

# How to Send a General Message to a NCM Scribe<sup>®</sup> or Care Coordinator

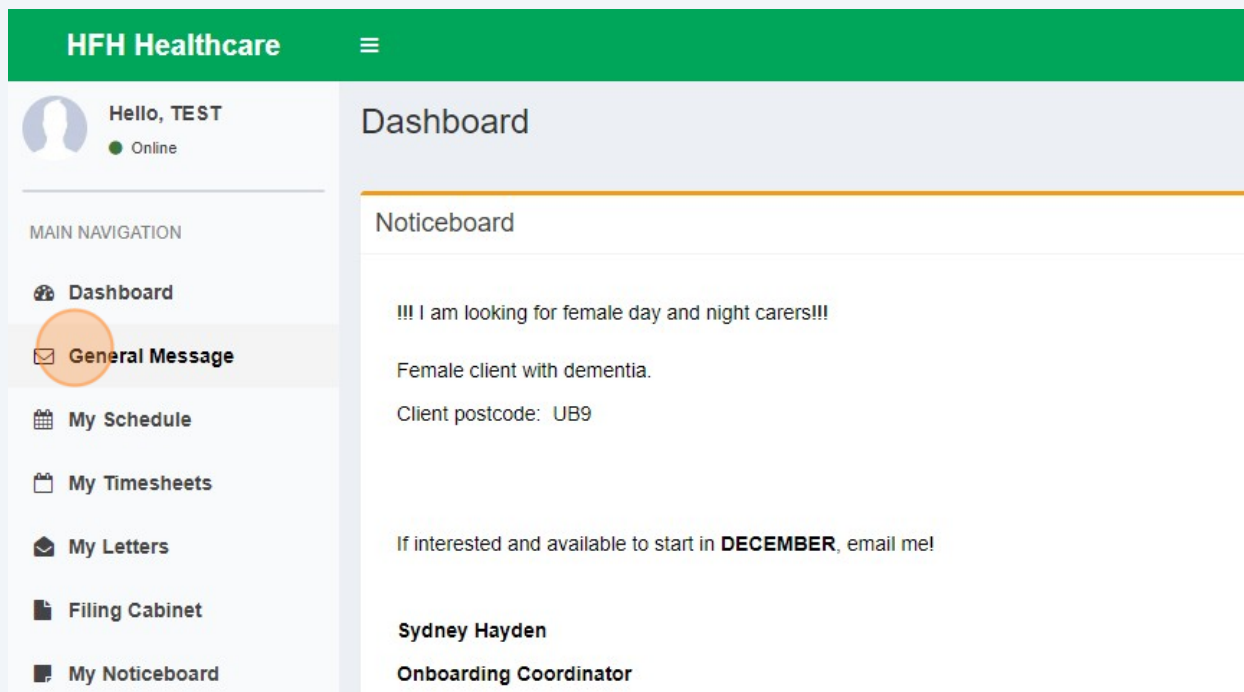
1

Navigate to

[https://care2.onetouchhealth.net/cm/caring/main\\_outcome\\_geo\\_lite.php](https://care2.onetouchhealth.net/cm/caring/main_outcome_geo_lite.php)

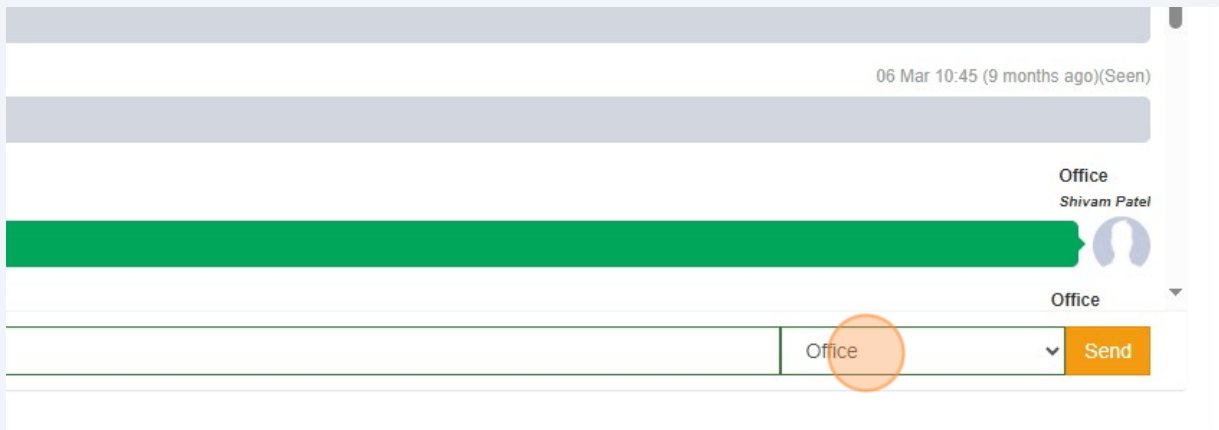
2

Click "General Message"

