

User Guide

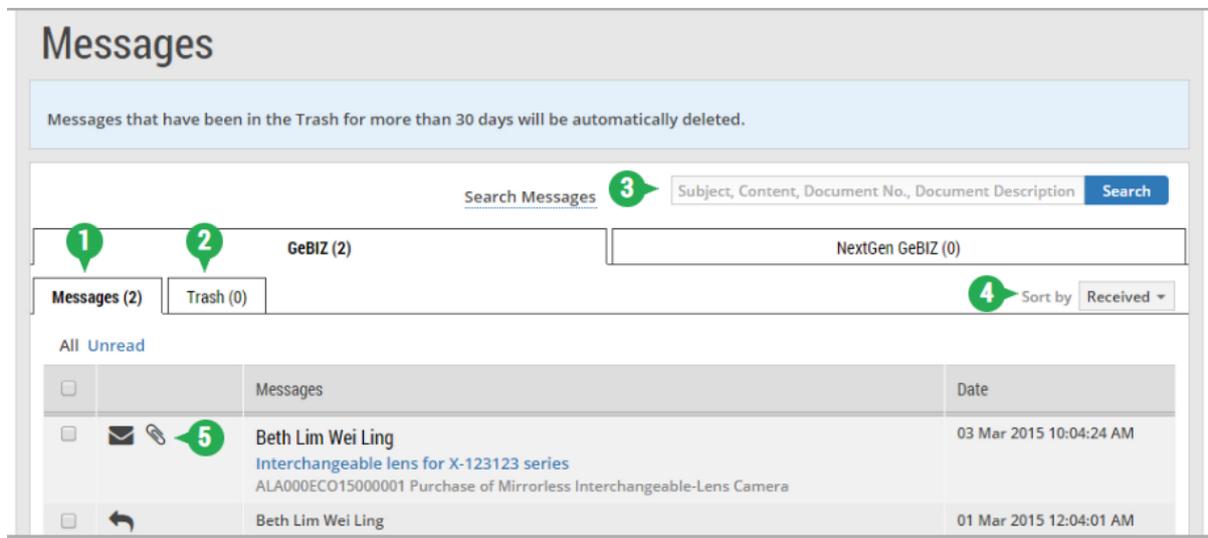
Use the Message Inbox

Contents

Section 1: Overview	1
Section 2: User Guide.....	2

Section 1: Overview

The screen below shows the “Messages” page. This is where you view your all messages.



1 - The “Messages” tab functions as the Inbox. It displays the list of messages that you have in your Message Inbox currently.

2 - The “Trash” tab displays the list of messages that you have trashed, but are not permanently deleted yet. Refer to the “More Information” tab on how to delete messages.

Note: Messages that have been in the “Trash” tab for more than 30 days will be automatically deleted.

3 - This search bar allows you to search for specific messages by:

- Message subject
- Message content
- Document number of the contracting instrument
- Document description of the contracting instrument

Note: The search results will be displayed either in the “GeBIZ” tab or the “NextGen GeBIZ” tab.

4 - This drop-down list allows you to sort your emails by the date received and message subject.

5 - The main icons are:

