slack
It's a snap!

# NEW SLACK DESIGN BEGINS TODAY

QualityNet Slack has a new interface beginning today!  You'll find your experience simpler and more streamlined with the new design features.  At first glance, Slack may look pretty different from what you're used to seeing.  But the changes aren't really that drastic.  Let's go through them one-by-one.  First, though, **to see the update you may need to reload Slack (Mac users: command+shift+R ; Windows users: control+shift+R).  If you do not see the new experience right away, it's possible the change is being released later today.  So try reloading in a few hours.**

## New Views

### Switching Between Workspaces
All workspaces you are signed into can be found by clicking the workspace icon in the top left corner.  Once clicked, you'll see other workspaces you are part of.  So If you're signed into both CMS.gov and CCSQ QualityNet you can quickly toggle between them.
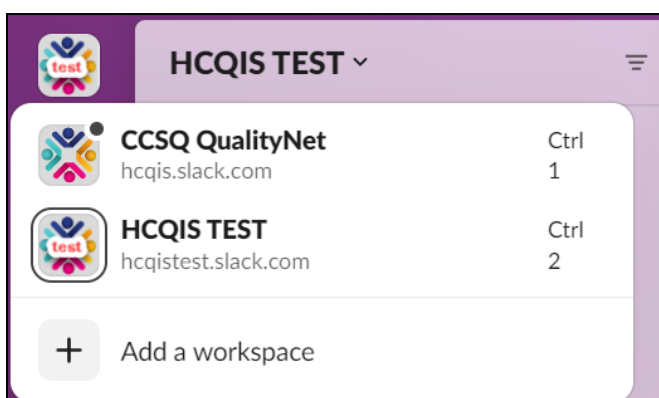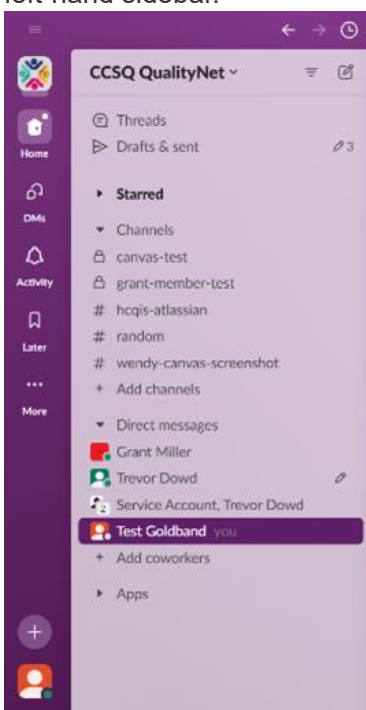


### The Views from Home
First, let's head to the **Home** screen.  You'll find it by clicking the **Home icon** at the top of the bookmarks by the left-hand navigation sidebar.
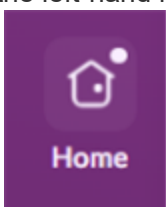


From the **Home** screen you'll still find all your **Channels** and **Direct Messages (DMs)** conversations on the left-hand sidebar.



### Activity Folder - A Narrower View
Sometimes, however, we want to narrow down what we are viewing.  If you'd like to *only* see your **DMs**, then click on the **DMs** icon right underneath the **Home** icon.
And if you'd like to see all your recent activity, including **DMs,** then click on the **Activity** icon.  Here you have tabs that break down your activity into **@mentions**, **threads**, and **reactions,** and **app notifications**.  You can even hone down to **unreads** and **read** activity.
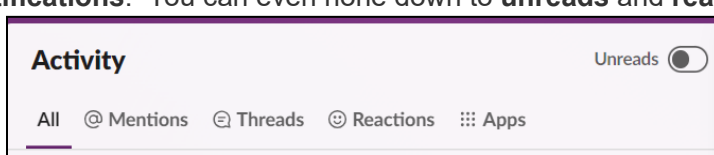


### Later – Thanks For the Reminder!
The **Later** view lets you collect your reminders and saved messages in one place, but you won't see it *until* you have created a reminder or saved a message.  Once there, the folder is divided into **In progress**, **Archived**, and **Completed** tabs.

### Where are My Folders?
Not seeing **all of the views mentioned above?**  Access **DMs**, **Activity**, and **Later** folders from **More**, or make your window bigger to see them in the bookmark bar.  Size really does matter😊.

