

Efficient Team Communication

*Maximizing productivity
with QMS Wrapper's Team Messaging module*



**CAN YOU
CHECK THIS...**

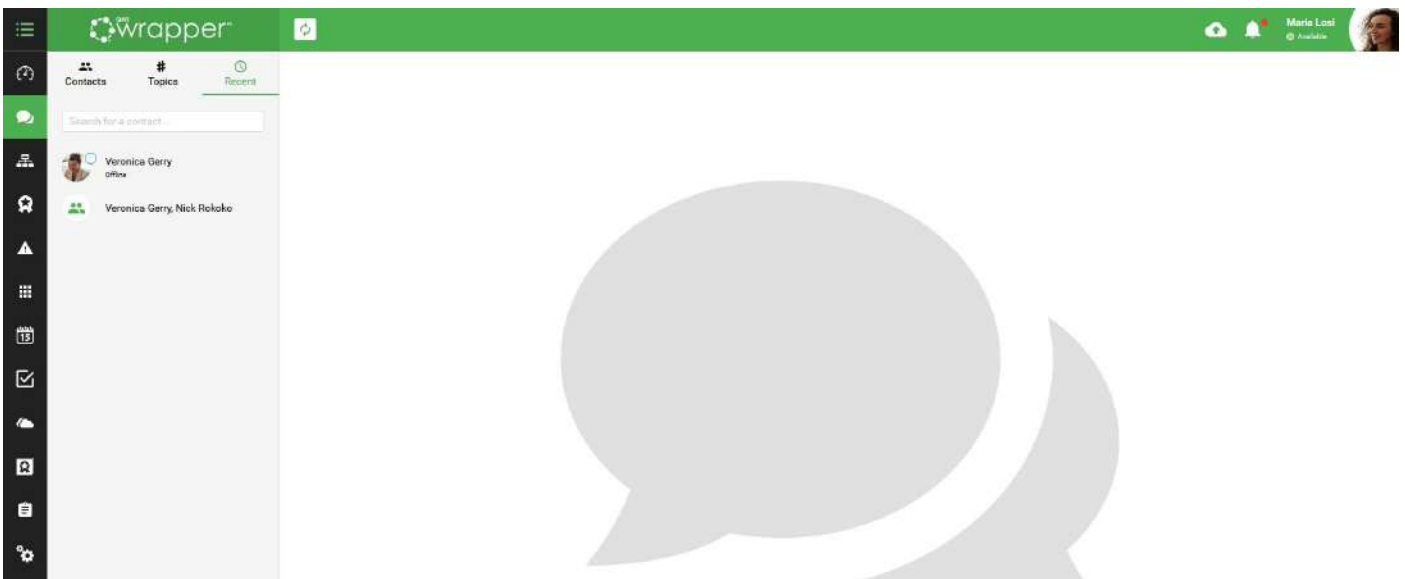
MEETING!

**THERE IS A
PROBLEM WITH...**

Efficient Team Communication

In every company, **Team Messaging** is a module that is utilized on a daily basis for communication purposes. It is popular because it can be used for direct **communication with one person**, a **group of people**, or for **organizing meetings** with transcripts that can be saved in a specific project.

When you click on the **Team Messaging** module, the **Recent tab** will automatically open and present all your recent communications.



The **left panel** has three tabs:

1. **Contacts:** all contacts (users).
2. **Topics:** all Topics in which you participate.
3. **Recent:** recent conversations (recent chats and group chats)

Groups

Communication between **3 or more users** without a specific topic.

If you attach your file first to the Storage and then from Storage to the Chat, then the attachment will be stored in the designated folder in the Storage cloud. However, if you attach a file from your computer straight to the Chat, then that attachment will be stored in a Hidden folder that is available only for the Group Host.

