

# Messages

## Overview

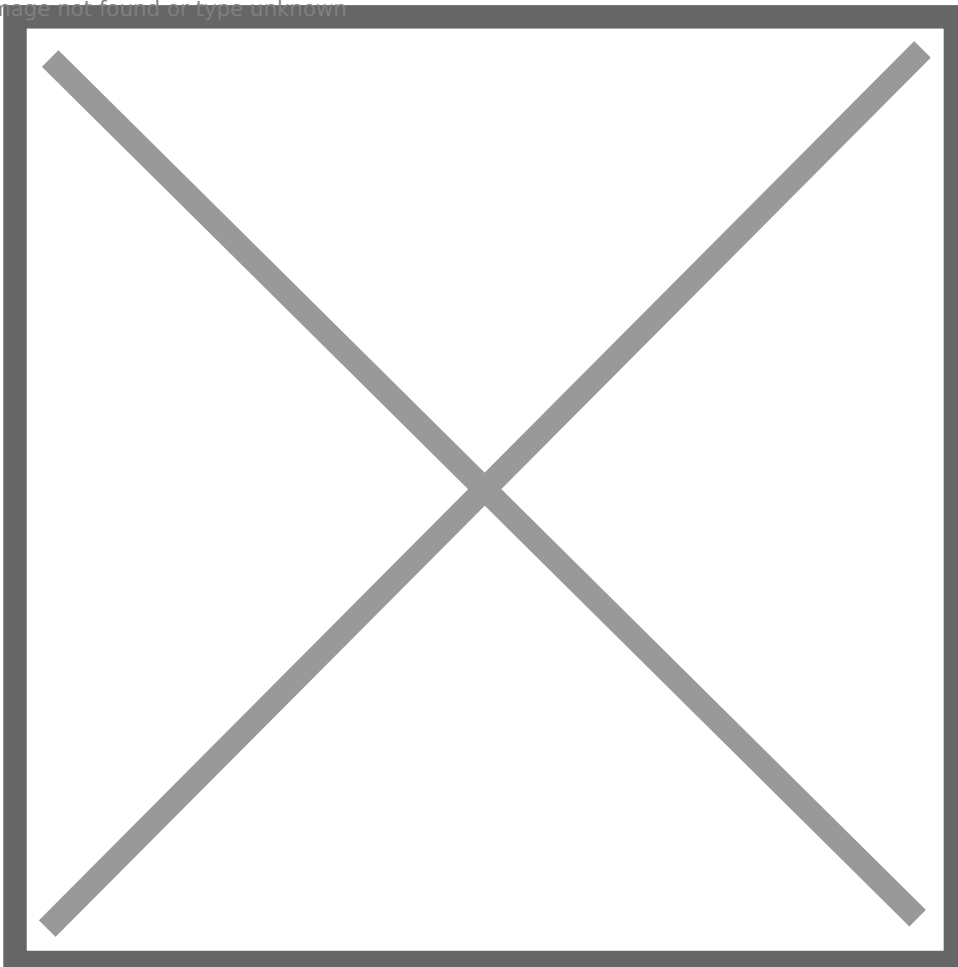
Messages related to the Contact form available on each listing. If the user wants to contact Owner of the listing, a copy of the email will be saved under Messages.

Additional send email copy to admin can be set under Configuration

The messages are always sent to the owner of the listing. The user email address is taken from the User Account settings.

The Contact area on the listing page is as seen in the following image. The options are provided as given here:

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## Screen 1: Sending a message on the site

