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Provide Customizable Away Messages with miSecureMessages Version 6.7

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The screenshot shows the miSecureMessages (MSM) interface for a contact named "Mercy Medical Center". The top bar includes the miSecure Messages logo, the contact name, a search box, and the current time (12/12/2019, 11:45:53 AM) and user name (Andrea Ward). Below the top bar is a navigation bar with "Contacts" and "Compose" options. The main content area displays a list of contacts, each with a checkbox, a profile picture, a name, a status indicator (OFF), and a custom away message. The contacts are grouped into categories: Favorites (5 Members), Cardiology (4 Members), Emergency (2 Members), Pediatrics (3 Members), Radiology (2 Members), and Staff (12 Members). The contacts listed are Alan Caspar (7115557934), Angela Massey (7115559715, OFF, I'm on Vacation), David Darcy (7115554862), Erica Sorenson (7115556432, OFF, In a Meeting), and Shere Krauss (7115556632).

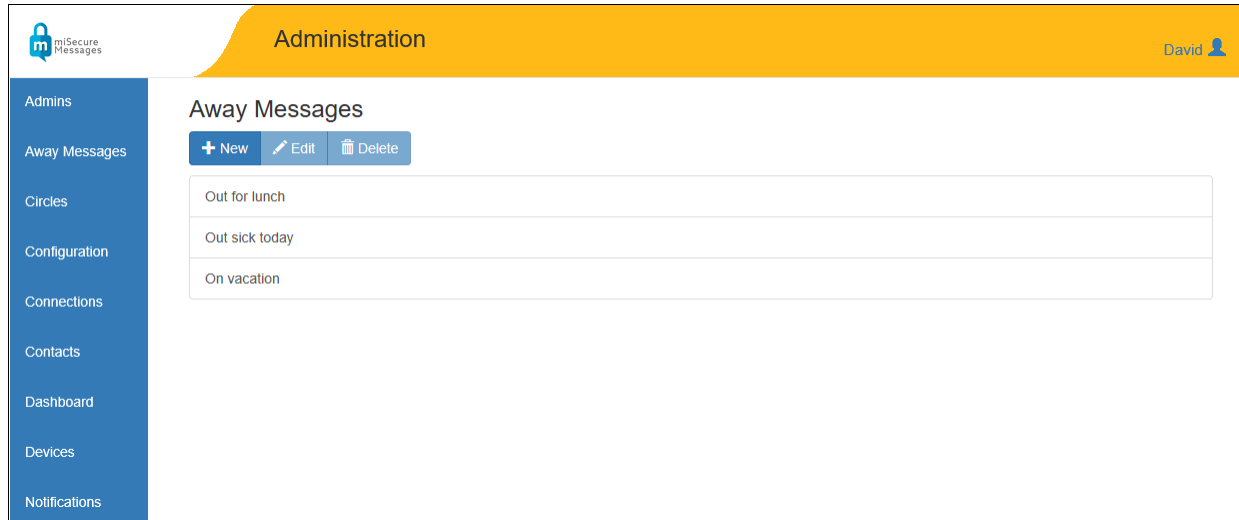
With miSecureMessages (MSM) version 6.7, when users set their miSecureMessages notifications to “Off,” they may enter a custom away message or choose an away message from the pre-programmed System and Group away messages.

Away Messages are displayed on the miSecureMessages Contacts screen to other users in the same Group, and are also sent as an auto reply to those users who send a secure message to a user who is away.



Away Messages can have an optional start and end time to turn notifications off and begin away messages at a date and time other than now, and to turn notifications back on and end away messages at a specific date and time.

