



usBIM.chat – User Manual

Ed.	1
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# usBIM.chat

## User Manual




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# 1 usBIM.chat

usBIM.chat is a service that is part of the usBIM applications, which provides users with an integrated chat that allows them to better organize work groups, giving them the opportunity to share files, large models, documents and data of the integrated system.

## 1.1 Creating communication channels

Accessing the contextual menu, we can see the section related to usBIM.meet. (Errore. L'origine riferimento non è stata trovata.).

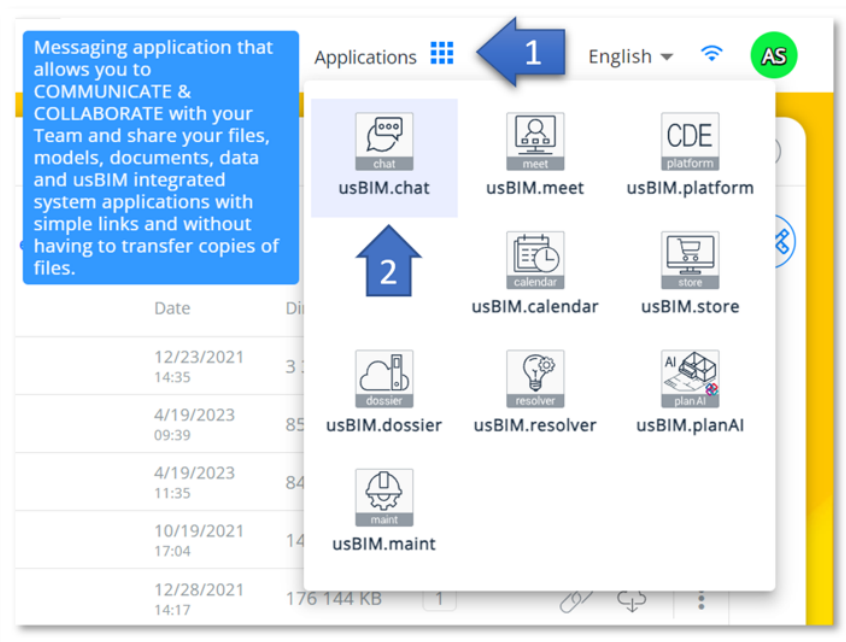
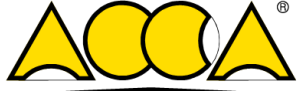


Figure 1. UsBIM.chat section

In this new window (Figure 2), new communication channels can be created, in particular:

- Channel (are chat rooms with useful features designed to increase communication and collaboration)
- Team (is a digital workspace where components can collaborate and work together. A Team can have multiple channels within it)
- Direct messages
- Discussion (allows you to have a separate conversation of broader topics in a team or channel)
- Thread

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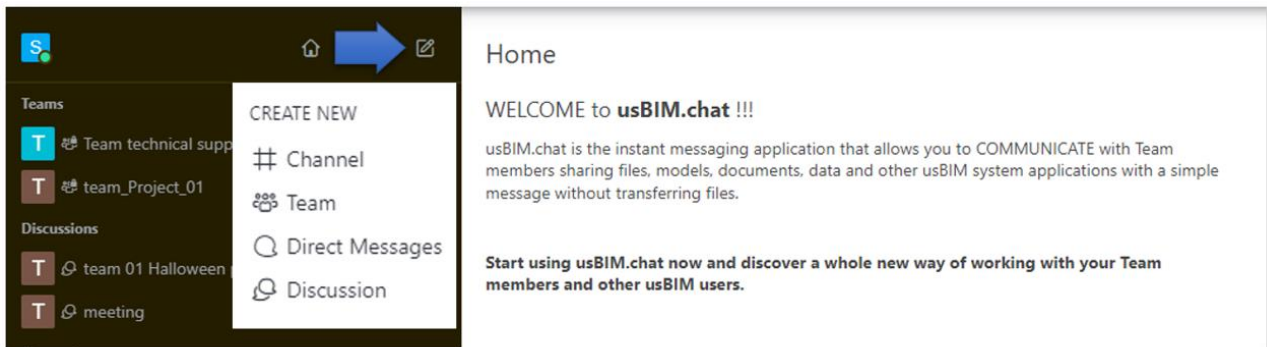


Figure 2. Communication channels

### 1.1.1 Channel

Channels are invitation-only and are normally used for conversations that are not open to all members. In the creation window you must set a name for the channel, you can indicate a topic and set it to “read-only”.

