

DOT Compliance Software Solution

Admin Tools

Revision 3.4.7.33

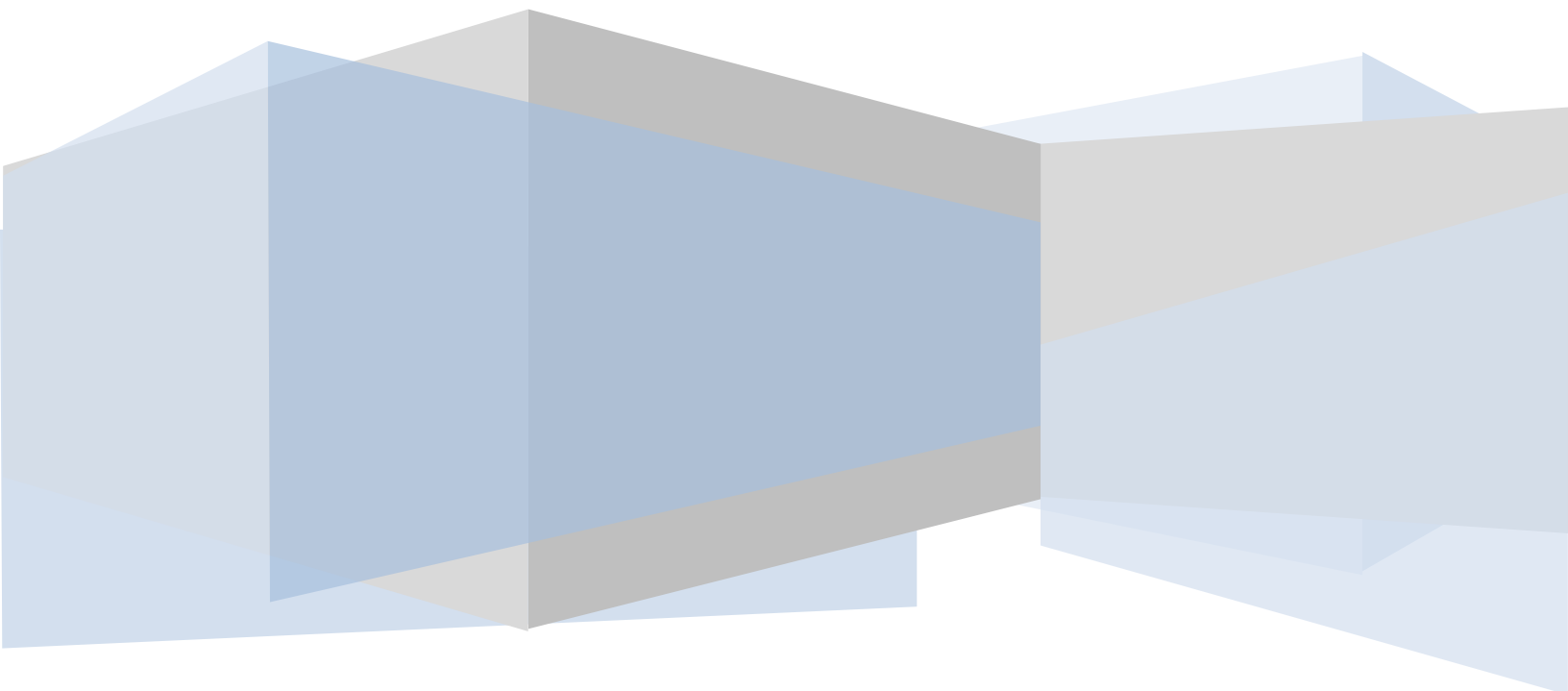


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Admin Tools

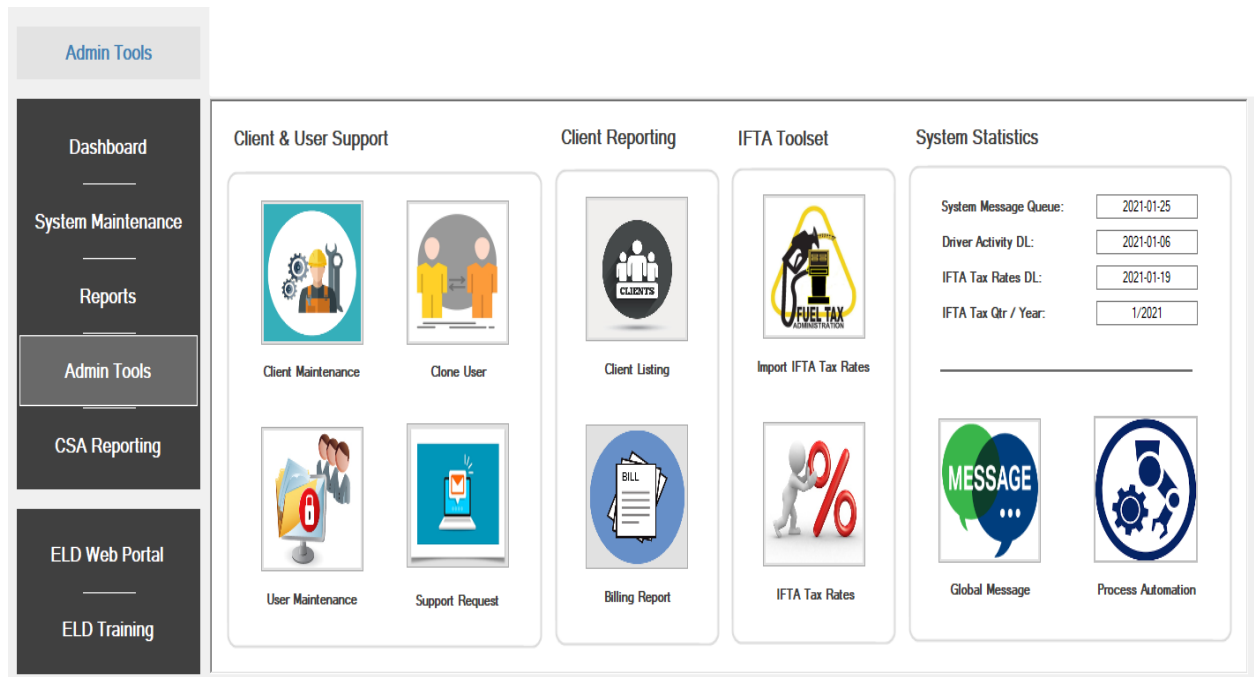
Overview

There are several tools available for Safety Companies or others who provide DOT Compliance Services for their clients.

