

1. General principles

"My messages" area allows you to send **general communications** from the Chorus Pro portal. Messages can be sent by a public client to its suppliers (private or public) and vice versa.

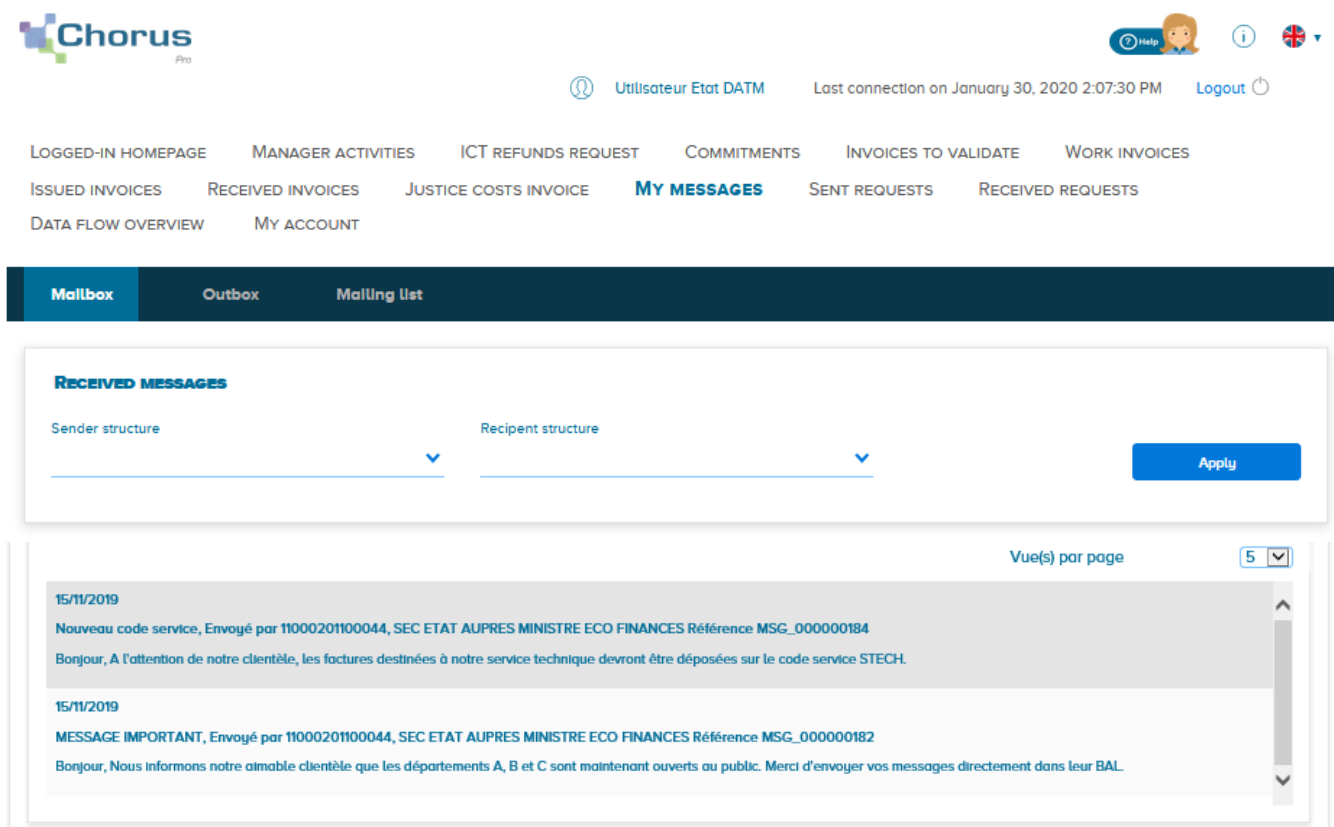
A message can be sent to one or more recipients if at least one invoice has been sent between them.

A message is sent **one way** (no response possible from a received message).

The **"My messages" space does not replace the "Solicitations issued" space** which remains dedicated to exchanges between customers and suppliers for problem solving and questions related to invoices.