### The More Folder
The **More** folder holds and organizes all sorts of information for you.  Here you'll find your **Canvases**, **Automations** (Workflows), **External connections**, **Channels, People, and Files** (documents, clips, and attachments that were shared with you, created by you, or recently viewed).
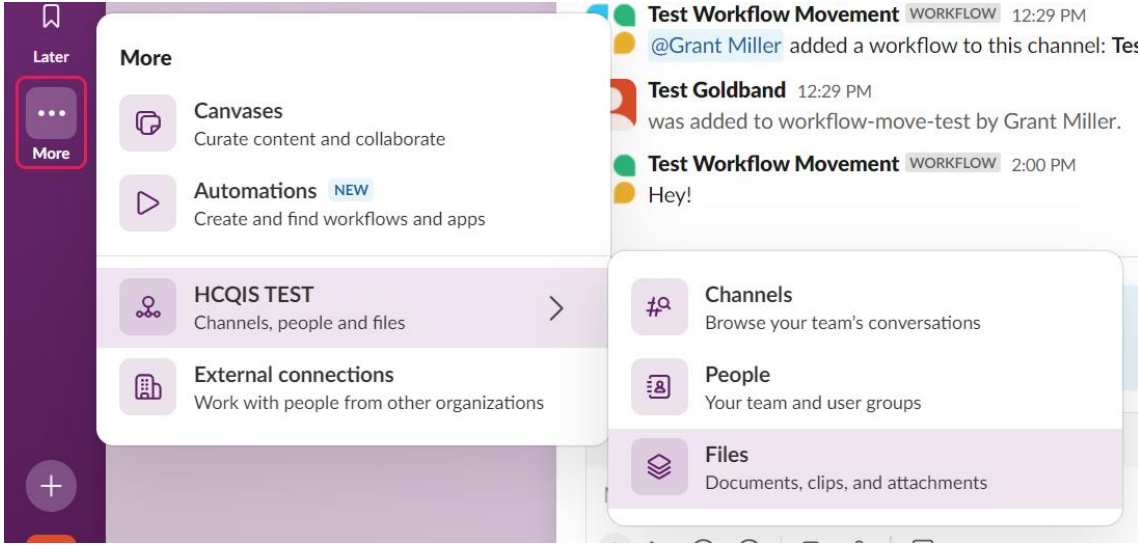
## Create Button
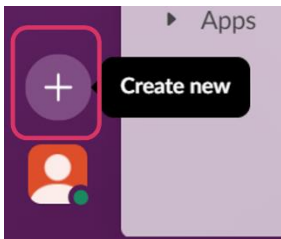


There is now a **Create** button down on the bottom of the left-hand navigation sidebar.  Click it and create a **canvas**, **message**, or **channel**.  Or kick off a new **huddle**.

**\*\* Special note**:  If you hover over any of the bookmark folders, you can get a quick peek to see if there is anything urgent that needs your immediate attention.  A pop-up will show you a preview of what's waiting in that folder for you.

# Different Strokes for Different Folks

## 4 Different Ways to Create a Message
You also have different options for creating a new message.
1. Click the **Create** button's plus icon, and select **Message**.
2. Use the keyboard shortcut.
    a.    CmdN (Mac)
    b.    CtrlN (Windows)
3. From the **Home** screen, click the **Direct Messages** folder on the left-hand navigation sidebar.
4. Start composing in the message composition box at the bottom of each channel or DM.

## 3 Different Ways to Create a Canvas
1. 1st Method - Click the **Create** button down on the bottom of the left-hand navigation sidebar. Then click **Canvas**.
2. 2nd Method - Click the attachments **plus sign icon** and select **Create a canvas** from the pop-up menu.
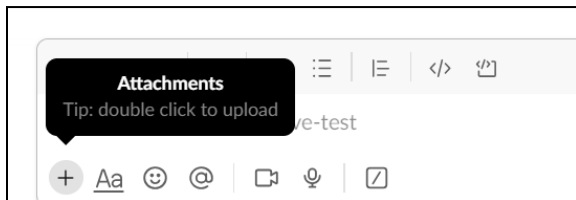


3.     3rd Method - Click the **More** folder and select **Canvases**.