The Administrative Tool Set is available by clicking on the Admin Tools Menu Item from the Left Side Menu and is shown below.

NOTE

The functions that follow under the Admin Tools Section of the Total DOT Application Suite are only available to Resellers – Users who have the Company ID of “9999”.



Client Maintenance

The Client Maintenance Module allows Resellers to easily integrate Clients into the Total DOT Application Suite.

Using the Client Maintenance Module, Resellers are able to Add and Update Clients as well as control which Features the Clients can have access to.

Admin Tools continued

Client Maintenance continued

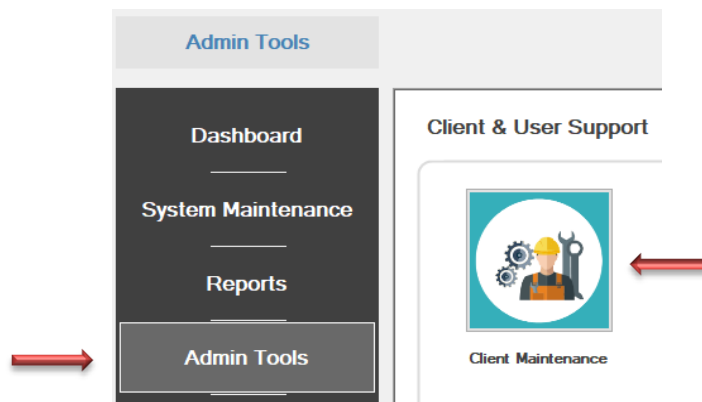
Client Setup

The ability to Setup Clients in the system is a function only available to Resellers.

While Resellers have the ability to manually enter Clients into the system using the Client Maintenance, an Import Feature is also available to automate the process and eliminate duplicate input for those clients using the ELD.

Manual Client Input

As mentioned above, the Resellers have the ability to manually input Client Information using the Client Maintenance Form that is available by clicking the “Admin Tools” Button on side menu.



Admin Tools continued

Client Maintenance continued

Manual Client Input

Once the Client Maintenance Form is open, Clients can be manually edited by clicking the “Add” Button to begin the process.

Client Maintenance Company Type:

ID	Company Name	DOT Number	Status
209			Active

Information Sales Activity

Country: Address:

City: State: Zip Code:

Contact: Phone: Fax:

Email Address: Website Address: Time Zone:

Company ID	Company Name	Address Line 1
101	OCW Transport	309 E Elm St
102	Hi-Gear Express	1709 Thistlewaite Drive
103	Xpress Transportation LLC	2843 Kent Road
104	Masonite Corporation	1120 Industrial Ave

Filters: Active Inactive All

Company ID will be automatically filled in for you. Enter all other relevant information on the “Information” tab to continue.

When all information has been filled out on the Information Tab, click the “Sales Activity Tab”.

Admin Tools continued

Client Maintenance --> Manual Client Input Continued

Enter the Company Name and DOT Number. Make sure to enter a valid DOT Number so the company will have access to the CSA Reporting Feature available from the System Dashboard.

ID	Company Name	DOT Number	Status
101	S&G Transportation LLC	2522168	Active ▼

Next, enter the Customer Country, Address, City, State and Zip Code as well as any Customer Contact Information.

Information		Sales Activity	
Country	Address		
U.S.A. ▼	13087 N 7 ave		
Portland	Oregon ▼	96321	
City	State	Zip Code	
Contact	Phone	Fax	
Jim Smith	(503) 972-3154		
Email Address	Website Address		
contact@info.com			

When adding new Clients, the Services and Costing Information that was set up for the Reseller, will be carried over to the new Client. This information can be adjusted as necessary.

Information		Sales Activity	
Contact Date	Demo Date	Trial End	Date Closed
10/3/2015	12/27/2014	12/27/2014	12/27/2014

Contract Number	Start Date	End Date	Refresh
	12/27/2014	12/27/2014	

<input checked="" type="checkbox"/> DOT Compliance	\$4.50	<input checked="" type="checkbox"/> IFTA Reporting	\$4.50
<input checked="" type="checkbox"/> VM Tracking	\$4.50	<input checked="" type="checkbox"/> Drug Consortium	\$4.50

Admin Tools continued

Client Maintenance --> Manual Client Input Continued

You can also enter any contractual information such as contract number, start and end dates if you wish to use these fields. If not, they are optional.

Next and most importantly, select the services you wish to make available for your new client. Please note that unless these options are correctly set, your clients won't have access to services they wish to use in the DOT Compliance Applications.

	Cost		Cost
<input checked="" type="checkbox"/> DOT Compliance	<input type="text" value="\$4.50"/>	<input checked="" type="checkbox"/> IFTA Reporting	<input type="text" value="\$4.50"/>
<input checked="" type="checkbox"/> VM Tracking	<input type="text" value="\$4.50"/>	<input checked="" type="checkbox"/> Drug Consortium	<input type="text" value="\$4.50"/>

You can also enter a price you will be charging your client for the services provided if you wish to be able to calculate invoice totals.

Once all relevant information has been entered, simply click the Save button to complete the transaction.

IMPORTANT

Once entered into the system, you can change customer information by using the Edit button.

If you wish to delete a customer, select the customer from the grid that you wish to delete and once again press the edit button. Set the status to Inactive using the drop down and click the Save button.

To view Inactive Customers, click the Inactive Filter at the bottom of the grid.

You can also reinstate a customer by selecting an Inactive Customer from the Inactive Grid, edit the record and set the Status to Active.

Please note that by setting a customer to Inactive, customer users will not have access to the system.

Useful if you stop providing services for that client.

Admin Tools continued

Import Client List

The Client Maintenance Form provides an automated feature to import all active ELD Clients directly into the Total DOT Application Data.

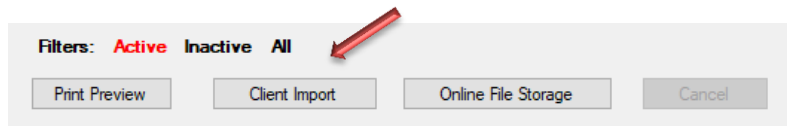
This feature can be used when setting up the system for the first time, or any time that changes have been made to the Client List on the ELD Portal.

