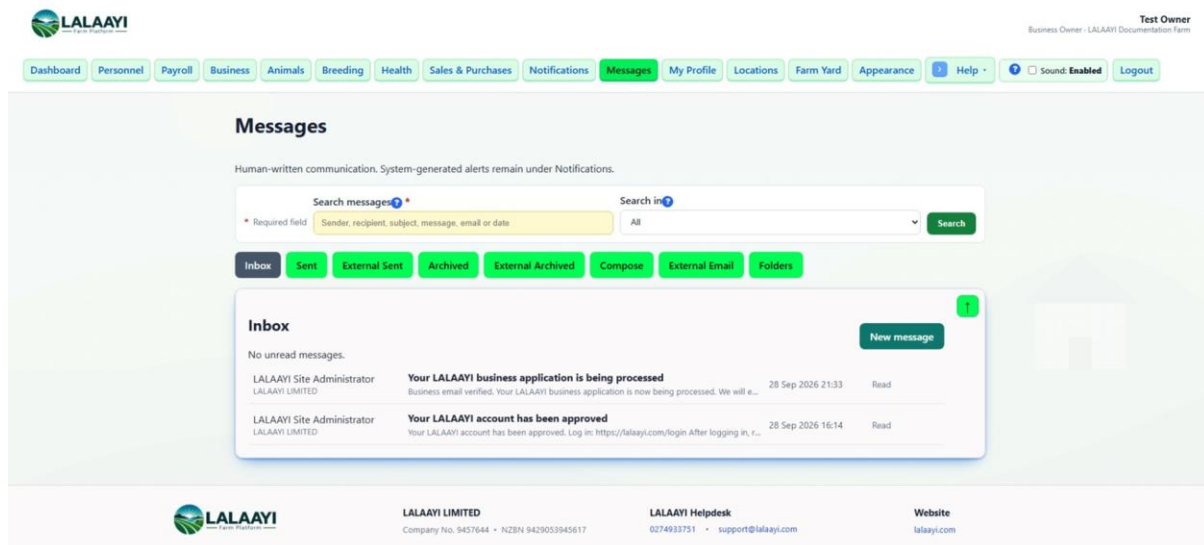


LALAAYI Messaging System

Step 01 – Opening the Messaging system

LALAAYI includes its own messaging system so registered users can communicate with other LALAAYI users and, where permitted, send business-related email to people outside LALAAYI. Messages written by users are kept separate from automatic system alerts. Human-written communication is found under **Messages**, while system-generated alerts remain under **Notifications**.

Click **Messages** in the top menu to open the Messaging system.



The first page displayed is the **Inbox**.

Across the top of the Messaging page you can see the available message areas:

Inbox — messages received from other LALAAYI users.

Sent — internal messages you have sent to registered LALAAYI users.

External Sent — emails you have sent to people outside LALAAYI.

Archived — internal messages you have archived.

External Archived — external emails you have archived.

Compose — create a new internal LALAAYI message.

External Email — send an email to an address outside LALAAYI.

Folders — create and manage your own message folders.

The dark-coloured button shows which section you are currently viewing. In the screenshot above, **Inbox** is selected.

Messages in the Inbox show the sender, subject, a short preview of the message, the date and time, and whether the message has been read.

The **New message** button can also be used to begin composing an internal message.

The screenshot shows the LALAAYI web interface. At the top, there's a navigation bar with the LALAAYI logo and a list of menu items: Dashboard, Personnel, Payroll, Business, Animals, Breeding, Health, Sales & Purchases, Notifications, Messages (highlighted), My Profile, Locations, Farm Yard, Appearance, Help, and a Sound toggle (Enabled) and Logout button. Below the navigation bar, the 'Messages' section is active. It includes a search bar with a placeholder 'Search messages' and a dropdown for 'Search in' set to 'All'. Below the search bar are buttons for Inbox, Sent, External Sent, Archived, External Archived, Compose (highlighted), External Email, and Folders. The 'Compose message' form is open, showing 'Message type' set to 'Internal LALAAYI message' and 'External email'. Under 'Direction', there are three radio button options: 'LALAAYI Site Administrator' (selected), 'Farm staff / management', and 'All farm users'. The 'Subject' and 'Message' fields are empty. There is a checkbox for 'Also send by email' which is checked. A 'Send message' button is at the bottom of the form. The footer contains the LALAAYI logo, company information (LALAAYI LIMITED, Company No. 9457644, NZBN 9429053945617), LALAAYI Helpdesk contact (0274933751, support@lalaayi.com), and the website URL (lalaayi.com).

Step 02 — Composing an internal message

To create a new internal LALAAYI message, click **Compose** or the **New message** button from the Inbox.

The **Compose message** page opens. At the top of the card, the **Message type** is set to **Internal LALAAYI message**.

Under **Direction**, choose who should receive the message.

For a Business Owner, the available options can include:

LALAAYI Site Administrator — sends a direct message to LALAAYI administration.

Farm staff / management — allows you to select Managers, Workers or other staff who have been added to and approved for your company. If no staff have been added yet, there will be nobody available to select.

All farm users — sends the message to everyone attached to the company except yourself.

Enter a **Subject** and write the message in the **Message** field.

The compulsory fields are shown with the normal LALAAYI yellow background and red asterisk.

At the bottom of the form, **Also send by email** can be selected. When this option is ticked, the message is still stored inside LALAAYI, but an additional copy is also sent to the recipient by email.

Let's create an internal LALAAYI message to the site administrator.

