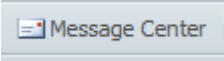
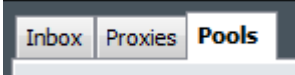
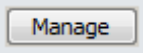
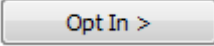


## MESSAGE CENTRE – MANAGING POOLS

1	Open Powerchart
2	Click on Message Centre from the Tool Bar 
2	Click on the Pools Tab 
3	Click on Manage to open the 'Pools Setup' window. This shows all available pools in the 'Available Pools' pane and all pools that you are currently a member of in the 'Member Pools' pane 
4	To opt into a pool click to highlight the relevant Pool in the 'Available Pools' pane and click on Opt In to move the Pool across to the 'Member Pools' pane. 
5	To opt out of a pool click to highlight the relevant Pool in 'Member Pools' pane and click on Opt Out to move the Pool back to Available Pools. 