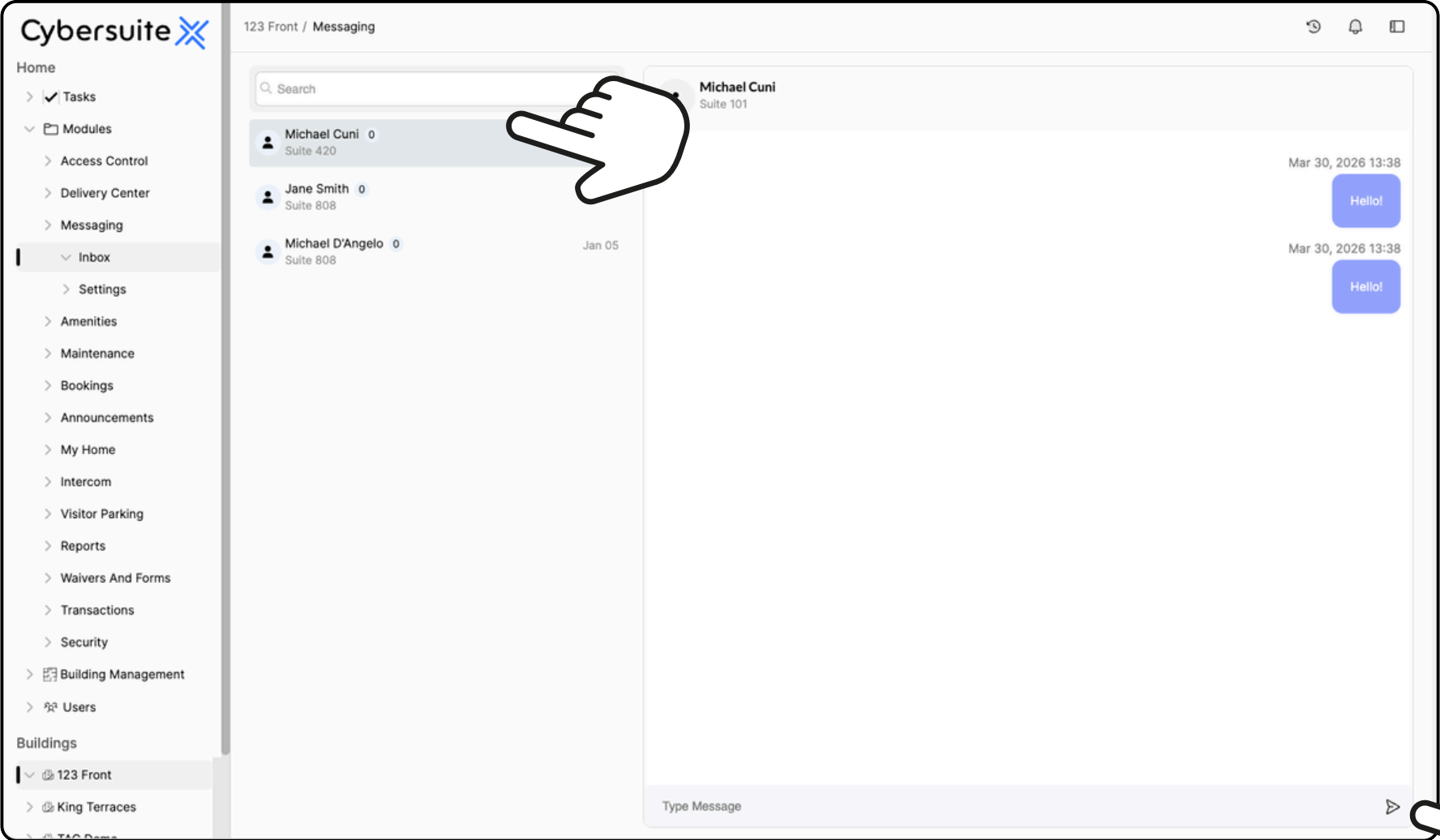


Messaging Module

The **Messaging** module allows you to **send direct messages** and **building-wide updates** to your residents.
Enter a resident's name in the **search box** to begin messaging.
To send a message, type in the text box, then select send.



Messaging Module

In the settings tab, property managers can create auto-reply messages. When enabled, residents will receive an automated response when they contact a property manager through the messaging module.

Auto-replies can be configured separately for weekdays and weekends. To enable, first, select the days the auto-reply will be active.

The screenshot displays the Cybersuite interface for configuring auto-reply messages. On the left, a sidebar menu lists various system modules, with 'Settings' highlighted and a hand icon pointing to it. The main content area is titled '123 Front / Messaging / Settings' and contains the following sections:

- Settings**
- Auto-reply Messages**
- Weekdays**: A row of five toggle switches for Monday, Tuesday, Wednesday, Thursday, and Friday, all currently set to 'Off'.
- Weekend**: A row of two toggle switches for Saturday and Sunday, both currently set to 'Off'.

Messaging Module

Finally, enter the **subject** and **description** of the auto-reply. Once configured, select **update**.

The system automatically sends replies during the selected day and time ranges. These settings are global, meaning they apply to all property managers within the same building.

Even if auto-replies are enabled, property managers can still manually send and receive messages at any time. The auto-reply feature does not block or limit regular communication.



The image shows a web form for configuring an auto-reply. At the top, there are two time selection fields: "Start time" and "End time", each with a clock icon. Below these is a "Subject" field with the placeholder text "Enter subject". Underneath the subject field is a large text area for the "Description" with the placeholder text "Description ...". At the bottom right of the form is a blue button labeled "Update". A hand icon is pointing at the "Update" button.