# 1 INBOX/OUTBOX MESSAGE

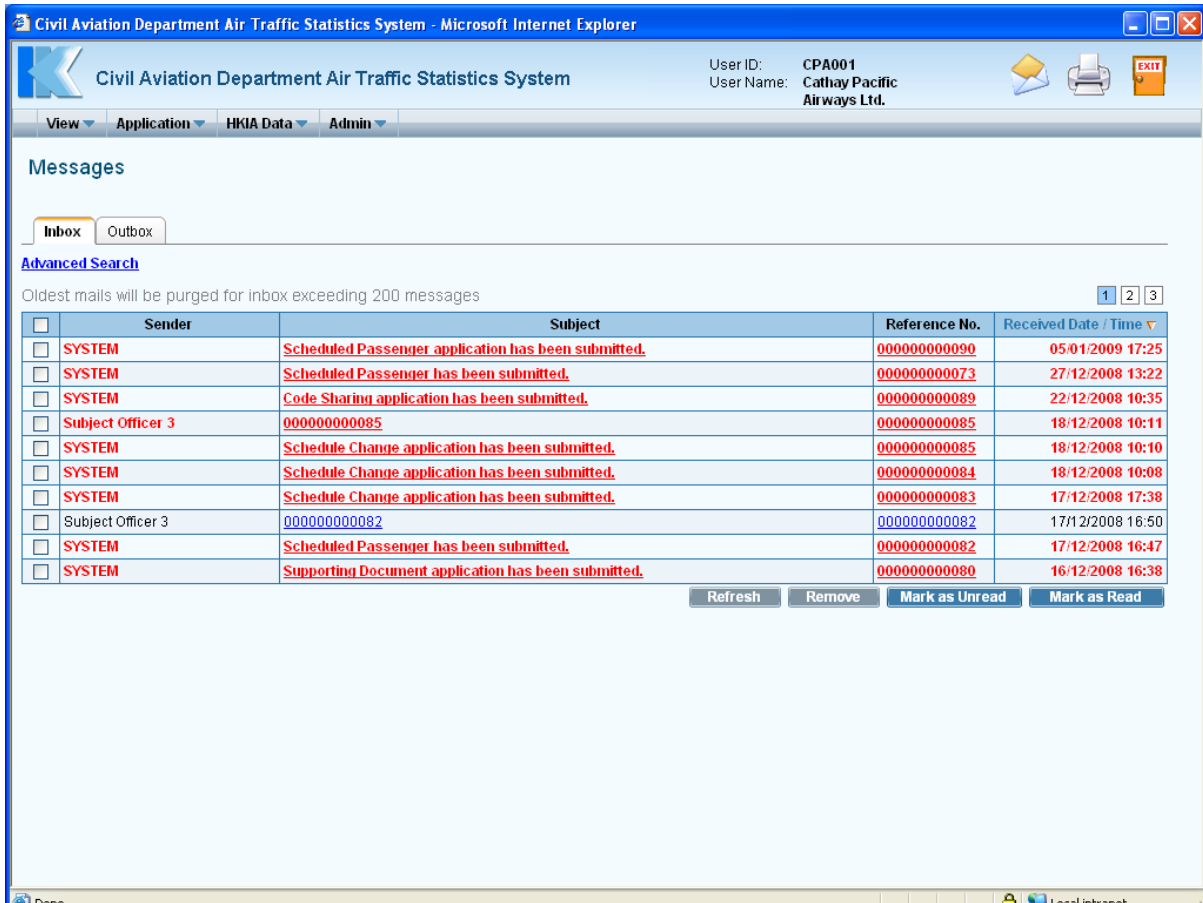## 1.1 MESSAGES

1.1.1 Introduction

This section provides information on reading / sending messages in the CAD E-filing System.