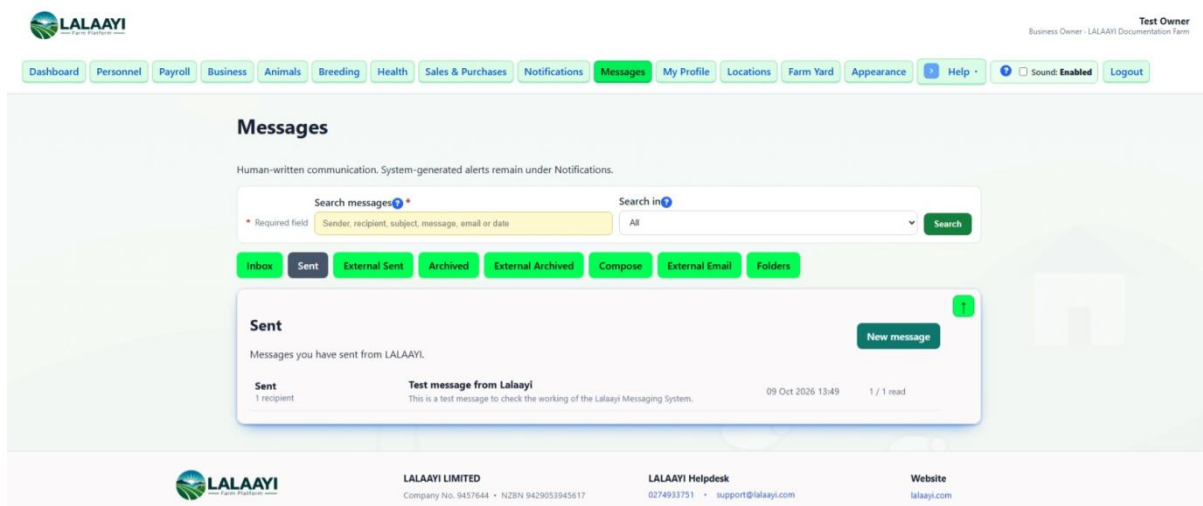
The screenshot displays the LALAAYI web application interface. At the top, there is a navigation bar with the LALAAYI logo on the left and a 'Test Owner' label on the right. Below the navigation bar is a menu with various options: Dashboard, Personnel, Payroll, Business, Animals, Breeding, Health, Sales & Purchases, Notifications, Messages (highlighted), My Profile, Locations, Farm Yard, Appearance, Help, Sound: Enabled, and Logout. The main content area is titled 'Messages' and includes a sub-header: 'Human-written communication. System-generated alerts remain under Notifications.' Below this is a search bar with a 'Search messages' field and a 'Search in' dropdown menu. A row of buttons includes 'Inbox', 'Sent', 'External Sent', 'Archived', 'External Archived', 'Compose' (highlighted), 'External Email', and 'Folders'. The 'Compose message' form is the central focus. It has a 'Message type' section with 'Internal LALAAYI message' selected. The 'Direction' section has three radio button options: 'LALAAYI Site Administrator' (selected), 'Farm staff / management', and 'All farm users'. The 'Subject' field contains 'Test message from Lalayai'. The 'Message' field contains 'This is a test message to check the working of the Lalayai Messaging System'. At the bottom of the form, the 'Also send by email' checkbox is checked. A 'Send message' button is located at the bottom right of the form. The footer of the page contains the LALAAYI logo, company information (LALAAYI LIMITED, Company No. 9457644, NZBN 9429053945617), LALAAYI Helpdesk contact details (0274933751, support@lalayai.com), and the website URL (lalayai.com).

Step 03 — Sending your first internal message

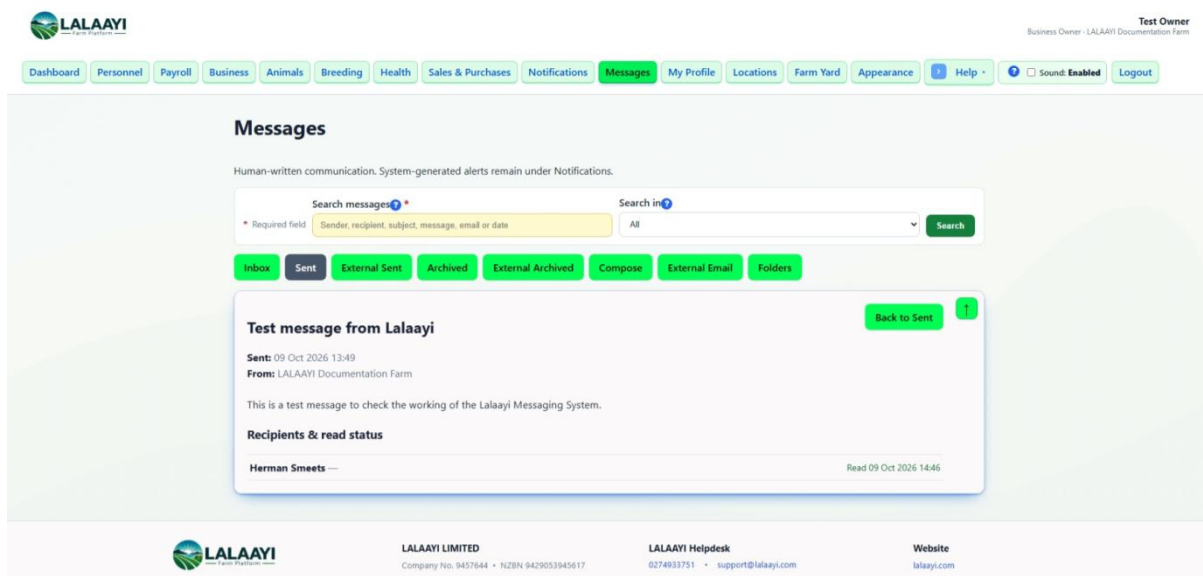
For this first test, leave **LALAAYI Site Administrator** selected under Direction. Enter a subject and write your message.