IMPORTANT

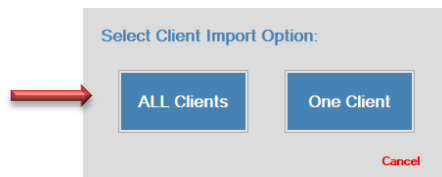
Make sure to set up services you will offer your clients as well as pricing details before importing any of your client-base as these are carried over to each client you import.

The steps to use the Import Client List Feature are as follows:

1. Once on the Client Maintenance Form, click the “Client Import” Button at the bottom of the form as shown below:



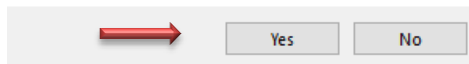
2. Click the option you wish to use for the Client Import from the Option Dialog Box.



All Clients

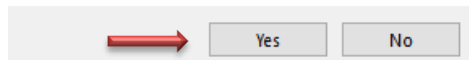
1. Click “YES” on the first dialog box that is shown to proceed with Importing ALL Clients.

Imports ALL Client Information from ELD. Continue...?



2. Click “YES” once again on the next dialog box to kick off the import. All clients will now be imported.

There are 113 Companies to Process. Continue...?



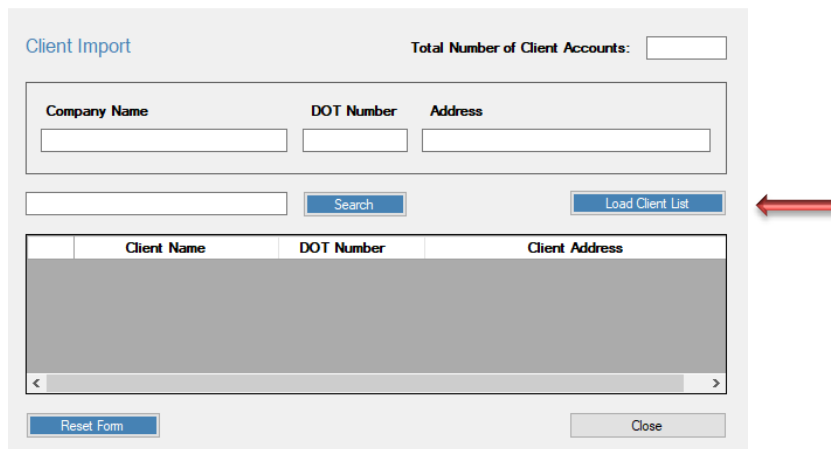
Admin Tools continued

Import Client List continued

One Client

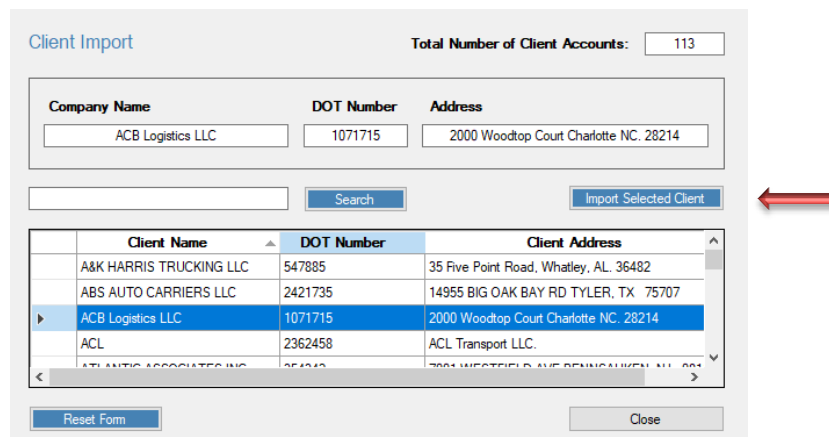
1. Clicking the “One Client” Option, from the Option Dialog Box, will display the Client Import Form.

Once on the Client Import Form, click the “Load Client List” button as shown below.



The screenshot shows the 'Client Import' form. At the top right, there is a field for 'Total Number of Client Accounts:'. Below this are three input fields for 'Company Name', 'DOT Number', and 'Address'. A 'Search' button is located below the input fields. To the right of the 'Search' button is the 'Load Client List' button, which is highlighted with a red arrow. Below the input fields is a data grid with columns for 'Client Name', 'DOT Number', and 'Client Address'. At the bottom of the form are 'Reset Form' and 'Close' buttons.

2. Next, select the Client you wish to import from the list in the Data Grid at the bottom of the form as shown, and finally click the “Import Selected Client” Button.



The screenshot shows the 'Client Import' form with the 'Total Number of Client Accounts' field now containing the value '113'. The input fields for 'Company Name', 'DOT Number', and 'Address' now contain the data for 'ACB Logistics LLC'. The 'Import Selected Client' button is highlighted with a red arrow. The data grid below shows a list of clients, with 'ACB Logistics LLC' selected (highlighted in blue). The data grid has columns for 'Client Name', 'DOT Number', and 'Client Address'. At the bottom of the form are 'Reset Form' and 'Close' buttons.

Client Name	DOT Number	Client Address
A&K HARRIS TRUCKING LLC	547885	35 Five Point Road, Whatley, AL. 36482
ABS AUTO CARRIERS LLC	2421735	14955 BIG OAK BAY RD TYLER, TX 75707
ACB Logistics LLC	1071715	2000 Woodtop Court Charlotte NC. 28214
ACL	2362458	ACL Transport LLC.
ATLANTIC ASSOCIATES INC	251610	7001 WOODFIELD AVE BENHARTEN, NJ 0882

3. The selected client will now be imported. Repeat this process for each client you need to import.

Admin Tools continued

Import Client List continued

IMPORTANT

When the import process is running, along with importing all Client Demographic Information and any other Client related information that is contained in the ELD, the following will also be created in the Total DOT System:

- a. All Services that have been set up in the Reseller Account will be carried over to all new Clients that have been created.
- b. The ELD Billing Type will be included in each new Client account as set up in the Reseller Account.
- c. New Login Credentials will also be created for each new client with the following information:

Client ID: ### - Each Client ID is Unique.
User Name: admin
Password: admin

User Name and Password will always be the defaults. New Users can be added and passwords can be changed.

Look in the System Users section of this manual for instructions.

IMPORTANT

A list of clients that did NOT have an API Key will also be displayed and can be printed using the Client Listing Report Feature on Admin Tools Page. It is imperative all Clients have API Keys entered so reporting and Other System Features will work correctly! You should go into the ELD Portal, create API Keys for the Clients that don't have one, and run the Client Import Feature again.