1.1.2 Maintain Messages

1.1.2.1 From the Main menu, click *View* → click *Messages*. The **Messages** screen will be displayed. User can search, view and delete incoming messages. Unread messages are displayed in red bold letters while read messages are displayed in blue letters.
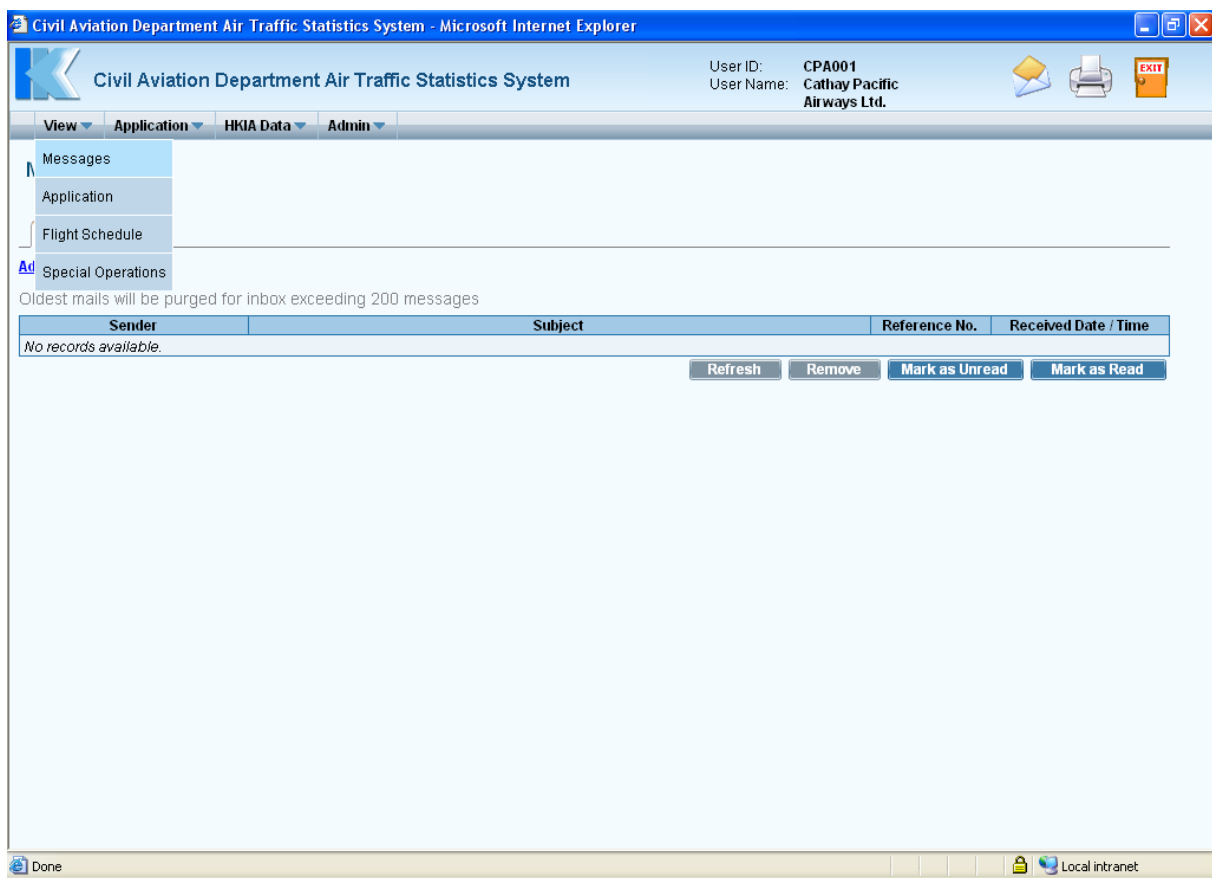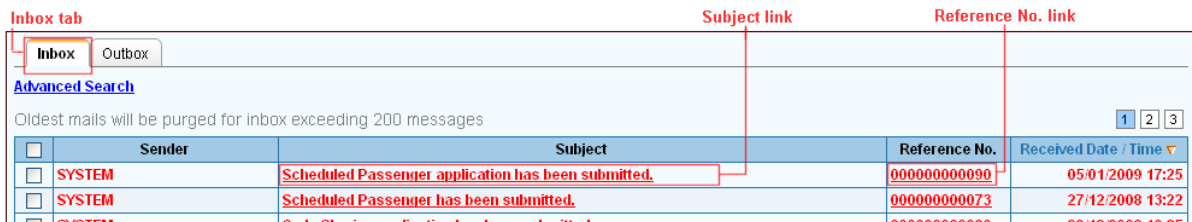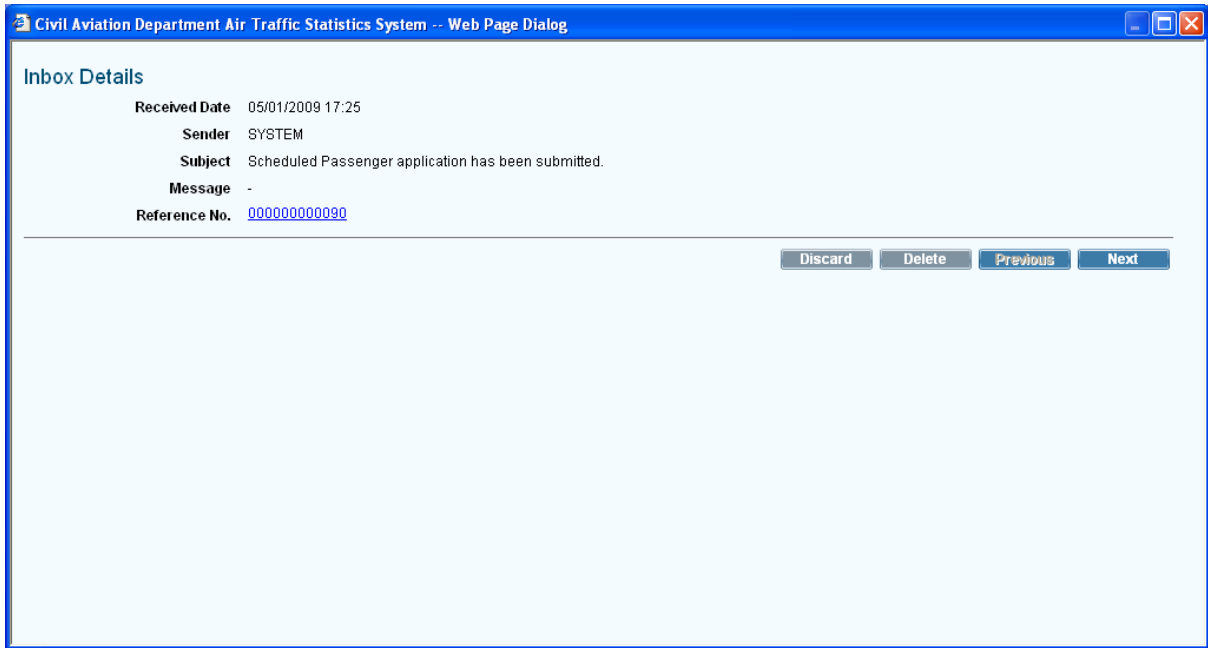

