

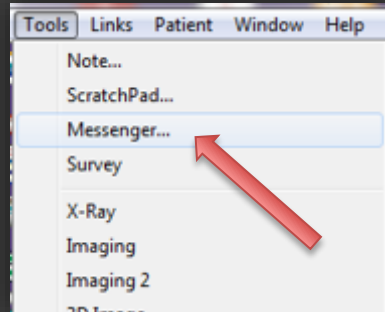
INTRODUCTION TO AXIUM MESSENGER

AXIUM MESSENGER

MESSENGER TOOLS

USING AXIUM MESSENGER

Access axiUm Messenger by clicking “Tools” → “Messenger...” in the menu bar or...



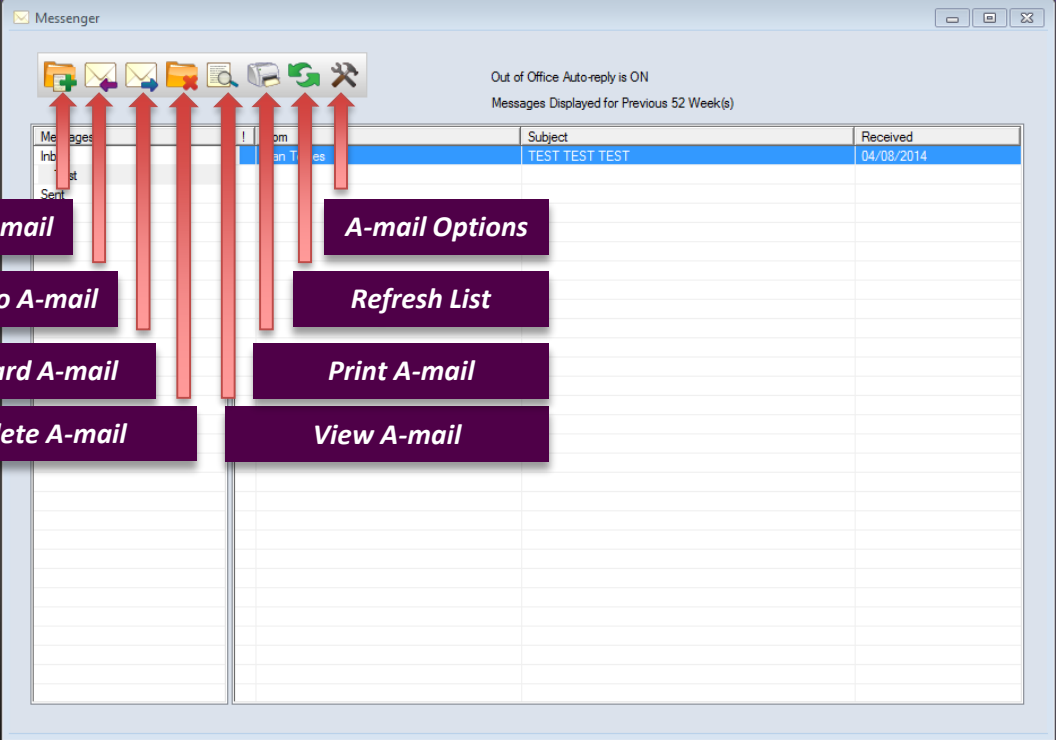
...by double clicking the envelope icon at the bottom center of the axiUm desktop.



USING AXIUM MESSENGER – A-MAIL

axiUm Messenger allows you to securely send messages to other students, staff and faculty regarding patient care or follow up information.

axiUm messages are called A-mail.



