2. Working with Messages

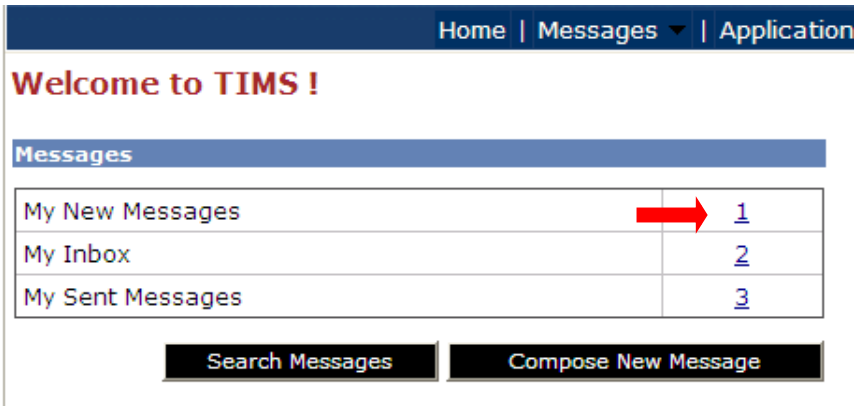
The TIMS messaging system is only intended to transmit information related to a specific application which is in process. Other questions may be submitted through the online Help Desk System.

Working With New Messages

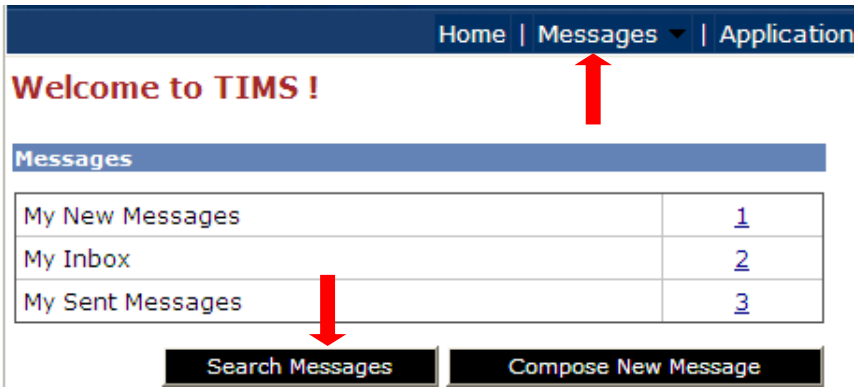
Messages can be read by selecting the underscored number located next to the group of messages. This number will vary and is representative of the total number of messages related to your Professional Personnel ID (PPID) and application ID.

- New Messages – new unread messages
- Inbox – messages that have been received/read
- Sent Messages – messages sent by you

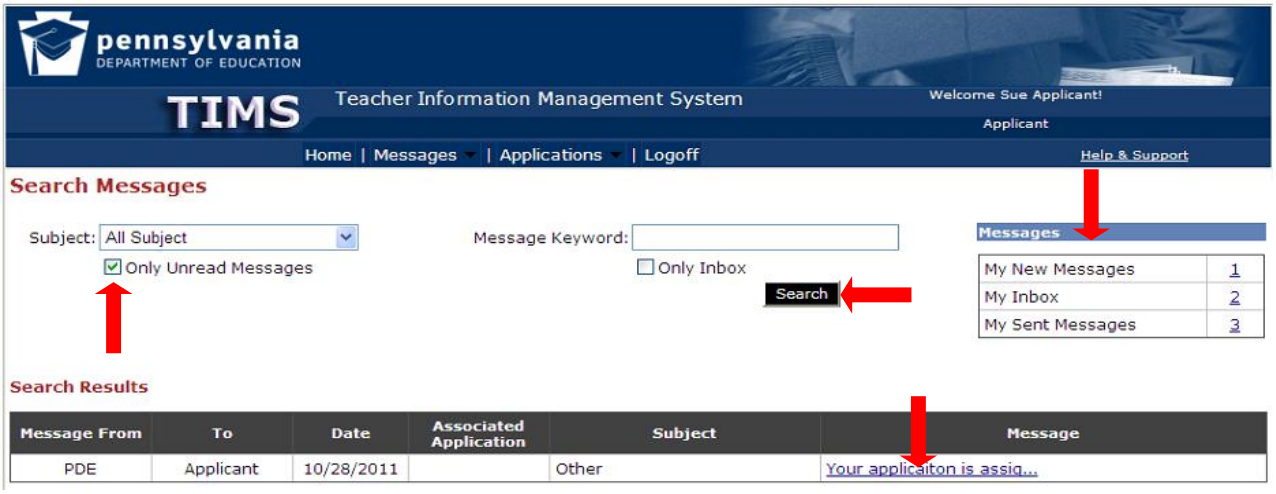
Note: An applicant is unable to initiate a message through the TIMS messaging system until a message is sent to the applicant. An applicant should check the dashboard frequently when an application is in process.



