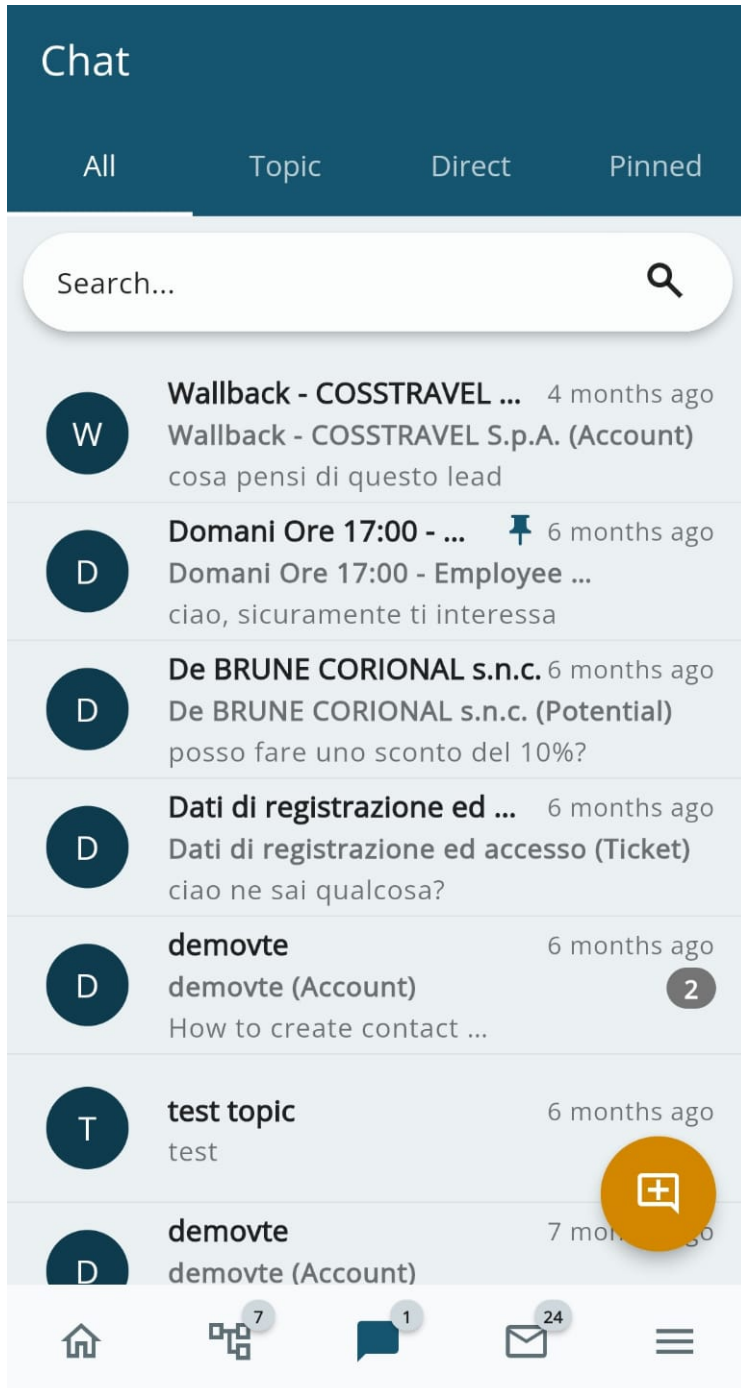


4. Conversations

- [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.