System Away Messages

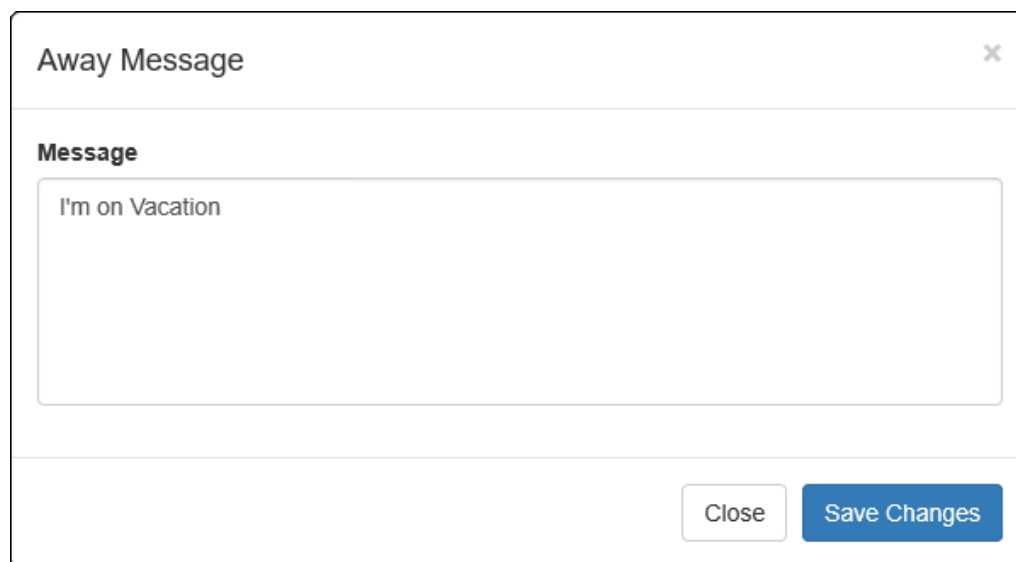
The Away Messages page in the MSM Administration Web application is used to customize the system away messages that are available to any group that is enabled for system away messages. When a miSecureMessages user turns off miSecureMessages notifications, the user can select one of these away messages, select one of the group away messages, or type a custom away message.



Adding and Editing System Away Messages

- To add a system away message, click the New icon. 
- To edit a system away message, click the away message that you want to edit and then click the Edit icon. 

The Away Message window is displayed.



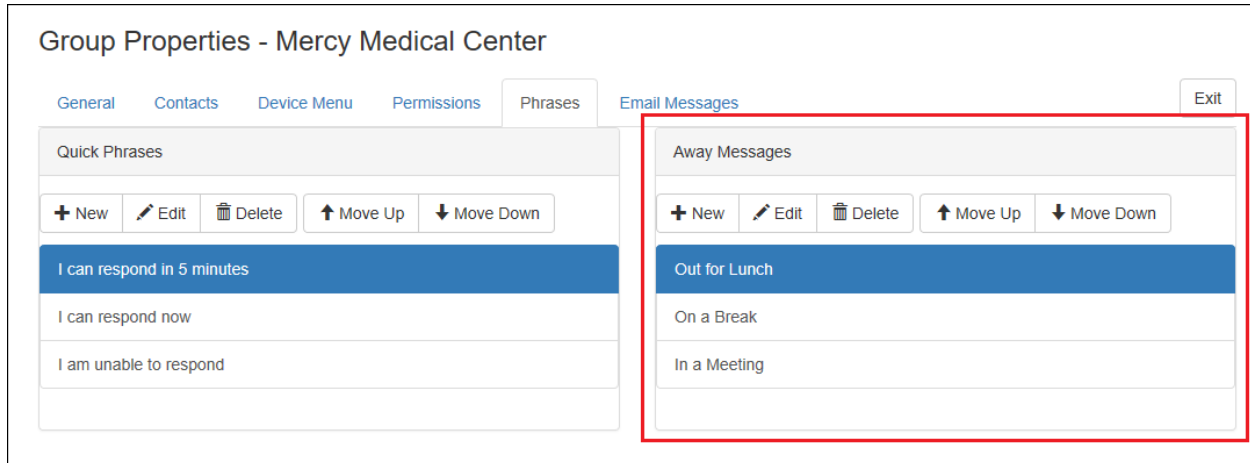
Message

Type the away message that you want to add, or edit the existing away message.

Click the **Save Changes** button.

Group Away Messages

Custom away messages can be created for each group under the Phrases tab in Group Properties. The Away Messages pane under the Phrases tab is used to create and edit away messages that are only available to users registered to the group.



Adding and Editing Group Away Messages

- To add a group away message, click the New icon **+** in the Away Messages pane.
- To edit a group away message, click the away message that you want to edit and then click the Edit icon **✎** in the Away Messages pane.

The Away Message window is displayed.



Message

Type the away message that you want to add, or edit the existing away message.

Click the **Save Changes** button.

Away Message Permissions

The settings that grant or deny permissions for away messages are found under the Permissions tab in the MSM Administration Web Group Properties. The permission settings can be configured for each miSecureMessages group.