2. Check your received messages

Click on the "My Messages" space to access the inbox of mailbox on your structure / service:



The screenshot shows the Chorus Pro user interface. At the top, there is a navigation bar with the Chorus Pro logo, user information (Utilisateur Etat DATM), last connection time (January 30, 2020 2:07:30 PM), and a Logout button. Below the navigation bar is a menu with various options: LOGGED-IN HOMEPAGE, MANAGER ACTIVITIES, ICT REFUNDS REQUEST, COMMITMENTS, INVOICES TO VALIDATE, WORK INVOICES, ISSUED INVOICES, RECEIVED INVOICES, JUSTICE COSTS INVOICE, **MY MESSAGES** (highlighted), SENT REQUESTS, RECEIVED REQUESTS, DATA FLOW OVERVIEW, and MY ACCOUNT.

The 'MY MESSAGES' section is active, showing a 'Mailbox' tab selected. Below the tab, there are two dropdown menus for 'Sender structure' and 'Recipient structure', and an 'Apply' button. To the right, there is a 'Vue(s) par page' dropdown set to 5.

The list of received messages includes:

- 15/11/2019**
Nouveau code service, Envoyé par 11000201100044, SEC ETAT AUPRES MINISTRE ECO FINANCES Référence MSG_000000184
Bonjour, A l'attention de notre clientèle, les factures destinées à notre service technique devront être déposées sur le code service STECH.
- 15/11/2019**
MESSAGE IMPORTANT, Envoyé par 11000201100044, SEC ETAT AUPRES MINISTRE ECO FINANCES Référence MSG_000000182
Bonjour, Nous informons notre aimable clientèle que les départements A, B et C sont maintenant ouverts au public. Merci d'envoyer vos messages directement dans leur BAL.

1 You can consult the list of received messages. The attributes of a received message are:

- The date of reception
- The title
- The issuing structure
- The reference
- The contents

2 It is possible to apply a filter to the list of **received messages** by sending structure or by recipient structure (if you have subscribed to the My messages space on several structures). After selecting a structure from one of the two drop-down lists, click "Apply" to filter your messages.

3.

View your sent messages



Click on the "Outbox" tab to view your sent messages and create new messages:

Utilisateur Etat DATM Last connection on January 29, 2020 2:18:47 PM Logout



LOGGED-IN HOMEPAGE MANAGER ACTIVITIES ICT REFUNDS REQUEST COMMITMENTS INVOICES TO VALIDATE WORK INVOICES
 ISSUED INVOICES RECEIVED INVOICES JUSTICE COSTS INVOICE **MY MESSAGES** SENT REQUESTS RECEIVED REQUESTS
 DATA FLOW OVERVIEW MY ACCOUNT

Mailbox **Outbox** Mailing list

SENT MESSAGES

Sender structure Current status Start date between 
 Message title Message reference and 

Line(s) per page Pagination

Reference ↑↓	Creation date ↑↓	Sender structure ↑↓	Designation ↑↓	Title ↑↓	Start date ↑↓	End date ↑↓	Current status ↑↓	Action
MSG_000000040	09/10/2019	21330063500017	COMMUNE DE BORDEAUX - MAIRE	earger	09/10/2019		Sent	
MSG_000000268	15/01/2020	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	Test 3	15/01/2020	30/01/2020	Sent	

1 The list of sent messages contains for each message:

- The reference
- The date of creation
- The identifier (SIRET) of the issuing structure
- The designation of the issuing structure
- The title
- The start and end dates of the message display for recipients
- The status of the message. A message may be in the "Sent" or "Draft" state (the message has been saved but has not been sent to recipients)

