Using Slack

How to upload a file, image on SLACK Communications.

SLACK COMMUNICATION SYSTEM FOR STAFF INTERNALLY:

All Communication between Staff is to be done through **SLACK COMMUNICATIONS**.
To access the **Slack Communications** you will be required to download the program on your computer. This would have been provided to you on your registration.

SLACK Communications is a program that helps all staff talk quickly and instantly without cost of phone call or cost of text message. All staff must use this to communicate on Iconic Server and Staff. Staff should not hold a phone line up by calling another staff member. Use slack to speak with staff internally.

Staff will not respond to emails sent to staff who are working with Iconic. USE SLACK to communicate with all staff of Iconic if you are an employee or contractor to the company.

To access the **Slack Communications** your details would have been provided to you through the initial email registration.

How to upload a file, image, document on SLACK Communications

To upload a file, image or document do the following:

1. Take a photo of the prop/wardrobe
2. Select the **Channel #** you want
3. Press the + button on the message bar

4. Select the Upload a File option

5. Select the photo/image taken and upload.
6. Fill in the required fields, making sure that the following fields are answered:
    1. Title of the image/photo
    2. Share in is ticked and the right channel is selected.
    3. Add Comment is filled in, explaining, how the prop/wardrobe was damaged, by who and when etc.
    4. Then press the Upload button to upload the communication of the damaged prop/wardrobe.

Questions Asked and Answered:

1. David Phillip | 21-May-2020 01:43 |
   Question: I am also aware that you can upload a file or photo directly onto a thread by clicking on the blue arrow bottom left hand corner within the thread/reply. Is there a separate Faq for that
    a. answered by @nikolas.harrington 23-May-2020 09:45
        a. Slack is a third-party software and server and they make many updates specific to the Slack App.Â We cannot keep an eye on all the regular updates from Slack specifically and update our FAQs.Â This would be too time consuming for our IT staff.Â The best way to keep updated and know all the changes of Slack is to use the Slack Help button on your phone or PC or always check these links for regular updates.
            a. For Slack updates and changes use this https://slack.com/intl/en-au/help/articles/115004846068-Slack-updates-and-changes

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URL: https://staff.iconic.productions/KB/content/0cat=95/263/en/how-to-upload-a-file-image-on-slack-communications.html

b. For Search or Slack FAQs and manuals and procedures use this https://iconic-productions.slack.com/intl/en-au/help

Attached files:

Unique solution ID: #1262
Author: n/a
Last update: 13-Dec-2016 06:41

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