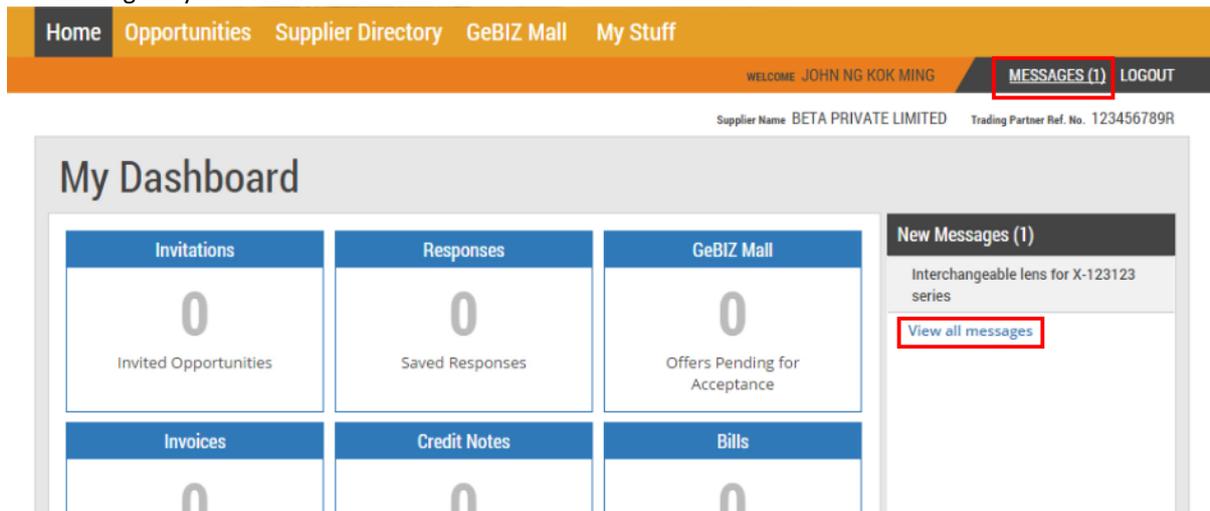
- Unread message
- Replied to message
- Attachment available

Section 2: User Guide

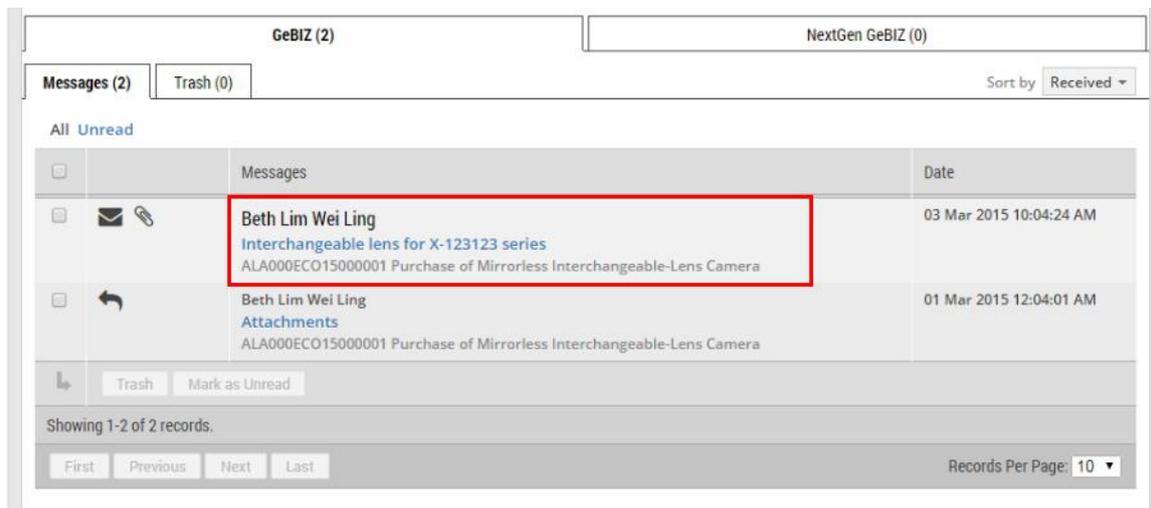
The following steps illustrate how to view notifications on the Dashboard.

1. To access the Message Inbox from “My Dashboard”, click “View all Messages” in the New Messages panel or click on the “Messages” link at the top menu.

