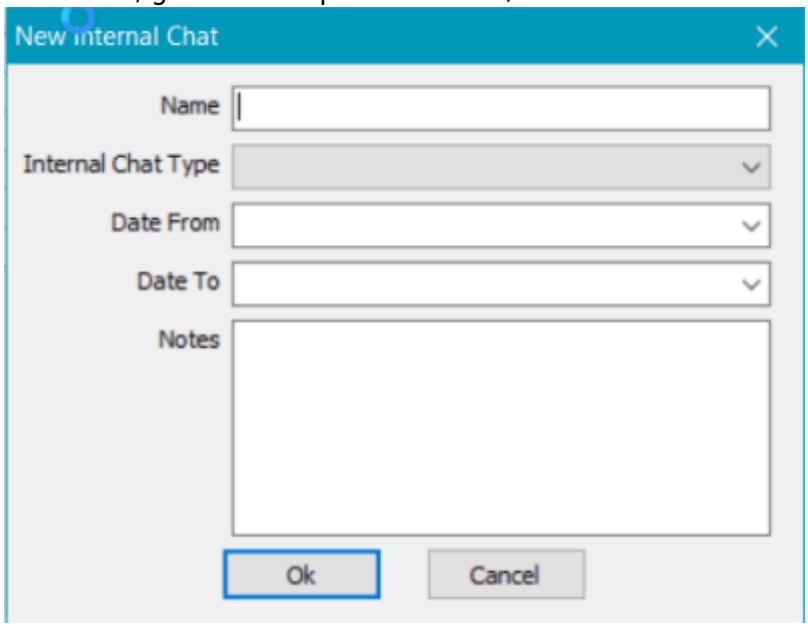
# Collections/Internal Chat

### Adding a new Collection/Internal Chat on Desktop

To do this, go to Desktop - Collections/Internal Chat. Click on new and the following box will appear:



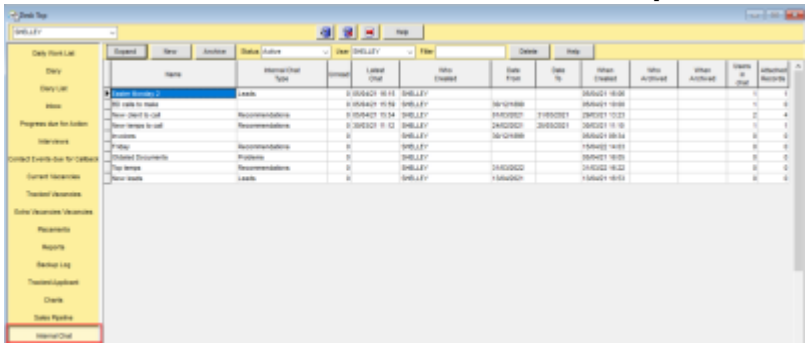

### Required

- Name - Name you would like to give the collection/internal chat
- Internal Chat/Collection Types - Collection/Internal Chat type as created in Agency Set Up

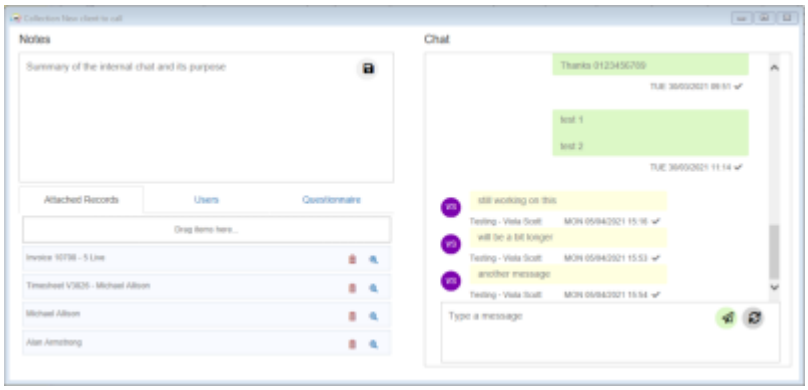
### Not required

- Date From - Date Collection/Internal Chat starts (can be added after the creation)
- Date To - Date Collection/Internal Chat ends (can be added after the creation)
- Notes - If you have any notes required to be on this Collection/Internal Chat

### View of Collections/Internal Chat on Desktop below:

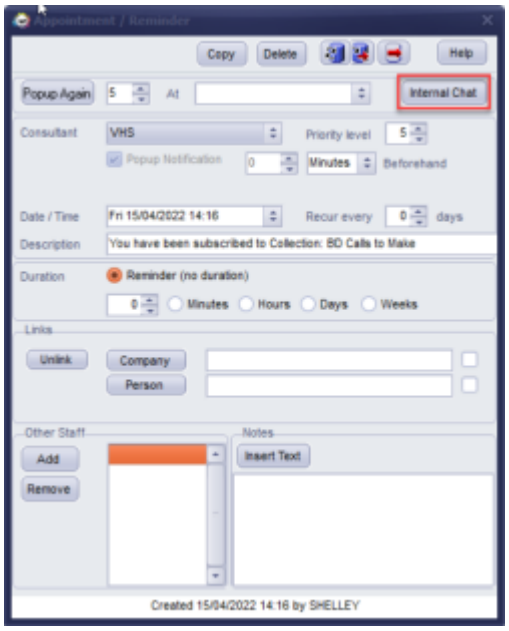


# Using Collections/Internal Chat




*Example of Collection/Internal Chat above*

- You can only add users to the chat if they have the collections user layout setting activated
- You can drag and drop records to Collections/Internal Chats including candidate, contact, timesheets and invoices
- When a user gets a pop up reminder to advise they have been added to a Collection/Internal Chat or that there is a new chat message, there is a button within the pop up that takes you to the Collections/Internal Chat view on Desktop, see below:




From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
**https://iqxusers.co.uk/iqxhelp/doku.php?id=ug_9&rev=1650030038**

Last update: **2022/04/15 13:40**