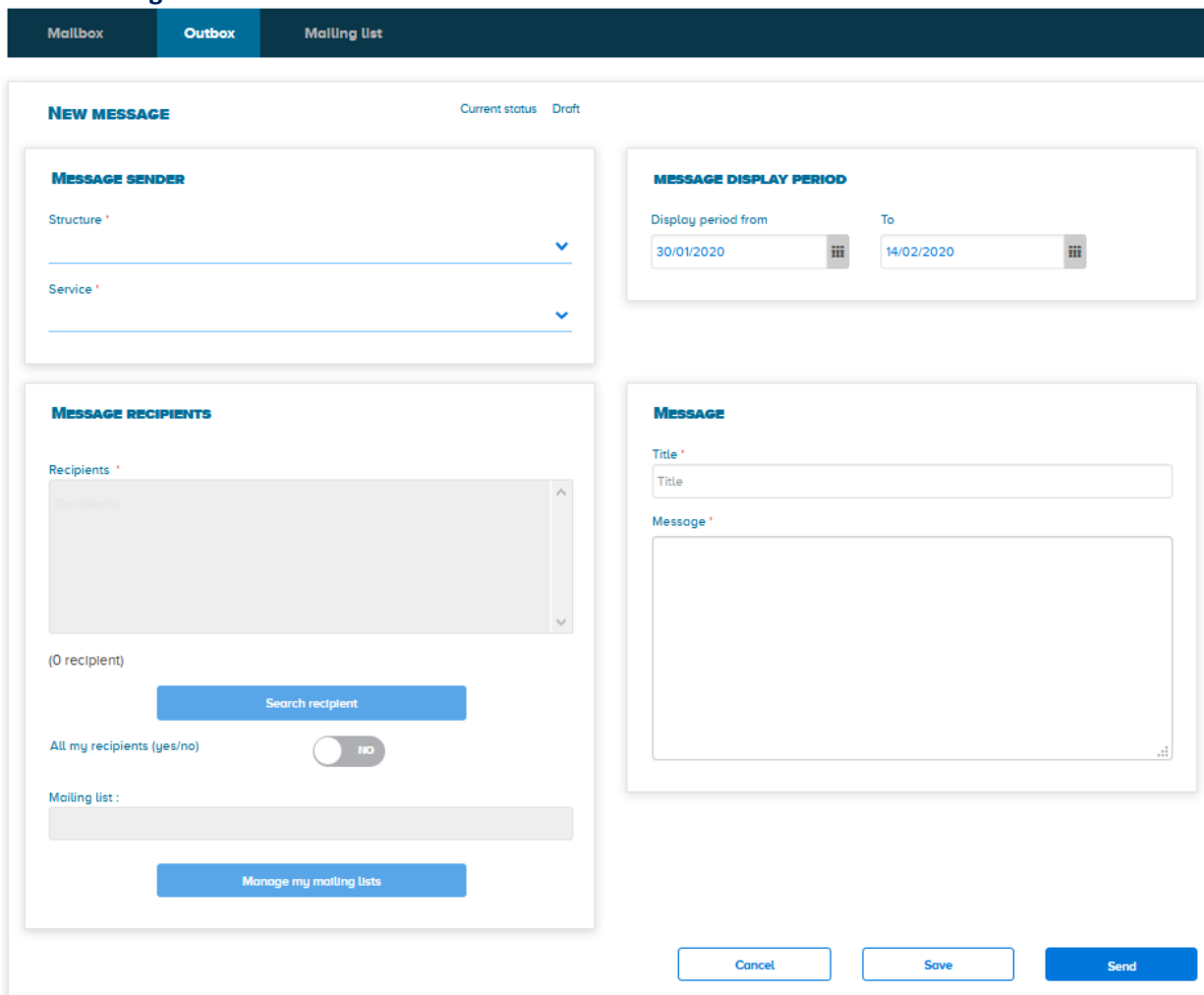
2 It is possible to filter the list of sent messages by structure sending the messages, by their current status, by title, by reference or start and end date of display. Several filters can be applied simultaneously. After entering the filter (s) you wish to apply, click on "Search". To redisplay the list containing all sent messages, click on "Reset".