The screenshot shows the 'miSecureMessages Administration' interface for the 'Mercy Medical Center' group. The 'Permissions' tab is active, showing three main sections:

- Group Administrator Permissions:** Includes dropdowns for Contact Access (View), Circle Access (Update), and Phrases (Full). It also has several checkboxes: Change Passcode Rules, Change Password Rules, Access Messages, Change Default Circle Name, Change Personal Circle Name, Change Registration Type, Change Contact Permissions, and Run Reports.
- Group User Permissions:** Includes checkboxes for View Group Fields, View Contacts, View Circles, View Phrases, and Run Reports.
- Contact Permissions:** Includes checkboxes for Allow Device to Device Messaging, Change Away Message (highlighted), Change Display Name, Change Email, Change Interval, Change Notifications (On/Off), Change Personal Circle, Change Personal Quick Phrases, Change Phone Number, Change Picture, Use System Away Messages (highlighted), and Use System Phrases.

A 'Save' button is located at the bottom left of the main content area.

Change Away Message

The “Change Away Message” setting allows contacts in this group to create custom away messages.

Select this check box to enable contacts to enter their own custom away message.



Use System Away Messages

The “Use System Away Messages” setting allows contacts in this group to access the system away messages defined on the Away Message page.

Select this check box to enable contacts in this group to select system away messages.

When you have finished configuring Permissions settings for the group, click the **Save** button to save your changes.

Setting an Away Message in the Android App

To change your miSecureMessages away message from the Android app, touch the Sound icon  or the No Sound icon  on the title bar.

The Notification Settings screen is displayed.

Notifications

The Notifications setting determines whether you will receive notification of new messages. If your notifications are turned on, the word “On” is displayed. If your notifications are turned off, the word “Off” is displayed. Notifications are turned on by default.

Away Message

If your notifications are turned off, the Away Message field displays your away message.

To turn off notifications and to set or change your away message, touch **Away Message**. The Away Message screen is displayed.

Away Message

The Away Message screen is displayed when turning off message notifications and when setting or changing an away message.

Current

If Notifications are off, the current away message is displayed in the Current field. Otherwise, the Current field is blank.

Previously saved away messages are displayed beneath the Current field.

Touch an away message.

OR

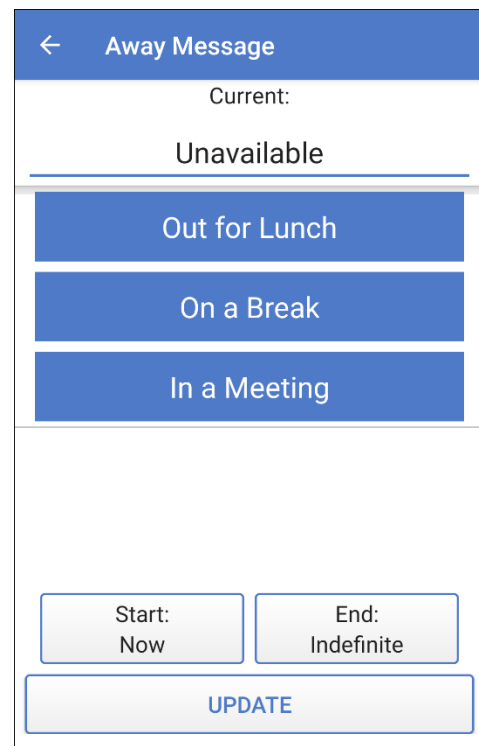
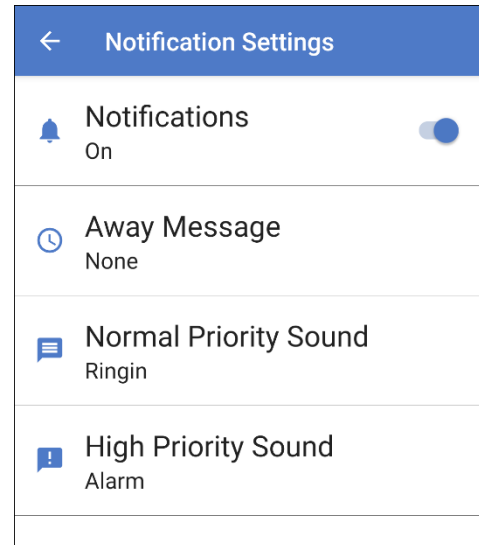
Enter a new away message into the **Current** field.

