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METIZONE

Communicate through messaging

metizoft

USER MANUAL

METIZONE

Communicate through messaging

1. Click on the 3-dot context menu to the right and choose "Add message"

The screenshot shows the 'Material declaration' interface. At the top, there are tabs for 'To do', 'Submitted', 'Approved', and 'Canceled'. Below the tabs, there is a notification icon and a user profile dropdown. The main content area contains a table with columns: Customer, Vessel, Supplier, PO.no, Product details, Amount, and Hazardous. A row is selected, and a context menu is open on the right side of the row. The menu items are: Submit, Upload and submit documents, Reuse MD data, Split ticket, View more information, Add message (highlighted with a red dashed box), View messages, View documents, and MD preview. Below the table, there is a 'Rows per page' dropdown set to 20 and a pagination indicator showing '1 - 1 of 1'.

2. Write your message and click on "Add message" to the right

The screenshot shows the 'Return to messages' dialog box. At the top, there is a back arrow and a close button. Below that, there is a status bar showing 'Status: Open', 'Customer: GLOBAL MARINE SUPPLIES SRL', and 'Due: Due in more than 3 months'. The main content area contains a text input field with the following text: 'Dear Sindre Lia', 'Test of messaging', and 'Best regards Supplier Contact-Person-1'. Below the text input field, there is a 'Notify immediately' checkbox. At the bottom right of the dialog box, there is an 'Add message' button highlighted with a red dashed box. The background shows the same table as in the previous screenshot.

3. A message symbol has now appeared to the left, notifying that the ticket has a message thread.

Material declaration

To do Submitted Approved Canceled

Please fill in (or correct) the product details, amount delivered and unit for a component/product in the table before submitting it. If the product contains [hazardous materials](#) select 'Add material' from the dropdown or the menu at the end of the table row to add information about this. [Hide](#)

Customer	Vessel	Supplier	PO no	Product details	Amount	Hazardous
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre lia DueDate: 2022.12.29	SUPPLIER NAME	BAKK-0007V21	Product no. : Product name : [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE Product info: GALLEY STORE	6 piece	No
Project type Docking IMO no. 7878839	PO no BAKK-0007V21 PO ref. vendor 68471 PO date ordered Wed Jan 27 2021	PO description GALLEY STORE PO line description [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE PO maker name -	PO line article number -	PO line amount 6 PO line maker no. 150462	PO line unit PCS	

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4. When you get new messages, a blue dot appears on the Notification icon in the top right corner. Click on the icon.

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5. A blue dot on a message thread in the Messages Inbox indicates that you've received a new message.
Click on the message thread to read and communicate with Metizoft.