Main Menu

Messages - Inbox

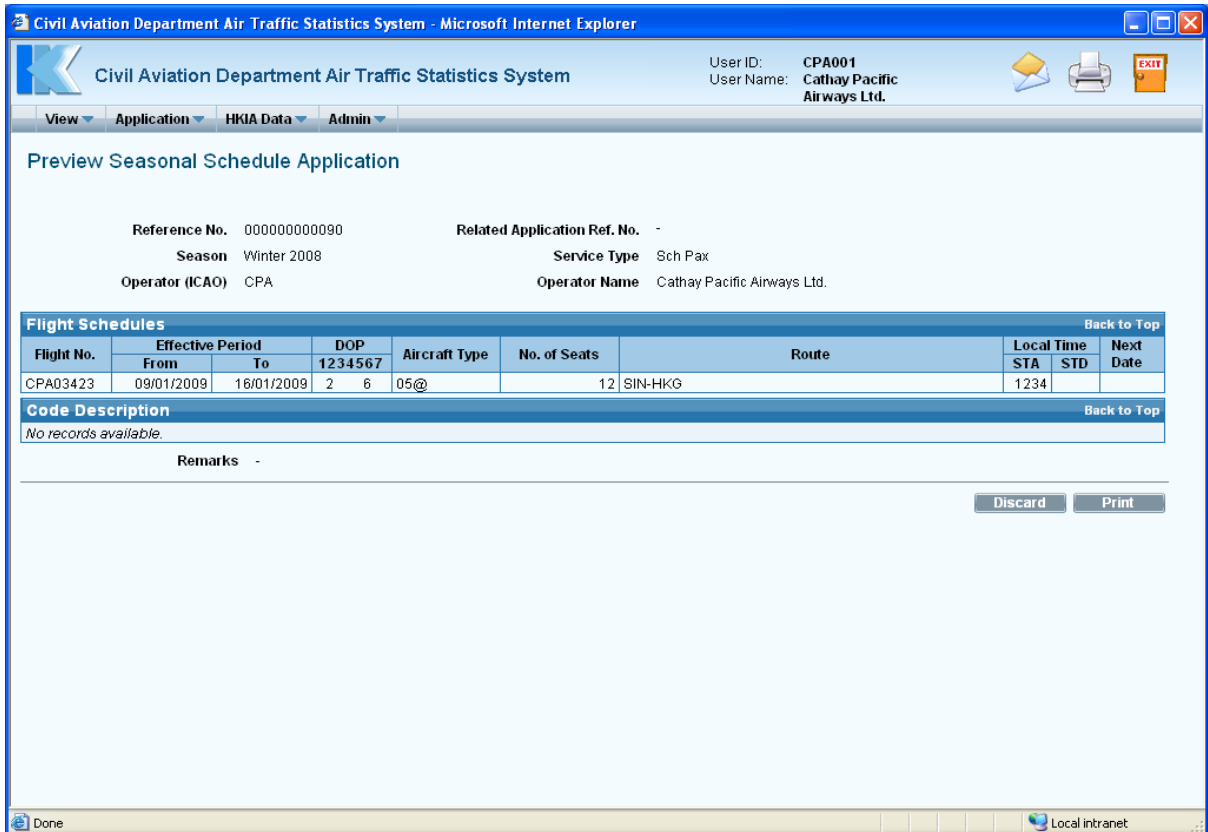1.1.2.2 To view content of the message, click <u>Subject</u> link. **Inbox Details** screen will be displayed.

Inbox Details

1.1.2.3 Click <u>Reference No.</u> link to view corresponding application.

Preview Seasonal Schedule Application

1.1.2.4 Filter the messages by clicking <u>Advanced Search</u> link, the *Search* section is displayed. Fill in the search criteria.

a. *Subject Contains* - User may specify criteria to be matched with the related subject or partial content by including the "%" character (e.g. %Approved% - to view all messages containing the word in the subject).

b. *Received Date* - User can specify *Received Date* using *date picker* or input it manually in dd/mm/yyyy format. If both dates are specified, the date in the first input box must be on or before the date in the second input box. User can leave both dates empty to select all messages.

c. *Sender* - Specify the sender of the message.

d. *Message Status* - Tick *Read checkbox* to specify the status of the messages (i.e. read / unread). If both statuses are not ticked, all messages will be included in the search result.

e. *Reference No.* - User can specify the range of reference no. of applications included in the search result. If both numbers are specified, the number in the first input box must not be greater than that in the second input box.