The screenshot shows the axiUm Messenger interface. The top toolbar contains several icons: a folder with a plus sign (New A-mail), an envelope with a plus sign (Reply to A-mail), an envelope with an arrow (Forward A-mail), an envelope with a minus sign (Delete A-mail), a magnifying glass (View A-mail), a printer (Print A-mail), a refresh symbol (Refresh List), and a wrench (A-mail Options). Below the toolbar is a table of messages. The first row is highlighted in blue and contains the following data:

Messages	From	Subject	Received
Inbox	an T	TEST TEST TEST	04/08/2014
Outbox			
Sent			

Below the table, there are two empty columns for message details. The callouts are as follows:

- New A-mail**: Points to the folder with a plus sign icon.
- Reply to A-mail**: Points to the envelope with a plus sign icon.
- Forward A-mail**: Points to the envelope with an arrow icon.
- Delete A-mail**: Points to the envelope with a minus sign icon.
- View A-mail**: Points to the magnifying glass icon.
- Print A-mail**: Points to the printer icon.
- Refresh List**: Points to the refresh symbol icon.
- A-mail Options**: Points to the wrench icon.

AXIUM MESSENGER - OPTIONS

Messenger options include:

In office – normal mode

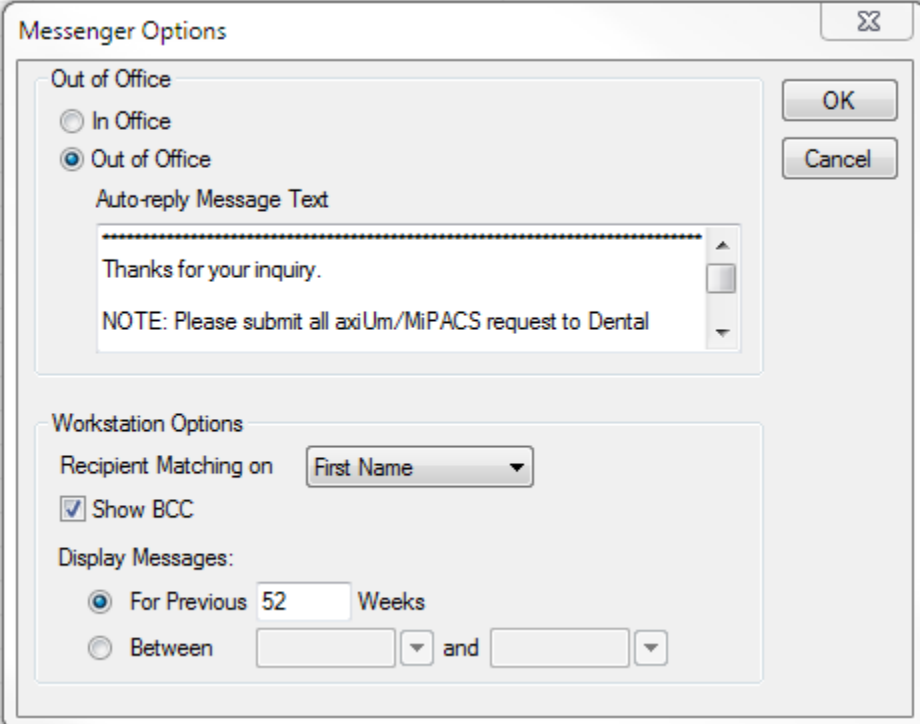
Out of Office – sends custom auto reply message to the sender

Workstation Options:

Sort by option “First Name” or “Last Name”

Show BCC – yes or no

Display Message for a custom number of weeks or for a time frame.



The screenshot shows the 'Messenger Options' dialog box. It has a title bar with a close button. The dialog is divided into two main sections: 'Out of Office' and 'Workstation Options'. In the 'Out of Office' section, the 'Out of Office' radio button is selected. Below it is a text area for the 'Auto-reply Message Text' containing the text: 'Thanks for your inquiry.' and 'NOTE: Please submit all axiUm/MiPACS request to Dental'. In the 'Workstation Options' section, the 'Recipient Matching on' dropdown is set to 'First Name', the 'Show BCC' checkbox is checked, and the 'Display Messages:' section has the 'For Previous' radio button selected with the value '52' in the adjacent text box. There are also empty dropdown menus for 'Between' and 'and'.

Messenger Options

Out of Office

In Office

Out of Office

Auto-reply Message Text

Thanks for your inquiry.