Admin Tools continued

User Maintenance

The User Maintenance Module allows you to easily add users for your clients. You can use this screen to add or revoke system permissions, assign rights for system specific features, and even change passwords.

To access the User Maintenance Module, simply click on the User Maintenance Button.

The screenshot shows the 'User Maintenance' interface. At the top, there is a 'Select Company:' dropdown menu with 'ATS Fleet Management Solutions' selected and a 'Select' button. Below this are fields for 'ID Number' (81), 'Last Name' (User), 'First Name' (Admin), 'MI' (checkbox), and 'Status' (Active). The next row contains 'Location' (Main Address), 'Email Address' (imazzuca@atsfleettracking.co), 'Login ID' (Admin), and 'Password' (Admin). A red link 'Email System Credentials' is visible. The 'Permissions' section includes checkboxes for Admin, Setup, Add, Edit, View, Delete, DOT Compliance, Vehicle Maintenance, IFTA Tax, Drug Consortium, and System Alerts. At the bottom, 'Quick Roles' are listed: Admin, Site Manager, Mechanic, Driver, and Data Input.

You can Add, Edit or Delete Users using this feature.

To add a new user, start by choosing a Customer from the drop down list and clicking the Select button.

This close-up shows the 'Select Company:' dropdown menu with 'S&G Transportation LLC' selected and a 'Select' button.

Next, click the Add button to begin adding a new user to that customer.

The User Number is automatically filled in for you and can't be changed. It is for internal system use only.

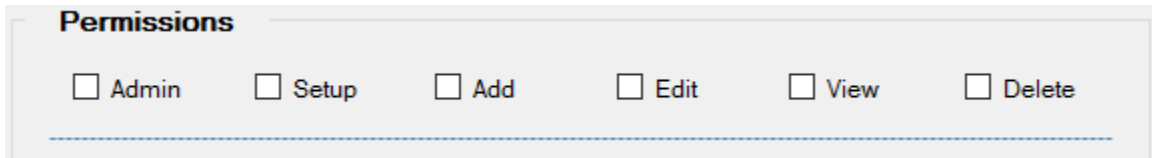
Enter Last Name, First Name and Middle (optional). Click the Location this user will be assigned and enter an Email address if the user has one. Enter User ID and desired Password.

This close-up shows the form fields for adding a new user: 'ID Number', 'Last Name', 'First Name', 'MI' (checkbox), 'Status' (dropdown), 'Location' (dropdown), 'Email Address', 'Login ID', and 'Password'.

Admin Tools continued

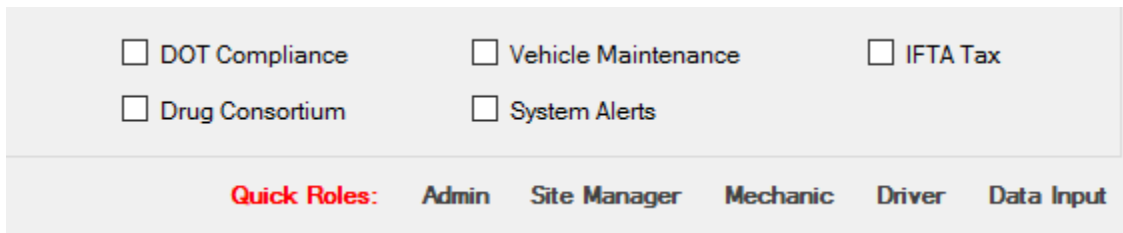
User Maintenance continued

You can then check the options for the types of permission the user will have. You will notice that selecting Admin from the option set will check all boxes for you and provide the user with Administrative System Access.



The screenshot shows a section titled "Permissions" with a horizontal line below the title. Below the line, there are six checkboxes with labels: Admin, Setup, Add, Edit, View, and Delete. All checkboxes are currently unchecked.

Once the User Permissions have been set, you can then choose which system features the user will have access to.



The screenshot shows a section with five checkboxes and labels: DOT Compliance, Vehicle Maintenance, IFTA Tax, Drug Consortium, and System Alerts. All checkboxes are currently unchecked. Below this section, there is a "Quick Roles:" label followed by five links: Admin, Site Manager, Mechanic, Driver, and Data Input.

When all information has been entered, and all desired options are set you can click the Save button to complete the transaction. You can also use the Quick Roles links to set option sets quicker.

You can edit the user by selecting the user from the grid you wish to work with and press the Edit button. Make the necessary changes and click the Save button to save the changes you have made.

To delete a user or revoke system access, simply change the Status of the user to Inactive.

Select the user from the grid, and click the Edit button. Change the Status to Inactive using the drop down and then click the Save button. The User will no longer be able to access the system.

To reinstate a user account, simply click on the Inactive Filter at the bottom of the grid, select the user you wish to reinstate, Edit the record by clicking the Edit button and change the Status back to Active using the drop down.

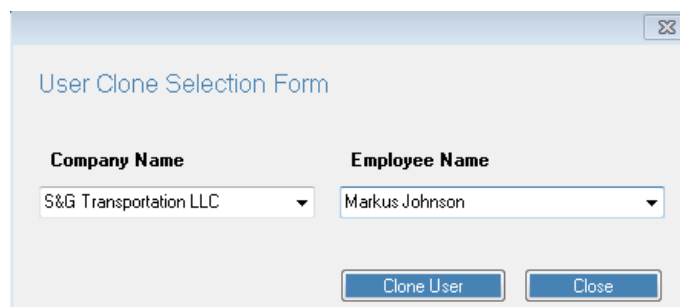
Make sure to save your changes by clicking the Save button.

Admin Tools continued

Clone User

Another powerful feature of the DOT Compliance Application Administrative Tool Set is the Clone User Feature.

Using this feature, Safety Companies can provide their clients with a very high level of customer support. The Clone User feature available by clicking on the Clone User button allows you the ability to access any user of any client to help with troubleshooting and customer support.



The screenshot shows a window titled "User Clone Selection Form". Inside the window, there are two dropdown menus. The first is labeled "Company Name" and has "S&G Transportation LLC" selected. The second is labeled "Employee Name" and has "Markus Johnson" selected. Below the dropdowns are two buttons: "Clone User" and "Close".

Once a user for a client has been cloned, all screens, features and functions that user has access to will be made available.

If a client has an issue with a certain feature or function, simply clone the user and see exactly what they see.

