

Communication overview

Archived

Article related to version 8.7+

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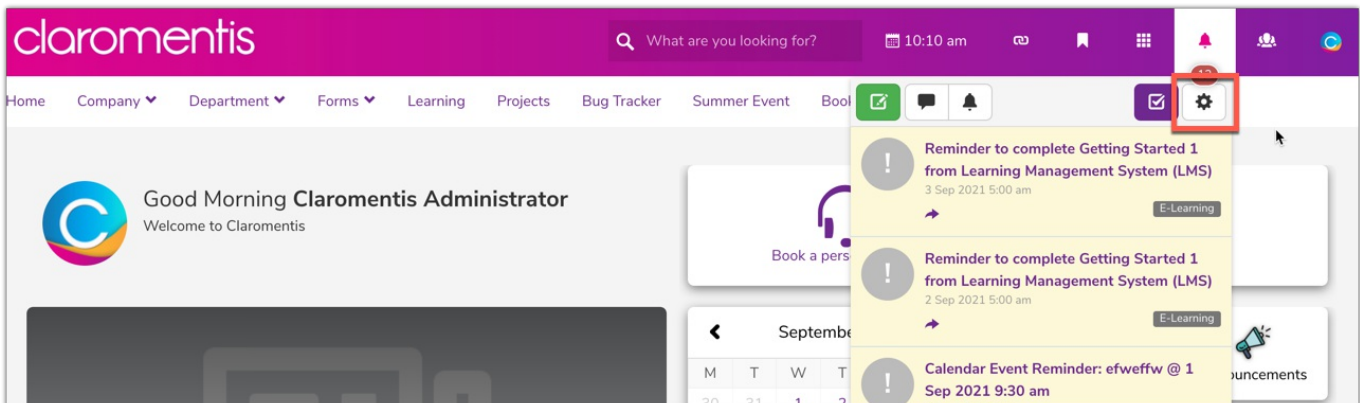
Overview

The communication tool allows you to do the following:

- Set what type of notification you would like to receive from each application
- Send direct messages to other users
- Send mass notifications to groups or users

1 - Setting your notification preferences

Access this area by clicking the cog in the in-system messenger in the navigation bar, or via Applications > Communication > Cog



Your preferences will be displayed:

Messages

Notifications

All types

All words

Search

Reset

Default notification method

☐ None
 ☒ In-system
 ☒ Push
 ☒ Email

Email frequency

Send Instantly

Auto delete read notifications after

3 months

Application	Preference	Notification method	E-mail options	Auto delete read notifications after
Admin	Use default			Default
Audit Manager	Use default			Default
Blog	Use default			Default
Calendar	Use default			Default

- Please click [here](#) for more in-depth information on Communication settings.

Messages is a direct message tool you can use to communicate with other users on the intranet. It acts as a simplified email system.

To use, simply hit **Compose**. Once your message is sent, it will be displayed in this conversation style with the included users listed at the top.

Communication / Messages / Message

Messages

Notifications

Compose

Settings

More

Abigail ... Alison ... Amelia ... Connor... Julia Gr... Piers R... Pippa F... Stepha...

HR Quarterly Meeting

B I U Ix Link Quote Bulleted Numbered Indent Decrease Indent List Max Undo Redo Bold Italic Underline Strikethrough Font Color Background Color Paragraph Styles More Options Copy Paste Attachments Recent Files Insert Image Source

Send

Wednesday, 1 May 2019

HR Quarterly Meeting

Alison Kelly

We are superheroes when it comes to rapid reporting 🦸🏻‍♀️💪

Good thing Alison and I are on the ball with these things Abi! 😊

Sent by Connor Chapman on 01-05-2019 06:43

Quote 1-May-2019 16:16

No problem, thanks for letting us know Piers!

Quote 1-May-2019 16:10

You

Piers Ross

Unfortunately I've been double-booked and have another meeting at 2pm ☹️ But my team will be there to represent

Quote 1-May-2019 15:47

Good thing Alison and I are on the ball with these things Abi! 😊

Reminder: You can send messages to multiple users but not to groups or roles.

3 - Profile page notification settings

You can also decide your default notification settings by visiting your profile page under Applications > People

Preferred contact method

Email

Career details

I am adaptable, motivated by success, with a strong work ethic. I thrive in a collaborative environment, using leadership, communication and project management skills. I am able to leverage strong analytical and strategic thinking skills to deliver

Interests

Date of birth 2

23-May-1985

Date started 2

19-May-2007

Company car model

-- None --

Default notification method

☐ None

☒ In-system

☒ Push

☐ Email

Twitter

Update

Please note: Administrators can also do this on behalf of the user by navigating to Applications > Admin > People. Users will however be able to change this at any time.