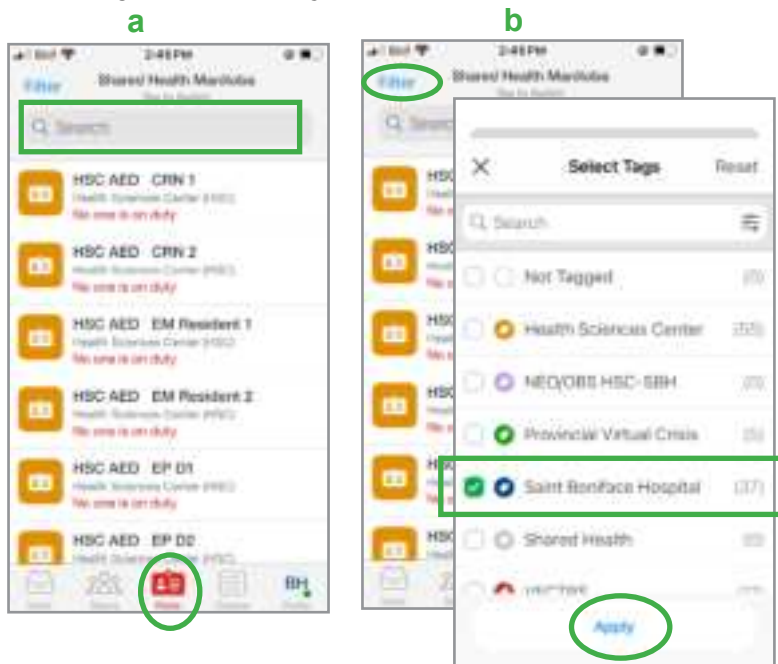


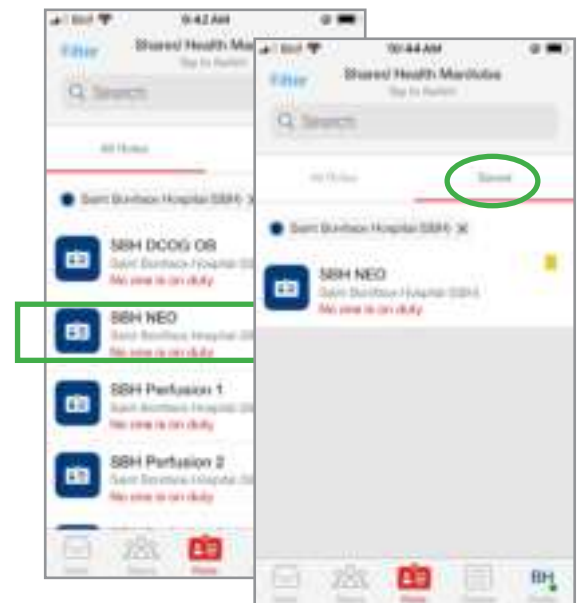
If you're interested in using Roles and Teams in your area, contact the Service Desk.

Search for a Role

- 1 Tap **Roles** in the bottom menu and then
 - a) start typing the name of the Role in the **Search** field OR
 - b) tap **Filter** to open the **Tags** window and select a Tag and tap **Apply**.

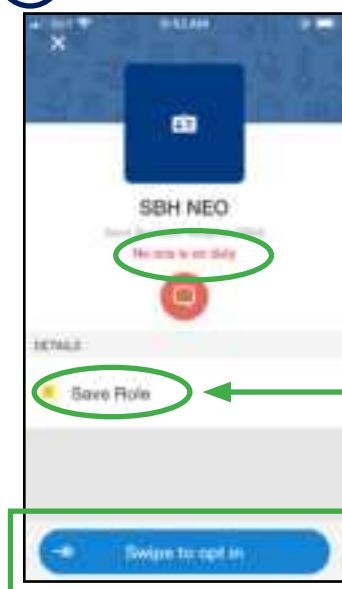


- 2 Tap the role to select it.
Note: You can save a Role as a favourite in the next step when you opt in to the Role, and then you can use the **Saved** tab the next time you need to opt into the Role.



Opt in and out of a Role

- 1 Swipe to opt in to the Role.

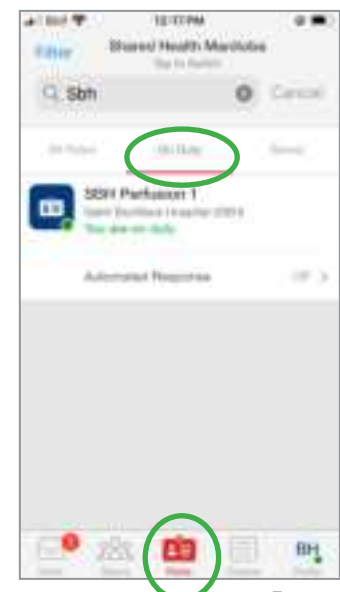


When you opt in:

