

FAQ > Roaster > Team Management > How do I send a Direct Message to a Member of My Team?

How do I send a Direct Message to a Member of My Team? Nehal Gowrish - 2021-09-14 - Team Management

BRIEF DESCRIPTION

The

Era of We application allows you to message other users to initiate conversation and collect knowledge. It breaks down communication barriers and promotes users' engagement. In this documentation, you will understand how to message other users.

STEP BY STEP GUIDE

Step 1: Log in to your account, navigate to the 'Team management' tab, and select 'User Management' option from the drop-down menu.

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Dashboard	Sourcing ~	Order management \sim	Inventory \sim	E-commerce ~	Sales management $\scriptstyle{\lor}$	Brand & experience $\scriptstyle \lor$	Team manag	ement ^
							Roles	
			9		\mathcal{O}		User manage	ment

Step 2: Under 'User Management', you'll see a list of existing users.

Home > Per	Q Search by name, role								
User management									
Stotus v	Role v								
	Nome	Last login 0	Email	Status	All roles	×	Actions		
	Luis stanley		luis.s@roaster.com	Pending	Sales		:		
	Lillian duncan	24/09/2019 1:00pm	illian@roaster.com	Disabled	Accounta	nt	:		
	Sean hawkins	13/09/2019 5:00pm	sean.H@roaster.com	Active	Brand mo	nagement	:		
	Harold carpenter	02/09/ 2019 10:07am	harold@roaster.com	Active	Marketing	1	:		
	James fitzgerald	02/01/2020 7:23 am	james.f@roaster.co	Active	Marketing	1	:		
	Mae grant	19/08/ 2019 9:16pm	mae.grant@roaster	Active	Admin		:		

Step 3: You can filter users using the filter options above the list-filter by status or filter by role. You can use both filters simultaneously as well if needed.

iome > People > User manage	Q Search by	Q Search by name, role			
Jser management					
Status v Role ^					
All	Last login 🗘	Emoil	Status	All roles 🗸	Actions
Sourcing	cust login 🗸	Enter	303035	Autores .	Pictoris
Accountant	24/09/2019 11:45am	Luis.s@roaster.com	 Active 	Sales	1
Brand management	24/09/2019 1:00pm	Lillian@roaster.com	Disabled	Accountant	1
Marketing	12002010 500	from Witnesster com	Active	Broad management	
Sales & marketing	13/09/2019 5:00pm	Sean.H@roaster.com	• Active	Brand management	1
Harold carpenter	02/09/ 2019 10:07am	harold@roaster.com	Active	Marketing	:
James fitzgerald	02/01/2020 7:23 am	james.f@roaster.co	Active	Marketing	1
Mae grant	19/08/ 2019 9:16pm	mae.grant@roaster	Active	Admin	:

Step 4: Click on the 'Vertical ellipsis' option for the user account you wish to message directly.

Home > Pe User mane Stotus ~		ment			Q Search by	name, role.
	Name	Last login 0	Email	Status	All roles \sim	Actions
	Luis stanley		luis.s@roaster.com	Pending	Sales	:
	Lillian duncan	24/09/2019 1:00pm	lillian@roaster.com	Disabled	Accountant	:
	Sean hawkins	13/09/2019 5:00pm	sean.H@roaster.com	Active	Brand management	:
	Harold carpenter	02/09/ 2019 10:07am	harold@roaster.com	Active	Marketing	:
	James fitzgerald	02/01/2020 7:23 am	james.f@roaster.co	Active	Marketing	÷
	Mae grant	19/08/2019 9:16pm	mae.grant@roaster	Active	Admin	:

Step

5: Here you'll see a dropdown menu. Select 'Send a message' to send a direct message to t hat user.

Home > Po	copie > User manage	Q Search by	Q Search by name, role			
User mana	agement					
All V	Sales & marketing	~)				
	Nome	Last login 0	Email	Status	All roles 🗸	Actions
	Luis stanley	24/09/2019 11:45am	luis.s@roaster.com	Active	Edit	1
	Lillian duncan	24/09/2019 1:00pm	luis.s@roaster.com	Disabled	Send a message	1
	Sean hawkins	13/09/2019 5:00pm	sean.H@roaster.com	Active	Send recovery email	:
					Disable account	
					Simulated login	
					Make admin	
					Customize permissions	
					Delete	

Thus, you can send a direct message to a member of your team as a roaster.

"If you still have any queries, then please feel free to connect with our support team."