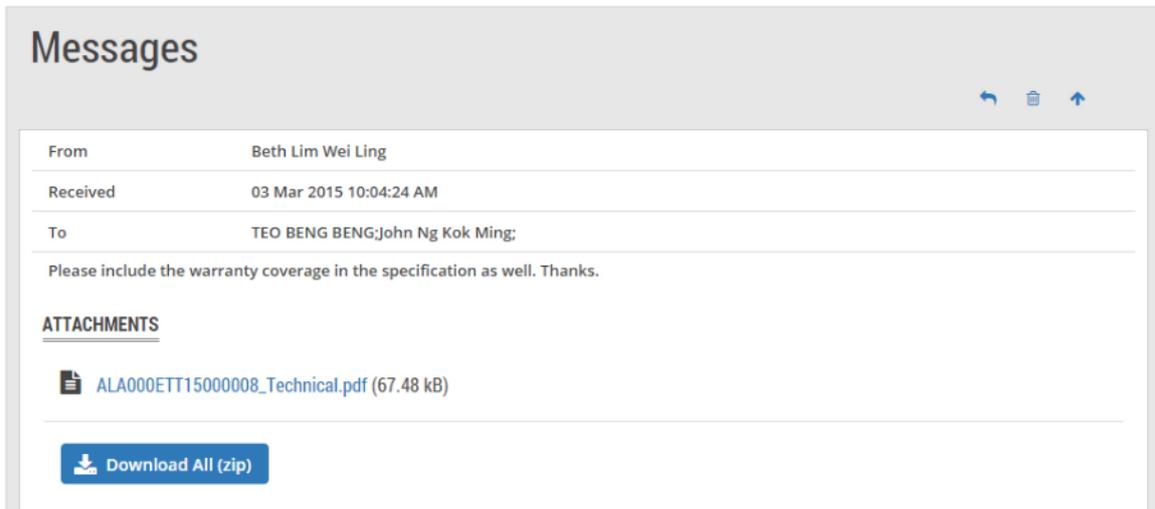
Note: The number within brackets, e.g. (1) in this example, indicates that you have one unread new message in your inbox.



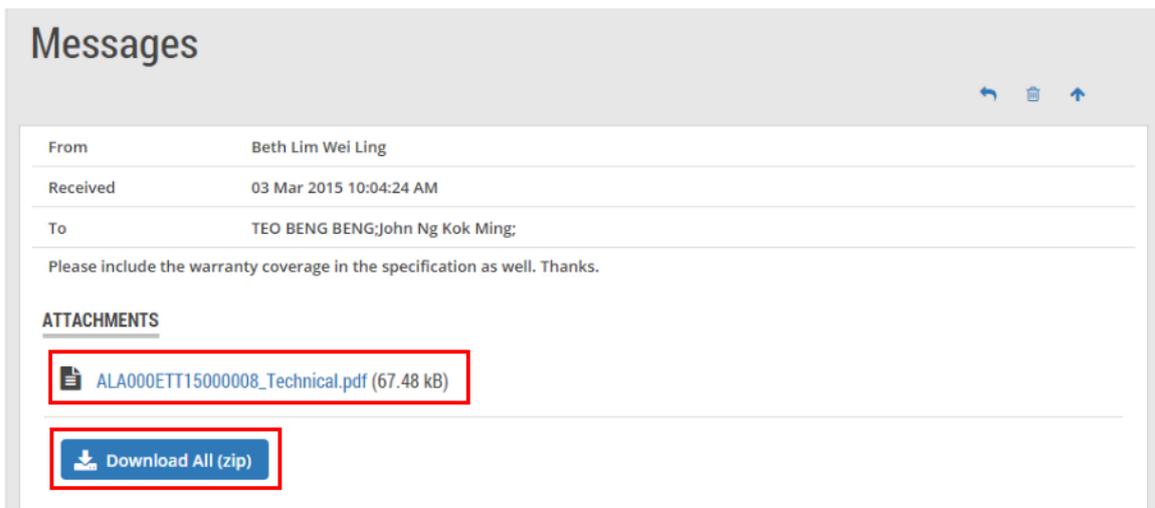
2. A list of messages is displayed. To view the details of a particular message, click on the message subject.