To use this feature, from the User Clone Selection Form, simply select the Company you want to work with from the Company drop down list.

Next select the Employee you wish to clone and click the Clone User button.

Once the new company and user have been cloned, you can see the active company and user at the top of the screen.

Active Company: Test Client

Welcome Admin User

1/25/2021 11:58:59 AM

You can now begin to work in the system as the cloned user.

Once you have finished working in the system as the cloned user, you can use the Clone User feature again to change back to your own company and user by repeating the steps above.

Admin Tools continued

Remote Support

This feature simply provides easy access to a Support Request Form that the Motor Carrier can use to request support from our Support Department.

This is a Web Based Form so the users Default Internet Browser will be used to open the form.

Leave us your info
and we will get back to you.

Your name

Your email

Help Needed With (Check All That Apply)

- Electronic Logs (ELD)
- IFTA Reporting
- Employee Tracking
- Vehicle Maintenance

Phone Number

Your Issue (optional)

SUBMIT

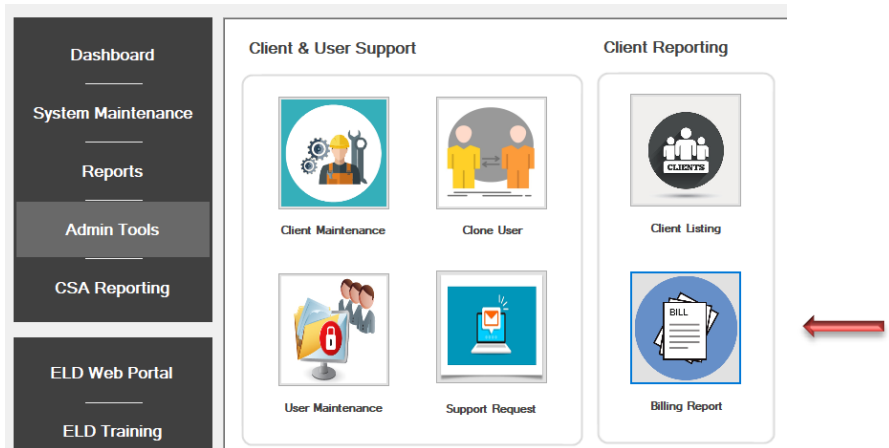
Fill in as much information under “Your Issue” as you possibly can so we can help solve the issue as quickly as possible.

Admin Tools continued

Billing Report

The Billing Report provides Resellers with a snap shot of the Monthly Billing based on Service Charges set up for each Client.

Available from the Admin Tools Page, the Billing Report Button will show the following form:



JJD Solutions, LLC. ×

Monthly Billing Report

Selected Client: **OCW Transport**
ELD Billing Type: **Active Drivers**

Reseller Totals

Clients Employees Vehicles

Monthly Billing Detail

	ELD	IFTA	DOT	VM	Totals
Active Units	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Per Unit Charge	<input type="text" value="\$8.50"/>	<input type="text" value="\$8.50"/>	<input type="text" value="\$3.50"/>	<input type="text" value="\$3.50"/>	
Current Charges	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00

DOT = Employee DOT Compliance Feature VM = Vehicle Maintenance Feature

→

Company ID	Company Name	Address Line 1	Address ^
▶ 101	OCW Transport	309 E Elm St	
102	Hi-Gear Express	1709 Thistlewaite Drive	
103	Xpress Transportation LLC	2843 Kent Road	
104	Masonite Corporation	1120 Industrial Ave	
105	M And B Hauling LLC	13771 Kichler Circle	
106	Southern Elite Transport LLC	100 Hazelcrest Road	

Admin Tools continued

Billing Report continued

Using the Billing Report Form, Resellers are also able to Print Invoices for each Client.

Simply click the View Invoice Button as shown above.

JJD Solutions, LLC. ×

JJD SOLUTIONS, LLC.
INNOVATION • DESIGN • COMPLIANCE

8230 Coral Way Miami, Florida 33155
(305) 971-6777 <https://www.jjdsolutions.com>

Invoice No.: 172-202101

Customer: Lesmeister Transportation Inc
2501 Lee Ave
Bismarck Nd 58504

Invoice Date: 01-25-2021

Attn:

Date Sent	Sales Person	P.O. Number	Payment Terms
01-25-2021	IFTA App Support		Net 10 Days

Service	Description	Unit Price	Units	Total Due
ELD	ELD Billing Type: Active Drivers	\$8.50	14	\$119.00
IFTA	IFTA Fuel Tax Billing	\$8.50	65	\$552.50
Emp DOT	Employee DOT Compliance	\$3.50	65	\$227.50
VM Billing	Vehicle Maintenance Billing	\$3.50	65	\$227.50

Sub-Total: \$1,126.50

Total Due: **\$1,126.50**

Thank you for your business!

IMPORTANT

The invoice currently has a Print Button to enable printing of the invoice. An EMAIL Button will soon be available for Clients with an Admin Email Address.

Billing Type is also displayed in the ELD Line above as shown.