Start

The Start button displays the date and time at which the away message will be activated. By default, Start is set to “Now” indicating it will be activated as soon as the away message is updated.

To change the Start date and time, touch **Start**.

A calendar is displayed.



Select the start date from the calendar, or touch **TIME** to keep the current date.

A clock of hours is displayed with the current start time. Select a starting hour, or touch the minutes portion of the time to keep the current hour.

A clock of minutes is displayed with the current start time. Select a starting minute.

Touch **AM** or **PM**.

When you have finished setting the Start date and time, touch **SAVE**.

OR

To set the Start date and time to “Now,” touch **NONE**.

End

The End button displays the date and time at which the away message will expire and notifications will resume. By default, End is set to “Indefinite” indicating the away message will remain in effect until a new away message is selected or until notifications are turned on.

To change the End date and time, touch **End**.

A calendar is displayed.

Repeat the steps for setting the date and time.

When you have finished setting the End date and time, touch **SAVE**.

OR

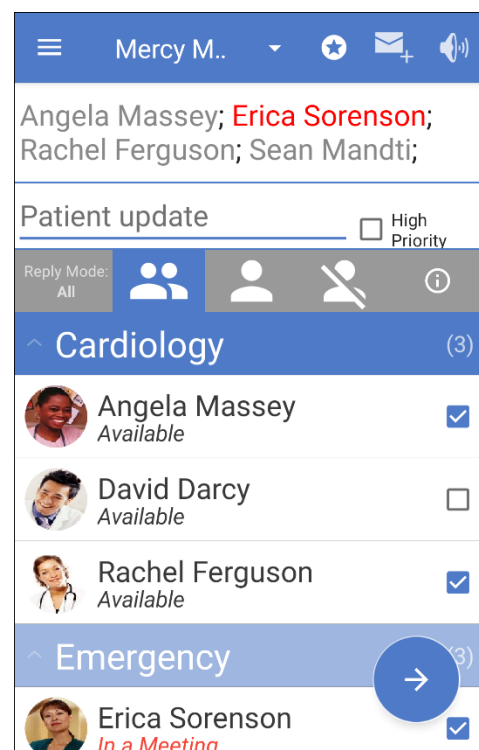
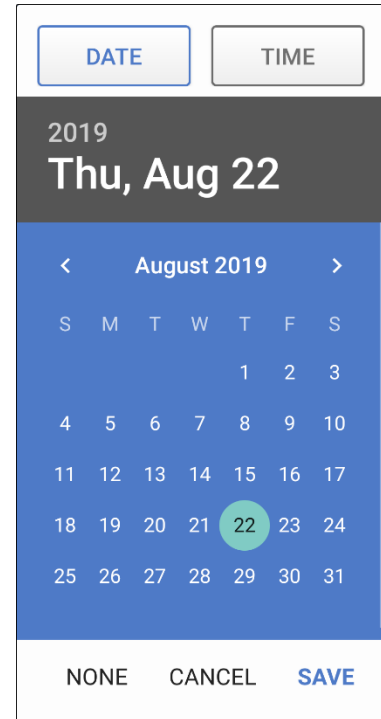
To set the End date and time to “Indefinite” touch **NONE**.

To return to the previous screen, press the **Back** button.

Note: The Notification Settings apply to all of your accounts on a single miSecureMessages server. If you have an account on multiple miSecureMessages servers, your Notification Settings will not apply to the accounts on other servers. Switch to the account that you want to edit before making changes to your Notification Settings.

When your notifications are turned off, your away message is displayed under your name on the Contacts screen and is sent as an auto reply to miSecureMessages users that try to send you a secure message.

More information about the miSecureMessages Android app is provided in the *miSecureMessages Android App User Guide*.



Setting an Away Message in the Apple App

To change your miSecureMessages away message from the Apple app, tap **On** in the upper left corner of the Menu Drawer.


The Away Message screen is displayed.

Away Message

The Away Message screen is displayed when turning off message notifications.

Start Time


The Start Time is the date and time at which the away message will be activated. By default, the Start Time is set to “Now,” indicating it will be activated as soon as the away message is updated.

To change the Start Time, tap the Calendar icon. 

Use the date and time wheels to select a starting day, hour, minute, and AM or PM.

End Time

The End Time is the date and time at which the away message will expire and notifications will resume. By default, the End Time is set to “Indefinite” indicating the away message will remain in effect until a new away message is selected or until notifications are turned on.