On read-only channels (arrow 1 Figure 3), messages can only be sent by users with write permissions. In this channel all users can only react to messages.

You can create Broadcast channels (arrow 2 Figure 3), which behave like read-only channels, where only users with the right permission can write. Unlike read-only users, unauthorized users here won't be able to view the user list and won't be able to reply to messages. Each message contains a reply button that redirects the user to a direct message with the user who sent the message.

After structuring the channel, you can add members by entering the email. Eventually click on the "Create" button to close the creation process.


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Figure 3. Channel Create

Within the Channel it is possible to carry out several activities:

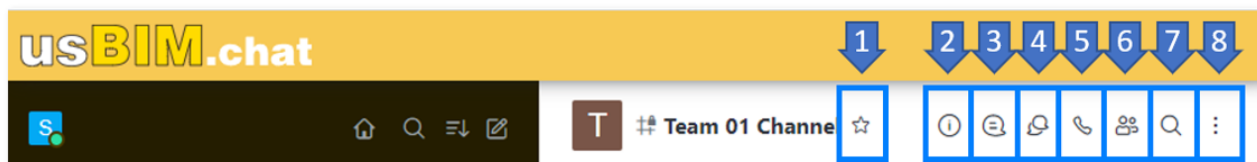


Figure 4. Activate Channel

- [1] Add Channel as Favorite
- [2] Channel Information (Allows you to change Channel information and settings. In this section you can delete the room.)
- [3] Threads (You can search and view the various threads started in the Channel)
- [4] Discussions (You can search and view the discussions started in the Channel)
- [5] Call (You can start a video conference in the Channel)
- [6] Teams members (You can view the list of Channel members and add more)
- [7] Search for messages (You can perform a textual search to filter the messages of the Channel)
- [8] Options

### 1.1.2 Team

The Team allows you to manage multiple users simultaneously by providing a digital workspace to facilitate collaboration with users. Each team can have its own channels.

In the creation window you must set a name for the channel, you can indicate a topic and set it to read-only.

The read-only Team (arrow 1 Figure 5) allows users to write messages or simply receive them

You can create Broadcast channels (arrow 2 Figure 5), which behave like read-only channels, where only authorized users can write new messages, but other users can respond.

After structuring the channel, you can add members by entering the email. Eventually click on the "Create" button to close the creation process.

