

LabBook Messaging Manual

LabBook Version 3.5



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Foreword

This manual introduces the new LabBook Messaging feature for exchanging information between LabBook users. It is accessible to all users.

Messaging interface overview

Messaging is a feature available from LabBook 3.5 and accessible to all roles. To access it, click on the message icon on the Navbar.



On the **Messages** page, you'll find a list of messages received and sent, with the option of reading or deleting a message, as well as downloading an attachment.

Lab Book	Settings	Quality	Non-conformity			∪к +
			Messages			
First Previous 1 Next	Last					
Action	Date		Contact	Title	Document	
0 -	2025-03-03 13:51		Sent to - hello	hello	4	
0 -	2025-03-03 13:23	1	Sent to biologiste biologiste - biologiste 🤡	hello dear bio biologiste	4	
0 -	2025-03-03 13:21		Sent to bio biologiste	hello bio bio	ط	
0 -	2025-03-03 13:17	,	Received from biologiste biologiste - biologiste	biologiste1	ط	
0 -	2025-02-24 09:14		Sent to api api - api 🤡	demande d'infos	ط	
0 *	2025-02-19 23:13	1	Sent to - sec	demande reclammation		
0 -	2025-02-19 23:02	1	Sent to labo labo - labo 🤡	laboratoire		
0 -	2025-02-05 09:54	L.	Received from tech1 bio - biotech1	hello root		
0 *	2025-01-28 12:38	l i	Sent to - api12 🔮	api1213		
0 -	2025-01-28 12:37		Sent to api api - api 🥝	арр		
0 -	2025-01-28 11:50		Sent to bio biologiste 🤡	bio222	بل	
0 -	2025-01-27 16:32		Sent to bio bio - biologiste 🤡	bio message 3.52	بل	
0 •	2025-01-02 14:20	1	Received from tech tech - technicien	root til	ط	
0 -	2025-01-02 14:01		Sent to secretaire secretaire - secretaire 🤡	mesage1 secretaire		
0 -	2025-01-02 12:04		Sent to root - root 🥝	hello		
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9 -	2025-01-28 11:50	Envoyé à bio bio - biologiste	bio222	4
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9 -	2025-01-02 14:20	Reçu de tech tech - technicien	root til	.⊎.
	5-01-02 14:15	Envoyé à tech tech - technicien 🤡	titre 1	4
Supprimer	202 <mark>5-01-02 14:01</mark>	Envoyé à secretaire secretaire - secretaire 🥑	mesage1 secretaire	
0 -	2025-01-02 12:04	Envoyé à root - root 🛛	hello	

Retour

Envoyer un message



Unread messages received are automatically highlighted in bold, and messages sent and read have

green	icon.
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First Previous 1 Next	t Last				
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0 -	2025-03-03 13:23		Sent to biologiste biologiste - biologiste 🤗	hello dear bio biologiste	ل
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0 -	2025-01-02 14:01		Sent to secretaire secretaire - secretaire 🔗	mesage1 secretaire	
0 -	2025-01-02 12:04		Sent to root - root 🤡	hello	
First Previous 1 Next	Last				
Back					Send a message

How do I send a message?

To send a message:

- 1. Click on the *Send a message* button to be redirected to the Message page.
- 2. Choose a recipient based on the list of saved profiles
- 3. Enter a title (object)
- 4. Write the body of the message
- 5. If necessary, attach a file by clicking on Browse to select the relevant file.
- 6. Click on send message

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	Title	* information	S						
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Cancel		FileAction							Send
~									
1									

