

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.

Your Custo	mer	REQUEST: Request	NON-URGENT
Your Custom	er 12:57 PM	r	
To check- Click HEI ir	The custome nitiated the wor	er who and ente k order is mer.	er code 999283159.
	shown ne	ire	
	Loren Webster has	3/10/2020	-43 AM
Your Custom	er 11.43 AM	accepted and work of dely 11	
	51, 11.45 AM	l and a	
CIICK MERE I	ryou need to reject this	work order	
Your Custom	er, 11:43 AM		
Indicate whic	h pieces of EQUIPME	NT you worked on	
	Loren Webster has adde	d Sampona Inc to this CruCha	at, 11:43 AM
Corrig	OPro Demo has checked II	a 36.22 miles from the service	≥ location, 11:46 AM
Cru Customer Out	11:46 AM	Click on the dro	q
Cruloada	OUT when you con	down menu to	, eed a break
CruLeaus Customer In		able to view th	e
All	en Webstern as remov	message	:25 PM
Customer In			

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?				
	NO	YES		

Confirm Message Audience		×
Do you want your Subs and CruMembers to receive this message?		
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

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