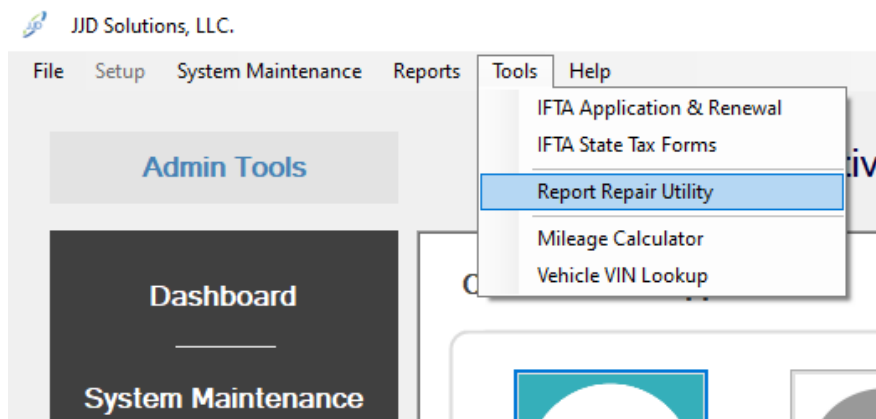
Admin Tools continued

Report Repair Utility

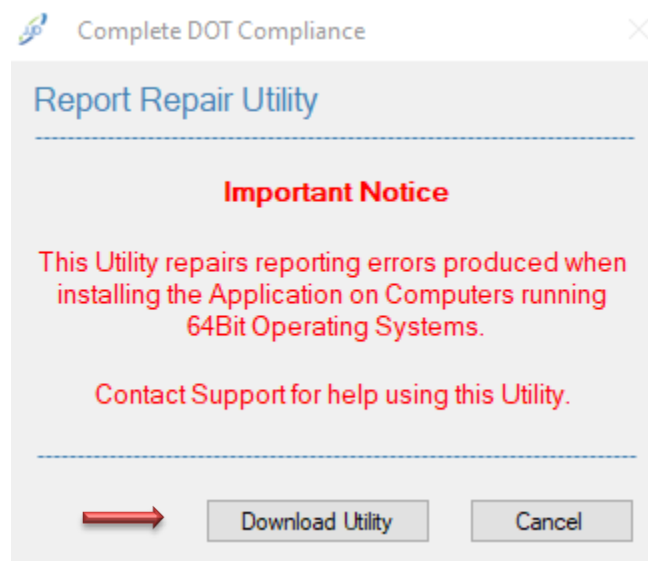
The Total DOT Application set was built using many Windows and Microsoft Library files. Without those library files, users could have trouble printing reports.

If any problems are encountered when trying to print, there is a Report Repair Utility available from the Top Level Menu.

Tools --> Report Repair Utility



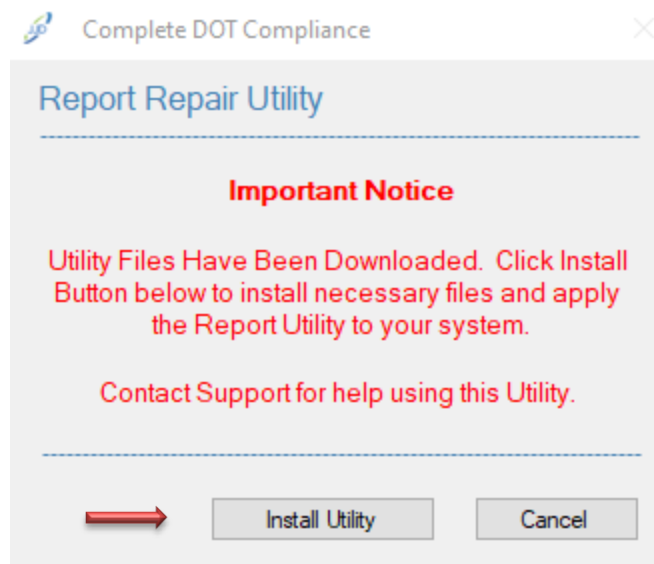
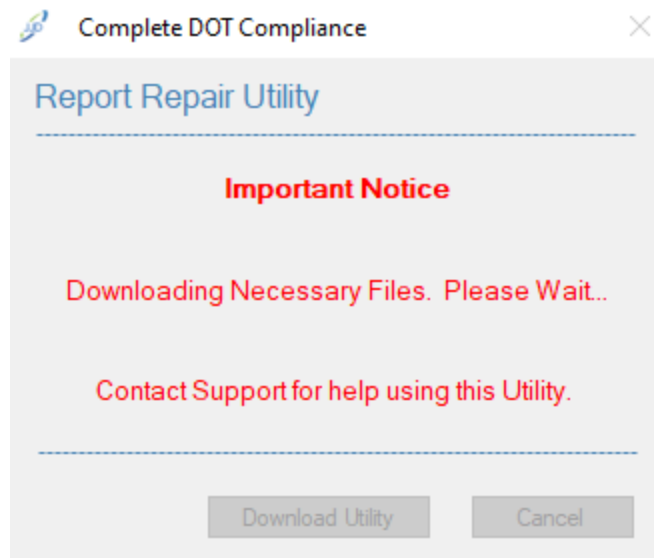
When the menu item is clicked, the following form is displayed. Click the "Download Utility" to get started.



Admin Tools continued

Report Repair Utility continued

The following Messages will be shown as the process downloads the necessary Utility Files and when the process has been finished.



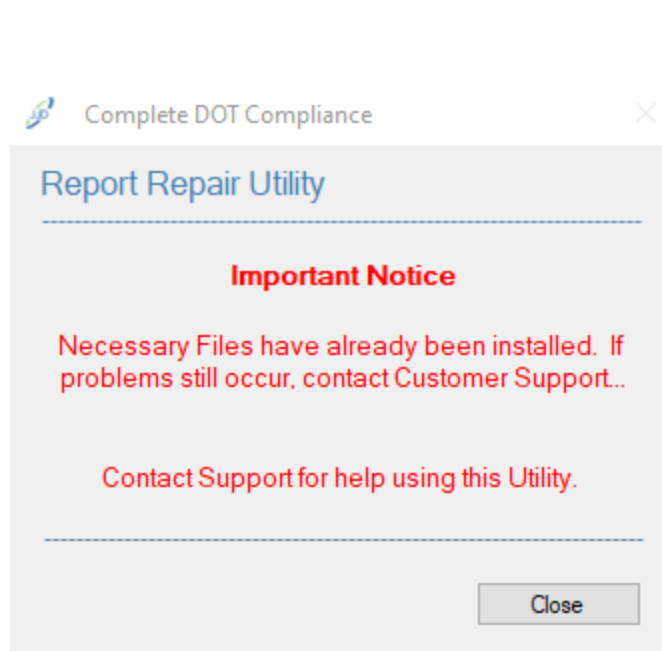
Click the "INSTALL UTILITY" Button to complete the process.

Admin Tools continued

Report Repair Utility continued

Once the required Utility Files have been downloaded and installed, the following message box is displayed.

Simply click the “CLOSE” Button to finish the process and close the dialog boxes.



If the user still experiences any issues when printing reports, contact Customer Support.

Admin Tools continued

Process Automation

The Process Automation Button which is available from the Admin Tools Form lets you manually kick off the automation that downloads the Driver Activity from the ELD Portal.

In Future Total DOT releases, this feature checks the system for:

- Employee Expiration Dates
- Vehicle Maintenance Expiration Dates
- Incomplete DQ Files
- Preventive Maintenance Items Due
- And much more.

Alerts and Notifications are sent using this feature if necessary.

The Automation Feature is set to run automatically every night at 3am. However, you have the ability to run the automation feature at any time manually by clicking the Process Automation Button available from the Admin Tools Screen.

