

Message Board

Last Modified on 11/01/2023 8:58 am EDT

The Message Board is designed to allow sharing of information with regard to Energy Force and Re-Engineered EnergyTrack. Create messages used by the office or send these messages to the handheld units (Toughbook users only) for the drivers.

Press **Ctrl+B** to display the Message Board.

1. To create a new message, press **Create**.
2. Select the *Message Type* from the drop-down.

The screenshot shows the Message Board application window. It features a 'Search Criteria' section with the following fields: 'Message Type' (DRIVER), 'Msg Active Between' (05/01/2014 and 05/08/2014), 'Importance' (HIGH), and 'Msg Title'. There are also fields for 'Created By', 'Create Date From', and 'To'. A 'Search' button is present, along with 'Auto-Search', 'Reset', and 'Exit' buttons. Below the search criteria is a table with the following data:

Priority	Message Title	Message ...	Effective D...	Expire Date	Created By
HGH	Safety Meeting	DRV	05/08/2014	05/15/2014	SHANNON

Below the table is a 'Message' section with the text: 'A safety meeting has been scheduled for 05/15/14. All drivers must report to the home office at 8 AM.' At the bottom of the window are 'Modify', 'Create', and 'Exit' buttons.

3. The *Msg Active Between* date range indicates the date range that the message will appear on the message board and on the EnergyTrack – RE handhelds.
4. Select the level of *Importance*.
5. Enter a *Msg Title* or subject.
6. Enter the *Message* to be displayed and press **Save**. This will return to the *Message Board* screen.

To perform a search for messages, enter search criteria on the Message Board. Search by *Message Type*, *Msg Active Between*, *Created By*, a specified *Create Date From* range, etc.

This is a close-up of the Search Criteria section from the previous screenshot. It shows the following fields and buttons: 'Message Type' (DRIVER), 'Msg Active Between' (05/01/2014 and 05/08/2014), 'Importance' (HIGH), 'Msg Title', 'Created By', 'Create Date From', 'To', 'Search', 'Auto-Search', 'Reset', and 'Exit'.