# simplifi

# Simplifi Contact Station: Chat Posts

### **CHAT POSTS**

#### SIMPLIFI CONTACT USER GUIDE

This article will discuss the chat posts for a Simplifi Contact message and we will go over features and limitations of it. Simplifi Contact allows you to send messages, files, emojis, and images, between one or more users.

The image below shows what a chat message looks like.

(E)		
Jon Whyte		
This is the start of your direct message history with Jon Whyte. Direct messages and files shared here are not shown to people outside this area.		
🖋 Set a Header		
	Wed, Dec 09, 2020	
would never remember that		
Jon Whyte 4:20 PM no, problaby not that's interesting,		
when you have a min, can you show me?  Mike Haley 4:24 PM		
Mike Haley 4:24 PM sure		
Jon Whyte 4:24 PM		
yup		
	Wed, Dec 16, 2020	
Mike Haley 3:43 PM		2 3
Write a message		0 0

- 1. Chat Box Here you can type text to send to the recipient.
- 2. Paperclip Icon Clicking this icon will open up a file explorer to search for files on your computer.
- 3. Emoji Icon This will open a window where you can select emojis to send.

#### **SENDING FILES:**

The following file types are supported for sending and previewing:

Docs: pdf, csv, xslx, docx Video: mp4, webm Audio: mp3

Below are some examples of a couple of examples files you can send.



First, we clicked the paperclip Icon. Next, we selected a file from the explorer that opened. Finally, we can see a thumbnail of the file that we are about to send.

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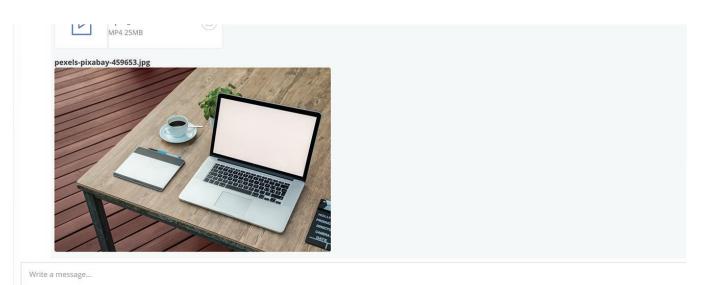
#### **PREVIEWING FILES:**

When a file is sent, you can preview the file by clicking on it. Below is an example of a video file preview. You will also see options to play the file, full screen, volume controls, a scrollbar, and additional option to download the file.



#### **DOWNLOADING FILES:**

To download the attachment that is sent you can click on the attachment and hit the download button or you can hover your cursor over the file to display a download icon. Below is an example of sent files. Viewing the file that is sent is as simple as clicking on it.



When the file is clicked it will expand and show the contents of the file as well as display a download button at the bottom of the preview.

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If you want to download the file that is sent without viewing the contents, you can select the download icon on the thumbnail of the file that was sent.



When a file is downloaded you will see the file at the bottom of the web page.



#### **REACTING TO POSTS:**

When a message is sent in Simplifi Contact the application allows you to react to those message. Hovering over a message will display a few options for you. Those option are:

#### Reacting to someone else's post:

- Three Dots Clicking this will allow you to pin the post.
- Emoji Icon This will allow you to select an emoji to react to the post.
- Reply Icon This will allow you to directly reply to the post.

This will allow you to reply directly to a post

#### Reacting to your own post:

Three Dots - This gives you a few more choices when the message you are reacting to is your own. You will see:

- Pin to channel
- Delete
- Edit
- Emoji Icon This will allow you to select an emoji to react to the post.
- Reply Icon This will allow you to reply directly to a post



Reacting to someone else's post:

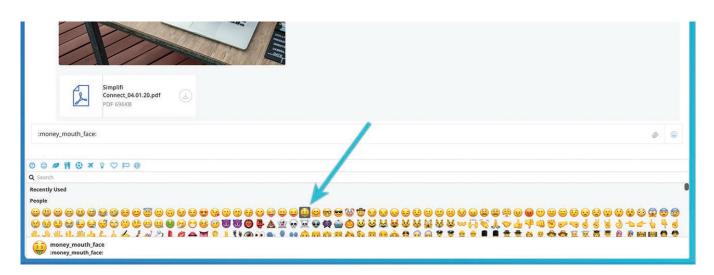
More	Mike Haley 1:61 PM     and	Pin to channel	C
Y# Y₽	cool (cool	Delete	<b>*</b>
	thanks for providing the files! Mike Haley 445 PM trying for today, but tomorrow am if not today.	Create Note Link to Note Create Task	₽
	Or do you need it today?	Link to Task	
	Mike Haley 6:46 PM cool hit me up if you don't hear back mid morning.		

Reacting to your own post:

Tue, Jan 19, 2021	
hit me up if you don't hear back mid morning.	20 LI @ A
	ink to Task
Mike Haley 4:46 PM	Create Task
Jon Whyte 4/46 PM tomprow AM is great	Link to Note
	Create Note
Or do you need it today?	Edit
trying for today, but tomorrow am if not today.	Delete

#### **EMOJIS:**

Next we will discuss the emoji options and icon. Clicking the emoji icon will display a window with many emojis to choose from.



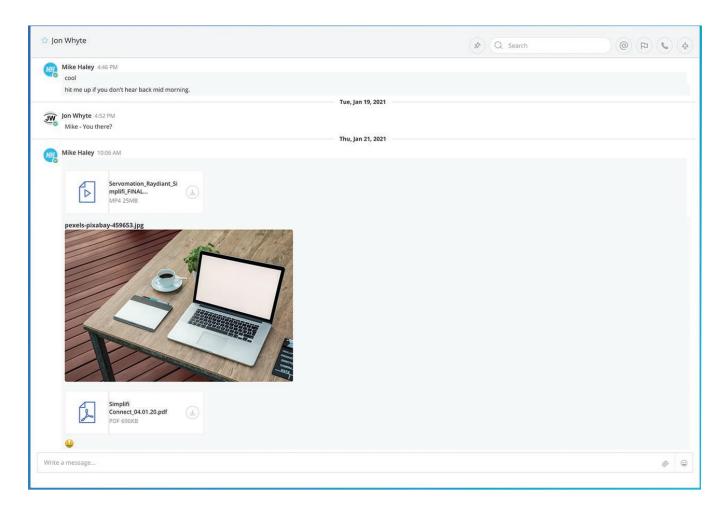
First we clicked on the emoji icon. We then selected the face with money for a tongue. You can then see that the chat message is populated by the format for the selected emoji. An emoji can also be sent without selecting one by clicking the emoji icon. For example, you could simply type ":money\_mouth\_face:" and hit enter. The emoji will render just the same.

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This is what we get when we send an image file, a PDF file, and an emoji:



#### LIMITATIONS:

There are also a few limitations to using the Simplifi Contact Chat.

There is a character limit of 50,000.

Files over 50 Mb cannot be sent.