# MESSAGE CENTRAL

MEDENT's Message Central is a customizable screen that lets users track and manage message types that matter most to them. When security is enabled, users have the ability to set up their own Message Central tabs and divs as well as copy another user's tabs.

## Navigation

- Users must have security enabled to set up My Message Central and Message Central for others.
- To set up your own Message Central, from the main menu, click **Medical Records > Preferences > My Preferences > My Message Central**
- To set up another user's Message Central, click **Medical Records > Preferences > Other Preferences > Message Central Setup**
- To start your MEDENT sessions at Message Central, click the **Notification Menu > Settings > My Preferences > Display/PC Settings** and select Message Central.

## New Tab

- To create a new tab, either click the **chevron** and the **gear icon** to the right of your Message Central tabs or click the **Notification Menu > Settings > My Preferences > My Message Central**. This will open the Tab Setup screen where you can create a **New** tab, rank or hide your existing tabs and **Deactivate** tabs.
- On the top button line, click "**Copy Another User's Tabs**" to copy another user's Message Central tab setup.
- When creating a new tab, you can copy another tab's settings or start from scratch.

## New Area/Div

- On the top button line, click **"Tab Setup"** and **"Add Area to Message Central."** Then, select the area you wish to add to this tab.
- Here, you have the option to **Set Tab as Default**, set the **Number of Columns**, **Change Tab Name** or **Deactivate Tab**.
- You can also click the gear icon in each area heading to **Set Area Name**, select **Max To Show**, set the area's **Color**, add **Filters** and more. The options here will depend on which area you've selected.
- Click the plus sign to the right of each div heading to create a new item in that area.

## Example