

# Messages Overview

For each business or organizational unit, the Messages component of each work area allows you to send, track, and view details of ad hoc messages, reviews, and forms assignments. GAL assigns different Message Types based on how the message was created. This can be useful when running reports on messages within a Org Unit or Event:

## Id Type

- 1 Ad Hoc
- 2 Action Step - Task Assignment
- 3 Action Step - Decision Assignment
- 4 Action Step - Broadcasts
- 5 Review Reminder
- 6 Forgot Password / Password Reset
- 7 Weather Alert
- 8 Subscription (Broadcast)
- 9 Action Step - Event Status Change

All messages that are stored in Events within the unit are not removed unless the event is deleted. Events and their messages can be archived by saving the event into archive folders in your hierarchy.

### Messages

Send Message

| Time Sent ↓            | Title     | Subject   | Actions |
|------------------------|-----------|-----------|---------|
| 09/14/2018 01:23:20 PM | [blurred] | [blurred] | [icon]  |
| 09/14/2018 01:22:44 PM | [blurred] | [blurred] | [icon]  |
| 09/14/2018 01:21:46 PM | [blurred] | [blurred] | [icon]  |
| 09/14/2018 01:00:31 PM | [blurred] | [blurred] | [icon]  |
| 09/14/2018 12:59:52 PM | [blurred] | [blurred] | [icon]  |
| 09/14/2018 12:59:00 PM | [blurred] | [blurred] | [icon]  |
| 09/13/2018 05:56:24 PM | [blurred] | [blurred] | [icon]  |
| 09/13/2018 05:38:37 PM | [blurred] | [blurred] | [icon]  |
| 09/13/2018 05:34:30 PM | [blurred] | [blurred] | [icon]  |
| 09/13/2018 05:33:28 PM | [blurred] | [blurred] | [icon]  |

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