

Main Toolbar

Main Toolbar: Chatroom

The **Chatroom** area allows teams to send public messages to other team members, and to share items from various screens in Delta, including reports and dashboards.



Any item which features a **Share** icon can be sent to the Chatroom.



For example, if you add a comment to an indicator's Actuals and click the Share button, Delta will display a list of recipients from which to choose. Recipients will be notified with a dot on top of the Chatroom icon in their Main Toolbar to indicate new items are waiting to be read. **NOTE:** shared items in a project will **only** appear from inside that project. Shared items at the Portfolio level will likewise only appear on the Portfolio Main Toolbar.

NOTE: unlike [My Messages](#), threads and conversations in the Chatroom are visible to everyone (items at the Portfolio level) and to everyone in a project who has sufficient permissions to access that project. In comparison, My Messages items are addressed **only** to the recipients you selected.

Comments in the chatroom are timestamped and threaded, and show the originator. **Reply to a comment** by entering text in the Reply (Write Comment) field under the comment you're replying to. Click the checkmark when you're done. The reply will appear under the associated comment.

Main Toolbar



[Self-Manager / Admin](#) 11/15/2019 12:48



message



Write comment



[Self-Manager / Admin](#) 03/20/2019 11:09



Plan

A11B : Rehabilitation of water handpumps to national standard

1111 : kwale

10 15,000

Water and Sanitation Specialist (AZI)

This is a comment regarding this activity.



Write comment



[Self-Manager / Admin](#) This is another comment.

03/24/2019 15:02 [Comment](#) [display comments](#)



[Self-Manager / Admin](#) This is a comment.

03/21/2019 13:57 [Comment](#) [display comments](#)

Main Toolbar

Click the +Add button to create a new comment from scratch. The text editor is the same one used throughout Delta, and features a full complement of tools.

Main Toolbar



Team Chatroom

Comments

Share with



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Main Toolbar

When you're done with your message, Click the **Share With** tab and select the recipients.

Main Toolbar



Team Chatroom

Comments

Share with



☐ All (*)



TRAORE Mariam Evelyne



DARAULT SERGE



Demo



Guinko François



TRAORE Marie Jeanne



Guinko François



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Main Toolbar

When you share an item, notifications will appear as a dot on top of the Chatroom icon in the main toolbar, accessible from any screen inside Delta. Recipients can reply by clicking on the Chatroom icon, scrolling to the message they wish to reply to, and entering their reply in the text box. Conversations are threaded (displayed by topic in the order in which they are posted), tracked by commenter, and timestamped.

As mentioned above, shared items in a project will **only** appear from inside that project. Shared items at the Portfolio level will likewise only appear at the Portfolio level.

To **dismiss the chat window**, click on the Chatroom icon again, or on the X at top right of the Chatroom window.

Previous: [Main Toolbar: Calendar/Agenda](#) | Next: [Main Toolbar: Alerts](#)

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