

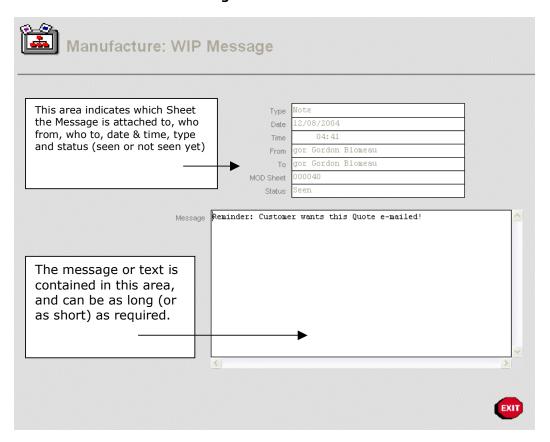
# **MOD: Intra Communication - WIP Notes**

#### What is it?

WIP Notes are Messages that are attached to the MOD Sheets from where they are dispatched, and they are enormously useful to Users of MOD, and for managing MOD in general. For example, when the Originator of a new Quote, after having prepared the Quotation for Approval, proceeds to request Approval for release of the Quotation to the Customer, the system automatically generates a notice to the selected Authorizer, in the form of a WIP Message.

There are a number of situations where the system will generate one of these messages automatically, for instance when the Authorizer selects or re-assigns the Controller, but the WIP Messages are also available for manual generation by MOD Users, to create Notes or Information to be attached to a Sheet, or to alert another MOD User that a new Purchase Requisition has been submitted, and needs approval so the Order can be placed, etc.

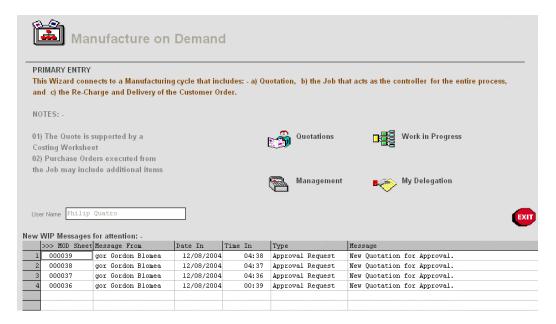
### What does such a WIP Message look like?





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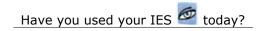
# How is the Message accessed?



A Message can be drilled into by dbl-clicking it's row on the Grid where it is displayed. In the picture above, which is the main MOD entry point, the current User can immediately see all new Messages addressed to him / her, and can thus immediately re-act to any urgently required Action, for instance Approval Requests. In the picture below, we see the Messages that are attached to the current Worksheet.







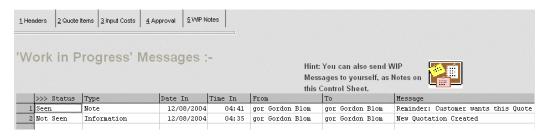
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# What can a Message be used for?

WIP Messages can be used for a variety of purposes. For example, an MOD User may send a Message to him or herself, on the current Sheet, which comprise Notes or other pertinent information that the User wants to remain attached to the Sheet, and accessible to all Users of the Sheet. A message can also be used to request an Action from another User, e.g. an Authorizer, Controller or other.

## What is the length of the 'life' of a Message?



Messages are displayed on the User's own grid until he / she has seen it, and then it disappears from there, but it remains attached to the originating MOD Sheet indefinitely. In other words, the Sheet collects all messages originating from it, and keeps it, so that any or all of these Messages may be browsed at any time while using the MOD Sheet. The system will always pop a new message in at the top. Therefore, a running history of messages for the Sheet is available from the top down, with the most recent being at the top.

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