Link to article: https://discover.claromentis.com/knowledgebase/articles/396/sending-in-system-messages



Users can send in system messages to each other.

Administrators of Communication can additionally allow certain users to send messages in bulk, called a notification.

If a user does not have permission to send bulk notifications, they can only message one person or small groups at a time.

How to compose and send a message

Either click into the in system messenger and select compose (plus icon)...



...or open the messenger from Applications > Communication and then click compose to open a new message:

claromentis		Q What are you looking for?	🗊 1455 တ 🛛 🏢 🎝 🛎 🧲
Home Company - Departs	ment 🗸 Dashboards 🗸 E-Form Examples 🛩 Learnin	ig Projects Book a Demo	
Communication	Communication > Messages		
Messages			Any word ~ Q Reset
() Notifications	From	Message Preview	Date
	Abigail Clark, Alan Metcalfe and 5	more Thank you all for your hard	work yesterday, as dis 19-05-2020 16:04
	Austin Glover, Frank Simpson and	3 more No, people will only be able	to search through con 19-05-2020 15:14
	Abigail Clark, Alison Kelly and 6 m	nore No problem, thanks for letti	ng us know Piers! 01-05-2019 15:10

Choose who to send the message to, either an individual user or multiple.



Add a subject and your custom message using the CK Editor options.

Click 'send' to message the included users, who will be notified in system (and email if they have theirpreferences set to this for 'User')

All those included can open the message and respond in kind:

claromentis	Q. What are you looking for? 📾 15:03 🖙 🎵 🏭 🗘 🏖 🕒			
Home Company V Department V Dashboards V E-Form Examples V Learning	Projects Book a Demo			
Communication Communication > Messages > Message	• •			
Alan M., Anne., Jonnife, Lucy A., Phil La., Victori,				
Product Meeting Notes	Product Meeting Notes			
	■ ■ ☆ // // /目 ☆ か 単 H Sonite			
Send	Westnesslay, 19 June 2024			
	Product Meeting Notes Hey all, Here are the notes from the product meeting. Let me know availability for the next one.			
	Quote 15-06-202415:03			

Bulk Notifications

To prevent spam or misuse of messaging, only selected users can send bulk notifications.

An application administrator of Communication can access Admin > Communication> Permissions to add users/roles/groups you want to be able to send bulk notifications and save this.



When composing a new in-system message, those with the ability to send bulk notifications will see this as an option to select and configure:



Created on 18 June 2024 by Hannah Door. Last modified on 19 June 2024 Tags: communication, intranet, message