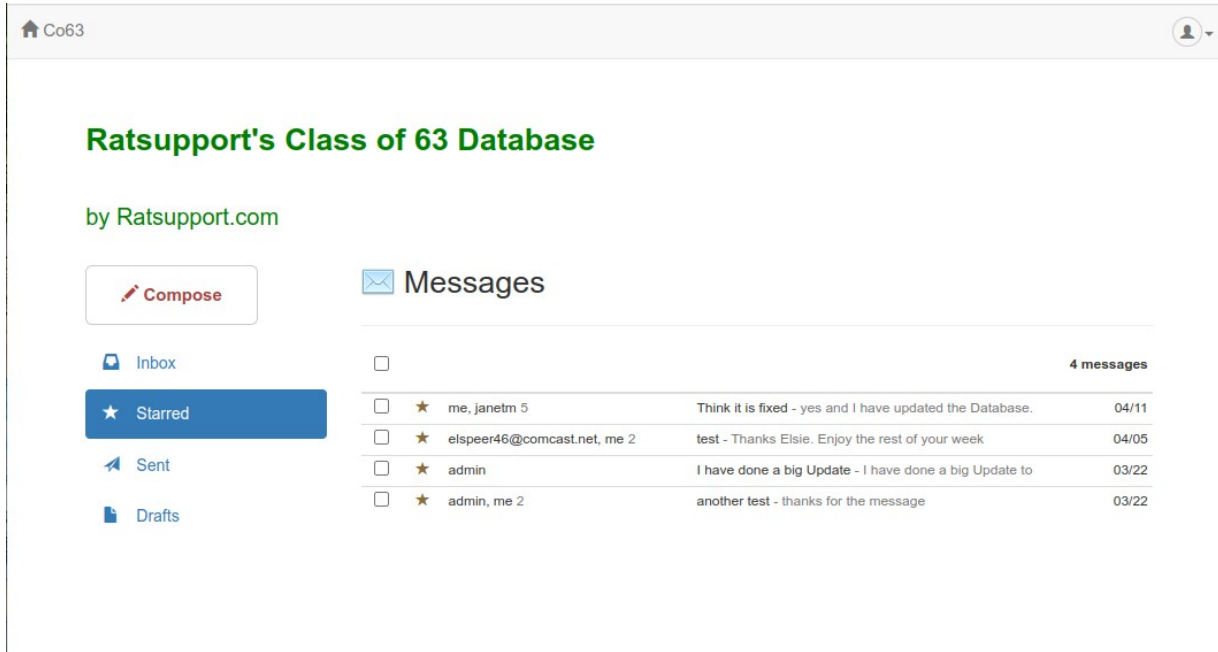
- ALL USERS
- Louise Sorling, (1405girl@gmail.com)
- Janet E Kelley, (1auntjan@gmail.com)
- Richard C. Anderson, (admin)
- Alannah de Place, (alannah d)
- Glen Dowdy, (asaglen@gmail.com)
- Bill Snowden, (billsnowdensr@gmail.com)
- Deanna Wilson, (dewilson@...)

↩ Send 🗑 Discard

By left clicking on the To field a list of members will appear, you are allowed to select up to 5 to send a message.

To find the member you want to send a message just start typing in their name and the list will find them.