To change the End Time, tap the Calendar icon. 

Use the date and time wheels to select an ending day, hour, minute, and AM or PM.

Away Message/Away Messages

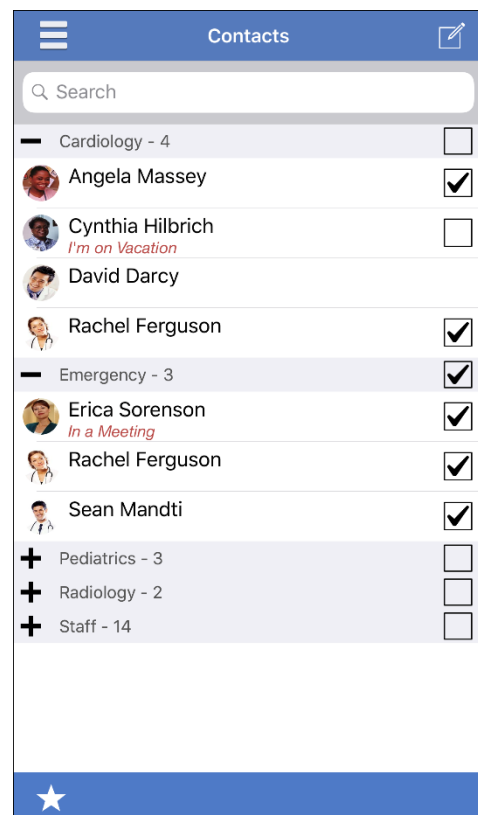
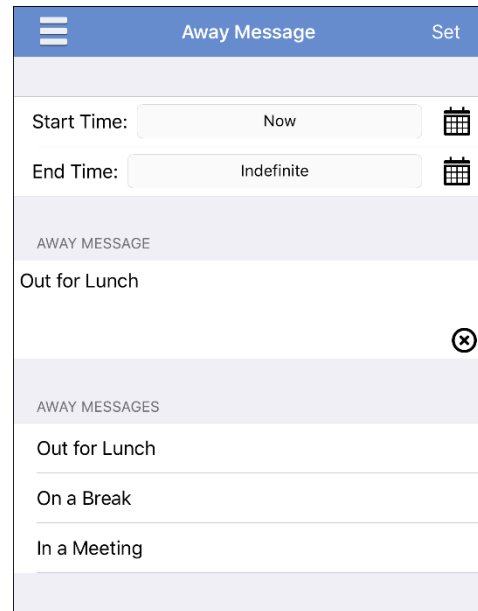
The Away Message is the message that will be displayed under your name on the Contacts screen and will be sent as an auto reply to miSecureMessages users that try to send you a secure message.

Select a message from the Away Messages menu, or enter a new message in the Away Message field.

When you have finishing selecting a start time, end time, and away message, tap **Set**.

If your Away Message settings were saved correctly, the “Update Success” message is displayed. Tap **OK**.

When your miSecureMessages notifications are turned off, your away message is displayed in red text below your name on the Contacts screen.



More information about the miSecureMessages Apple app is provided in the *miSecureMessages Apple App User Guide*.

Setting an Away Message in the MSM Contact Web

To change your miSecureMessages away message from the miSecureMessages Contact Web, select the **Settings** command in the Navigation Menu, or click your username in the upper right corner of the Contact Web banner and then click the **Settings** button.

The Settings page is displayed.

Away Message

The Away Message section of the Settings page is used to set, change, or clear an away message.

The screenshot shows the 'MSM Contact - Mercy Medical Center' settings page for user 'Andrea Ward'. The 'Notification Info' section includes a text description, a 'Notifications' input field set to 5, a 'Notification Interval' section with 'Hours' (0), 'Minutes' (16), and 'Seconds' (0) fields, and an unchecked 'Notification Enabled' checkbox. An 'Update' button is present. The 'Away Message' section includes a text description, a 'Message' input field containing 'Out sick today', and a date range 'December 16, 2019 8:39 AM - December 17, 2019 7:00 AM'. Below the message field are 'Set Message' and 'Clear Expiration' buttons.

Message

The Message field displays your current away message. If the away message is in effect, the start date and time and end date and time, if any, are displayed beneath the Message field.