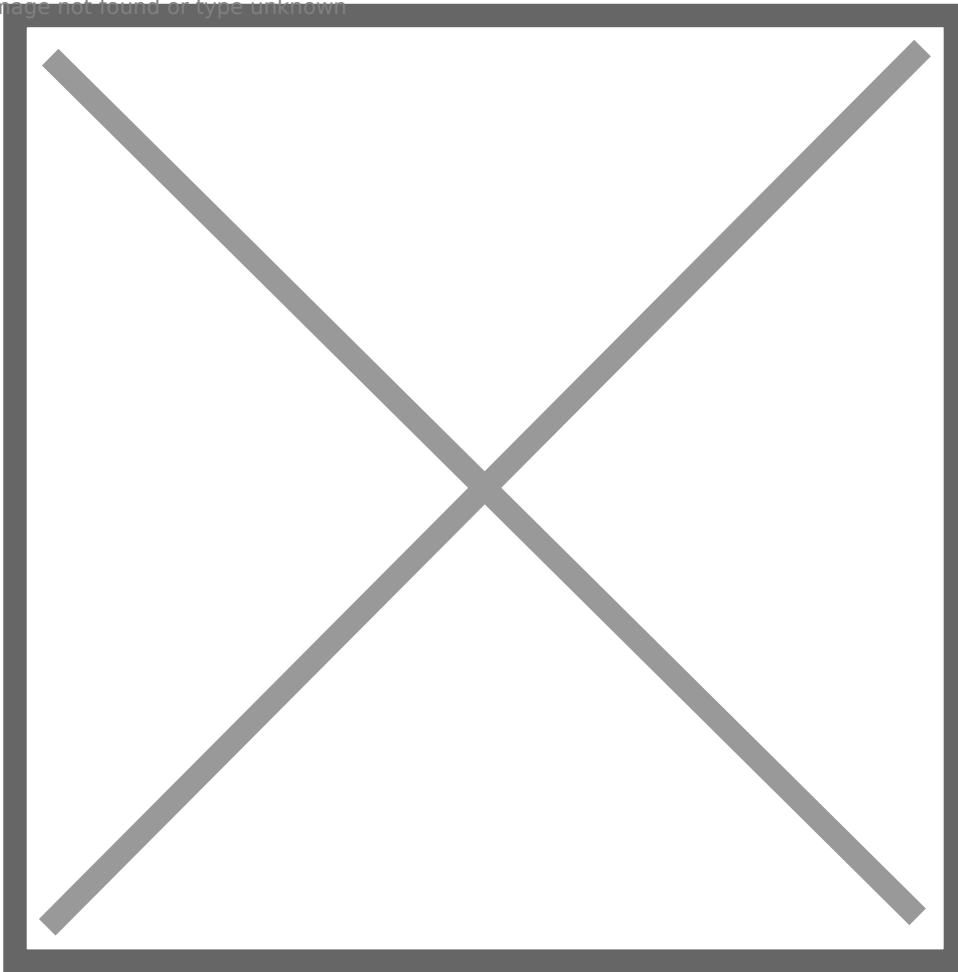
# Viewing messages

Once the user accepts the Terms and Conditions and the Privacy Policy, he clicks Send Email. The email is now available for the owner of the listing to view as seen in the following image:

All the messages that are sent through the site from the Extension listings can be seen on backend Messages section.

To view a message, hover the mouse pointer over the message as shown in the following image.

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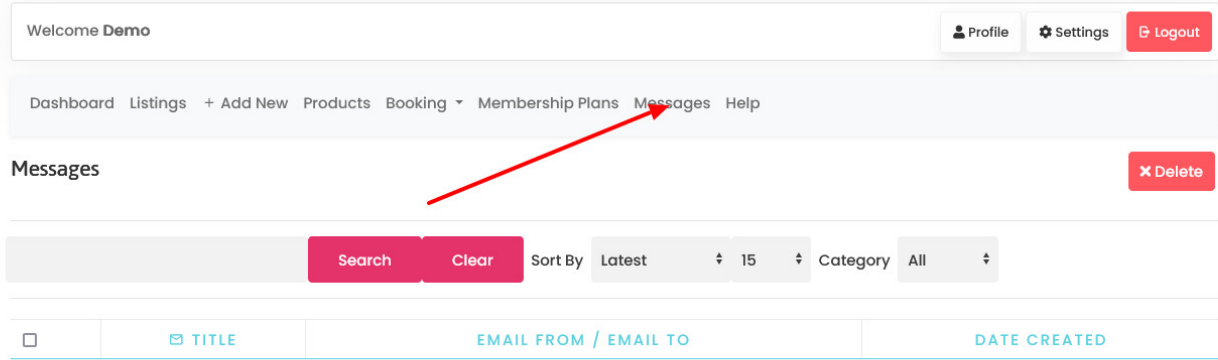
## Screen 2: View the message

If you want to archive older messages or any message, select the checkbox next to the message and click **Archive**.

Messages sent using the contact form are available on the Messages tab for the owner of the listings. You can view the message or delete it based on your requirement.

## Front Admin Messages

To view messages, from Front Admin, click the **Messages** tab to see the following screen.



The screenshot shows the Front Admin interface. At the top, there is a header with 'Welcome Demo' on the left and 'Profile', 'Settings', and 'Logout' on the right. Below the header is a navigation menu with 'Dashboard', 'Listings', '+ Add New', 'Products', 'Booking', 'Membership Plans', 'Messages', and 'Help'. A red arrow points to the 'Messages' tab. Below the navigation menu is a 'Messages' section with a 'Delete' button. Underneath is a search and filter area with 'Search' and 'Clear' buttons, 'Sort By Latest', a dropdown for '15', and 'Category All'. At the bottom is a table header with columns: 'TITLE', 'EMAIL FROM / EMAIL TO', and 'DATE CREATED'.

Revision #2

Created 26 February 2024 15:08:59 by Comdev\_Wiki

Updated 1 March 2024 15:10:40 by Comdev\_Wiki