NOTE: Please submit all axiUm/MiPACS request to Dental

Workstation Options

Recipient Matching on First Name

Show BCC

Display Messages:

For Previous 52 Weeks

Between [] and []

OK

Cancel

AXIUM MESSENGER

HIGH PRIORITY MESSAGE

AXIUM MESSENGER – HIGH PRIORITY MESSAGE

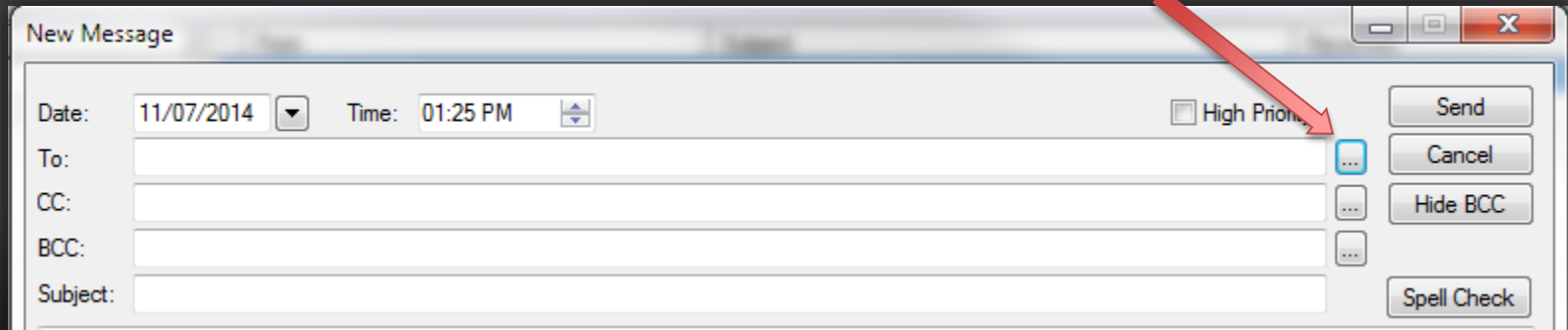
To send a High Priority Message:

Click on new message



And Select recipient.

Select by clicking here



AXIUM MESSENGER – SELECT RECIPIENT

*Enter Criteria of your choice.
Here we use the recipient's Last Name.*

Click on the "Member Name" column to search

Select Message Recipients

Members/Groups available to select

Criteria: Recipient Type:
 Level:
 Provider Group:

Security Level	Logon	Member Name	Provider	Group	Yr
Fac-Mgr	pgbr	Baughman, Pauletta			

Group Description

A1 BLA	A1 Black
A1 RED	A1 Red
A2 BLA	A2 Black
A2 RED	A2 Red
ACBFD	Front Desk - ACB
ASSIST	Assistants
AXTEST	AxiUm Test
B1 BLA	B1 Black
B1 RED	B1 Red
B2 BLA	B2 Black
B2 RED	B2 Red
C1 BLA	C1 Black
C1 RED	C1 Red

Message Recipients

To:

Level/Group	User name/Group desc.	Provider

CC:

Level/Group	User name/Group desc.	Provider

BCC:

Level/Group	User name/Group desc.	Provider

AXIUM MESSENGER – SELECT RECIPIENT

Select Message Recipients

Members/Groups available to select

Criteria: baughman Recipient Type: Users
Level: All
Provider Group: All

Message Recipients

To:

Level/Group	User name/Group desc	Provider
Fac-Mgr	Baughman, Paul	

CC:

Level/Group	User name/Group desc	Provider
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BCC:

Level/Group	User name/Group desc	Provider
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Security Level	Logon	Member Name	Provider	Group	Y
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Group	Description
A1 BLA	A1 Black
A1 RED	A1 Red
A2 BLA	A2 Black
A2 RED	A2 Red
ACBFD	Front Desk - ACB
ASSIST	Assistants
AXTEST	AxiUm Test
B1 BLA	B1 Black
B1 RED	B1 Red
B2 BLA	B2 Black
B2 RED	B2 Red
C1 BLA	C1 Black
C1 RED	C1 Red

Click on the right arrow to include the recipient...

As recipients are added, they will be listed here...

Close box when last recipient is added...

AXIUM MESSENGER – SET HIGH PRIORITY