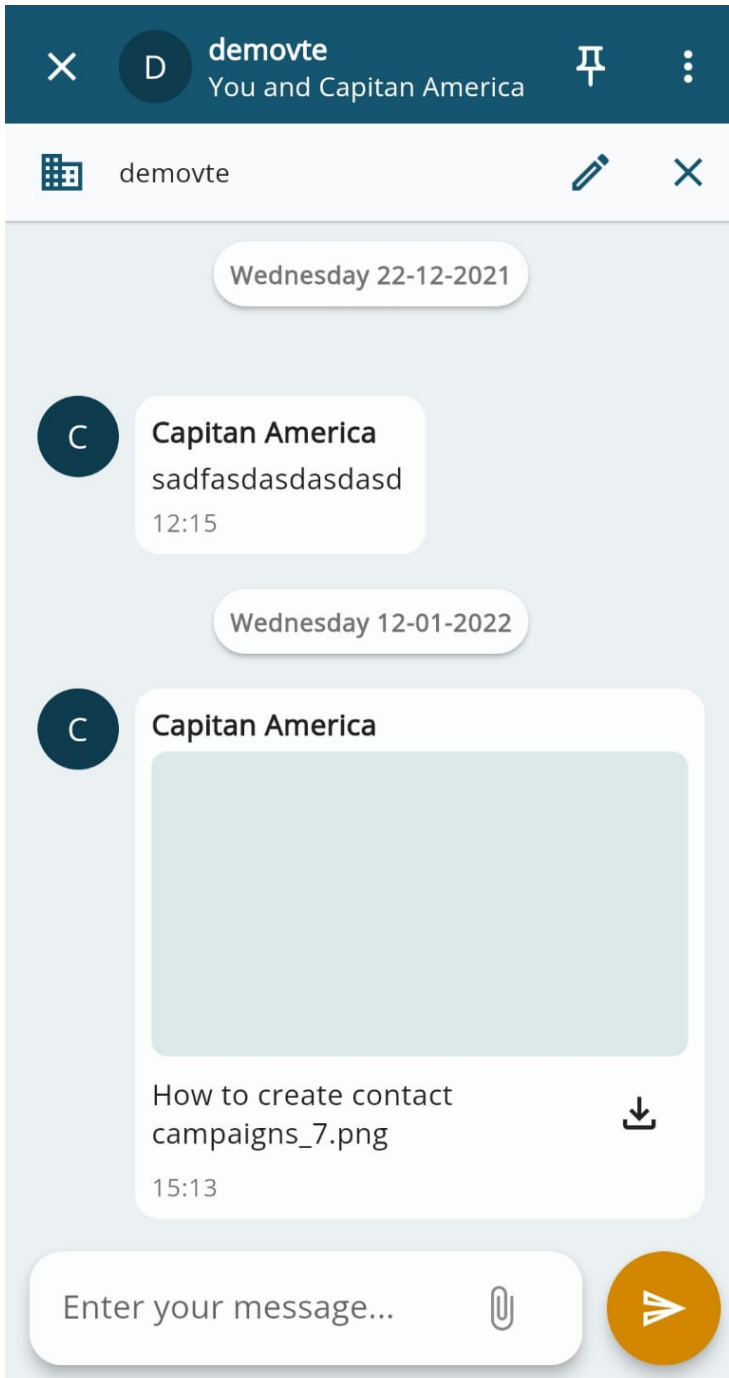


Active Conversations detail

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

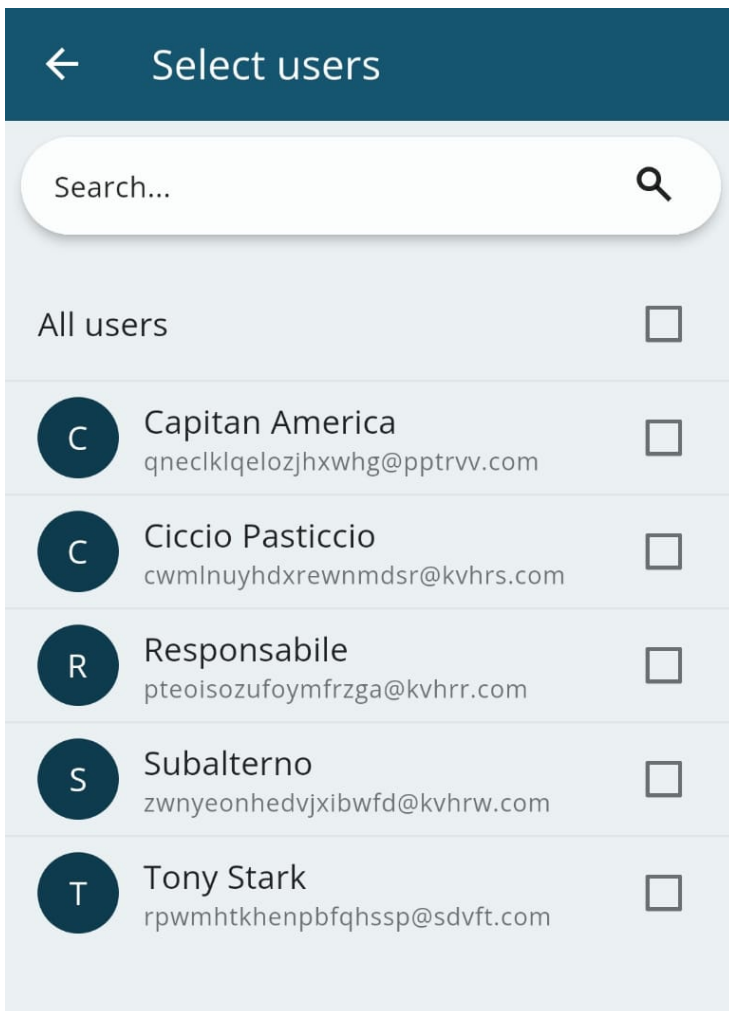
read have lighter backgrounds.

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.