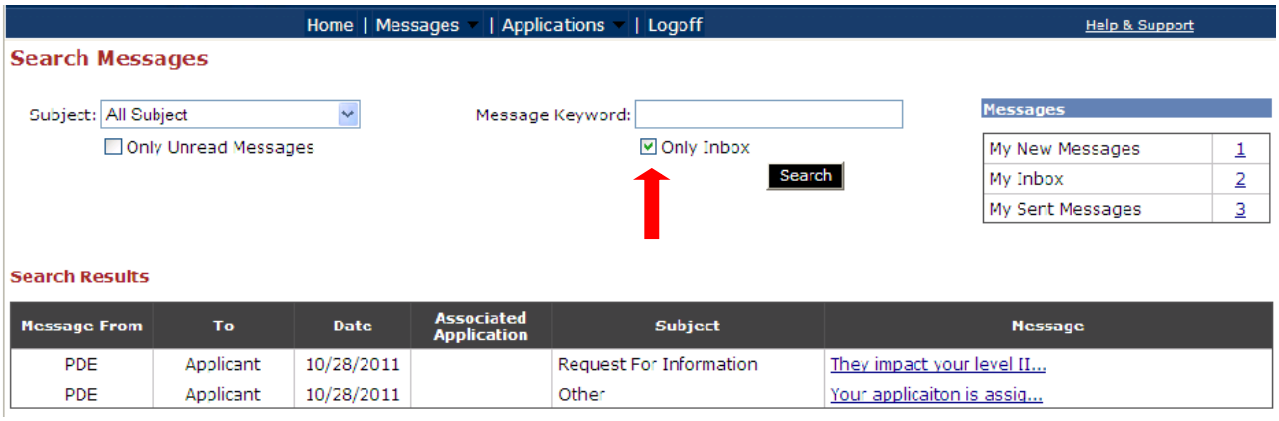
The "Search Messages" screen will open by clicking on the number link. Additionally the "Search Messages" screen may be accessed by selecting the "Search Messages" button or the menu bar drop down link under "Messages".



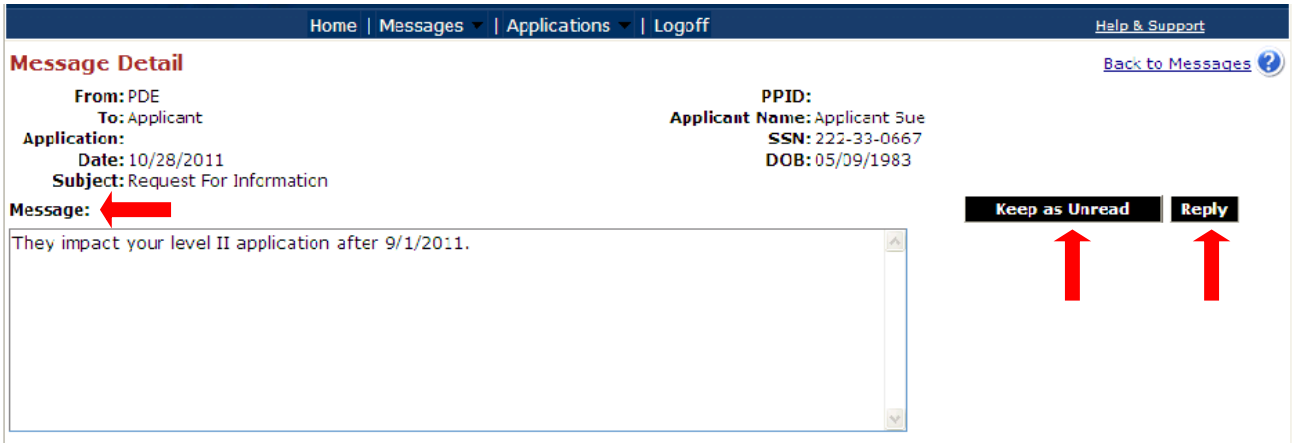
- Open the message by selecting the hyperlink for that message.
- When the "Only Unread Messages" box is checked, previously read messages will not appear in the "Search Results". Remove the check mark and select "Search" to view all messages.
- A summary of "Messages" section of the dashboard appears in the right side of the search screen.