Starred Message



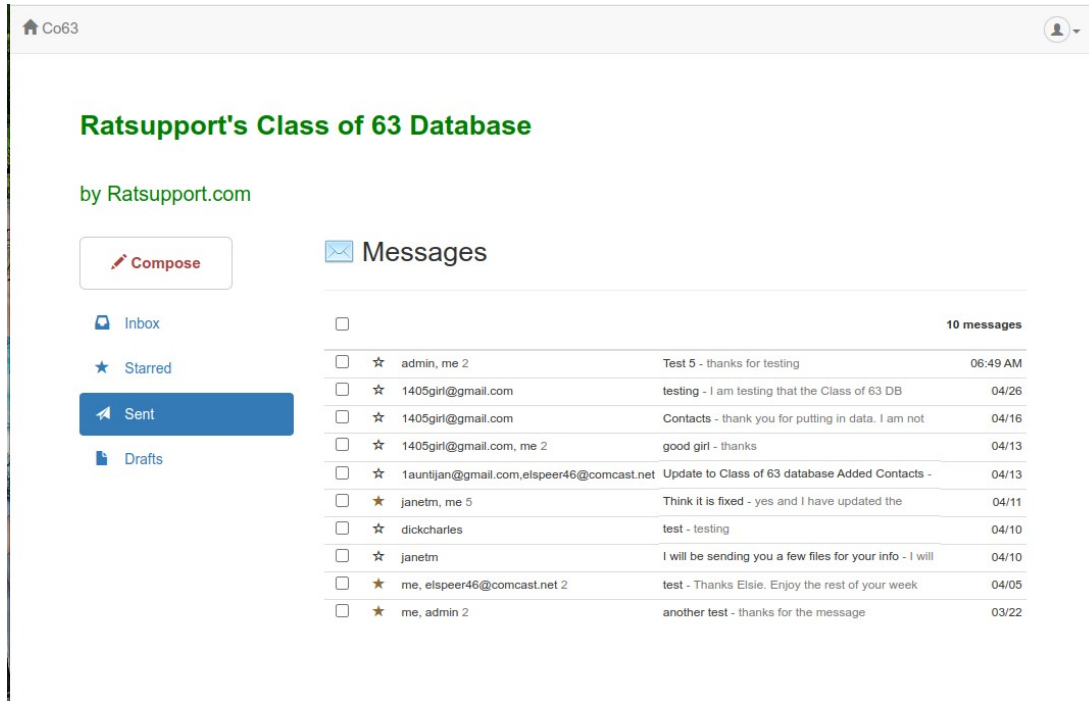
The screenshot shows an email client interface. At the top left, there is a home icon and the text 'Co63'. At the top right, there is a user profile icon. Below the header, the email title is 'Ratsupport's Class of 63 Database' in green, followed by 'by Ratsupport.com'. On the left sidebar, there is a 'Compose' button with a pencil icon, and a list of folders: 'Inbox', 'Starred' (highlighted in blue), 'Sent', and 'Drafts'. The main area is titled 'Messages' with an envelope icon. It shows a list of 4 messages. The first message is starred and has a checkmark in the left margin. The messages are as follows:

<input type="checkbox"/>			4 messages
<input type="checkbox"/>	★ me, janetm 5	Think it is fixed - yes and I have updated the Database.	04/11
<input type="checkbox"/>	★ elspeer46@comcast.net, me 2	test - Thanks Elsie. Enjoy the rest of your week	04/05
<input type="checkbox"/>	★ admin	I have done a big Update - I have done a big Update to	03/22
<input type="checkbox"/>	★ admin, me 2	another test - thanks for the message	03/22

If you clicked on the Star in the Inbox you will also find that special message in the Starred Window.

You can always click on the check box to send message again or Delete the message.