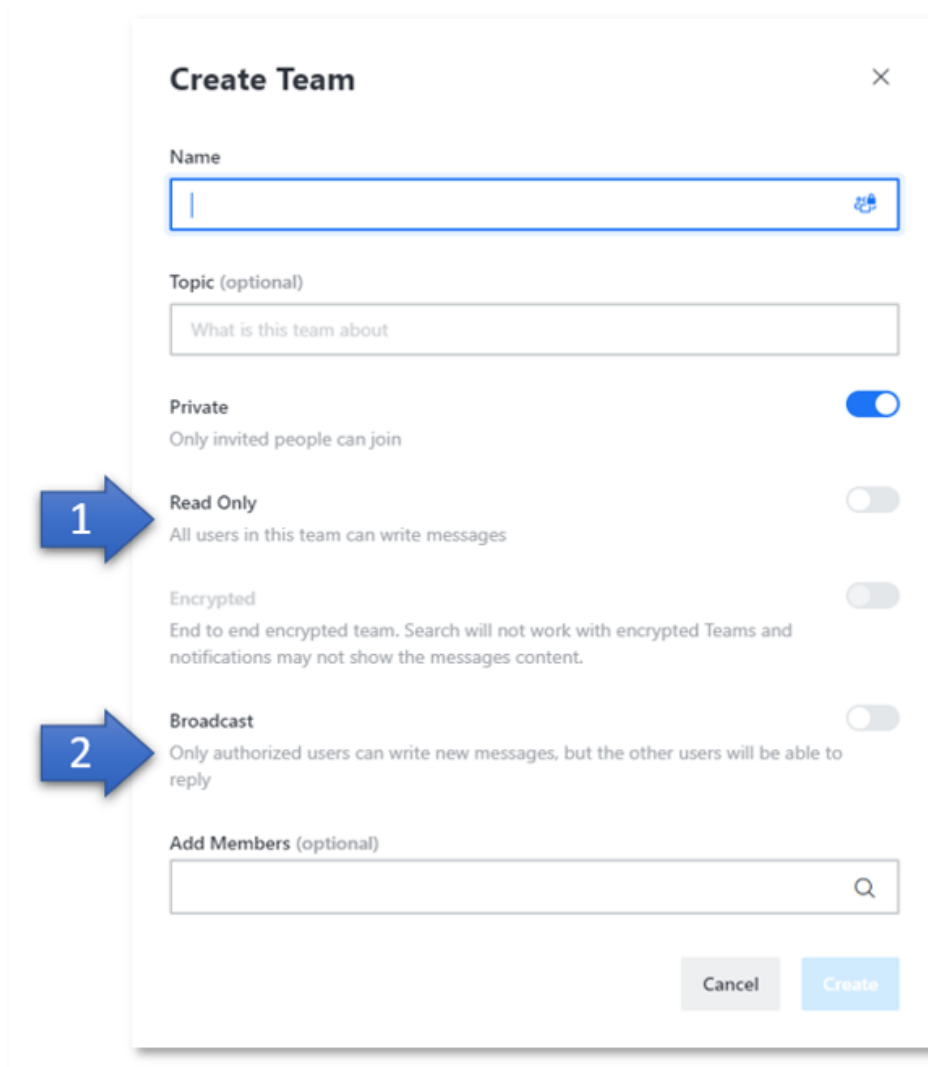



Figure 5. Create Team

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Within the team Channel it is possible to carry out several activities:

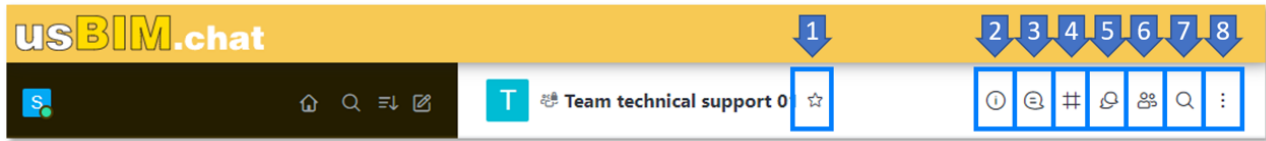


Figure 6. Activate Team

[1] Add Team as Favorite

[2] Channel Information (Allows you to change Channel information and settings. In this section you can delete the room.)

[3] Threads (You can search and view the various threads started in the Channel)

[4] Channels in the Team (You can search for the Channels associated with the Team, but it also allows you to add or create new ones)

[4] Discussions (You can search and view the discussions started in the Channel)

[6] Teams members (You can view the list of Channel members and add more)

[7] Search for messages (You can perform a textual search to filter the messages of the Channel)

[8] Options

### 1.1.3 Direct Charges

There are 1-to-1 direct messages between only two users, and no other user can join. In the creation window you are prompted to select the user, or add the email with which to start the conversation. Finally, click on "Create". (Figure 7)

You can also add multiple users, the actions and options of multi user direct messages remain the same as 1: 1 direct messages, except that you can perform actions such as: ignore, mute, block, or remove.

