Amending Team Room

PURPOSE

This document shows the detailed procedure in amending team room screen in the system.

WHY IS THIS IMPORTANT?

The team room is an instant messaging service within the CS Lucas system that users can have near real-time conversation which are archived.

PROCEDURE

1. From the CS Lucas main menu, click the Welcome Tab.

2. Select Team Room.

3. Click the link Members in line with the Team Name to amend.

4. Team Name can be changed if necessary.

5. Members can be removed by clicking Minus Button.

6. Click Add Button if members need to be added.

7. One changes have been made, click Save.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Launching New Team Room

Create New Team Room

Team Room History

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
7-Sep-2017	Clarissa	Reformatted. Rewritten.
20-Nov-2019	Lyra	Updated Screenshots.