3 To create and send a new message, click on "Create a new message".

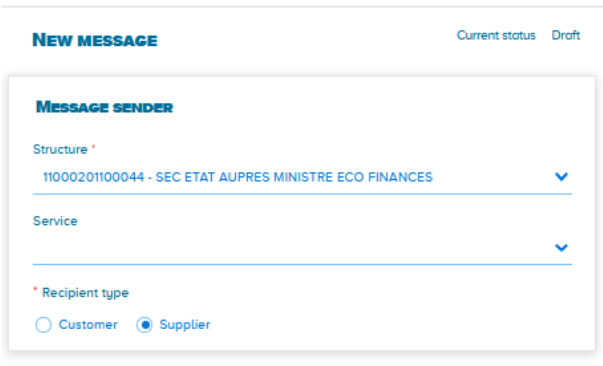
4.

Create and send a new message

The following form appears when creating a new message. The fields marked with an * must be completed to allow the message to be sent.



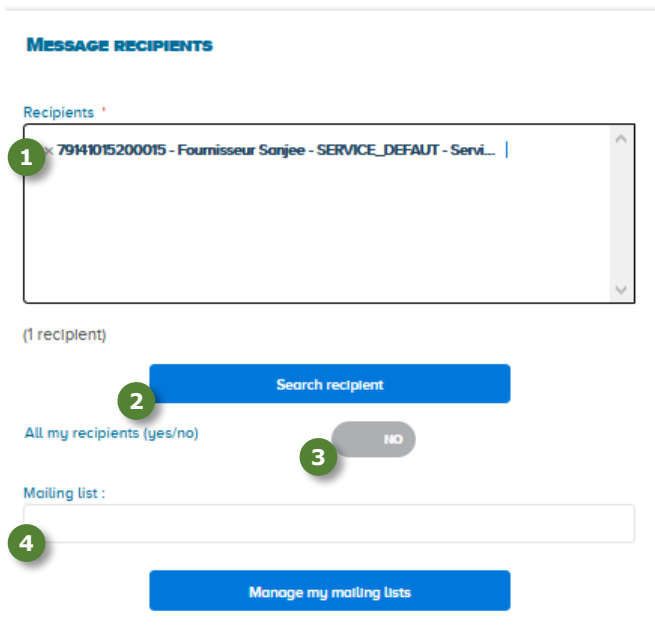
Area « message sender » :



A drop-down list allows you to display the structure sending the message. Adding the sender service code is optional.

For public entities only: a check mark must be filled in to designate the type of recipient (customers or suppliers).

Area « Message recipients » :



MESSAGE RECIPIENTS

Recipients *

1 79141015200015 - Fournisseur Sanjee - SERVICE_DEFAULT - Servi... |

(1 recipient)

2 Search recipient

All my recipients (yes/no) 3 NO

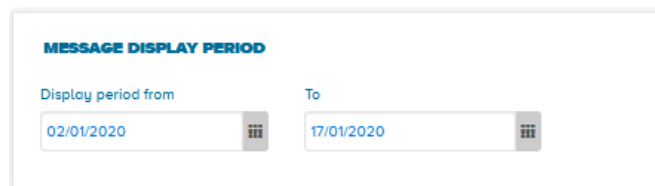
Mailing list:

4

Manage my mailing lists

- 1 The recipient (s) can be indicated by their SIRET in the "Recipients" block. An automatic selection is proposed by autocompletion from 4 characters. The selection list includes, where applicable, the services with which the issuer has already exchanged invoices.
- 2 The "Search recipients" button returns to a search screen allowing you to directly find and add a recipient.
- 3 If the check mark "All my recipients" is changed to "Yes", the message will be sent to all the structures with which the issuer has exchanged invoices.
- 4 You can specify one or more mailing list (s) as recipient (s) if you have created one.

