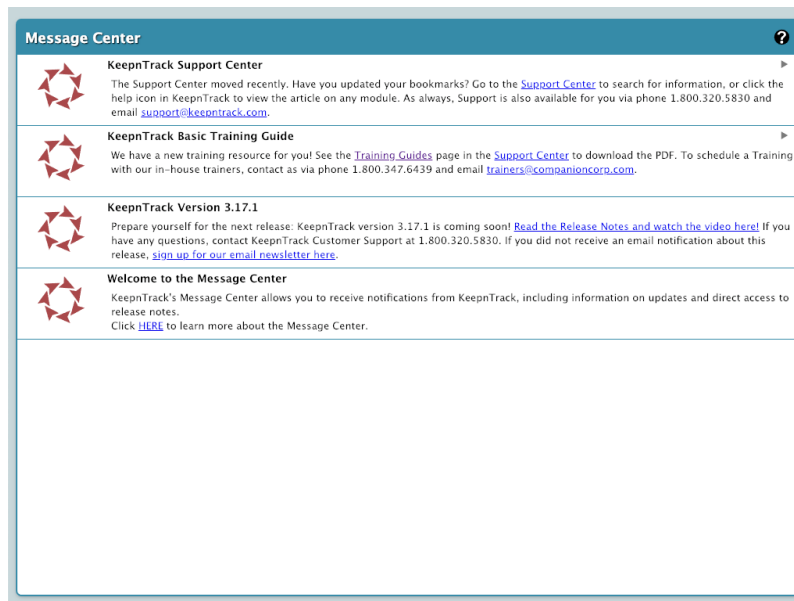# Message Center

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: 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.