

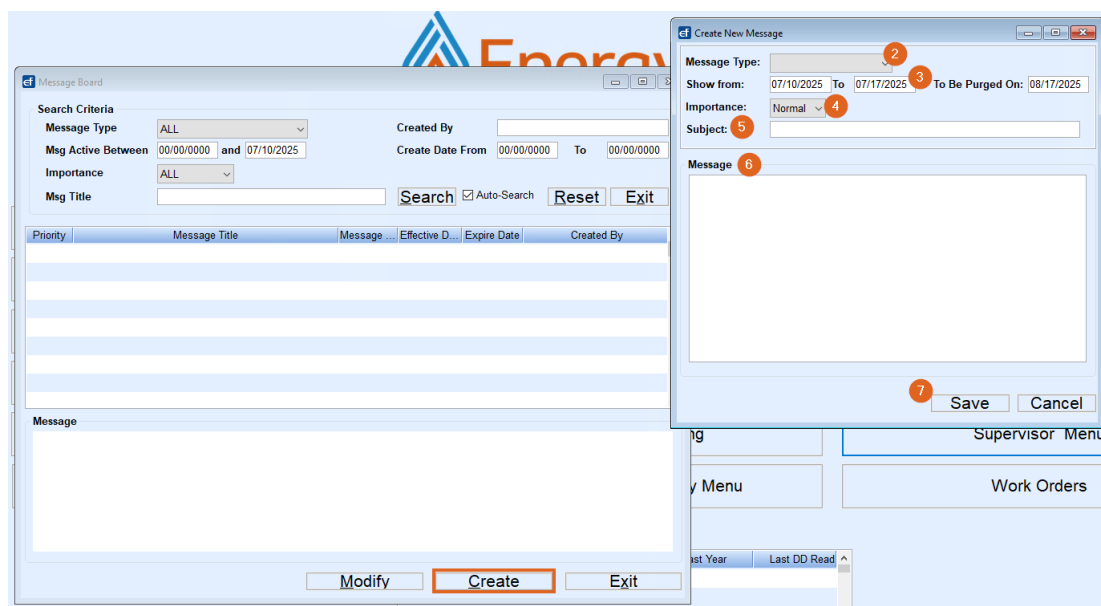
# Message Board

Last Modified on 07/10/2025 12:42 pm 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.



3. The *Show from* date range indicates the date range that the message will appear on the message board and on the EnergyTrack handhelds.
4. Select the level of *Importance*.
5. Enter a *Subject*.
6. Enter the *Message* to be displayed
7. Select **Save** to 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.

<b>Search Criteria</b>	
<b>Message Type</b>	DRIVER
<b>Msg Active Between</b>	07/10/2025 and 07/10/2025
<b>Importance</b>	HIGH
<b>Msg Title</b>	
<b>Created By</b>	
<b>Create Date From</b>	00/00/0000 To 00/00/0000
<b>Search</b>	<input checked="" type="checkbox"/> Auto-Search <b>Reset</b> <b>Exit</b>