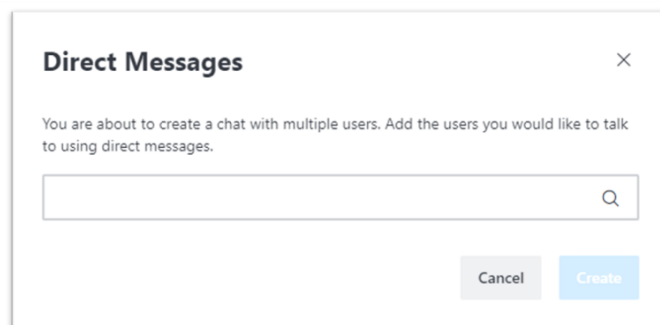



Figure 7. Direct Charges

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Within a Direct Message, you can perform several tasks:

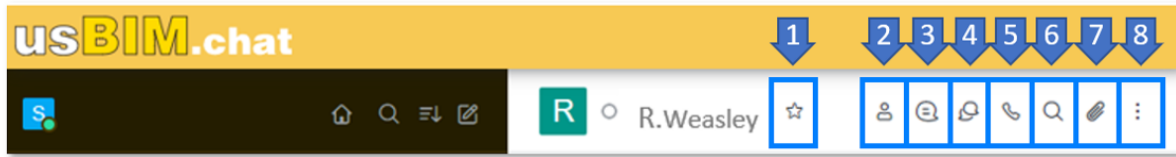


Figure 8. Enable Direct Message

- [1] Add Chat as Favorite
- [2] User Info (You can view user information)
- [3] Threads (You can search and view the various threads started in the Channel)
- [4] Discussions (You can search and view the discussions started in Chat)
- [5] Call (You can start a video conference in the Channel)
- [6] Search for messages (You can perform a textual search to filter messages in Chat)
- [7] Files (You can search and view the files uploaded in Chat)
- [8] Options

#### 1.1.4 Threads:

In the creation window you are prompted to select the "Channel or Parent Group" (arrow 1 Figure 9) and enter a "Name" (arrow 2 Figure 9). You can also set the discussion to "Encrypted", invite users and write a first message. Finally, click on the "Create" button to start the discussion.

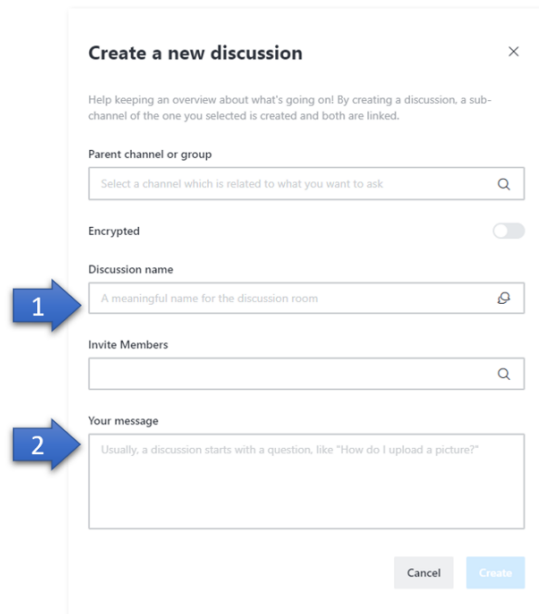



Figure 9. Create Discussion



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You can also create a discussion from a message sent in a Team or Channel. Figure 10 Figure 10 A new window will open, as described above, partly already filled in. You will need to click on the "Create" button to start the discussion.

