Web messages

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Choosing this command from the *Special* menu, if you are using the mSupply web server, provides a means of giving information to your clients. For example, you might want to let them know about a change in packaging, a drug recall or that you will be closed next Tuesday for stock taking.

The messages you add will be shown in the customer's web browser after they have successfully logged in.



Choosing this menu item shows a list of messages, if there are any.



Double-click a message to edit it.

Delete button

Click on a message in the list, then click this button to delete it.

Click the // New// button to add a new message. The window to add or edit a message will be shown



Only messages with the “active” radio button checked will be displayed.

Priority

Choose a priorty from one to five. Messages are sorted by priority before they are displayed, so messages with a priority of “1” will display at the top of the list.

When a customer successfully logs on, they will see the headline message only, with a “more….” link, which will display the full message text.

Note that you can put HTML tags in the message headline and body.

For example, to make a message appear in bold, write it like this:

- Urgent request for assistance

To make a message blink:

- <blink>Blinking messages are very annoying</blink>

You can also use this facility to make complex newsletters with columns and links to other web pages etc.

<note>To continue to the next section of the mSupply® user guide click here</note>

From:
https://docs.msupply.org.nz/ - **mSupply documentation wiki**

Permanent link:
https://docs.msupply.org.nz/web_interface:web_messages?rev=1342027851

Last update: **2012/07/11 17:30**