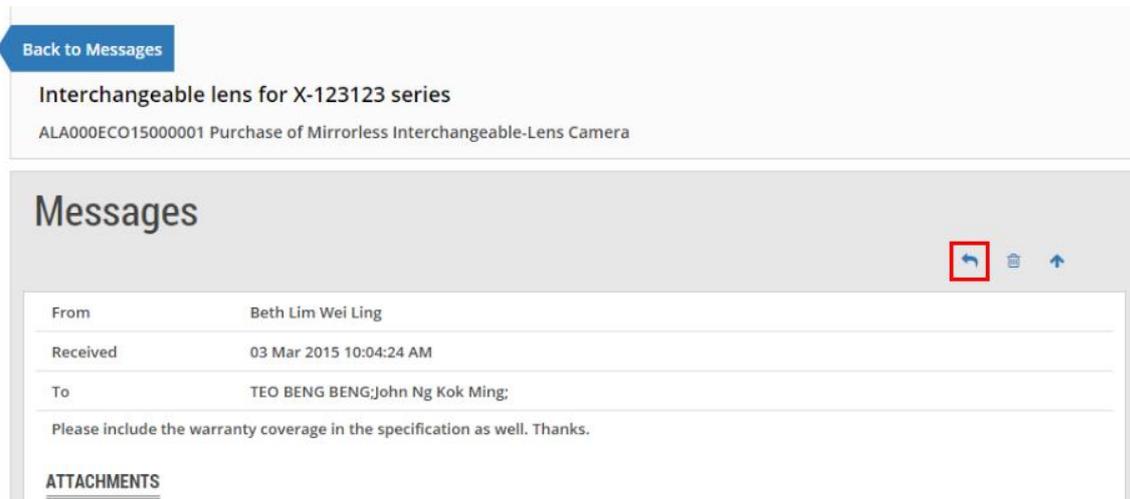
3. The entire message thread for this message subject is displayed, as shown.



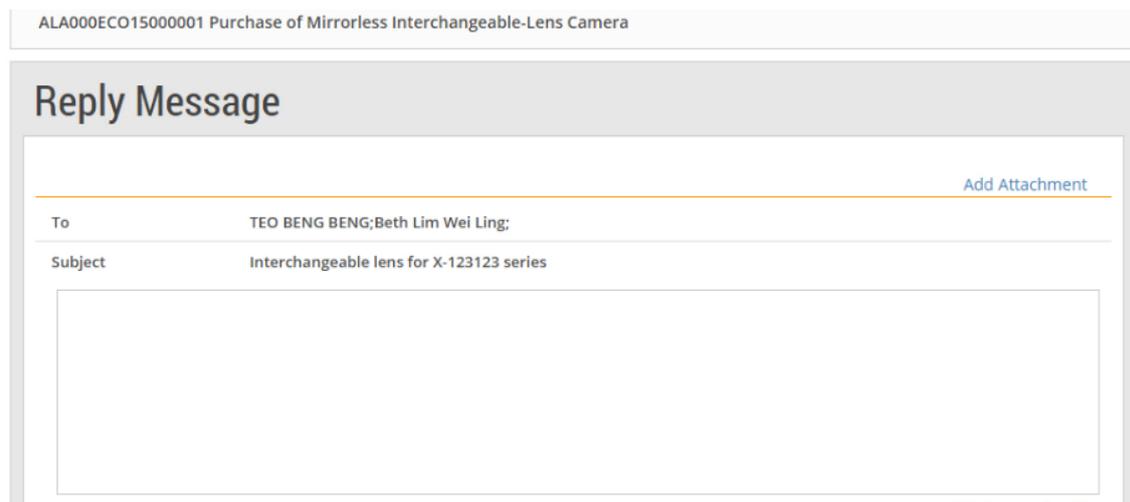
4. For a message with attachments, click on each of the attachment link or the “Download All” button if you wish to download the attachments.