System Statistics

System Message Queue:	2021-01-25
Driver Activity DL:	2021-01-06
IFTA Tax Rates DL:	2021-01-19
IFTA Tax Qtr / Year:	1/2021



Global Message



Process Automation

Note

The fields under the System Statistics at the top of the form let users know the last time the automation processes were run.

Admin Tools continued

Process Automation continued

The Process Automation Button which is available from the Admin Tools Form lets you manually kick off the automation that downloads the Driver Activity from the ELD Portal.

The following Automation Processing form is displayed.

The screenshot shows the 'Automation Processing' form. At the top, it says 'JJD Solutions, LLC.' and has a close button. The form is titled 'Automation Processing'. It has a 'Reseller' field with a dropdown menu and a 'Resellers' label. To the right, there are 'Current Time' and 'Run Time' fields, both showing '03:57 PM' and '03:00 AM' respectively, and a 'Set Time' button. A modal dialog box is open in the center with the text 'You Are About To Run The Automation Routines. Continue...?' and 'Yes' and 'No' buttons. Below the dialog, there is a table with columns for 'Reseller's', 'Motor Carrier's', and 'Driver's'. The 'Reseller's' column has a 'Processed' sub-column with a value of '0'. The 'Motor Carrier's' column has 'Processed' (0) and 'No API Key' (0) sub-columns. The 'Driver's' column has 'Processed' (0) and 'Activity Recs' (0) sub-columns. At the bottom, there are four buttons: 'Start Timer', 'Stop Timer', 'Run Automation Now', and 'Close'. A red arrow points to the 'Run Automation Now' button.

Reseller's	Motor Carrier's		Driver's	
Processed	Processed	No API Key	Processed	Activity Recs
0	0	0	0	0

To manually run the Automation, click the "RUN AUTOMATION NOW" Button and Click "YES" to continue as shown above.

IMPORTANT

This process is ONLY available to Resellers and should ONLY be used if the process has not been run.

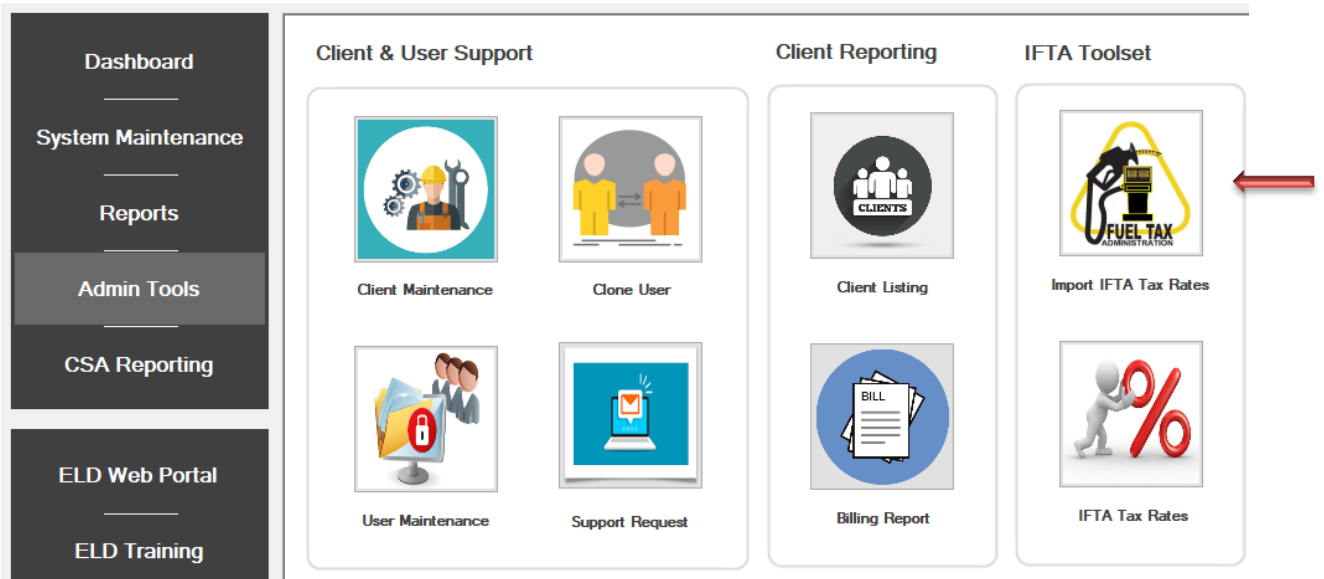
Consult with Customer Support BEFORE using this feature. Failure to comply can result in unnecessary duplication of data which we are NOT responsible for!

Admin Tools continued

Import IFTA Tax Rates

The IFTA Tax Rates Import feature is another advanced automated feature of the Total DOT Application Suite.

To access this Advanced Feature, click the IMPORT IFTA TAX RATES Button that is available from the Admin Tools Form. See below.



Each quarter the system automatically checks for new IFTA Tax Rates and downloads and installs these State Tax Rates as they become available or are released by the IFTA Organization.

You can view previously installed State Tax Rate lists or check for newly released Tax Rates using this feature.

When you access this feature by clicking on the IFTA Tax Rates Button, a blank form is displayed.

Simply choose the quarter / year you wish to work with and click the Load button.

Admin Tools continued

Import IFTA Tax Rates continued

Fuel Tax Rates Maintenance State / Province : ALBERTA #15 U.S.

--- U.S. Rates ---

Gasoline	Diesel	Gasohol	Propane	LNG	CNG	Ethanol	Methanol	E-85	M-85	A55	Biodiesel
\$ 0.3994	\$ 0.3994	\$ 0.3994	\$ 0.2888	\$ -	\$ -	\$ 0.3994	\$ 0.3994	\$ 0.3994	\$ 0.3994	\$ 0.3994	\$ 0.3994

--- Canada Rates ---

Gasoline	Diesel	Gasohol	Propane	LNG	CNG	Ethanol	Methanol	E-85	M-85	A55	Biodiesel
\$ 0.1300	\$ 0.1300	\$ 0.1300	\$ 0.0940	\$ -	\$ -	\$ 0.1300	\$ 0.1300	\$ 0.1300	\$ 0.1300	\$ 0.1300	\$ 0.1300

Quarter / Year : 3 2015 [Load] [Import] [Open] [Close]

State	Conv Rate	Gasoline	Special	Gasohol	Propane	LNG
ALBERTA #15	U.S.	\$ 0.3994	\$ 0.3994	\$ 0.3994	\$ 0.2888	\$ -
	Can	\$ 0.1300	\$ 0.1300	\$ 0.1300	\$ 0.0940	\$ -
BRITISH COLU...	U.S.	\$ 0.6504	\$ 0.6965	\$ -	\$ 0.2249	\$ -
	Can	\$ 0.2117	\$ 0.2267	\$ -	\$ 0.0732	\$ -

If the State Tax Rates for the selected Quarter / Year have already been installed, they will populate the grid and upper form.

