

NWT LIS TIP OF THE WEEK

Module: SoftSecurity

Software Version: 4.0.8

Topic: SoftComm Groups

Issued On: 07May2019

Distribution: All Users

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TOPIC/QUESTION:

When sending a message to a SoftComm Group how can I be sure of who will receive it?

ANSWER/TIP:

We have several SoftComm mailing groups set-up in the LIS System as

below:

#	/ ID	Name	Department
1	{FLAB}	All FS Staff	
2	{HLAB}	All HLAB Staff	
3	{ICORE}	ILAB CORE TECHS	
4	{ILAB}	ILAB All Staff	
5	{LISADM}	LIS Administrators	
6	{SASSISTANTS}	STH LAB ASSISTANTS	
7	{SCLERKS}	STH LAB DI CLERKS	
8	{SCORE}	STH CORE	
9	{SLAB}	All STH Staff	
10	{SMICRO}	STH MICRO	

Should you need to confirm which recipients are part of a particular SoftComm Group you may do so anytime by viewing the group set-up under *Security Management >Group>Find*



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Name	Description
FLAB	All FS Staff
HLAB	All HLAB Staff
ICORE	ILAB CORE TECHS
ILAB	ILAB All Staff
LISADM	LIS Administrators
SASSISTANTS	STH LAB ASSISTANTS

ID	Name	Email
ALD	April Darrach	april_darrach@gov.nt.ca
MLD	Laurie Dufresne	myriam-laurie_dufresne@gov.nt.ca

EXAMPLE:

As above, when sending a SoftComm to the “LISADM” SoftComm group, the recipients will be:

ALD April Darrach

MLD Laurie Dufresne