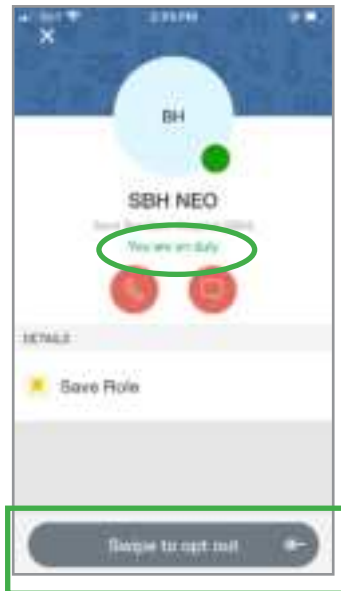
- you automatically become a member of any Team the Role belongs to
- the chat history for the Role will now appear in your message inbox while you're on duty

Tap the flag icon to save as a favourite.

- 2 When it's time to opt out, tap **Roles** and **On Duty**.



- ③ **Swipe to opt out** of the Role.

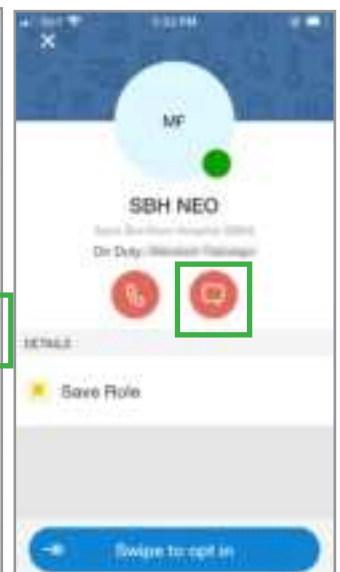
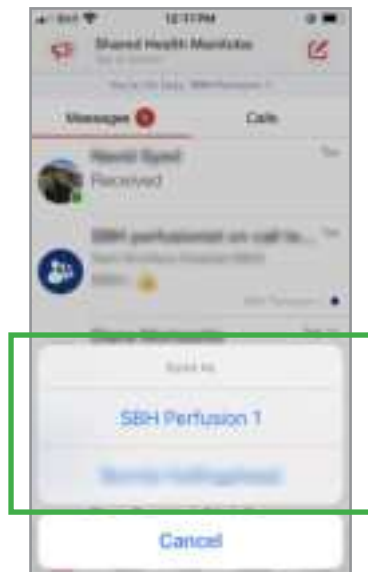


- ④ Tap **Skip** and **Yes** to leave the Role empty.
The chat history for this Role will now be removed from your inbox.



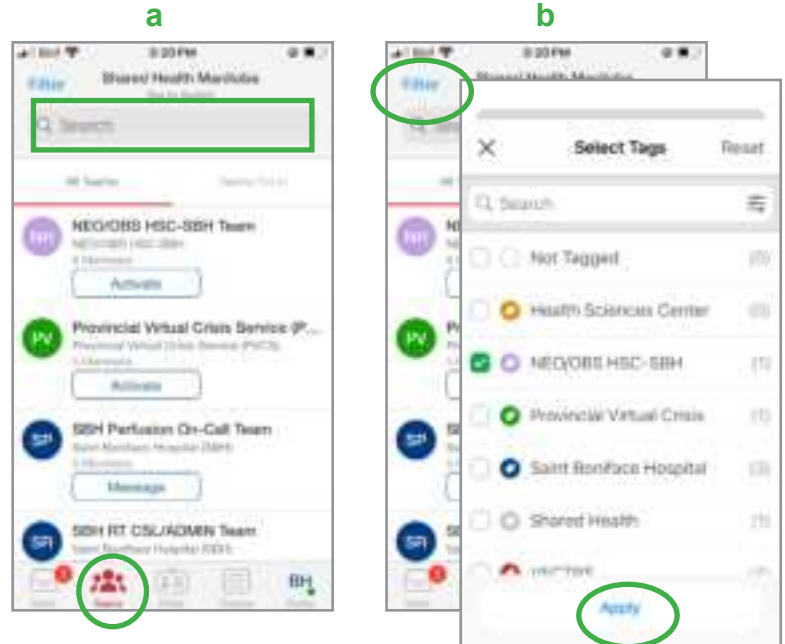
Send a message to a Role

- ① To send a new message to a Role, tap the new message icon from your inbox and search for the Role.
- ② If you're in a role, you can select whether you want the message to be sent from you or the role you're currently in.
- ③ You can also message a Role by searching and tapping to select the role, then tapping on the message icon.



Search for a Team and send a message

- 1 Tap **Teams** in the bottom menu and then:
 - a) start typing the name of the Team in the **Search** field OR
 - b) tap **Filter** to open the **Tags** window and select a Tag and tap **Apply**.



- 2 Send the message using one of the options below.

You **are not** a member of the Team.



Tap **Activate** to compose and send the message.

You can send messages as needed and also name the group conversation.

You **are** a member of the Team.



Tap **Message** to compose and send your message.

If you're in a role, you can select whether you want the message to be sent from you or the role you're currently in.