# Da Capo Inventory Direct Messaging

Communication · https://docs.dacapoinventory.com/doc/da-capo-inventory-direct-messaging/

## Overview

The Direct Messaging feature allows teachers to communicate effectively with their **colleagues** within their district and with **vendors** that their district uses. This feature ensures seamless communication and timely delivery of messages, helping foster collaboration and manage vendor interactions efficiently.

---

## How It Works

1. **Send Messages**: Teachers can send messages directly to colleagues or vendors from the messaging page.
2. **Immediate Delivery**: Messages are delivered instantly to the recipient.
3. **Unread Message Notification**:
   - If a message remains unread for more than **24 hours**, the recipient will receive an **email notification** prompting them to read the message.

---

## Using the Direct Messaging Feature

Follow these steps to use the Direct Messaging feature:

### Step 1: Access the Messaging Page

- Navigate to the **left main menu** on Da Capo Inventory.
- Click on **Direct Messaging** to open the messaging page.

### Step 2: Select a User

- Use the **dropdown menu** at the top of the page to select:
  - A **colleague** from your district.
  - A **vendor** associated with your district.

### Step 3: Enter a Message

- Type your message into the text box provided.

### Step 4: Send the Message

- Once a user is selected, the **Send** button will become active.
- Click **Send** to deliver your message immediately.

---

## Receiving Messages

- The recipient can view your message on their **Direct Messaging** page within Da Capo Inventory.
- A notification email will be sent if a message remains unread for more than 24 hours.

---

## Best Practices

1. **Timely Responses**: Regularly check your Direct Messaging page to ensure messages are read and responded to promptly.
2. **Email Notifications**: Keep your email updated in Da Capo Inventory to receive unread message notifications.
3. **Appropriate Usage**: Use this feature for professional communication only.

---

## Troubleshooting

- **Message Not Delivered?**
  - Ensure the recipient is selected from the dropdown menu.

- Confirm your internet connection.

- **Didn’t Receive Notification?**
  - Check your email spam/junk folder.
  - Verify that your email address is correct in Da Capo Inventory.

For further assistance, please contact the Da Capo Inventory support team.

---

This feature is designed to streamline communication, keeping teachers and vendors connected for a more efficient and collaborative experience.