

Navigating Your Inbox

Article Number: 000001034

To access your inbox, click **Inbox** on the top menu bar, or hover over **Inbox** and click the section of your inbox (**Messages**, **Documents**, etc.) you want to view. The **Documents** tab is shown by default when you simply click **Inbox**. To take action on a particular item, just click on its name.

Inbox

Messages (0) Documents (4) Certificates (1) Courses (0) Tests (0) Surveys (0) Standards (1)

Current History Discussion

Type of task the user is responsible for on the document.

Inbox tabs.

Export options.

Documents in inbox.

Document	Type	Description	Status	Rev Date	Due
Task: Sign					
2056 - Confidentiality Policy	Policy	All staff, contractors and other personnel employed by Our Company are required to treat all client information with the utmost confidentiality.	New	7/1/2014	3/31/2015
1010 - Health and Safety	Policy	Our Company is committed to a clean, safe and healthy workplace and environment. All aspects of our business are managed in a safe and environmentally responsible manner in accordance with the principles set forth in this policy.	New	4/3/2013	
1080 - Alternative Work Arrangements	Policy	The following outlines acceptable alternative work arrangements.	New	10/1/2013	

Page size: 100 3 items in 1 pages

Clicking the **History** sub-tab displays all past actions you've taken for that particular item type, allowing you to quickly view everything you've completed in PowerDMS.

Inbox

Messages (0) Documents (3) Certificates (1) Courses (0) Tests (0) Surveys (0) Standards (1)

Current History Discussion

Document	Type	Rev Date	Action	Action Date
Task: Sign				
01.02 Fire Emergency Procedure - Emergency Management	Procedure	7/10/2014	Signed	3/30/2015 5:26 PM
2000 - Sexual Harassment	Policy	7/13/2014	Signed	3/30/2015 5:24 PM
9007 - Password Management - Managing your Password	Policy	7/2/2014	Signed	3/30/2015 5:23 PM

Page size: 50 3 items in 1 pages

Note: As you can see, you can also view Discussion history; however, keep in mind that this feature is only available for documents.

To view your sent or received messages, click the **Messages** tab.

Inbox

Messages (1) Documents (3) Certificates (1) Courses (0) Tests (0) Surveys (0) Standards (1)

Received Sent Drafts

Delete Mark Read Mark Unread View: All Search:

<input type="checkbox"/>	From	Subject	Date
<input type="checkbox"/>	Walt Smith	Question...	3/30/2015

To reply to a message, simply click on it, then click **Reply** and fill out the body of the message:

Message

To: walt.smith - Walt Smith

CC | BCC

Subject: RE:Question...

Copy As Email

Hi Walt,

To view your sent or received messages, click the **Messages** tab of your inbox.

To reply to a message, simply click on it, then click **Reply** and fill out the body of the message.

On 3/30/2015 5:39:08 PM, walt.smith - Walt Smith Wrote:

Send Save Draft Cancel

If you've been given the necessary security privilege, you can also select the *Copy as Email* checkbox to notify message recipients externally, assuming they have valid e-mail addresses on file in PowerDMS.

Click **Send** to send your message, or **Save Draft** to save it for later.