

Messages Module

This manual explains how to use the Messages module to communicate with other users within the application, including starting new conversations and sending messages.

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Messages Page

The "Messages" page provides an interface for managing your conversations. It is typically divided into a conversation list on the left and a message display/composition area on the right.

Left Panel: Conversation List

- **Search bar:** - Use this field to find specific contacts or conversations.
- **Conversation Area:** This area will list your ongoing conversations.
 - **Current Status:** "No conversation found." indicates that you haven't started any conversations yet. Once conversations exist, they would be listed here, and clicking on one would display its content in the right panel.

Right Panel: Message Display / Composition Area

- **Initial State:** "Select a conversation to send a message -" indicates that no conversation is currently selected or displayed.
- Once a conversation is selected from the left panel, the messages within that conversation would appear here, along with an input field to type and send new messages.

Action Button:

- **New Conversation:**
 - **Purpose:** To start a new private message conversation with another user.
 - **How to Use:** Click the green "+ New Conversation" button. This will open the "New Conversation" modal window.

New Conversation Modal User Manual

This section explains how to initiate a new message conversation with another member within the application. This modal appears when you click the "+ New Conversation" button.

Overview of "New Conversation" Fields

Fields marked with a red asterisk (*) are mandatory.

1. Choose Member*

- **Purpose:** To select the recipient(s) for your new message. You can typically choose from clients, employees, or other user roles within the system.
- **How to Select:** Click the dropdown menu and select the member(s) you wish to message.

2. Message*

- **Purpose:** The content of your message.
- **Editor Features:** Includes a basic text area for typing your message. The smiley icon likely allows you to insert emojis.
- **How to Fill:** Type your message into this multi-line text field.

3. Add File

- **Purpose:** To attach files to your message.
- **How to Use:** Click the "Choose a file" button or drag and drop files into the designated area. This allows you to share documents, images, or other relevant files with your recipient(s).

Actions within the Modal

- **Cancel:** Click the "Cancel" button to close the modal window without sending the message.
- **Send:** Click the green "Send" button to send your message to the selected member(s). If mandatory fields are left blank, you will receive an error message.
- **Close (X icon):** Click the 'x' icon in the top right corner of the modal window to close it without sending, similar to the "Cancel" button.