If the State Tax Rates for the selected Quarter / Year have NOT been installed, you have the ability to check if the new State Tax Rates have been released by the IFTA Organization and install these new rates.

Select the Quarter / Year you wish to check and press the Load button. If the State Tax Rates have been released the form will be populated.

If the State Tax Rates for the selected Quarter / Year have not already been imported, the Import button will be enabled. You have the ability to import the State Tax Rates at this time.

If the State Tax Rates have already been installed, the Import Button will not be available.

Admin Tools continued

Import IFTA Tax Rates continued

IMPORTANT

The IFTA Tax Rates are automatically imported on the 2nd or 3rd of the Last Month of each Quarter.

IFTA Tax Rates won't be released until that time. The system will automatically download the IFTA Tax Rates at the time of release by the IFTA Organization.

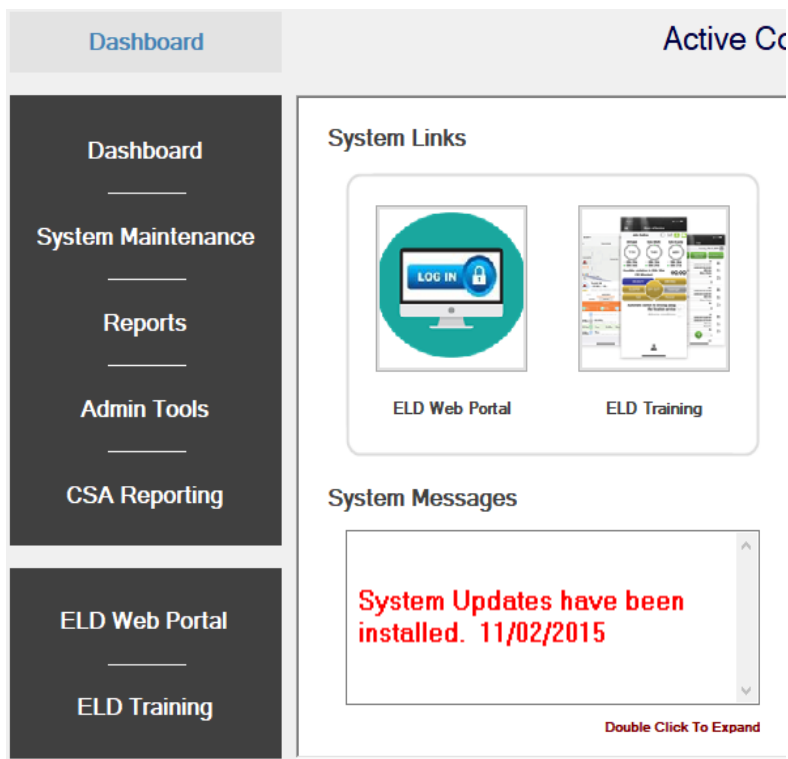
If a user tries to manually install the IFTA Tax Rates and they have not yet been released by the IFTA Tax Organization, an error message will be displayed.

Admin Tools continued

Global Messages

The Global System Message Feature allows Administrative Users to send messages to all Client users of the system.

The messages will be displayed on the System Dashboard under the System Messages Section.

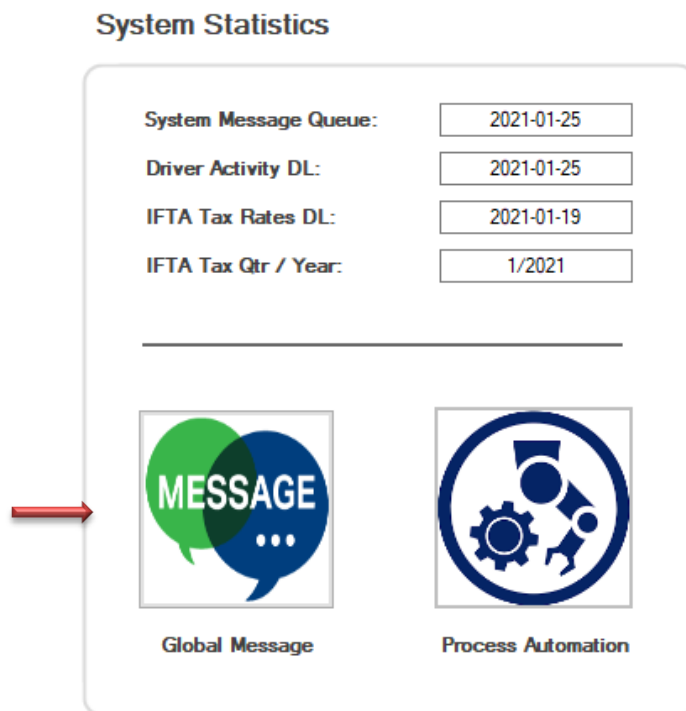


Global System Messages are also used by the system to announce system events such as new system updates that have been released, and also let all users know when time sensitive tasks must be completed like IFTA Reporting and Drug Consortium Selections.

Admin Tools continued

Global Messages continued

To send a Global System Message to all Clients, click the Global System Message Button on the Admin Tools Screen.



Once the Global System Message form is displayed, you are able to Add, Send and Delete messages from the Message Queue.

Admin Tools continued

Global Messages continued

Global System Messages

Message Date: 11/25/2015

Welcome to the ComTrax DOT Compliance Suite of Applications.

Chars Left: 190

Delete Msg Add Msg Send Msg Close

	System Message	Message D...
▶	Welcome to the ComTrax DOT Compliance Suite ...	11/25/2015
	State IFTA Tax Rates have been installed for the ...	11/25/2015

To add new messages to the queue, simply click the Add Msg button, type your message and then press the Send Msg button.

To delete an existing system message, select the desired message from the grid and click the Delete Msg button.

IMPORTANT

Please note that ALL System Messages are automatically deleted after 5 days by the system.