1.1.2.5 To clear the search criteria, click [Reset] to remove the criteria entered.

1.1.2.6 Click [Search] and message records that matched with the search criteria will be displayed.

1.1.2.7 To set inbox messages as read / unread, select the inbox message by ticking the checkbox beside it. Click [Mark as Read] / [Mark as Unread].

1.1.2.8 To delete an inbox message, select the inbox message by ticking the checkbox beside the inbox message to be deleted. Click [Remove].

1.1.2.9 A message will be prompted to confirm deletion.
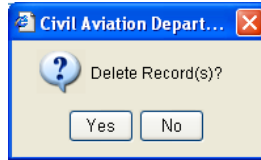
1.1.2.10 Click [Yes]. **Messages** screen is displayed with updated message list. Click [No] to discontinue and return to **Messages** screen.

1.1.2.11 To refresh the inbox messages list, click [Refresh]. New incoming messages, if any, would be listed in the grid.
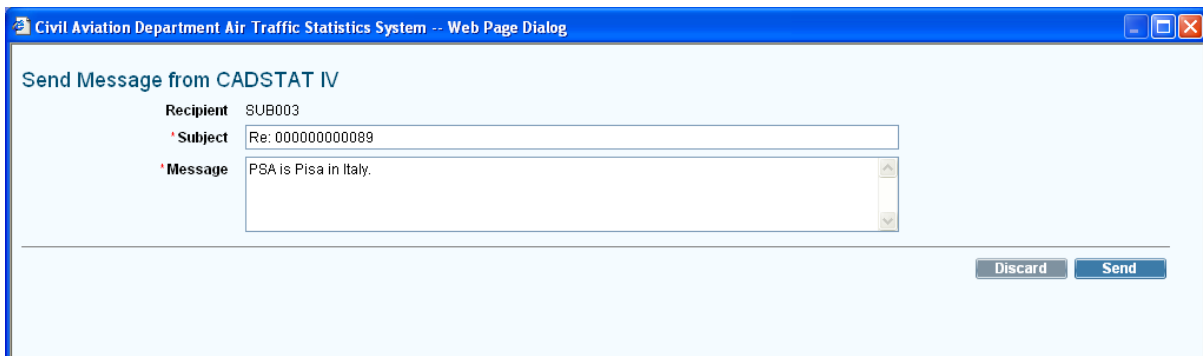
1.1.3 Reply Inbox Message