## 2 Different Ways to Create a Channel
1. Click the **Create** button down on the bottom of the left-hand navigation sidebar and select **Channel**.
2. Click the **Channels** section and select **Create** from the dropdown menu.
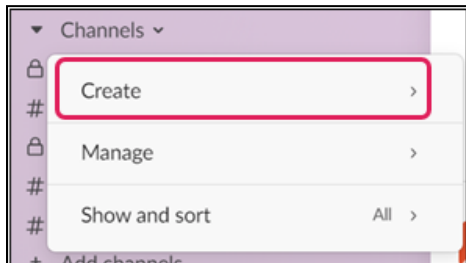


## Different Options to Begin Workflows
You can still start a workflow when you click the **CCSQ QualityNet workspace name** and select **Tools**, then **Workflow Builder**.

But there is also a new and second option to **start** a **workflow**:
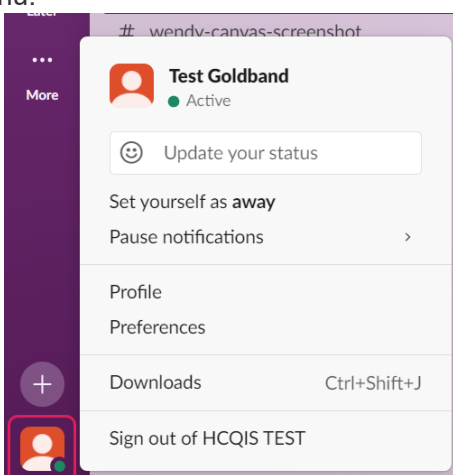1. Click the **More** folder.
2. Click **Automations.**

**To run a workflow:**
Type / followed by the name of the workflow.

# Design Theme
## Where Did My Profile and Status Go?
Your **Profile** and **Preferences** menu are now located in the bottom corner of the left-hand navigation sidebar.  Once the Profile icon is clicked, you'll see all the familiar commands and buttons in the pop-up menu.



**Design Theme**

Your colors and design **theme** may have changed.  Some legacy themes are no longer available.  To choose a new theme, click your **Profile** icon in the bottom left.  Select **Preferences** from the menu, then click **Themes**.  Feeling adventurous?  Click **Surprise me** for a randomly-generated theme.
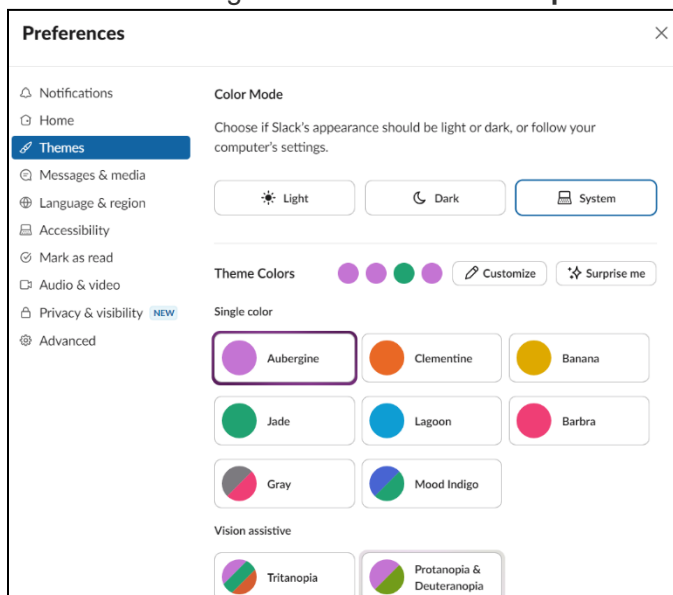


# Contact Us

Our QualityNet Slack team is always happy to help with any questions, no matter how simple or difficult.  Contact the team at #help-slack.

**Slack. It's a snap!**

To unsubscribe send an email with a subject of "Unsubscribe" to qnet-slack-leave@mailer.qualitynet.org

Questions? Submit questions and comments in Slack at #help-slack.

hcqis.slack.com

*If you need additional information, contact us:*

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Save time. Submit and Track your ticket!
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*Please note Slack is neither a System of Record nor approved for sensitive information.*

**Center for Clinical Standards and Quality (CCSQ)**