NECS Clinical Systems Specialist Team
EMIS Web - Screen Messages

Sending a New Message

EMIS Web has functionality to allow users to send messages to each other. **This should not be patient related as they are not stored in the patient record and cannot be audited.**

1. Click **Send a screen message** icon on the Quick Access Toolbar

2. The **Send Screen Message** dialogue box will display

3. Type your message into the message field. **Note:** you have a maximum of 200 characters

4. Click **Urgent** if you want to display an urgent message alert box in the middle of the screen of the receiving user

5. The list of users shows those currently logged on to Emis. **Green** shows user is available, **Yellow** shows user is online but is in a consultation or has locked their session

6. Select the relevant users to receive the screen message and click **Send**

Sending a Message to Offline Users

1. To send a message to a user not currently logged in, type your message and click **Show All Users.** Any user with a **Grey** icon is offline


2. Select the relevant offline users to receive the screen message and click **Send**

Receiving a Screen Message

1. If you receive a non-urgent screen messages they will appear in a yellow bar above the patient précis bar. Click on **click this link to view** to look at received messages.

2. If you receive urgent screen messages they will appear in a yellow bar above the patient précis bar, but an alert will also appear in the middle of the screen. Click **View** to look at the message, or click **Close** to view later from the yellow bar.
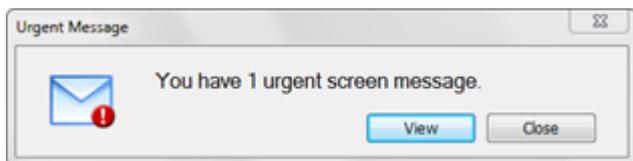
Reply to a Screen Message

1. Select the message to **view**

2. Select **Reply** to reply to just the sender or **Reply All** to reply to everyone the message was originally sent to.

3. Type your message into the message field and click **Send**.

4. Click **Close** to leave the message showing in the yellow bar.

Discard a Screen Message

1. Once the message has been read and replied to if necessary, **view** the message and then click **Discard** to remove the message. Once discarded it cannot be retrieved again.