Area « Message display period » :



MESSAGE DISPLAY PERIOD

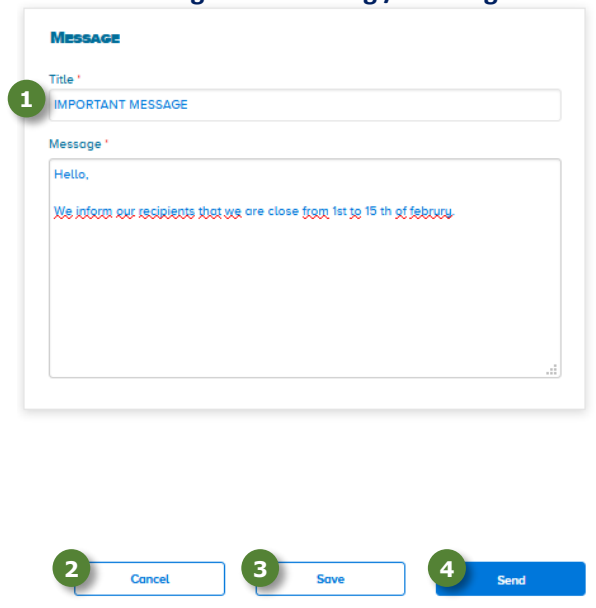
Display period from To

1 02/01/2020 17/01/2020

Adding start and end dates for the message display for the recipient (s) is mandatory.

By default, the display start date is that of the day the message is created (D). The end date is D + two weeks.

Area « Message » and saving / sending the message :



MESSAGE

1 Title *

IMPORTANT MESSAGE

Message *

Hello,
We inform our recipients that we are close from 1st to 15 th of february

2 Cancel 3 Save 4 Send

- 1 The title and the content of the message are free fields. The number of characters is 50 for the title and 2000 for the content.
- 2 The "Cancel" button allows you to return to the screen for viewing sent messages.
- 3 The "Save" button keeps a message in its Outbox in the "Draft" state. The user can complete their message later, before sending it.
- 4 The "Send" button allows you to send the message once all the required fields have been completed.

5.

Possible actions on messages created

Several actions can be performed on created messages. To do this, access the list of messages in the outbox, column "Action":


Reference	Creation date	Sender structure	Designation	Title	Start date	End date	Current status	Action
MSG_000000040	09/10/2019	21330063500017	COMMUNE DE BORDEAUX - MAIRE	ecarger	09/10/2019		Sent	
MSG_000000268	15/01/2020	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	Test 3	15/01/2020	30/01/2020	Sent	
MSG_000000272	30/01/2020	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	Good practice	30/01/2020	14/02/2020	Sent	 

Line(s) per page: Pagination:

[Create new message](#)

All created messages can be viewed by clicking on 

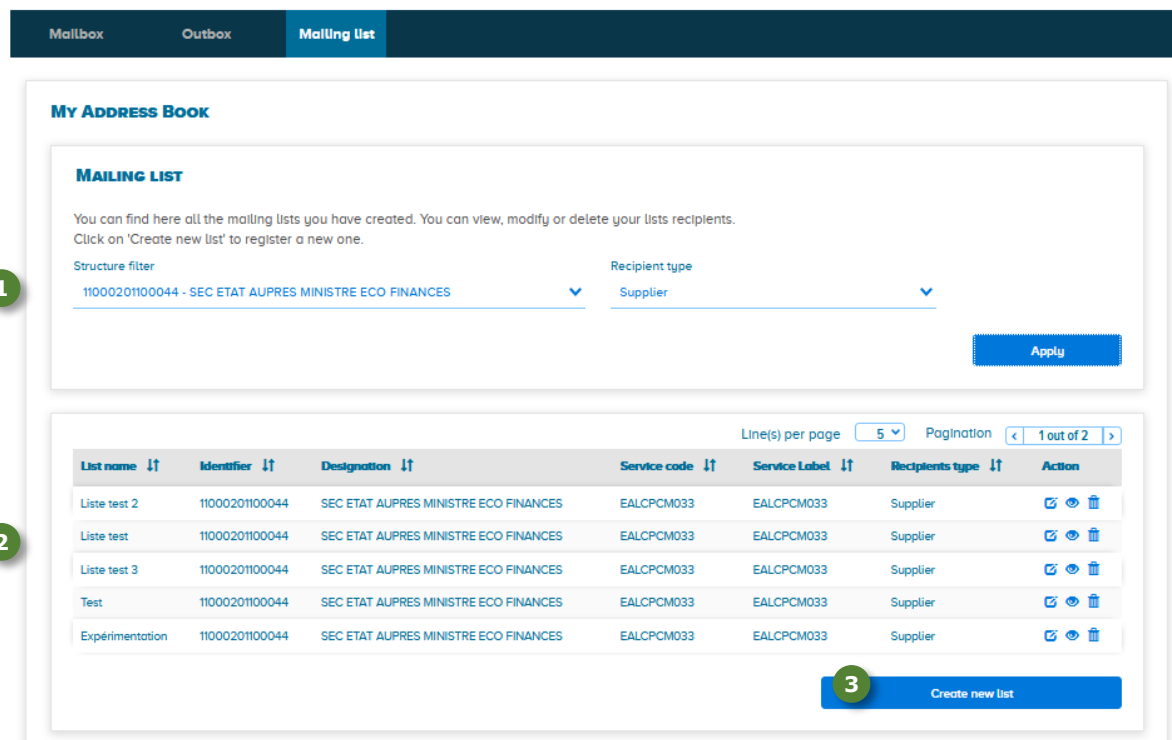
Messages can be changed by clicking on : 