If **Also send by email** is ticked, LALAAYI will keep the message inside the Messaging system and will also send an email copy to the recipient.

When you are ready, click **Send message**.



After the message is sent, LALAAYI opens the Sent folder and shows the message you have just sent. Click the message to open and review it.



The **Sent** button is shown as the active dark-coloured section.

The message card shows the **subject**, the **sent date and time**, the company it was sent from, and the message text.

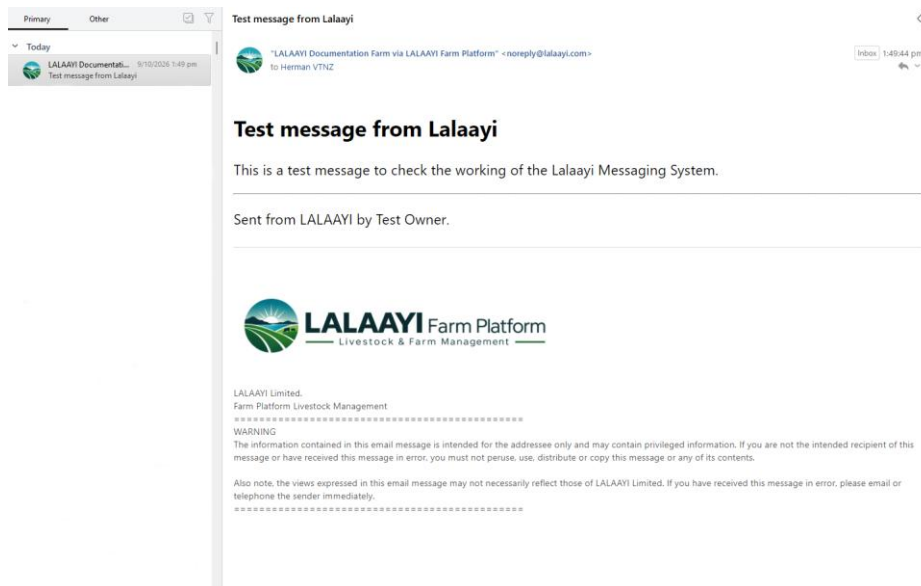
Under **Recipients & read status**, LALAAYI lists each recipient and shows whether that person has opened the internal message.

A status of **Not yet read** means that the recipient has not yet opened the message inside LALAAYI. It does not indicate whether the optional email copy has been delivered or read.

Click **Back to Sent** to return to the list of internal messages you have sent.

Step 04 — Checking the email copy

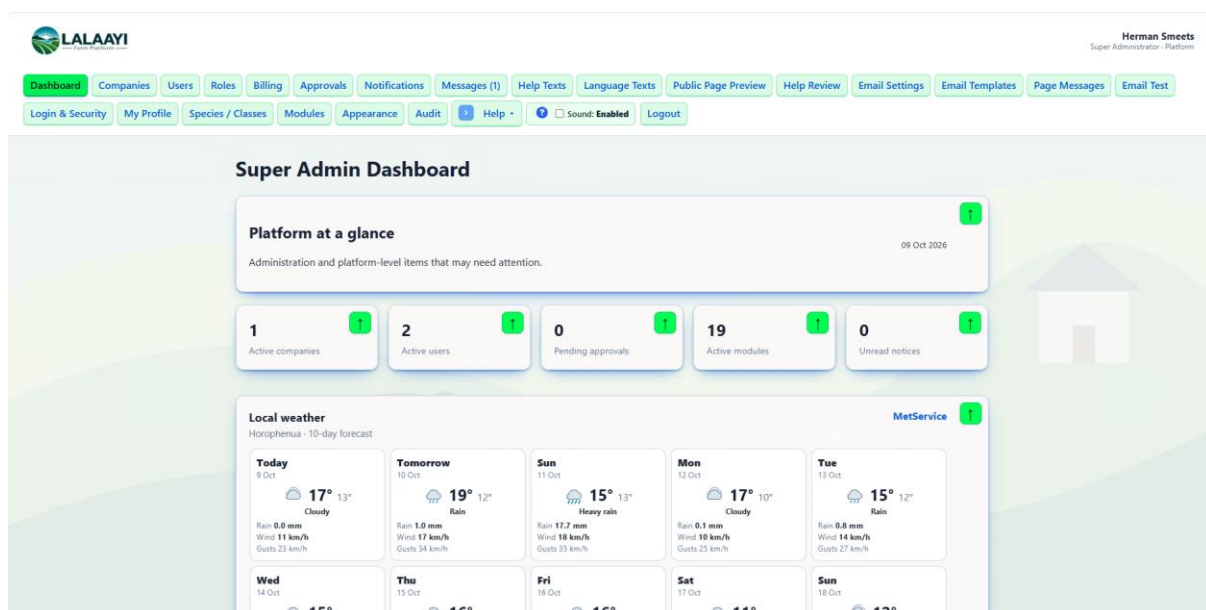
If **Also send by email** was ticked when the internal message was sent, the recipient can open their normal email program and check the Inbox.



