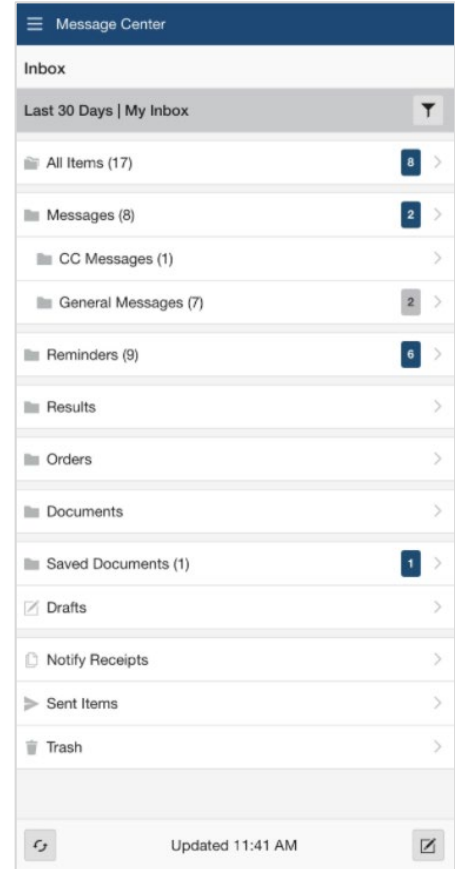# PowerChart Touch Message Center User Guide

The PowerChart Touch Message Center mimics the desktop PowerChart Message Center.

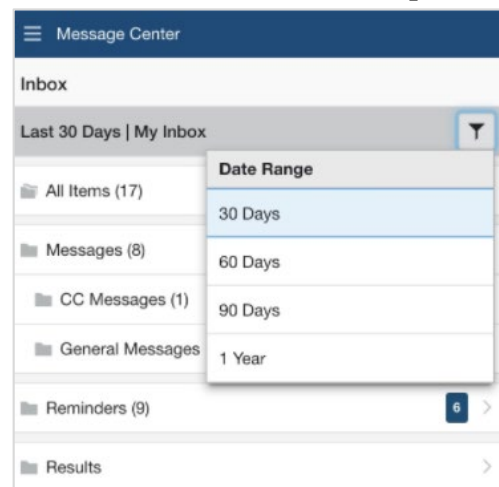Highlights of PowerChart Touch Message Center include:

- When there are unread messages, the folder displays in dark blue.
- When messages are read, the folder displays in grey.
- When viewing messages within folders, unread messages display with a blue dot by the sender's name; the blue dot no longer displays when message is read.
- Dictate into general message if needed; the flame [icon] icon indicates where dictation is available.
- Available options include **Reply**, **Send to Trash**, **Mark as Unread**, **CC**.
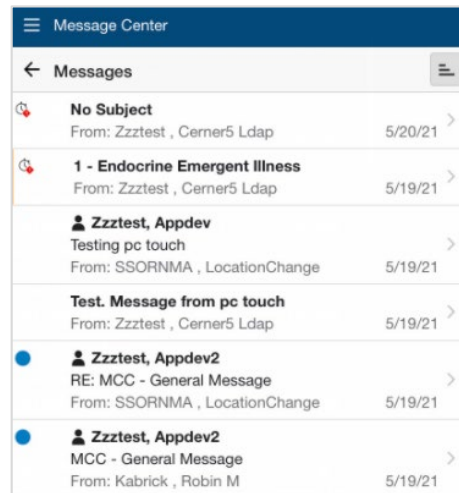
Inbox

The Inbox defaults to display the last 30 days of messages. You can also switch between inbox pools.

1. To change the date range, tap the filter icon [icon] and select the appropriate date range. Messages within that range will display.
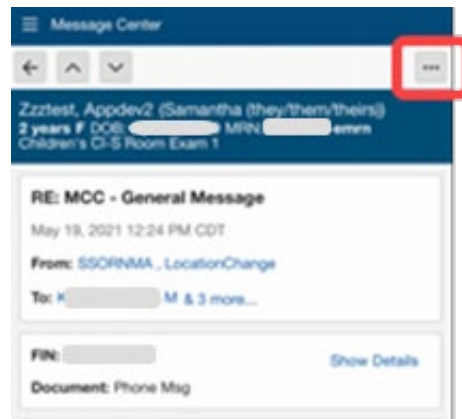
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2. To view messages, tap the message field to open the side view.

3. To open a patient's chart attached to the message, tap the blue banner bar.

4. Click the ellipses for available options i.e. **Reply**, **Reply All**, **Forward**, etc.

Results and Orders

1. Tap on the message field.

2. Review the Orders/Results.

3. Select **Approve All** at the bottom of the result or order. **Note**: Orders can't be cosigned/endorsed individually; you need to cosign/endorse all.

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Composing Messages

1. To compose a message, click on the compose icon [✏️] located in the lower right corner of the main **Message Center** screen.

2. Tap the [👤⁺] icon to associate a patient's chart to the message.

3. Tap **CC** to add recipients to copy on the message.

4. Tap **Options** to set a priority or due date.

5. Tap + to add recipients for the message.

6. Tap the folder [📄] icon to add message templates.

7. Tap the flame [🔥] icon to dictate rather than type a message.

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