1.1.3.1 Click an inbox message subject from **Messages**, **Inbox Details** screen is displayed.
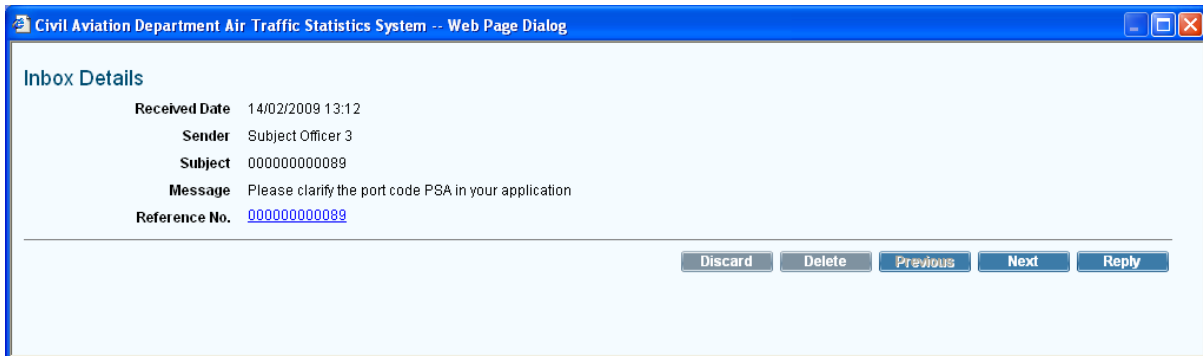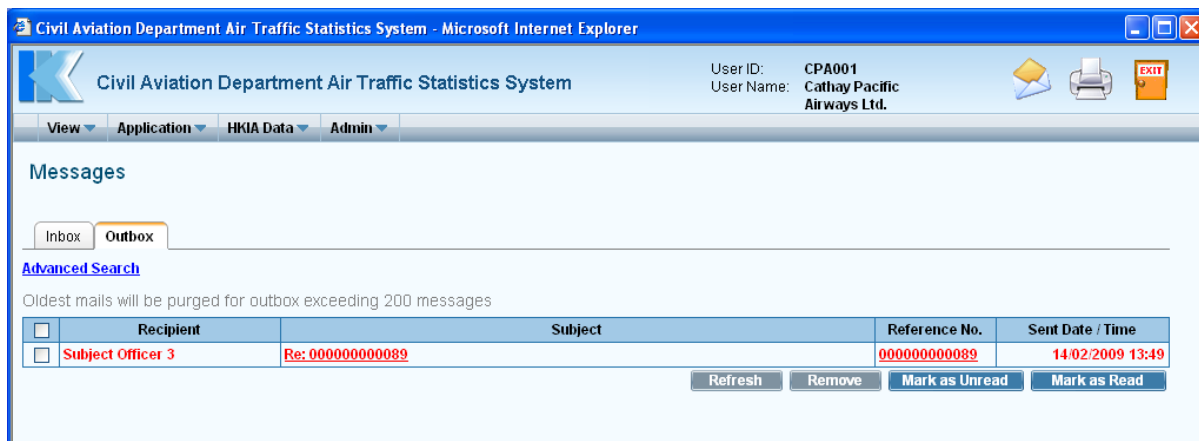

Inbox Details

1.1.3.2 To send reply, click [Reply]. **Send Message from CADSTAT IV** screen will be displayed. Provide information in the input box.
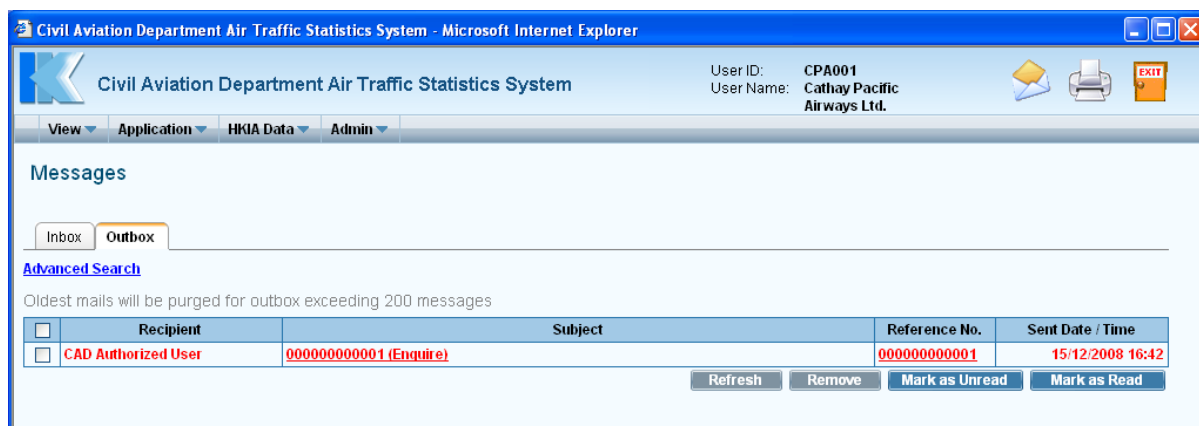

Send Message from CADSTAT IV

1.1.3.3 Click [Send] to send message to CAD.   The message sent is displayed in the Outbox screen when message is submitted to CAD successfully.

Messages - Outbox

1.1.3.4 To maintain outbox messages, click **Outbox** tab to view outbox messages.

Messages - Outbox

The functions in the Outbox screen are similar to those in the **Inbox** screen.