### HOW TO USE MESSAGES

Messages is a communication module in the Languagewire platform. There you can communicate with your colleague that has ordered the translation, the project manager, the project coordinator and the suppliers within the current project.

#### THE MESSAGES MODULE

When you log on to your profile the platform you can see if you have any new messages in the upper right corner.



The messages module can also be reached from this box (a widget) that is also visible in the Dashboard.

Recent messages 🕑 See all messages	
<b>Example message</b> Hi! How are you? Best regards, Kristina	
🚫 Thu, 14 Mar 2019 10:48	<b>(</b>

### HOW TO CREATE A NEW MESSAGE

Click the speech bubble button (or follow the link **See all messages** in the message module) in the upper right corner and you'll reach the **Messages** view.

language <b>wire</b>	
AllOverTheWorl	Messages
+ New project	\[             Filters: \[             Creset to default \[             \]         Clear all \[             \]         Edit             × Last Message Time : Wed 14 Mar 2018 ~ Thu 14 Mar 2019
🕝 Dashboard	
👚 Projects 🗸	Subject Read/Unread People Last Message Job Ids
🕰 Expert Team	्र व <del>र</del> वर
Jessages	Example message 🕒 1 Unread Kristina , Anders 💿 Kristina Hi! How are you? Best regards, Kristina
🛕 Language Tools 🗸	< Page 1 of 1 > 20 V
Finances -	
CONTACT	
System Account Account manager	
LanguageWire Online Project manager	

STOCKHOLM | BRYGGARGATAN 12A | 111 21 STOCKHOLM | +46 313 04 56 53 GÖTEBORG | KUNGSGATAN 4 | 411 19 GÖTEBORG | +46 313 04 56 53 ONLINE | KONTAKT@LANGUAGEWIRE.SE | LANGUAGEWIRE.SE



When you click the line for the new message, you'll be taken directly to the message, where you can see the whole conversation thread.

language <b>wire</b>	Project: <b>Test project</b> / Message: <b>692955</b>		Q 🔎	Kristina -		
🔍 Search 🗸	Example message					
👚 Projects 🔺	English-United Kingdom > Swedish-Sweden , Swedish-Sweden					
Project Management View	Kristina Wikander, Anders And					
Projects Assignments Order Confirmations	Kristina Wikander and Anders And joined Kristina Wikander and Anders And a minute ago	Notifications <b>?</b> From all partici				
Jobs <u>A</u> <b>Profile →</b>	HI! How are you? Best regards, Kristina	Participants Project		Edit		
💬 Messages	Sent	Project manage Customer		stina Wikander ders And		
\land Tools 🗸	Hi! The deadline					
Finances 🗸						
있 LW Contacts 🗸	G	9				
Guides nistration -	Send + Attach files					

You can write your reply in the edit pane in the same view.

language <b>wire</b>	Project: Test project / Message: 692955		Q	<b>@</b>	Kristina *
Q Search →	Example message	/			
🗇 Projects 🔺	English-United Kingdom > Swedish-Sweden , Swedish-Sweden				
Project Management View	Kristina Wikander, Anders Ar	d			0
Projects Assignments Order Confirmations	Kristina Wikander and Anders And Joined Kristina Wikander and Anders Anda minute ago	Notifications 🚱	ints	.*	
Jobs	Hi! How are you? Best regards, Kristina	Participants Project			Edit
💬 Messages	Sent	Project managem Customer	ent 🚺	Kristina Wikan Anders And	der
🛕 Tools 🗸	Hi! The deadline				
Finances +					
LW Contacts 🗸	e				
Guides nistration -	Send + Attach files				



If you want to create a new message, go to the relevant project and open the **Messages** module. Click the **Create Message** button to create a new message.

Save as Project Template f	ior User 🔫	Open messages 🗹	Give feedback		
Project name		Desired delivery time	0	Deadline (CET/CE	EST)
Test project		LanguageWire chooses a date		Fri 8 Feb 2019 14:00	
Messages (1)					
Create Message	ad/Unread Peo	ple Last Mo	essage by Last N	lessage	Job Ids

After you've clicked the Create Message you'll be taken to a box where you can choose the recipients that you want to reach.

(1) Write a title of your message in the **Subject** field.

(2) You can see which recipients are added by default in the **To** field.

(3) Write the name(s) that you want to add in the field with the magnifying glass.

(4) Or choose the names in the list below. The list can be expanded or collapsed when necessary. Click **OK** and you'll be taken to the editor where you can write your message.

**NOTE!** If you add a new recipient to an ongoing conversation, the new recipient will be able to see what has been communicated before he/she entered the conversation.

<b>A</b>	Settings × rest project				
To: 😧 🖂 Anders And 🖂 🕼 Kristina Wik	ander 🔀 🍭 Engineer LanguageWire Language				
Filter by name or type Q 3 4					
Select all visible	Expand all				
✓ Project (2/2)	~				
<ul> <li>Project management (Required)</li> </ul>	🚯 Kristina Wikander				
✓ Customer	💫 Anders And				
English-United Kingdom - Swedish-S	weden (0/5) $\sim$				
Project management	👩 Kristina Wikander				
Customer	😣 Anders And				
Translation	😡 (ѕто				
Validation	💫 (STO				
Validation Implementation	😡 (STO				
English-United Kingdom - Swedish-Sweden (0/4)					
✓ Additional (1/1)	~				
<ul> <li>Participant</li> </ul>	🖗 Engineer LanguageWire Language				
Note: History will be shared with new participants. Cancel OK					



### **TO LEAVE A CONVERSATION**

If you want to leave the conversation in a thread, open it and click **Leave** (to the left). Follow the instructions and then you've left the conversation. You may not return to a message that you have left without the support of a Languagewire project manager.

Project	: Test pro	ject / Message: 692955		
				Example message 🖋
Leave				English-United Kingdom  Swedish-Sweden, Swedish-Sweden Kristina Wikander, Anders And
Leave				Kristina Wikander and Anders And joined Kristina Wikander and Anders And
		Kristina Wikander, Project management	14 March 2019 10:48 CET	T
	Hi! How are you? Best regards, Kristina			
		How are you?		