The email is an additional delivery copy of the LALAAYI message. The original message remains stored inside LALAAYI under **Sent**.

The email copy and the LALAAYI read status are separate. A recipient may receive the email while the internal LALAAYI message still shows **Not yet read** until that person opens the message inside LALAAYI.

In this case, the recipient logs in and checks the top menu.



The top menu shows that a new LALAAYI message has arrived. When the recipient clicks Messages, the Inbox opens and the new message is marked as unread.



Herman Smeets

Super Administrator - Platform

Dashboard

Companies

Users

Roles

Billing

Approvals

Notifications

Messages (1)

Help Texts

Language Texts

Public Page Preview

Help Review

Email Settings

Email Templates

Page Messages

Email Test

Login & Security

My Profile

Species / Classes

Modules

Appearance

Audit

Help

Sound: Enabled

Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search messages

Search in

Required field

Sender, recipient, subject, message, email or date

All

Search

Inbox (1)

Sent

Archived

Compose

Folders

Inbox

New message

1 unread message awaiting you.

Test Owner LALAAYI Documentation Farm	Test message from Lalaayi This is a test message to check the working of the Lalaayi Messaging System.	09 Oct 2026 13:49	NEW
LALAAYI Site Administrator LALAAYI LIMITED	New business registration New business registration A new business registration has been verified and is awaiting appr...	28 Sep 2026 21:33	Read
LALAAYI Site Administrator LALAAYI LIMITED	New LALAAYI account application New LALAAYI account application A new personal account application has been verified and ...	28 Sep 2026 15:53	Read
LALAAYI Site Administrator LALAAYI LIMITED	New business registration New business registration A new business registration has been verified and is awaiting appr...	27 Sep 2026 09:43	Read



LALAAYI LIMITED

Company No. 9457644 • NZBN 9429053945617

LALAAYI Helpdesk

0274933751 • support@lalaayi.com

Website

lalaayi.com

Click the new message to view its contents.



Herman Smeets

Super Administrator - Platform

Dashboard

Companies

Users

Roles

Billing

Approvals

Notifications

Messages (1)

Help Texts

Language Texts

Public Page Preview

Help Review

Email Settings

Email Templates

Page Messages

Email Test

Login & Security

My Profile

Species / Classes

Modules

Appearance

Audit

Help

Sound: Enabled

Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search messages

Search in

Required field

Sender, recipient, subject, message, email or date

All

Search

Inbox (1)

Sent

Archived

Compose

Folders

Test message from Lalaayi

Back to Inbox

From: Test Owner <testowner@vt.net.nz>
Company: LALAAYI Documentation Farm
Sent: 09 Oct 2026 13:49
This is a test message to check the working of the Lalaayi Messaging System.
Move to
Inbox
Move message Archive message