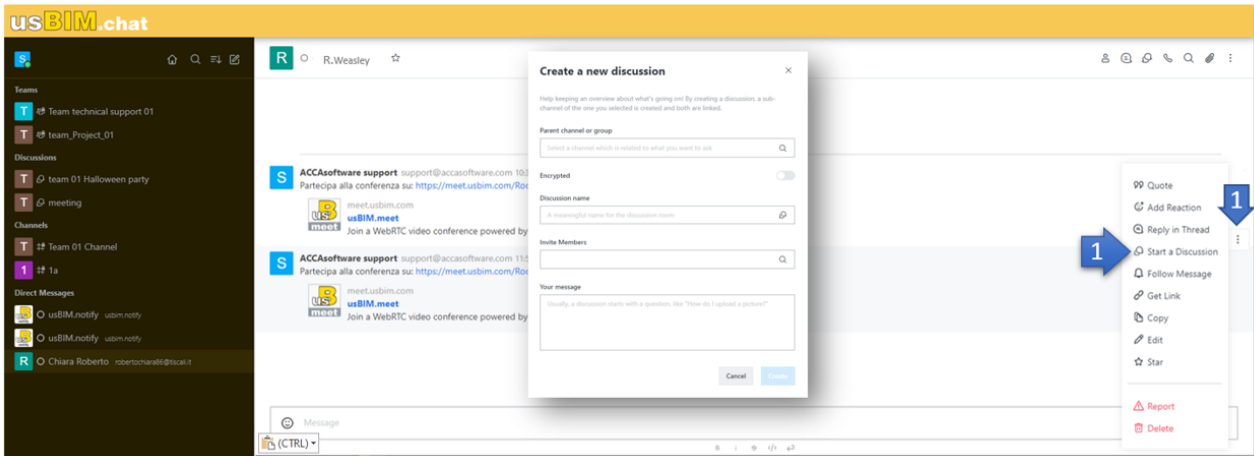


Figure 10. Create Discussion from Message

Within a Discussion, you can perform several tasks:



Figure 11. Discussion Activity

- [1] Add Discussion as Favorite
- [2] Discussion Information (Allows you to change Discussion information and settings. In this section you can delete the room.)
- [3] Threads (You can search and view the various threads started in the Channel)
- [4] Call (You can start a video conference in the Discussion)
- [5] Team members (You can view the list of Discussion members and add more)
- [6] Search for messages (You can perform a textual search to filter messages in Chat)
- [7] Files (You can search and view the files uploaded in Chat)
- [8] Options

### 1.1.5 Thread

Inside a room you have the possibility to reply to a message through a "thread". To do this, click on the menu icon (arrow 1 Figure 12) and select "Reply in a thread" (arrow 2 Figure 12). A new window will open exclusively for that conversation. Instead of having every single message below each other, conversations take place in dedicated windows.

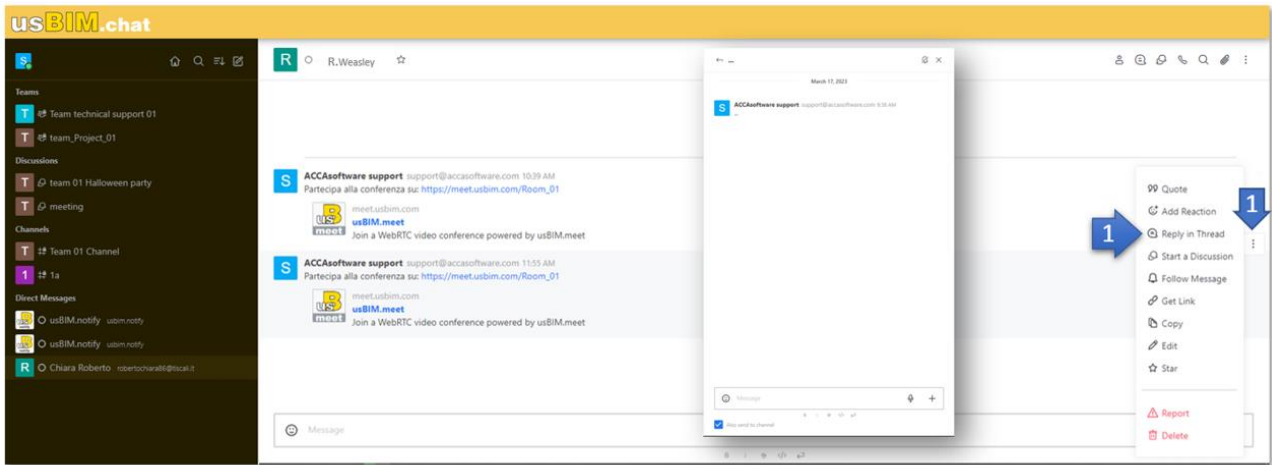


Figure 12. Creating a Thread