ECS Chat

ECS Chat is a form of communication you may utilize while logged into ECS. All users within a user group that has access to chat will be automatically signed into chat upon login. The information that is typed into the chat feature is not recorded anywhere in ECS, and messages cannot be sent to users who are not logged into ECS. Many facilities use the chat feature to decrease the amount of overhead paging of employees and/or phone calls to one another.

Use ECS Chat

To access the chat feature, click onto an easy button labeled "Chat", or click onto the chat icon located in the lower left-hand corner of ECS. The chat screen appears. All users who have access to chat and are signed into ECS appear in the right column of the screen under **Name**. Click onto a name, type your message, and click **Send** to send the message off to that user. If wanting to send a message to all users in the Name list, simply type the message and click **Send All**.

Use **Hide** to make the chat screen disappear; it will reappear if someone sends you a message. You can also hide the ECS chat window by simply launching any ECS module.

If you click **Popup** (so it is no longer selected), the ECS chat window will not pop up while you are working in ECS. If you receive a message, the ECS task bar will flash instead.

Clicking **Exit** or the **X** in the upper right-hand corner will disconnect you from Chat completely and you are then unable to receive any messages (even though you are logged into ECS).