Message Center

Contents

KeepnTrack's Message Center allows you to receive notifications from COMPanion; these notifications contain data or information from COMPanion. The interface for the Message Center window is comprised of a single list, with COMPanion messages shown first.

The Message Center icon resides alongside Help icons on the Tools window. Alternately, the Message Center can be accessed at the About window.



Click on the Message Center icon to open the Message Center and display a list of your notifications; when you have unread notifications or receive notification that new messages are available, a green dot appears on the Message Center icon. New messages are checked for when KeepnTrack performs Daily Chores.

Message Center ?	
\mathbf{Q}	★ CeepnTrack Support Center The Support Center moved recently. Have you updated your bookmarks? Go to the <u>Support Center</u> to search for information, or click the help icon in KeepnTrack to view the article on any module. As always, Support is also available for you via phone 1.800.320.5830 and email <u>support/exeepnTrack.com</u> .
\mathbf{Q}	KeepnTrack Basic Training Guide We have a new training resource for you! See the <u>Training Guides</u> page in the <u>Support Center</u> to download the PDF. To schedule a Training with our in-house trainers, contact as via phone 1.800.347.6439 and email <u>trainers@companioncor.com</u> .
	KeepnTrack Version 3.17.1 Prepare yourself for the next release: KeepnTrack version 3.17.1 is coming soon! <u>Read the Release Notes and watch the video herel</u> If you have any questions, sontact KeepnTrack Customer Support at 1.800.320.5830. If you did not receive an email notification about this release, <u>sign up for our email newsletter here</u> .
	Welcome to the Message Center KeepnTrack's Message Center allows you to receive notifications from KeepnTrack, including information on updates and direct access to release notes. Click HiEE to learn more about the Message Center.

Message Center: Basics

KeepnTrack checks for new messages: (a) during Daily Chores, and (b) anytime the Message Center interface is activated.

Messages and notifications are relatively time-sensitive; usually, only the most recent ones are relevant. Because of this, the Message Center only keeps the last 10 received notifications. Messages in excess of this or older than 90 days are automatically removed.

KeepnTrack remembers the last time that the Message Center was opened (per site); this becomes the individual cut-off point for all new messages.