

Create New Team Room

PURPOSE

This document shows the detailed procedure in creating new 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.

A screenshot of the 'Team Room' web application interface. At the top, the title 'Team Room' is displayed. Below it are four buttons: 'Refresh', 'New', 'Close', and 'Show Closed Team' with an adjacent checkbox. A table with two columns, 'Team Name' and 'New Messages', both with dropdown arrows, is shown. The table contains one row with the text 'No records found.' At the bottom, there are pagination controls including first, previous, next, and last page buttons, along with a page number '50' and a dropdown arrow.

3. Click New.

New Team Room

← Save

Team Name*

Members +

No records found.

4. Fill out the Team Name field.

5. In the Members dropdown, select the name of who will be part of this team room. Only users who are added may access the team room conversation.

6. Click Add Button. In this example, John, Jose and Joseph will be added.

New Team Room

← Save

Team Name*

Members +

John
Jose
Joseph

7. Click Save.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Launching New Team Room](#)

[Amending 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.