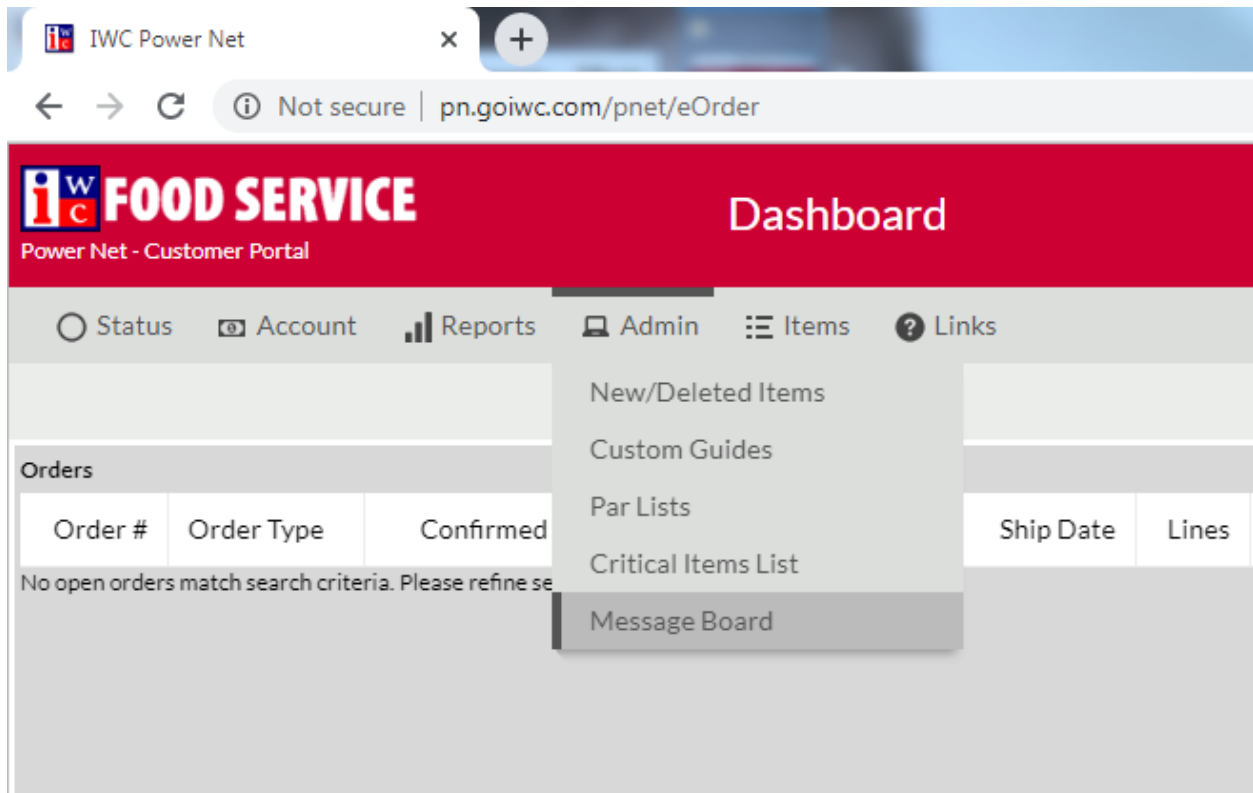


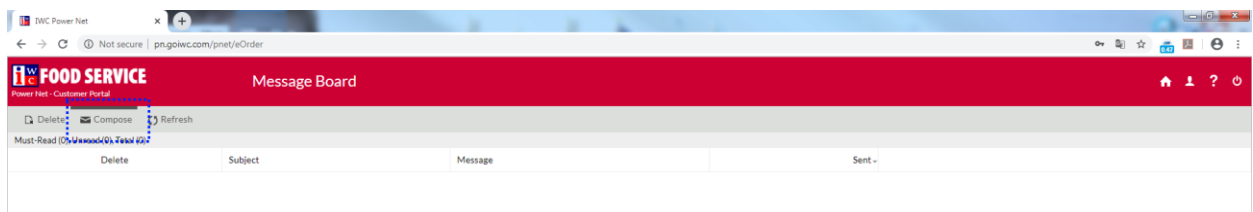
To send a message to your system:

Login to Power Net

Hover over Admin and select Message Board



Click Compose



Enter the information you want in the message:

Destination

- Message Board will display within Power Net
- Email will send the message to the email addresses attached to your system's users

