

Launching Team Room

PURPOSE

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

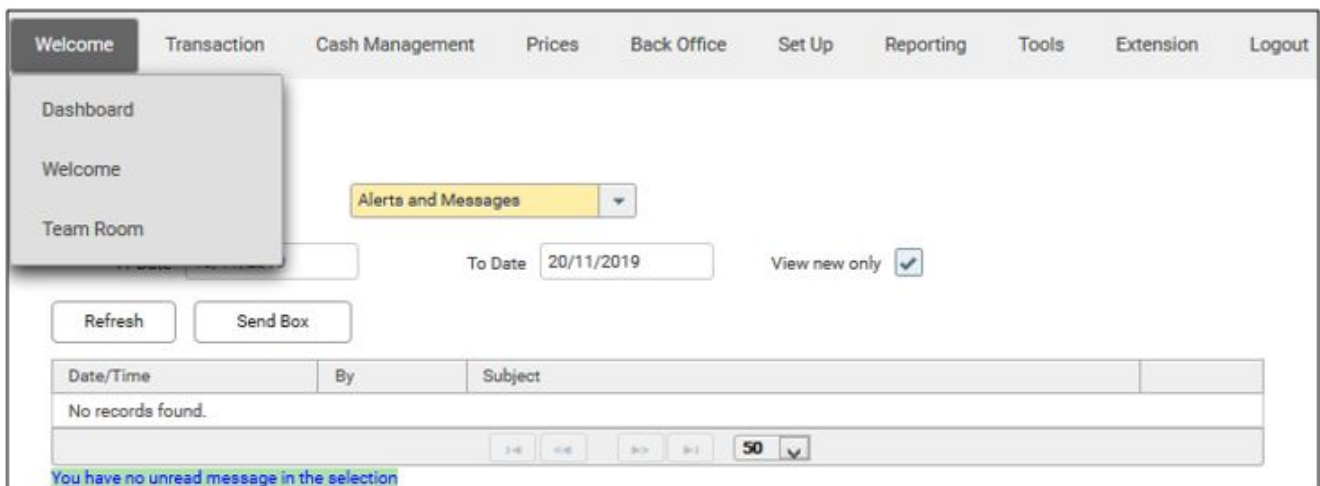
WHY IS THIS IMPORTANT?

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.

A screenshot of the CS Lucas main menu. The 'Welcome' tab is selected and highlighted in a dark grey box. A dropdown menu is open under 'Welcome', showing options: 'Dashboard', 'Welcome', and 'Team Room'. The 'Team Room' option is highlighted. The main content area shows a search bar, a 'To Date' field set to '20/11/2019', and a 'View new only' checkbox which is checked. Below these are 'Refresh' and 'Send Box' buttons. A table with columns 'Date/Time', 'By', and 'Subject' is shown, with the message 'No records found.' below it. At the bottom, there is a pagination bar with '50' and a dropdown arrow. A blue link at the bottom left says 'You have no unread message in the selection'.

2. Select Team Room.

Team Room

Refresh

New

Close

Show Closed Team ☐

Team Name

New Messages

No records found.

1-6

<-6

6>>

6-1

50

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Creating 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.