Reply

To Test Owner

Required field

Subject

Re: Test message from Lalaayi

Reply

Also send by email

Send reply



LALAAYI LIMITED

Company No. 9457644 • NZBN 9429053945617

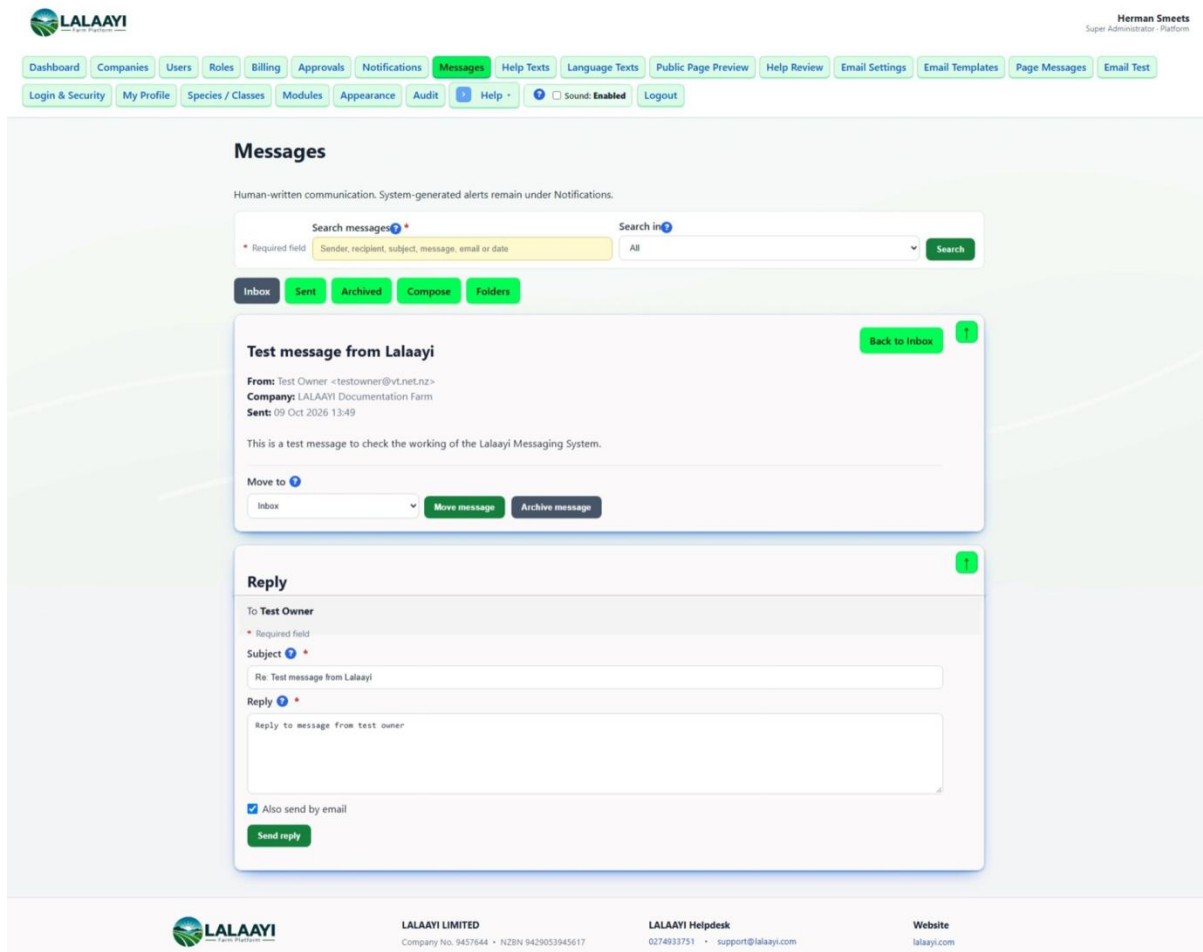
LALAAYI Helpdesk

0274933751 • support@lalaayi.com

Website

lalaayi.com

Below the message is the reply card. If the recipient wants to reply, enter the response in the Reply field and click Send reply. The reply is stored inside LALAAYI as part of the message conversation. If “**Also send by email**” is selected, an additional email copy of the reply is sent to the original sender’s registered email address.



LALAAYI Herman Smeets
Super Administrator - Platform

Dashboard Companies Users Roles Billing Approvals Notifications **Messages** Help Texts Language Texts Public Page Preview Help Review Email Settings Email Templates Page Messages Email Test

Login & Security My Profile Species / Classes Modules Appearance Audit Help Sound: Enabled Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search messages [?] * Search in [?]
 * Required field Sender, recipient, subject, message, email or date All Search

Inbox Sent Archived Compose Folders

Test message from Lalaayi Back to Inbox

From: Test Owner <testowner@vtnet.nz>
Company: LALAAYI Documentation Farm
Sent: 09 Oct 2026 13:49

This is a test message to check the working of the Lalaayi Messaging System.

Move to [?]
 Inbox Move message Archive message

Reply

To: Test Owner

* Required field

Subject [?] +
 Re: Test message from Lalaayi

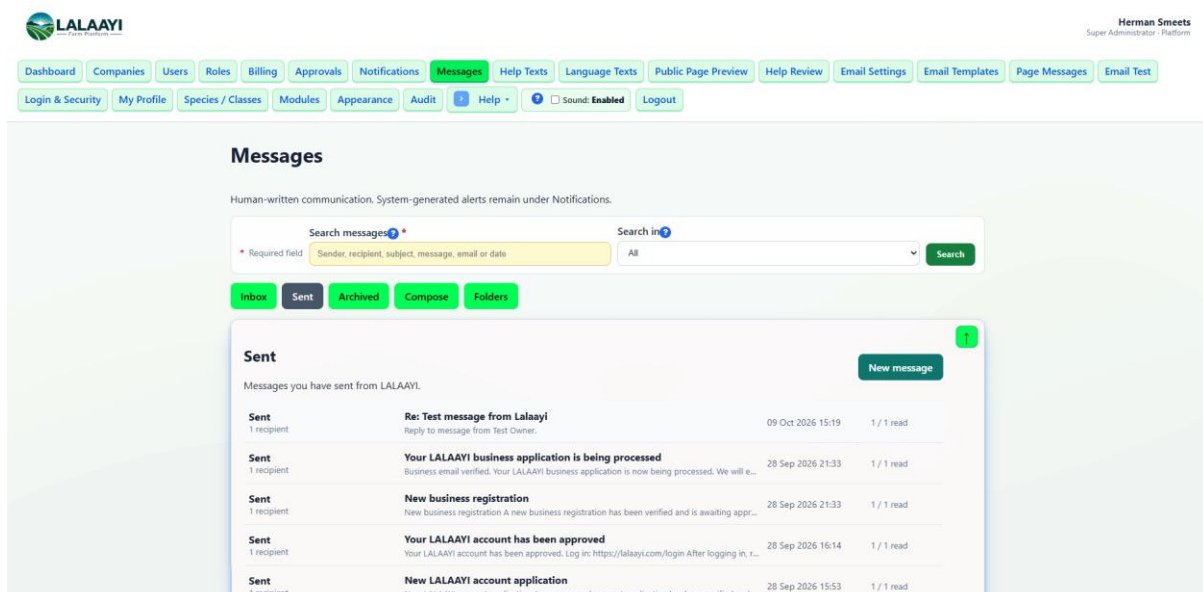
Reply [?] +
 Reply to message from test owner

☒ Also send by email

Send reply

LALAAYI LALAAYI LIMITED
Company No. 9457644 • NZBN 9429053945617 LALAAYI Helpdesk
0274933731 • support@lalaayi.com Website
lalaayi.com

Enter your reply message and click the “Send reply” button.



LALAAYI Herman Smeets
Super Administrator - Platform

Dashboard Companies Users Roles Billing Approvals Notifications **Messages** Help Texts Language Texts Public Page Preview Help Review Email Settings Email Templates Page Messages Email Test

Login & Security My Profile Species / Classes Modules Appearance Audit Help Sound: Enabled Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search messages [?] * Search in [?]
 * Required field Sender, recipient, subject, message, email or date All Search

Inbox Sent Archived Compose Folders

Sent New message

Messages you have sent from LALAAYI.