Priority

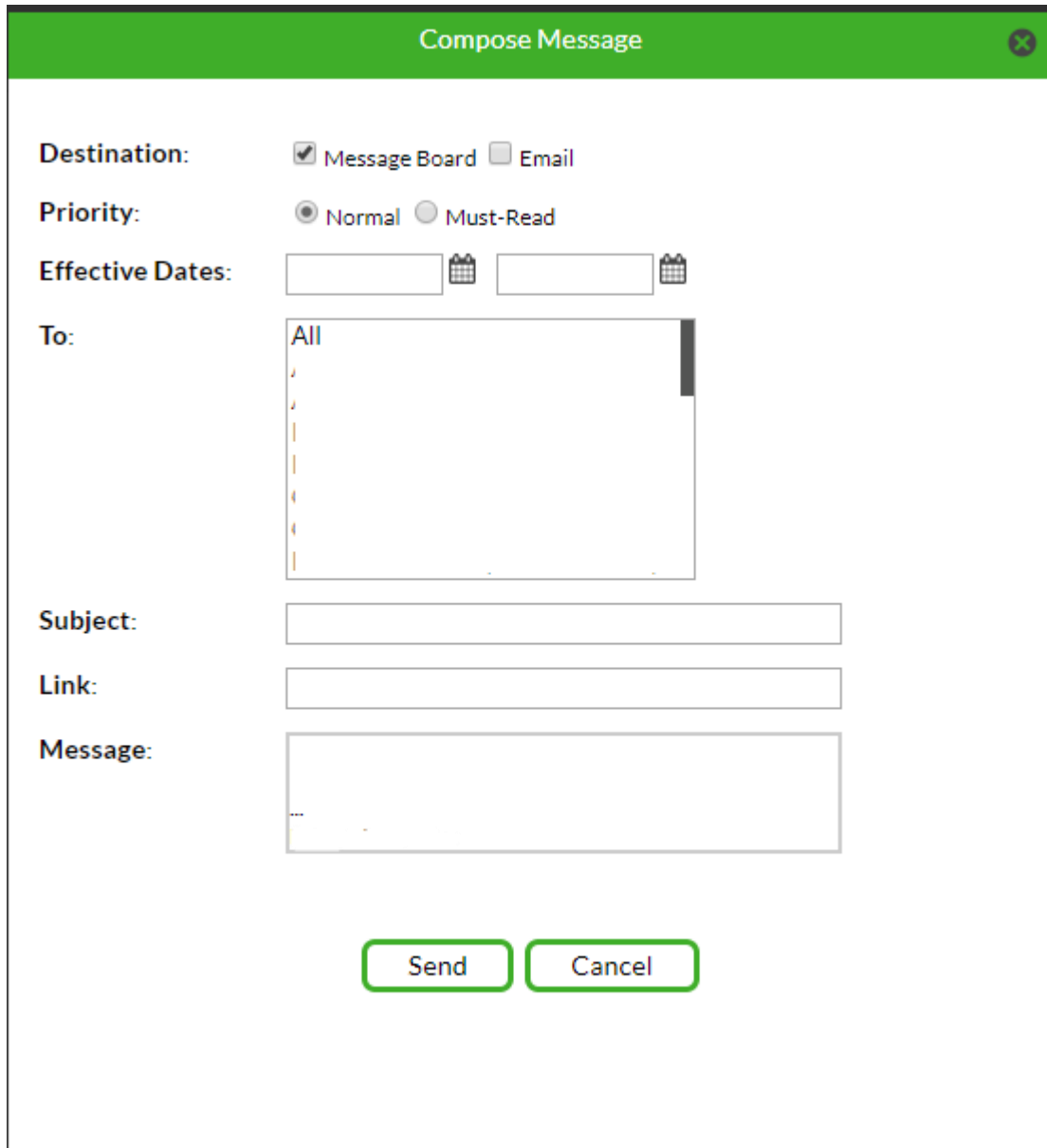
Effective Dates – set how long you want the message to display

To – select All users or specific users

Subject – title of the message

Link – can add an URL or leave blank

Message – the body of the message



The image shows a 'Compose Message' dialog box with a green header bar. The dialog contains the following fields and controls:

- Destination:** Radio buttons for 'Message Board' (checked) and 'Email'.
- Priority:** Radio buttons for 'Normal' (selected) and 'Must-Read'.
- Effective Dates:** Two date pickers, each with a calendar icon.
- To:** A dropdown menu currently showing 'All'.
- Subject:** A text input field.
- Link:** A text input field.
- Message:** A large text area for the message body.
- Buttons:** 'Send' and 'Cancel' buttons at the bottom.

Click Send