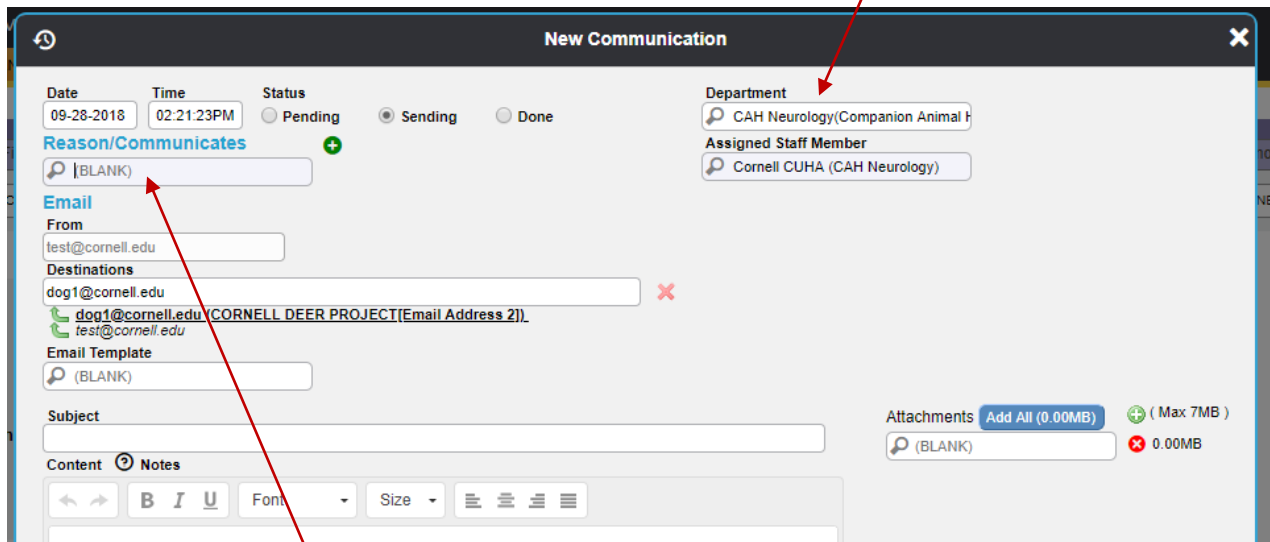


## Department

When creating a communication please check that the correct department is selected. This ensures that the correct users see your communication.



The screenshot shows the 'New Communication' interface. At the top, there are fields for Date (09-28-2018), Time (02:21:23PM), and Status (Pending, Sending, Done). Below this is the 'Reason/Communicates' field, which is currently blank. The 'Email' section includes 'From' (test@cornell.edu), 'Destinations' (dog1@cornell.edu, dgg1@cornell.edu [CORNELL DEER PROJECT[Email Address 2]], test@cornell.edu), and 'Email Template' (BLANK). The 'Subject' field is also blank. The 'Attachments' section shows 'Add All (0.00MB)' and '(Max 7MB)'. A red arrow points to the 'Department' dropdown menu, which is currently set to 'CAH Neurology(Companion Animal h...)'.

## Reason/Communicates

This field is used to assign to a GROUP of people you want to reach. If you need to target one person, you use the Assigned Staff Member field on the screen

PLEASE NOTE: If you are assigning the communication to a GROUP only, you still need to enter an Assigned Staff Member to save the communication (the system will not allow you to save without it). This could be yourself if necessary to save the communication.

These fields are strictly used to help with filtering under the YELLOW communication tab.