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.

3. Click New.

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.

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.