Sent 1 recipient	Re: Test message from Lalaayi Reply to message from Test Owner.	09 Oct 2026 15:19	1 / 1 read
Sent 1 recipient	Your LALAAYI business application is being processed Business email verified. Your LALAAYI business application is now being processed. We will e...	28 Sep 2026 21:33	1 / 1 read
Sent 1 recipient	New business registration New business registration A new business registration has been verified and is awaiting appr...	28 Sep 2026 21:33	1 / 1 read
Sent 1 recipient	Your LALAAYI account has been approved Your LALAAYI account has been approved. Log in: https://lalaayi.com/login After logging in, r...	28 Sep 2026 16:14	1 / 1 read
Sent 1 recipient	New LALAAYI account application New LALAAYI account application A new personal account application has been verified and ...	28 Sep 2026 15:53	1 / 1 read

The reply is now shown in the Sent folder of the person who sent it.

The screenshot shows the LALAAYI Messages interface. At the top, there's a navigation bar with various tabs like Dashboard, Companies, Users, Roles, Billing, Approvals, Notifications, Messages (highlighted), Help Texts, Language Texts, Public Page Preview, Help Review, Email Settings, Email Templates, Page Messages, and Email Test. Below this is a sub-navigation bar with Login & Security, My Profile, Species / Classes, Modules, Appearance, Audit, Help, and a Sound: Enabled toggle. The main content area is titled "Messages" and includes a search bar with a "Search messages" label and a "Search in" dropdown. Below the search bar are tabs for Inbox, Sent, Archived, Compose, and Folders. The message thread shows a "Re: Test message from Lalaayi" with a "Back to Sent" button. The message details include "Sent: 09 Oct 2026 15:19" and "From: Platform". The body of the message says "Reply to message from Test Owner." and "Recipients & read status". The recipients list shows "Test Owner — LALAAYI Documentation Farm — testowner@vt.net.nz" with a "Read 09 Oct 2026 16:30" status. Below the message is a "Conversation" section showing a list of messages. The first message is from "Test Owner" with the subject "This is a test message to check the working of the Lalaayi Messaging System." and the date "LALAAYI Documentation Farm - 09 Oct 2026 13:49". The second message is from "LALAAYI Site Administrator" with the subject "Reply to message from Test Owner." and the date "LALAAYI LIMITED - 09 Oct 2026 15:19". At the bottom of the page, there's a footer with the LALAAYI logo, company information (LALAAYI LIMITED, Company No. 9457644, NZBN 9429053945617), LALAAYI Helpdesk contact (0274933751, support@lalaayi.com), and the website (lalaayi.com).

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The sent reply can be opened for viewing.

Now let's see what the Test Owner sees on the dashboard.

The screenshot shows the LALAAYI Dashboard interface for a "Test Owner". The navigation bar includes tabs for Dashboard, Personnel, Payroll, Business, Animals, Breeding, Health, Sales & Purchases, Notifications, Messages (1), My Profile, Locations, Farm Yard, Appearance, Help, and a Sound: Enabled toggle. The main content area is titled "Dashboard" and includes a "Your companies" section with a button for "LALAAYI Documentation Farm". Below this is a "LALAAYI Documentation Farm" section with a "Farm dashboard - Livestock, animal custody and operational activity for this business." description. The section includes a "LALAAYI ACCOUNT" summary with "Payment due" (Current balance owing: NZD 30.00) and a button for "Open LALAAYI billing". There are four statistics cards: "Owned animals" (0), "Owned — away" (0), "Animals in our care" (0), and "Active transport" (0). Below these is a "Health & Treatments - Locations" section. At the bottom, there's a "Local weather" section with a "Levin - 10-day farm forecast" and a "MetService" button. The forecast shows "Today" (9 Oct), "Tomorrow" (10 Oct), "Sun" (11 Oct), "Mon" (12 Oct), and "Tue" (13 Oct).

The Test Owner can see in the top menu that a new message has arrived. Click Messages to open the Inbox.

The screenshot shows the LALAAYI web application interface. At the top, there is a navigation bar with the LALAAYI logo on the left and the user's name 'Test Owner' on the right. Below the navigation bar is a horizontal menu with various options: Dashboard, Personnel, Payroll, Business, Animals, Breeding, Health, Sales & Purchases, Notifications, Messages (highlighted in green), My Profile, Locations, Farm Yard, Appearance, Help, and a Sound toggle set to 'Enabled' with a Logout button. The main content area is titled 'Messages' and includes a sub-header: 'Human-written communication. System-generated alerts remain under Notifications.' Below this is a search bar with the text 'Search messages' and a dropdown menu for 'Search in' set to 'All'. A row of buttons for message management is visible: Inbox, Sent, External Sent, Archived, External Archived, Compose, External Email, and Folders. The 'Inbox' section shows '1 unread message awaiting you.' and a 'New message' button. Three messages are listed in the inbox:

From	Subject	Date	Status
LALAAYI Site Administrator LALAAYI LIMITED	Re: Test message from Lalaayi Reply to message from Test Owner.	09 Oct 2026 15:19	NEW
LALAAYI Site Administrator LALAAYI LIMITED	Your LALAAYI business application is being processed Business email verified. Your LALAAYI business application is now being processed. We will e...	28 Sep 2026 21:33	Read
LALAAYI Site Administrator LALAAYI LIMITED	Your LALAAYI account has been approved Your LALAAYI account has been approved. Log in: https://lalaayi.com/login After logging in, r...	28 Sep 2026 16:14	Read

The footer contains the LALAAYI logo, company information (LALAAYI LIMITED, Company No. 9457644, NZBN 9429053945617), LALAAYI Helpdesk contact details (0274933751, support@lalaayi.com), and the website URL (lalaayi.com).