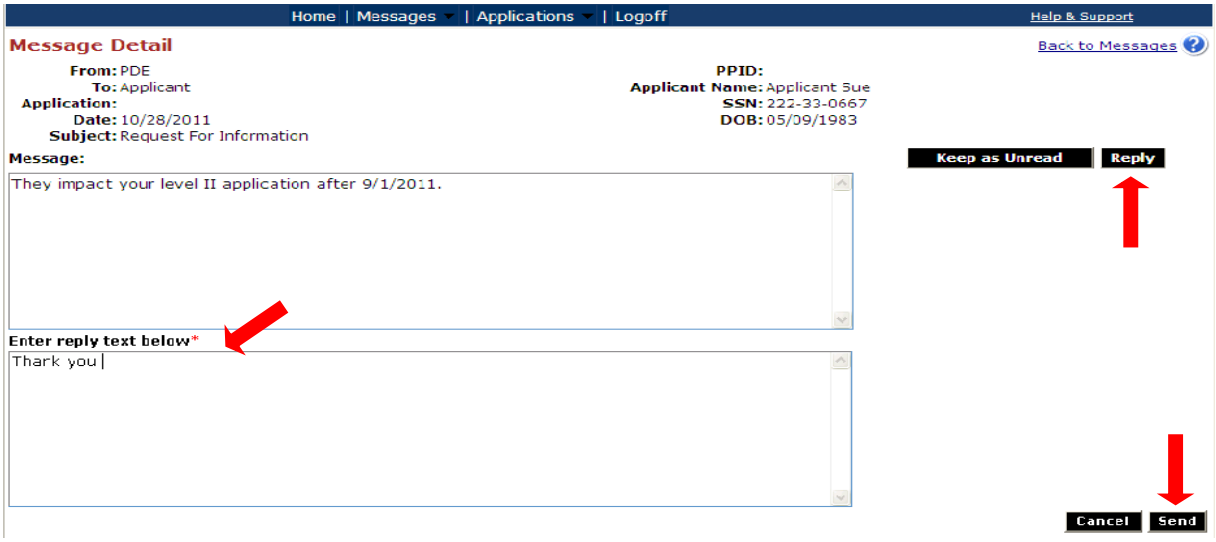
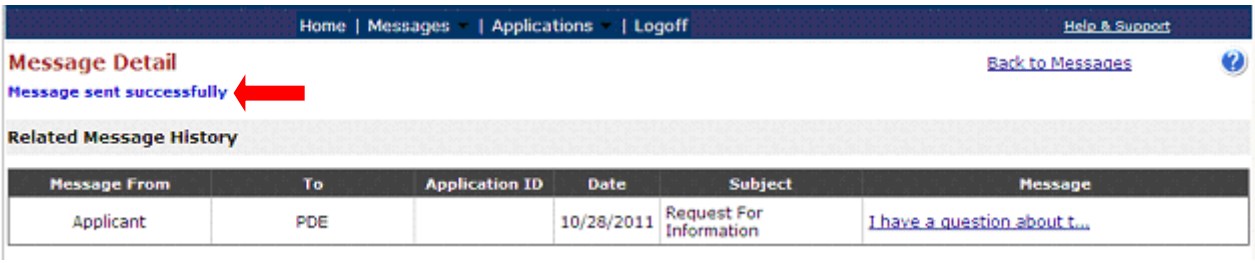
- When the "Only Inbox" box is checked, sent messages will not appear in the "Search Results". Remove the check mark and select "Search" to view all messages.



The "Message Detail" screen allows you to read the message, then do nothing, "Keep as Unread" or "Reply".



To Reply to a Message, click "Reply". A new screen will open giving you the option to "Enter Reply Text Below". When you are satisfied with your message and are ready to send, click "Send". Alternatively, you may cancel the message should you decide not to send it.



A message will display at the top of the screen indicating that your message was sent successfully.