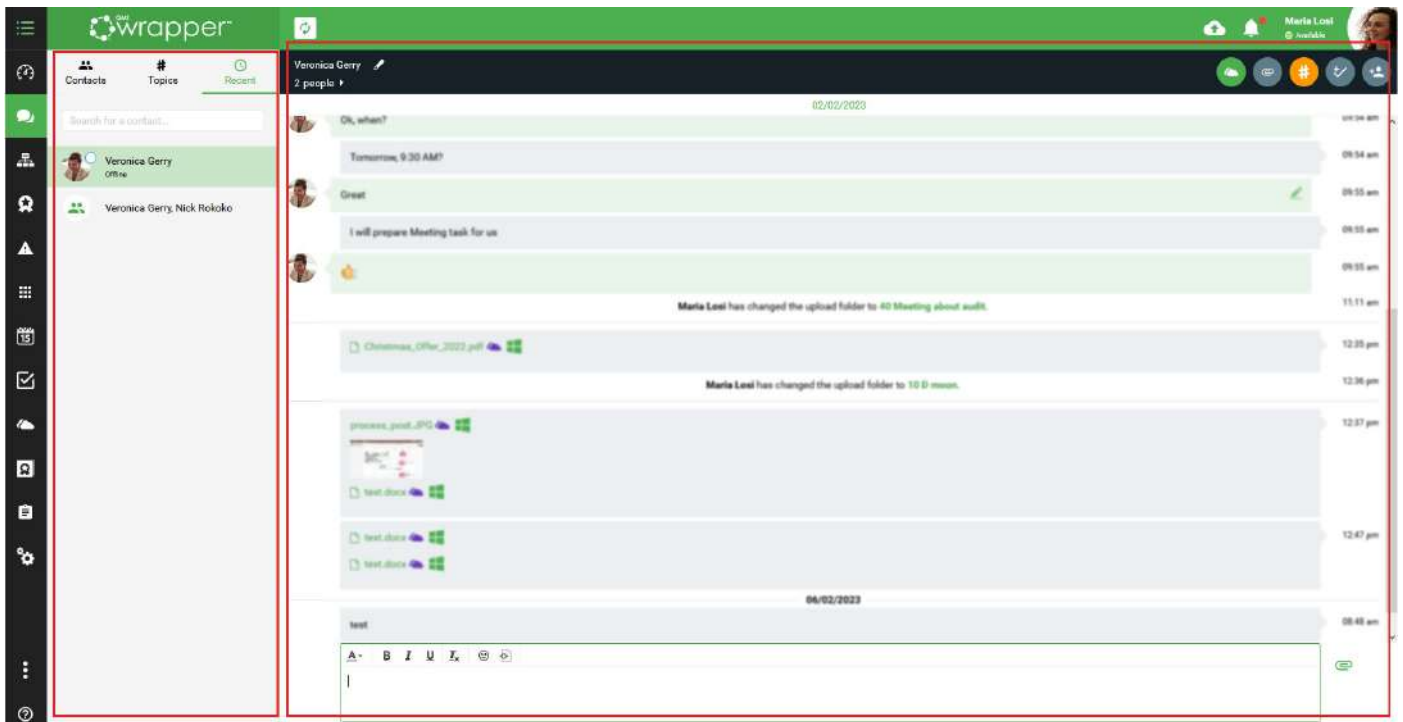
Topics

Communication between 2 or more users on a specific topic. The meeting will be presented in the Topics section.

If you Set a default folder for a regular Topic, all files attached to that Topic will be stored in the selected folder in Storage. Files directly attached to Meetings will be automatically stored in Meetings task, in Storage.

With Meetings Topic, you can create an Agenda that you could follow in the chat.

The **right** panel is the panel of your conversations.



More information on **how to work** in this module:

<https://documentation.qmswrapper.com/content/start-conversation>

Learn how to **save QMS conversation (Topic or Meeting)** here:

<https://documentation.qmswrapper.com/content/save-qms-conversation>

One-on-one chat, group chat, or Topic-based chat; these are easy to follow and transparent ways to handle your work related communication, let it be QMS or non QMS.

Here are some **essential characteristics** that you should be aware of regarding **Team Messaging**:

- You can have communication with **one user or a group of users**.
- You can **send, edit, delete** messages.
- You can **send attachments** directly in your chat (either from your local computer, or from your qmsWrapper cloud Storage).
- You can check the **history** of your **conversation** and all your **attachments**.
- You can create Topics to discuss on specific topic. Topic icon is “#”
- You can **save your conversation** in any of your projects.
- **Meetings** are conducted through the Team Messaging module. They are a types of Topics but with an already set up Default folder. Meeting icon is “#M”.
- At the end of a meeting you can choose one from the **six types of reports** (Routine, DHF, QMS, IP, Risk, and Administration) when you decide to save the topic.
- You can **create a to-do** list from your conversation module.
- You will receive a **notification** to prepare for your meeting.
- You can **schedule a meeting** from your **Project module**.
- You can add an **Agenda** to your meeting when creating a meeting from the project and follow it in your meeting chat.

Meeting

The meeting is one of the most used task type in our software. It is **well-designed and easy to use** because it is interconnected with several modules, such as the Team Messaging, Dashboard, Calendar, and Project management module.

Please follow this practical example to set up a meeting:

Choose a project (in the Project module) where you want to create a Meeting and click on Create Task, then choose the type Meeting. Fill up the form (we suggest using the Agenda because it will help you cover all necessary topics during the meeting). You will receive a notification on your dashboard when the date of the meeting is getting, so you won't miss it. Then click Start a meeting, and the meeting will be open in the Team Messaging module. All participants will be included. You can follow

your Agenda from this chat. After the meeting is done, click Save and Close. The software will ask you to fill up some required tables to generate the meeting minutes and the meeting report.

Suggestion:

If you want to manage the files you attach to a conversation, it is suggested to initially associate the conversation with a specific project (“**Set the default folder**”). In a one-on-one conversation, both participants can set or change the Default folder, for attachments, but in case of the group chat, only the Host can do that.

After the conversation is associated with a particular project, all members of that project will be able to manage files attached to that chat , because attachments will be stored in the designated place in the Storage.

In case you choose not to set up the Default folder for the files that are going to be attached to the chat , all attached files will be stored in a “hidden folder,” that is available only for the Host.

It can be beneficial to keep files in a designated folder as it enables easy retrieval and deletion, thereby freeing up storage space.

Meeting module

With the Meeting module, tracking all your meetings is easier than ever. Simply access it through the Quick Access Buttons (3 dots) to view all scheduled and completed meetings in one place. Use the powerful filtering features to create customized lists that meet auditor requirements with ease. Additionally, seamless integration allows decisions made during meetings to trigger relevant processes instantly, ensuring a smooth and cohesive approach to quality management. More about the module, check [link](#).

Best regards,
The qmsWrapper Helpdesk Team
contact@qmswrapper.com