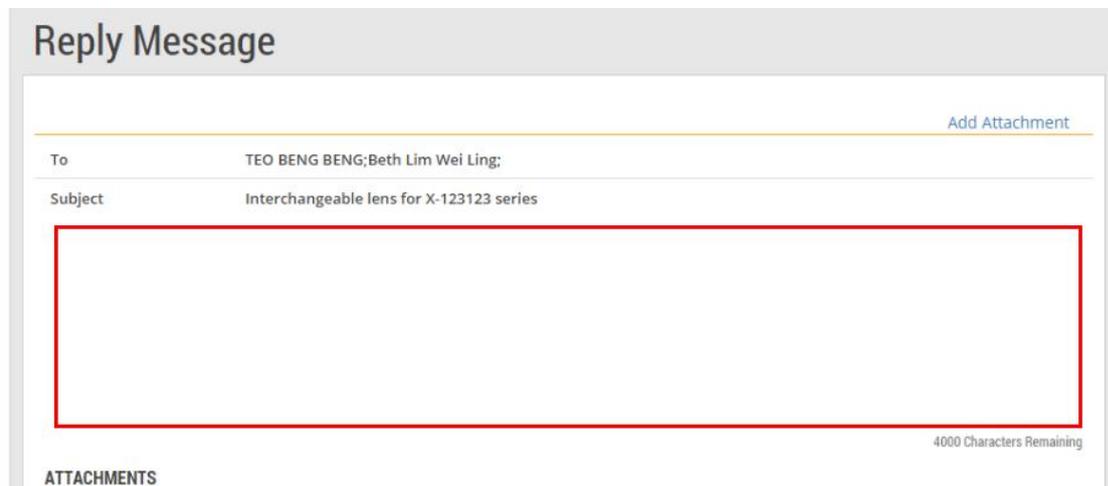
- To reply to the message, click the “reply” button as shown.



- The “Reply Message” page is displayed.



- Type your message in the textbox provided.



8. If you wish to include attachments, click “Add Attachment”.

The screenshot shows a 'Reply Message' form. At the top right, there is a button labeled 'Add Attachment' which is highlighted with a red rectangular box. Below this, the 'To' field contains 'TEO BENG BENG;Beth Lim Wei Ling;' and the 'Subject' field contains 'Interchangeable lens for X-123123 series'. A large empty text area is provided for the message body. At the bottom right of this area, it says '4000 Characters Remaining'. Below the text area, there is a section titled 'ATTACHMENTS'.

9. When you are done, click “Send”.

This screenshot shows the 'Reply Message' form after the message body has been filled. The text in the body reads 'Okay. Will resubmit to you by Friday.' At the bottom right of the text area, it says '3963 Characters Remaining'. Below the text area, there is a section titled 'ATTACHMENTS' with the text 'No attachments available.' At the bottom of the form, there are two buttons: 'Cancel' and 'Send'. The 'Send' button is highlighted with a red rectangular box.

10. If your message has been sent successfully, you will see this dialogue box. Click “Close”.

The screenshot shows a 'SUCCESS' dialog box overlaid on the 'Reply Message' form. The dialog box has a green header with a checkmark icon and the word 'SUCCESS'. Below this, the text reads 'Message Sent successfully.' At the bottom of the dialog box, there is a button labeled 'Close' which is highlighted with a red rectangular box. The background shows the 'Reply Message' form with the 'Add Attachment' button highlighted.

11. Back on the “Messages” page, you can see your reply being displayed.

Messages

From: John Ng Kok Ming
Sent: 03 Mar 2015 02:00:57 PM
To: TEO BENG BENG; Beth Lim Wei Ling;
Okay. Will resubmit to you by Friday.

ATTACHMENTS
No attachments available.

From: Beth Lim Wei Ling
Received: 03 Mar 2015 10:04:24 AM