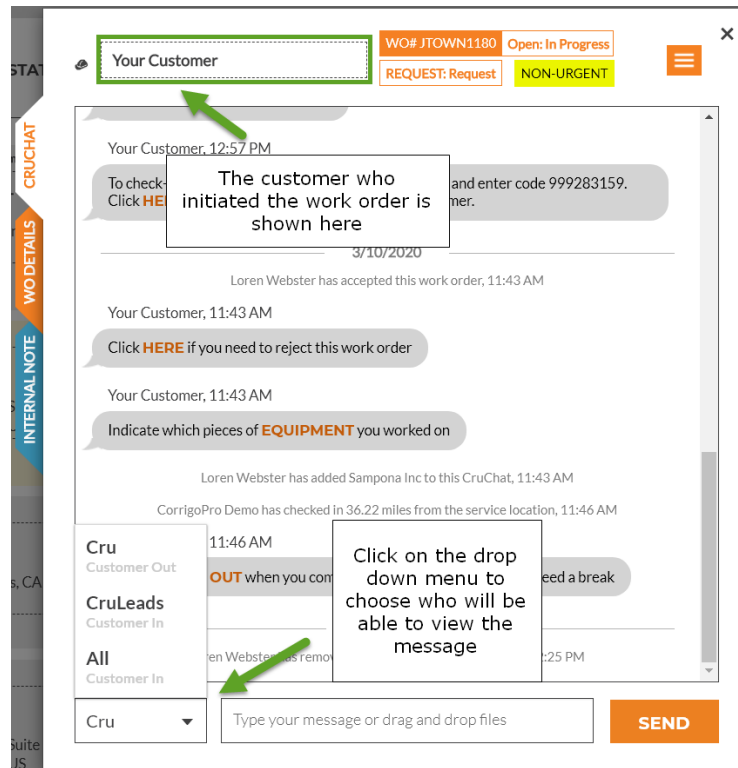


Quick Reference Guide

CorrigoPro – Sending Messages within work order CruChats

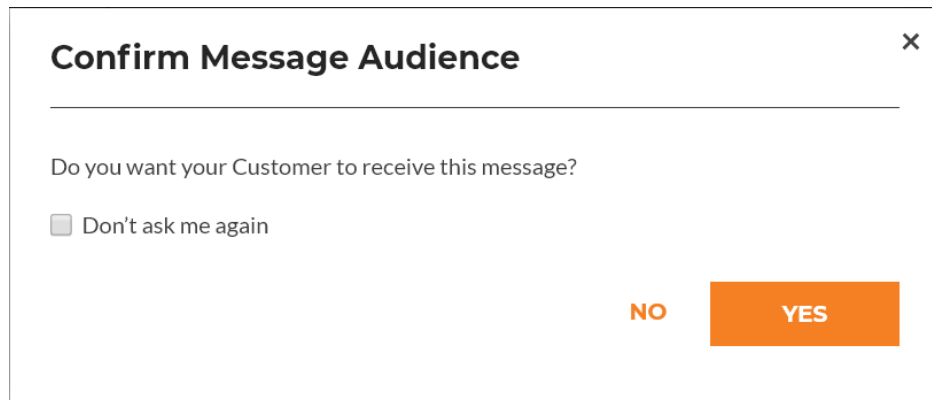
Messages can be sent within your CruChats to communicate with your Customers, Subs and Cru.



1. Select the audience for your message

- Cru – Message is visible by all your company users in CorrigoPro
- CruLeads – Message is visible by users designated as CruLeads and can also be viewed by the customer who initiated the work order
- All – Message is visible to all users who can access the work order. The customer who assigned the work order will also be able to view the message

2. Enter your message, then click “Send”. You will receive prompts to confirm the visibility of the message.

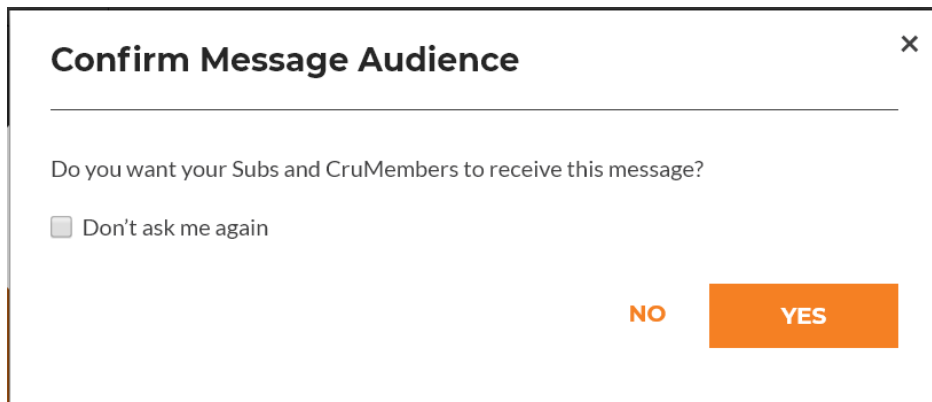


Confirm Message Audience ✕

Do you want your Customer to receive this message?

Don't ask me again

NO **YES**



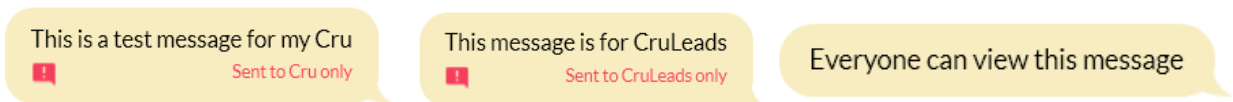
Confirm Message Audience ✕

Do you want your Subs and CruMembers to receive this message?

Don't ask me again

NO **YES**

3. Once the message is added to the CruChat, there will be an indication to show who can view the message.



Note – If the message does not show a red flag at the bottom, it will be visible to all users and to your customer