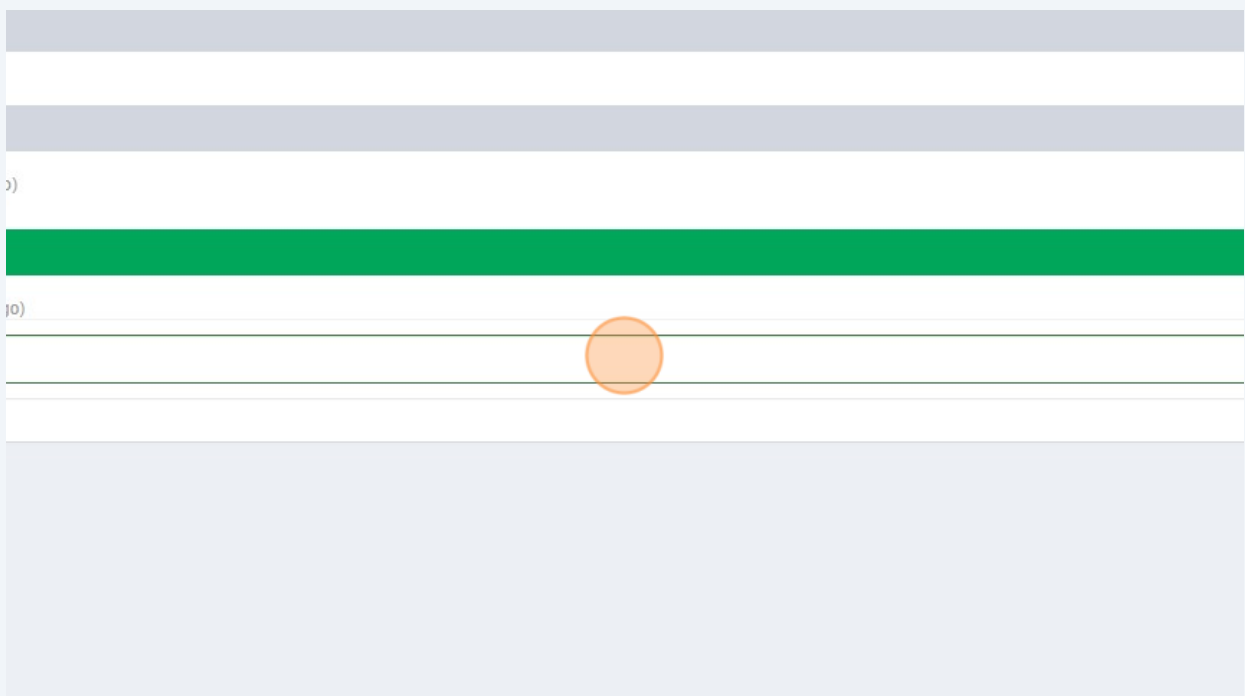


The screenshot displays the HFH Healthcare user interface. At the top, a green header bar contains the text "HFH Healthcare" and a hamburger menu icon. Below the header, the user's profile is visible, showing a profile picture, the name "Hello, TEST", and a green "Online" status indicator. A "MAIN NAVIGATION" sidebar is located on the left, listing several options: "Dashboard", "General Message", "My Schedule", "My Timesheets", "My Letters", "Filing Cabinet", and "My Noticeboard". The "General Message" option is highlighted with a red circle. The main content area is titled "Dashboard" and features a "Noticeboard" section. The noticeboard contains a message: "!!! I am looking for female day and night carers!!!", followed by "Female client with dementia." and "Client postcode: UB9". Below this, it says "If interested and available to start in **DECEMBER**, email me!". The message is signed "Sydney Hayden" and "Onboarding Coordinator".

**3** Click this dropdown.



**4** Click the "Type Message ..." field.



5

Click "Send"

