

# ActiveCollab Chat Module Manual

## ***Installation Process***

- 1) Unzip archive to any directory on your computer;
- 2) With the help of ftp client or web interface, upload folders to ac directory. Overwrite all folders when asked;
- 3) Go to AC-> Admin-> Modules-> Chat and Install it;
- 4) Click on the Chat Icon at the top bar.
- 5) Keep your work productive!

P.S. If you have Modern or Access theme, please follow instructions here -

<http://www.activecollab.com/forums/post/26430/#post26430>

## ***Description***

Pay once – use forever!

Make your work more collaborative using Chat. You can discuss projects, issues and solutions with your staff, clients and people related to each project in separate tab. Exchange links, save logs, see who is online and send private messages as you do with online chats.

## ***Features:***

- Online status – see who is online when you chat. You can send offline messages, so people see them when they are logged in;
- Targeted Messaging – click on user the message should be addressed to and you see it under message field or if you checked your mind and want to write message to all chat members just click on the button under message field where user is selected to cancel targeted messaging; All targeted messages are private and only you and the person can see these messages;
- Project Chat – select any project you are assigned to and talk only to other people assigned to the same project at separate tabs. Close Project tab when you don't need it to save traffic and resources usage;
- Notifications – get notified with new messages as you do with Status Module when chat is closed without even page refresh. You'll be also notified how many messages you get at any project tab or public chat when chat is opened, but your focus is not on the tab where you get messages;
- Viewing Log history – use History button to sort, view and read previous messages you've written to users and vice versa;
- Administration – use System Roles to allow or disallow using it for specified user groups. As administrator you can clean chat at any time, to save memory usage and lower CPU load;
- Compatible with following browsers: Firefox, Chrome, Safari, IE7-8.
- Get 1 year subscription on all free upgrades for all our bought AC products;

**Note:** Chat requires good server to work without glitches with more than 10 people at a time. We don't guarantee stable work of Chat solution on shared hosting account, but most probably it will work without problems (tested on 3 shared hosting accounts)