Test Owner can see that the message is a reply to the earlier message sent to the Site Administrator. To read the response, click the message.



Business Owner - LALAAYI Documentation Farm

Test Owner

Dashboard

Personnel

Payroll

Business

Animals

Breeding

Health

Sales & Purchases

Notifications

Messages

My Profile

Locations

Farm Yard

Appearance

Help

Sound: Enabled

Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search messages

* Required field

Sender, recipient, subject, message, email or date

Search in

All

Search

Inbox

Sent

External Sent

Archived

External Archived

Compose

External Email

Folders

Re: Test message from Lalaayi

Back to Inbox

1

From: LALAAYI Site Administrator <support@lalaayi.com>

Company: LALAAYI LIMITED

Sent: 09 Oct 2026 15:19

Reply to message from Test Owner.

Move to

Inbox

Move message

Archive message

Conversation

1

Test Owner

LALAAYI Documentation Farm - 09 Oct 2026 13:49

This is a test message to check the working of the Lalaayi Messaging System.

LALAAYI Site Administrator

LALAAYI LIMITED - 09 Oct 2026 15:19

Reply to message from Test Owner.

Reply

1

To LALAAYI Site Administrator

* Required field

Subject

Re: Test message from Lalaayi

Reply

☒ Also send by email

Send reply



LALAAYI LIMITED

Company No. 9457644 • NZBN 9429053945617

LALAAYI Helpdesk

0274933751 • support@lalaayi.com

Website

lalaayi.com

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Test Owner can now read the reply and, if required, continue the conversation by replying to the Site Administrator's message.

Now let's see what happens when an authorised LALAAYI user sends an email to an external address. For example, a farmer may want to contact a local veterinary clinic.



Test Owner

Business Owner - LALAAYI Documentation Farm

Dashboard

Personnel

Payroll

Business

Animals

Breeding

Health

Sales & Purchases

Notifications

Messages

My Profile

Locations

Farm Yard

Appearance

Help

Sound: Enabled

Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search message

Required field

Sender, recipient, subject, message, email or date

Search in

All

Search

Inbox

Sent

External Sent

Archived

External Archived

Compose

External Email

Folders

Compose message

Message type:

Internal LALAAYI message

External email

Required field

Direction

LALAAYI Site Administrator

Direct message to LALAAYI administration

Farm staff / management

All farm users

Everyone attached to this company except yourself

Subject

Message

Also send by email

Send message



LALAAYI LIMITED

Company No. 9457644 • NZBN 9429053945617

LALAAYI Helpdesk

0274933751 • support@lalaayi.com

Website

lalaayi.com

Click Compose, then choose External Email. The External Email form allows authorised users to send business-related emails to addresses outside LALAAYI.

LALAAYI Help · LALAAYI Messaging System · Updated 10 Oct 2026 · Page 11 of 14

Test Owner
Business Owner - LALAAYI Documentation Farm

Dashboard
Personnel
Payroll
Business
Animals
Breeding
Health
Sales & Purchases
Notifications
Messages
My Profile
Locations
Farm Yard
Appearance
Help
Sound: Enabled
Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search message
* Required field
Sender, recipient, subject, message, email or date

Search in
All

Search

Inbox
Sent
External Sent
Archived
External Archived
Compose
External Email
Folders

Compose external email

Send a farm-related email to an address outside LALAAYI. Any reply goes directly to your registered email address. A copy remains in External Sent.

* Required field

External email address *

Recipient name (optional)

Subject *

Message *

Attachments

Choose Files No file chosen

Optional: up to 5 attachments, 10 MB each and 20 MB combined. PDF, Word, Excel, TXT, CSV and common image files are accepted.

Replies will be sent directly to your registered email address: testowner@vt.net.nz

Send external email
Cancel

LALAAYI LIMITED
Company No. 9457644 • NZBN 9429053945617

LALAAYI Helpdesk
0274933731 • support@lalaayi.com

Website
lalaayi.com

Complete the required fields: the recipient's email address, the subject, and the message.

Test Owner

Business Owner - LALAAYI Documentation Farm

Dashboard
Personnel
Payroll
Business
Animals
Breeding
Health
Sales & Purchases
Notifications
Messages
My Profile
Locations
Farm Yard
Appearance
Help
Sound: Enabled
Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search messages
* Required field
Sender, recipient, subject, message, email or date

Search in
All

Search

Inbox
Sent
External Sent
Archived
External Archived
Compose
External Email
Folders

Compose external email

Send a farm-related email to an address outside LALAAYI. Any reply goes directly to your registered email address. A copy remains in External Sent.

* Required field

External email address

Recipient name (optional)

Test recipient

Subject

Testing LALAAYI external messages

Message

Test messages from Lalaayi

Attachments

Choose Files No file chosen

Optional: up to 5 attachments, 10 MB each and 20 MB combined. PDF, Word, Excel, TXT, CSV and common image files are accepted.

Replies will be sent directly to your registered email address: testowner@vt.net.nz

Send external email
Cancel

LALAAYI LIMITED

Company No. 9457644 • NZBN 9429053945617

LALAAYI Helpdesk

0274933751 • support@lalaayi.com

Website

lalaayi.com

As each required field is completed, its background changes from yellow to white. If needed, one or more permitted files can be attached to the email.

