

NWT LIS TIP OF THE WEEK

Module: SoftSecurity	Software Version: 4.0.8
Topic: SoftComm Groups	Issued On:07May2019
Distribution: All Users	Page: 1 of 1

Issued By: M-L Dufresne, Territorial LIS Administrator

TOPIC/QUESTION:

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

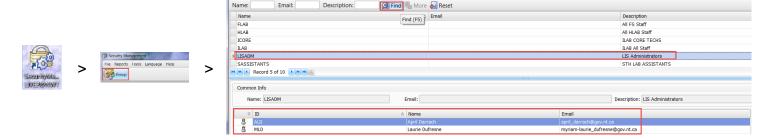
ANSWER/TIP:

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

below:

	(FLAB)	All FS Staff	
	CLU A FO		
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



EXAMPLE:

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

ALD April Darrach

MLD Laurie Dufresne