- All the fields can be modified for messages in the "Draft" status. Once you've made changes to the message, you can send it to the recipient (s) or save it to keep it as a draft.
- For messages in the "Sent" state, it is possible to modify the display dates, except for the start date if it is less than today's date. New recipients can be added in the "New recipients" field. Once the information has been modified, click on  so that the changes are taken into account and visible to the recipient (s).
- Messages in the "Sent" state whose display finish date has expired cannot be modified.

Messages in the "Draft" state can be deleted by clicking on 

6. Create and manage mailing lists

A message can be sent to one or more recipient list (s) previously created. The "Mailing lists" tab is dedicated to the creation and management of these lists.


















MAILING LIST

You can find here all the mailing lists you have created. You can view, modify or delete your lists recipients. Click on "Create new list" to register a new one.

Structure filter: 11000201100044 - SEC ETAT AUPRES MINISTRE ECO FINANCES

Recipient type: Supplier




Apply

List name	Identifier	Designation	Service code	Service Label	Recipients type	Action
Liste test 2	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	EALCPCM033	EALCPCM033	Supplier	  
Liste test	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	EALCPCM033	EALCPCM033	Supplier	  
Liste test 3	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	EALCPCM033	EALCPCM033	Supplier	  
Test	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	EALCPCM033	EALCPCM033	Supplier	  
Expérimentation	11000201100044	SEC ETAT AUPRES MINISTRE ECO FINANCES	EALCPCM033	EALCPCM033	Supplier	  

Create new list

1 It is possible to filter the distribution lists already created by structure and by type of recipient.

2 The results table displays the mailing lists already created. The icons in the "Action" column allow you to:

-  **Modify** a mailing list (add or delete recipients, modify the list name)
-  **Consult** a mailing list
-  **Delete** a mailing list.

3 To create a new mailing list, click on "Create a new list"

Mailbox
Outbox
Mailing list

NEW MAILING LIST

List name *

OWNER OF THE MAILING LIST

Structure *

Service *

RECIPIENTS

Recipients *

(0 recipient)

The fields marked with an * must be completed to allow the creation of the mailing list:

- **List name** : 250 characters maximum
- **Structure and service (optional) owner of the distribution list**: authorized users of the structure (possibly the service) will be able to select the list when sending a message
- **Recipients** : allows you to indicate the recipient structures / services registered on the list. The recipients can be indicated by their SIRET in the "Recipients" field (selection proposed by autocompletion from 4 characters) or selected by search criteria (identifier, designation, postal code, etc.) by clicking on the "Search recipients" button. "

For public entities only: a tick should be selected to indicate the type of recipient (customers or suppliers)

To confirm the creation of the list, click on "Create". To return to the home page of the "Mailing lists" tab, click on "Cancel".

Mailing lists can be selected as recipients of a message by creating a new message or by modifying a message already sent (see section 4 "Creating and sending a new message").