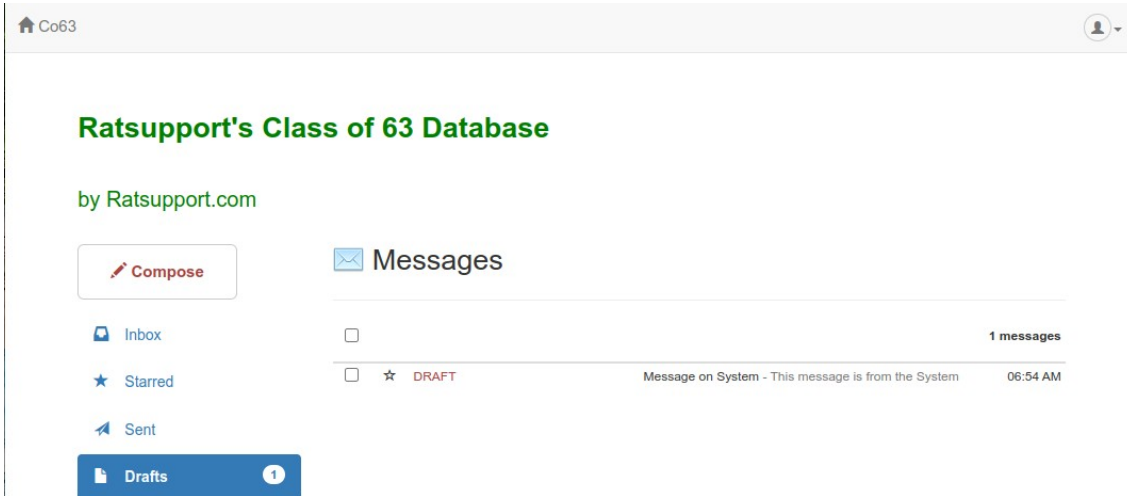
Sent Messages



By clicking on the Sent link you can see the messages you have sent and to whom you sent the message.

You can always click on the check box to send again or delete the message.

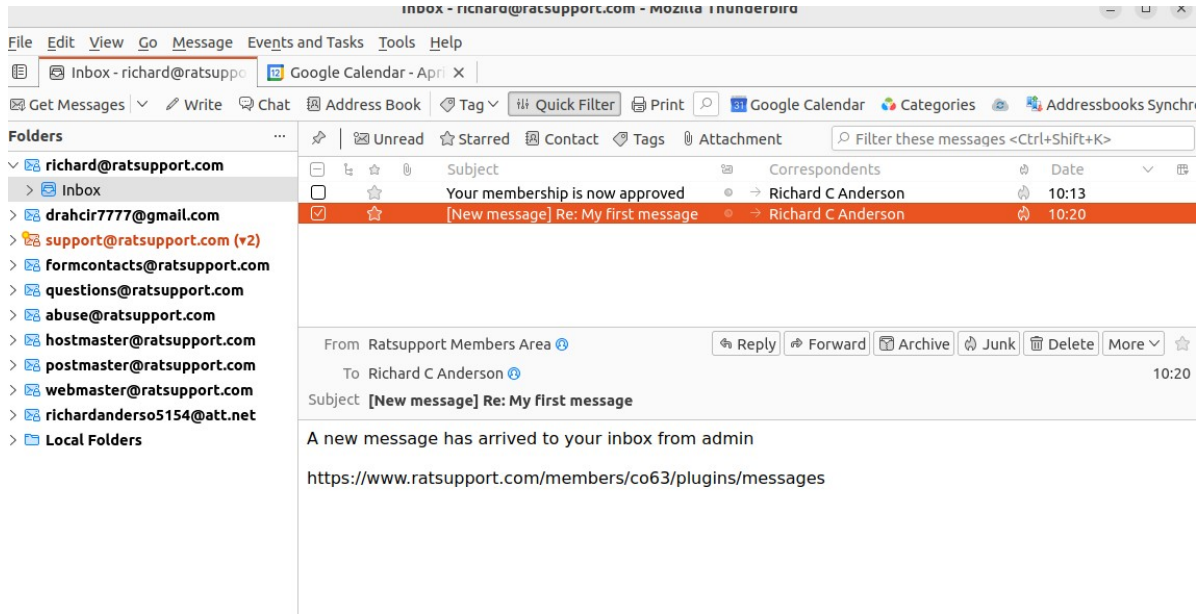
Message Draft



If you started a message and did not put a member's name in the To field the message can be saved as a Draft by clicking on the Send blue button.

Those Draft message will show up here when you click on the Drafts Link. The number of drafts will show up in a white circle in the Drafts Button.

Message Notice



The message system will send you an email from support@ratsupport.com (Richard C. Anderson) and it will have a link to the message.

If you click on the link and are not signed into the system you will get a message stating you are not allowed. If you click on the green Sign In button you will see the message notice (red dot) in the upper right of the app window.

One note, I use Thunderbird for my email system so the link can not be clicked on (Thunderbird Security thing) so I have to copy and paste the link.

Happy Endings



I hope you learned something and this presentation was helpful.

If you have questions, comments or suggestions please use the [Contact Us link](#) on [Ratsupport.com](#).

The message system is for each application within that application. This message system does not go across applications.

If you want to contact members via the Ratsupport.com's Website message system you can find that in the Members Only Area (MOA) by using the [messages tab](#).

Enjoy and have a wonderful day.