

Messaging Video: [Messaging - YouTube](#)

The messaging system in Barnestorm is similar to inter-office email. The intended purpose is to aid in the communication of information between employees that are logged into the Barnestorm system. Message recipients are notified that they have a new message by a pop-up in the lower right-hand corner of their screen and also, a red banner notification across the **Main Menu** screen. Messaging will only work when employees are actually logged into the Barnestorm system.

Point of Care users must synchronize before receiving any new messages. *Messaging will also allow you to choose if you want to send the message via text message or email. See the attached link for details.*

Barnestorm Messaging: Creating new messages

New messages can be created from several points within the software, including the Referral screen, Scheduling screen and the Messaging screen.

New Message

Send To:  One or more employees  All Employees  Team

Send Employee: 0001 BRIARPATCH, EMPLOYEE Add Recipients

Employee: 0013 HURST, EMPLOYEE  Active Patients

Patient: 600287 LEMON, ROBERT

Subject Text Subject  Barnestorm Message  Email  Text Message

Messages should be delivered immediately

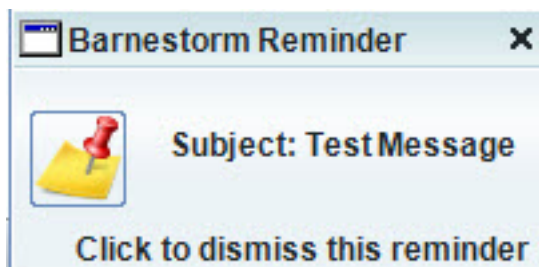
Type your message here. |

- To create a new message from the Messaging screen, from the main menu, click **Messaging**. Click the New **Message** button. This screen will appear:
- Recipient, subject and message text are required, the chart number is optional. Uncheck "Active Patients Only" to search for discharged

- patients.
- **Send To** options will include **One or more employees** or a **Team** of employees that has been setup under codes. See [Employee Team Codes](#) article on how to setup teams.
- Messages can be sent and delivered at a future date. This is particularly useful for visits or reminders that need to happen in the future. To create a message that will send in the future, uncheck the box that says **Messages should be delivered immediately**. Then fill in the date and time that the message should be delivered.
- Select how the message should be sent to the user; Barnestorm Message, Email, or Text Message. See the attached article on how to setup Email and Text.
- To send the message, click **Send**.
- \*Point of Care users will have to sync to send their messages.

## Receiving Messages

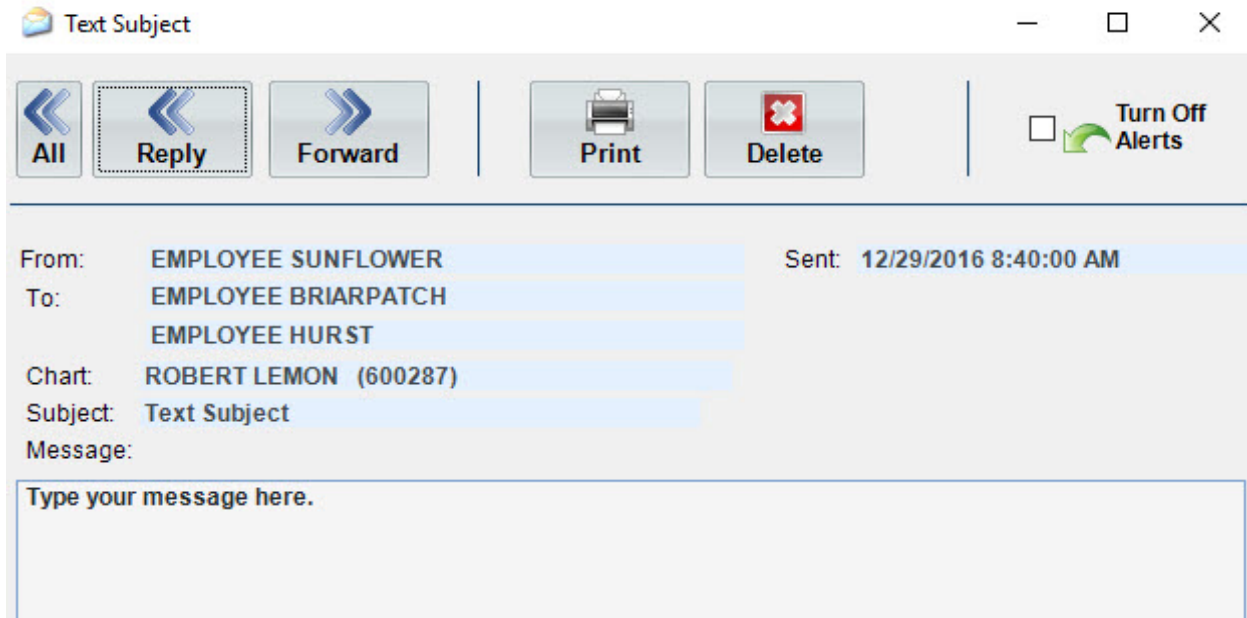
Once a message has been sent to you, a notification will pop up in the lower right-hand corner of your screen and across the Messaging button from the Main Menu. It will look like this:



- Clicking the text at the bottom that says **Click to confirm receipt of this message** will mark the message as *Read* and it will not pop up anymore.
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## Barnestorm Messaging and Barnestorm Reminders

- Read or delete it from the messaging screen.
- Clicking the text that contains the sender and the subject will display the message for you in this window:



- This window is a read-only view of the message that you just received.
- To mark this message as Read and discontinue the notifications associated with this message, click **Mark as Read**.
- To discontinue receiving future messages, click **Turn Off Alerts**.
- \*Point of Care users will have to sync to receive and send new messages.

### Reply to Sender

Once you have the message pulled up you will have a few options on replying:

- Click **Reply** to reply to employee who sent the message. Click **All** to reply to all employees in the message. To select new employees to send the message to, click **Forward** and search for the employee in the **To** field.
- You can also **Print** or **Delete** the message from the preview.

### Barnestorm Reminders: Creating a Reminder

You can setup a reminder message for yourself to pop up at a specific date/time.

## Barnestorm Messaging and Barnestorm Reminders

- Click on **New Reminder** at the top of the Messaging screen.
- Patient is optional, enter a **Subject** and text message.
- Select a date and time to receive your pop-up reminder.
- Click on **Save**.
- Your reminder will pop-up at the bottom, right corner of your screen on the date/time it was setup to remind you.
- Double click your reminder pop-up to **Dismiss, Snooze, Print** or **Delete** the reminder.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50318.aspx>