When the message is ready, click **“Send external email”**. LALAAYI confirms that the email has been sent and stores a copy in External Sent.

Emails sent to outside addresses are kept separate from internal LALAAYI messages.

Test Owner

Business Owner - LALAAYI Documentation Farm

Dashboard
Personnel
Payroll
Business
Animals
Breeding
Health
Sales & Purchases
Notifications
Messages
My Profile
Locations
Farm Yard
Appearance
Help
Sound: Enabled
Logout

Messages

Human-written communication. System-generated alerts remain under Notifications.

Search messages
* Required field
Sender, recipient, subject, message, email or date

Search in
All

Search

Inbox
Sent
External Sent
Archived
External Archived
Compose
External Email
Folders

External Sent

Farm-related emails you have sent to addresses outside LALAAYI.

Test recipient

Testing LALAAYI external messages
Test messages from Lalaayi

09 Oct 2026 16:36
Sent

New external email

LALAAYI LIMITED

Company No. 9457644 • NZBN 9429053945617

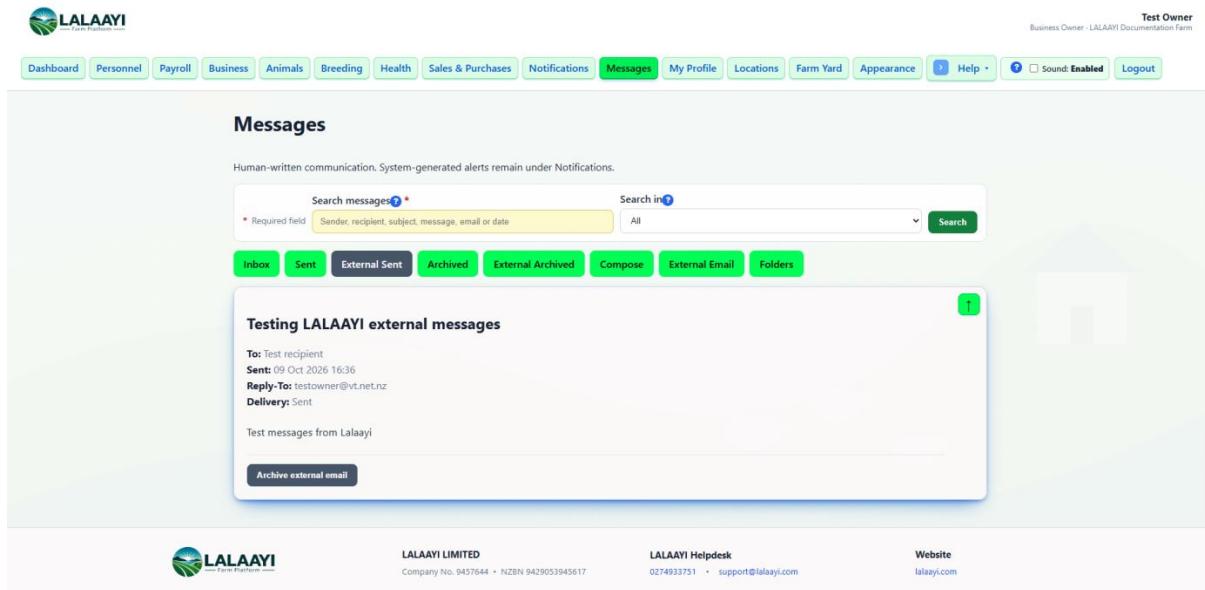
LALAAYI Helpdesk

0274933751 • support@lalaayi.com

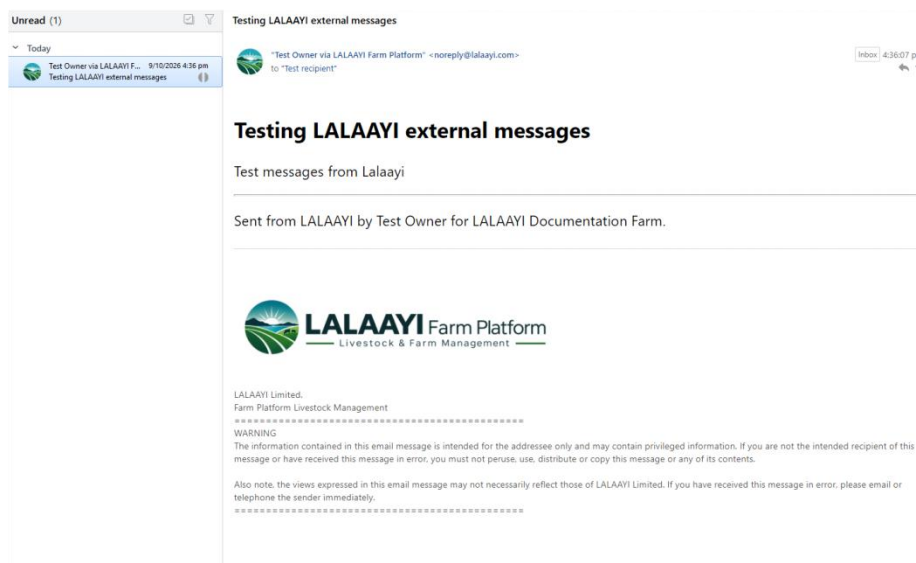
Website

lalaayi.com

To view the email you just sent, click it in External Sent.



LALAAYI stores a copy of each external email in External Sent. Any reply from the external recipient goes directly to the sender's registered email address. LALAAYI does not capture or import those replies into the Messaging system.



The external recipient receives the message in their normal email inbox.