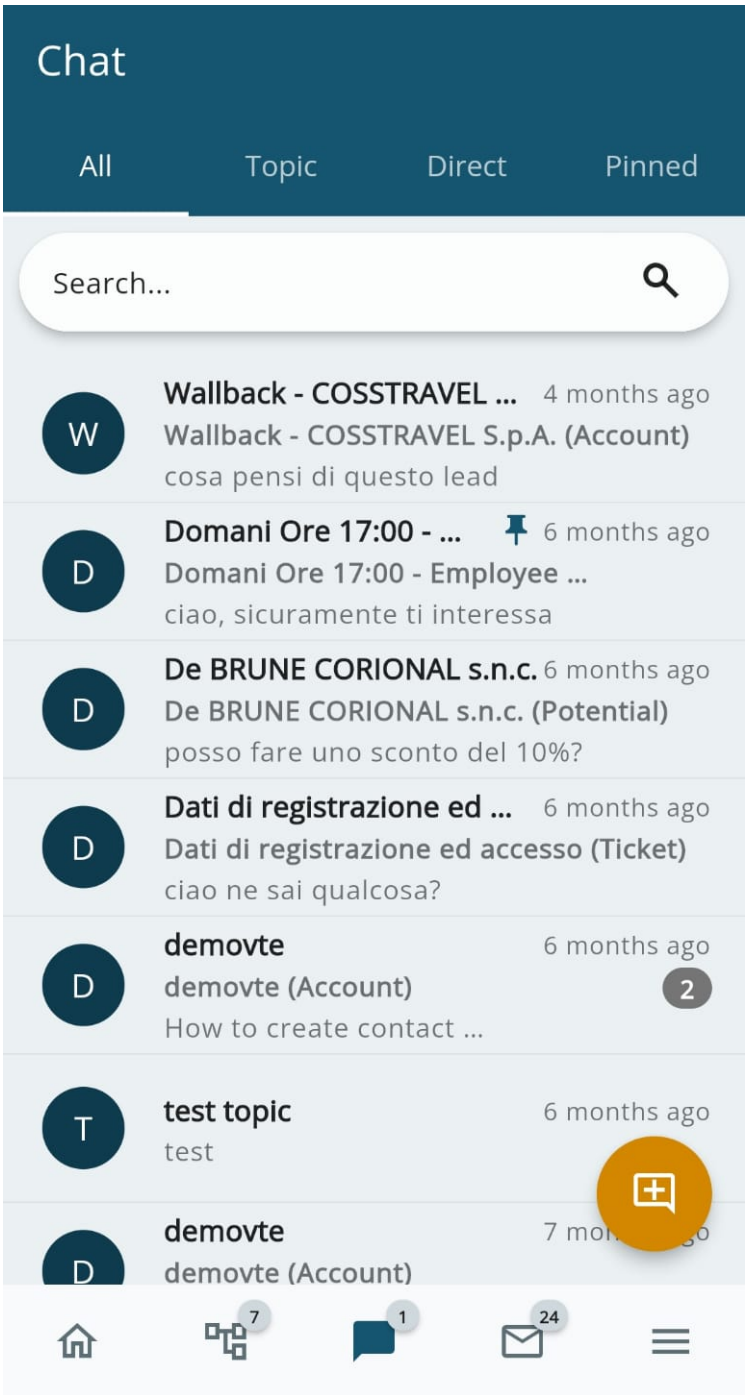
# 4. Conversations


- 4.1 Conversations

# 4.1 Conversations

Clicking on the relevant icon in the control bar at the bottom opens the Conversations panel as shown below.

