Using Slack

How to send or communicate an Event Job Sheet on SLACK.

UPDATED POLICY 16 July 2019 by @kelvin.lee

1. Policy **How to send or communicate an Event Job Sheet on SLACK.**, is now void and no longer in use as all event job timesheets are electronic and go straight to company server.Â There is no need to send, upload or communicate the event job time sheets to @eventmanagers or on the #event_management channel as all event job times sheets are electronically completed by form.Â The link to complete your electonic event job time sheet can be found by pressing on this link **Event Job Time Sheet**

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.

Attached files:

Unique solution ID: #1263
Author: n/a
Last update: 16-Jul-2019 02:58

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URL: https://staff.iconic.productions/KB/content/0cat=95/264/en/how-to-send-or-communicate-an-event-job-sheet-on-slack.html