

# Instructions

## How to manage “Messages” in Nagano

The **Messages** tab available on the Nagano home page refers to discussions that users have access to.



There are two types of discussions:

- Discussions between **users** (see grey marking on left hand side of discussion);
- Discussions regarding **projects** (see blue marking on left hand side of discussion).

### To start a new discussion :

1. Click on **NEW** button, on top right;
2. In the « Send to » box, choose « **User** » : you may then choose the user with whom you wish to start a discussion;

OR

Choose « **Project** »: you may then choose the project and the subject of the discussion;

3. You may attach one or more files to the discussion by clicking on **Actions : Add file**
4. Click on **Create** to start the discussion.



In the left column, where all discussions are displayed, a **red triangle** will appear under the date of unread discussions (see example on left hand side).

- To keep a record of a discussion, you may **create a PDF** document.
- To remove a discussion from view, you may **close the discussion**. If necessary, the discussion may be **reactivated** later.

To **search through discussions**, three filters are available on top left : 1) opened or closed discussions; 2) discussions from last month or anytime; 3) discussions regarding users or projects.