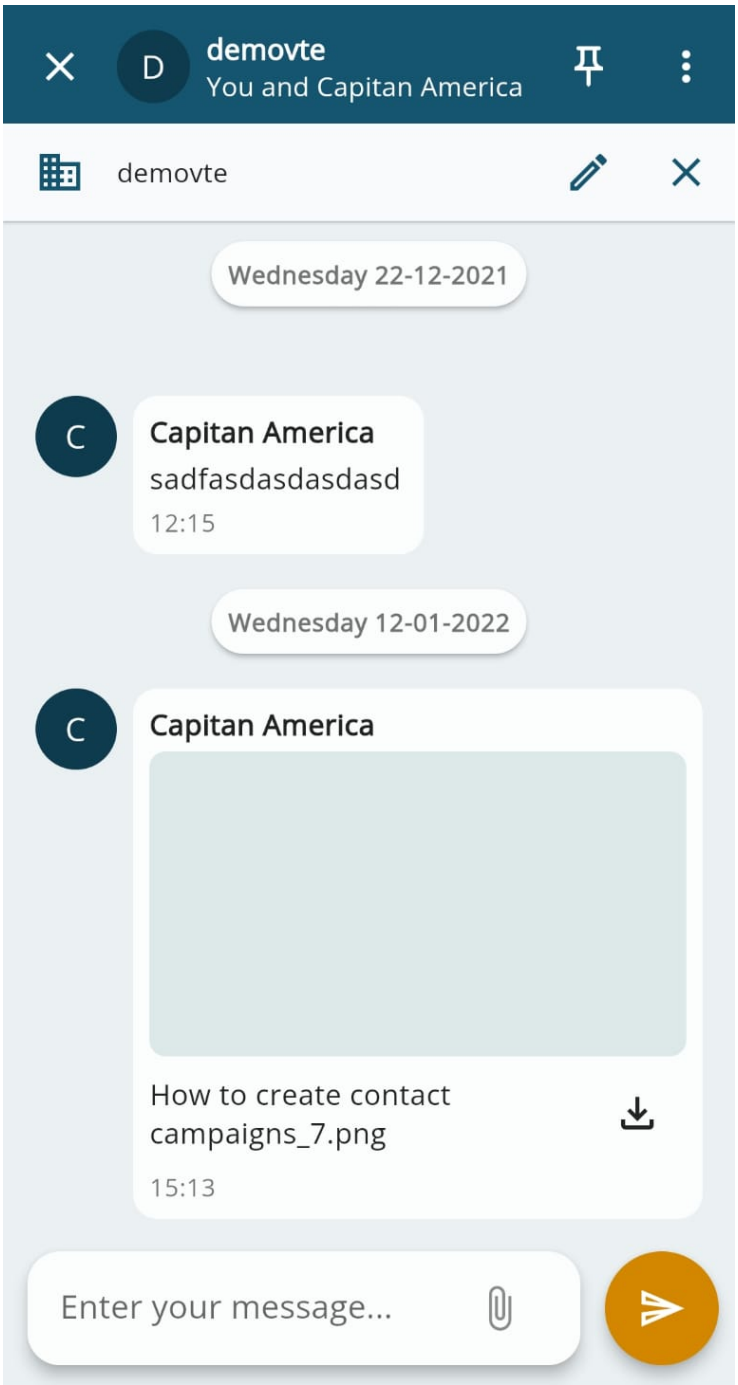



*Active Conversations detail*

The Conversations module allows you to exchange short Messages with other vtenext users on specific subjects. Unread Conversations are highlighted with a darker color while those already

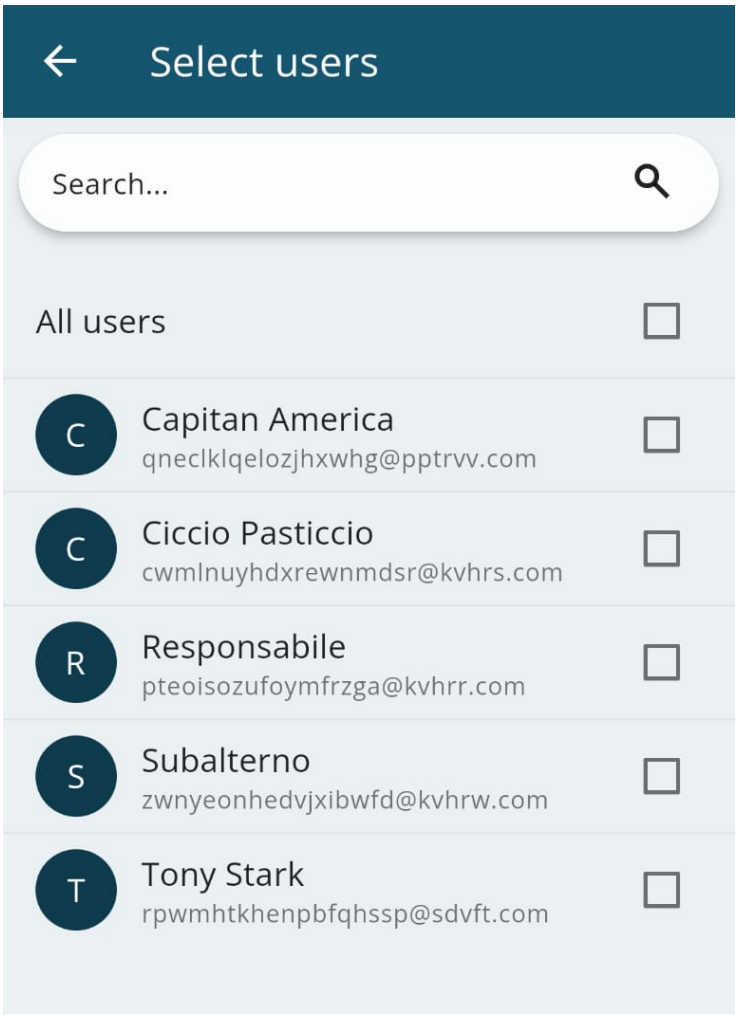
read have lighter backgrounds.

When you start a new Conversation or reply to an existing one, a screen opens as shown below, where you can write and select user recipients, as shown below.




*Composing a Conversation*

When users are selected the following window is displayed. A small pop-up indicates which users are available and those we have already selected.




*Choice of user recipients*

A Conversation can also be linked to a record. To do this, simply go to the relevant record page, select Conversations in related items, and add by pressing the + button. As usual, the conversation can be started addressed towards everyone, or only to certain specific users.