Slack Broadcast Message Templates Procedures

The Slack Broadcast Message Templates are located at the Menu of Manage > Slack Template > Slack Templates ...

To access the templates for adding, editing or deleting you need to have user account permissions. If you do not have permissions please contact your department supervisor for approval.

How to Add a Slack Broadcast message template:

1. 1. Open the Slack templates menu.

2. 2. **Name of Template.** Add a name for the template. Make the name something that is easy to make sense of.

3. 3. **Content.** Write the content of the frequently used wording for the template. To add specific variables to display in the template use the %% function and select the correct variable as listed in the dropbox field. To add multiple variables continue to use the %%.

4. 4. Check your spelling.

5. 5. Press the **Add Slack Template** button to add the template for Iconic workers to use. If you do not want to add the template press the **Cancel** button.

How to Edit a Slack Broadcast message template:

1. 1. Open the Slack templates menu.

2. 2. **Slack Template List.** Find the message template you wish to edit. If you cannot find it you can use the search field box on the right hand side and type specific words to search for the message to be edited.

3. 3. **Action > Edit.** Press the edit button.

4. 4. **Name of Template.** Edit the name for the template. Make the name something that is easy to make sense of.

5. 5. **Template Content.** Edit the content of the frequently used wording for the template. To add specific variables to display in the template use the %% function and select the correct variable as listed in the dropbox field. To add multiple variables continue to use the %%.

6. 6. Check your spelling.

7. 7. Press the **Save Changes** button to save changes to the template for Iconic workers to use. If you do not want to add the template press the **Cancel** button.

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How to Delete a Slack Broadcast message template:

1. 1. Open the Slack templates menu.

2. 2. **Slack Template List.** Find the message template you wish to delete. If you cannot find it you can use the search field box on the right hand side and type specific words to search for the message to be deleted.

3. 3. **Action > Delete.** Press the delete button.

4. 4. You will be asked "**Are you sure you want to delete the selected template?**".
    1. 4.1 If you wish to continue to delete the selected message template press the **Yes** button.
    2. 4.2 If you do not wish to delete the selected message template press the **No** button.

How to Manage Slack Broadcast message templates:

1. 1. To manage the templates you require additional system permissions. This can only be provided by your Channel Supervisor and approved by a Senior Executive Iconic Worker. If you do not have permissions to manage the templates and require this, contact your Channel Supervisor for approval.

2. 2. To manage the system permissions of the Slack Broadcast message access the user account by going to menu Manage > Users > Manager Users ...

3. 3. Find and select the user that requires the permissions to manage the Slack Broadcast message. If you cannot find them use the search field on the right hand side.

4. 4. Click on the **Action** and the **Edit** word. The user account will open.

5. 5. Scroll down to **System Admin Permisssions**.

6. 6. In the **System Admin Permissions** box, scroll down to untill you see th Slack Template permission checkboxes.

7. 7. Check/tick the specifc slack template permissions box that you are approving the user to have access to.
    1. 7.1 **Manage Slack Templates.** Allows the user to view the Slack Templates Menu in the the Manage Menu Section.
    2. 7.2 **Add Slack Templates.** Allows the user to add new Slack Templates.
    3. 7.3 **Edit Slack Templates.** Allows the user to edit all existing Slack Templates.
    4. 7.4 **Delete Slack Templates.** Allows the user to delete existing Slack Templates.

8. When completed press the **Save Changes** button to save the permission changes for the

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user account. If you do not want to save the permissions changes you made press the **Cancel** button.

Attached files:

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