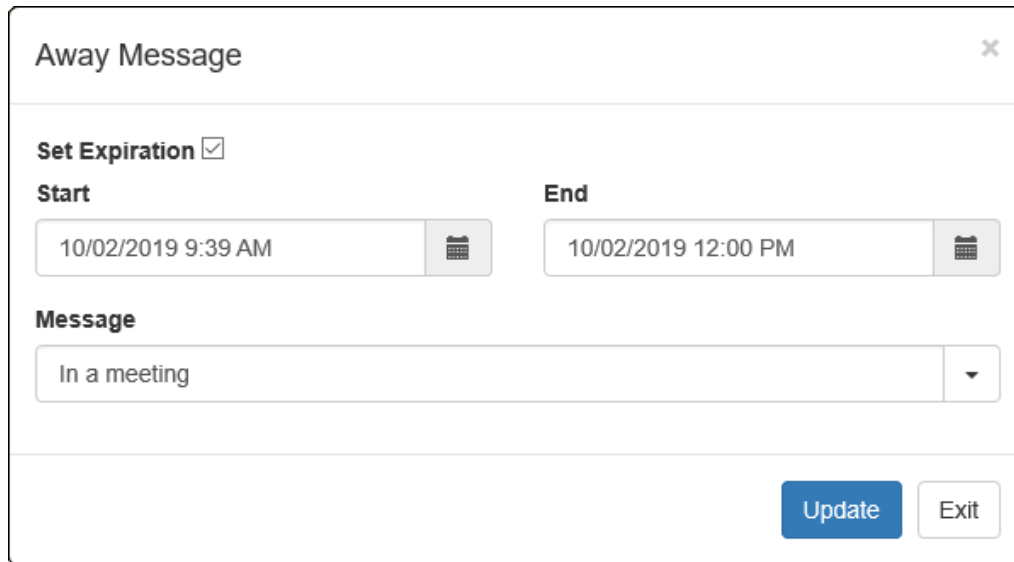
Note: The away message is only in effect while the Notification Enabled setting is not checked. If the Notification Enabled setting is checked, your miSecureMessages notifications are turned on and no away message will be sent.

To set an away message, clear the **Notification Enabled** check box or click the **Set Message** button.

The Away Message window is displayed.

Away Message

The Away Message window is used to set or change the away message that is displayed to miSecureMessages users to indicate that you are not able to receive message notifications.



Set Expiration

The “Set Expiration” setting determines whether the away message has a start and end time. If the check box is not selected, the away message will apply from the time it is saved, until notifications are turned back on or another away message is set.


Start

The Start field is displayed when the “Set Expiration” check box is selected.

To change the start date and time, click the Calendar icon  to the right of the Start field and select a start date and time.

End

The End field is displayed when the “Set Expiration” check box is selected.

To change the end date and time, click the Calendar icon  to the right of the End field and select an end date and time.

Message

The Message is the away message that will be displayed to miSecureMessages users.

Type an away message into the Message field.

OR

Click the down arrow icon and select an away message.

Click the Update button to apply the away message.

The Notification Enabled check box is cleared and the away message is displayed in the Message field. The start date and time and the end date and time, if any, are displayed below the Message field.

When your miSecureMessages notifications are turned off, the word **OFF** and your away message are displayed next to your name on the Contacts screen.

To cancel your away message and enable message notifications, click the **Clear Expiration** button in the Away Messages section of the Settings page, or clear the **Notification Enabled** check box and click the **Update** button.

The start date and time and end date and time are removed, and the Notification Enabled check box is checked.

More information about the miSecureMessages Contact Web is provided in the *miSecureMessages Contact Web User Guide*.

Setting an Away Message in the MSM Administration Web

Administrators with permissions to edit contact settings can set or change an individual contact's away message from the Contact Settings page of the MSM Administration Web. More information about editing contacts' away messages is provided in the *MSM Administration Web Guide*.

Requirements:

- MSM Administration Web 6.7.7096.06 or later
- MSM Server 6.7.7214.28178 or later
- MSM Contact Web 6.7.7096.10 or later
- Android devices:
 - Android OS 5 or later
 - miSecureMessages Android App 6.7.1.2 or later
- Apple devices:
 - Apple iOS 10 or later
 - miSecureMessages Apple App 6.7.0.5 or later
 - Apple watchOS 5.0 or later
 - Apple Watch Series 3 or later

Amtelco Part Number: 232MP149 and 232MP153

