

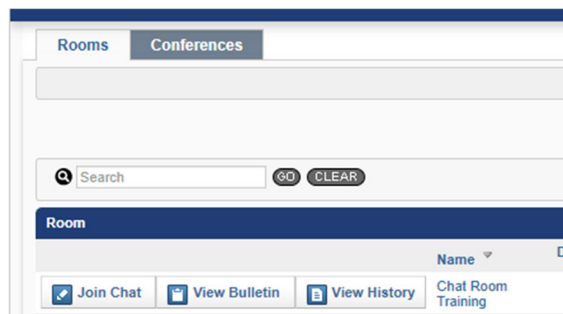
Command Center allows on-line secure communication between individuals at multiple locations. Real-time instant messaging and document sharing provides a tool to help coordinate resources. Group chat in Command

Joining a Chat Room

Center is permanently archived in the WATrac database.

Participants will receive an invitation to join a newly created or existing chat room.

- Click Command Center in the System Navigation Bar. The Room list page will open displaying the rooms you have been invited to.
- Select the conversation you would like to join by click **Join Chat**.
- The Command Center room will open



Personalize Your Chat Room

Column Count

- Click the down arrow next to **Column Count** to choose the number of columns you would like to use and click **Change**.
- The page will immediately change to reflect the number of columns you choose. For monitors three is a good choice. For tablets or smartphones one column will provide better viewing.
- Click **Save**.

Column Count 1   

Widgets

Widgets are boxes with a dark blue title bar that can move and expand and collapse to personalize your Chat Room.

Click and Drag to Move Widgets

- Click the title of a widget and hold the mouse button down.
- Use your mouse to drag it to the location where you would like it.
- Press Save.

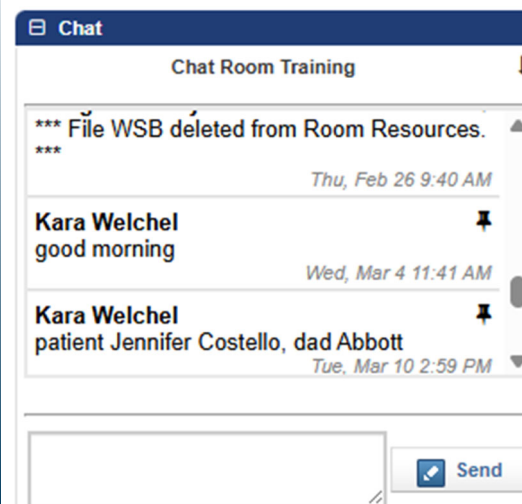
Expand/Collapse Widgets

Click the +/- button on the left side of the widget's title bar to expand or collapse the widget.

Configure the Settings for the Chat Widget

In Settings you can adjust the text and color for the Chat widget.

How to Send a Chat Message

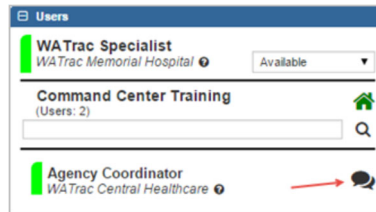


Sending a Chat Message is similar to sending a text message on your phone. Type your message in the text box at the bottom of the Chat widget. Then click **Send** or press the **Enter** key. The system will timestamp and maintain the chat for referencing conversations and documents added or removed from a room.

Create a Private Chat

To start a private chat with a user logged into the room:

- In the Users widget, click the Chat icon to the right of the user's name with whom you want to have a Private Chat.
- Type your message in the new text box.
- Click Send or press the Enter key.



To return to the main Chat Room conversation, select the room from the list on the left side of the Chat widget.

The Bulletin Board

Based on permissions, the bulletin board can be used to “pin” important information that should be easily visible to room members.

Add a Message to the Bulletin Board

You can add a message to the Bulletin Board by clicking the plus sign in the upper right corner of the Bulletin Board widget. A new dialog box will open. Type in your message and Click the Add Bulletin button.

Pin a Chat Message to the Bulletin Board

In the Chat widget, if there is a Push Pin Icon next to the message then you can click it and pin the message to the Bulletin Board.

Edit a Bulletin Board Message

Click the Edit icon next to the message that you want to edit in the Bulletin Board. Editing a message will remove the original entry and create a new one with the updated content. You must enter a reason for the change, which will be displayed in the Bulletin History tab.

Deleting a Message from the Bulletin Board

Click the **Delete** icon next to the message to be removed from the Bulletin Board widget.

Room Resources

Room resources are files that can be uploaded for sharing with room participants. Resources become part of the permanent room archive.

Add/Delete a Resource in a Chat Room

- To **Add a Resource**, click the plus sign in the right corner of the Room Resources widget.
- A dialog box will open allowing you to browse for the file on your computer.
- Once you locate the correct file select Add File.
- The file will be added to the room and available for use by the participants.
- To **Delete a Resource**, click the Delete icon next to the resource that you want to remove. The file will be removed from the Resource list but will remain in the permanent room archive.

Setting Your Status

When you are in a Command Center room, you can update your status so other participants know if you are available, away, or busy by clicking the drop down arrow to the right of your name.

Your current status will be indicated by a colored bar to the left of your name.

