



# SATSWANA REGICHAT

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User Guide

Before you can start to use Regichat you need to be registered on the system. Please check with your Administrator.

- Login to the Portal page
- Select the Communication tab from along the top of the screen
- Select “Start a Regichat” on the left side of the screen
- Fill in the necessary details on the form
- Finally you may start the Chat session

The screenshot displays the Regichat system interface. At the top, there is a navigation bar with the Satswana logo and several menu items: Sent Messages, Communication, Invite user, My account, and Log out. On the left side, there is a sidebar menu with options: Send regimail, Open regify message, Start a regichat (highlighted), Handle regichat requests, and Shop. The main content area is titled 'Invite to regichat' and contains a form with the following fields and options:

- Subject:** A text input field.
- Registered chat
- Starting time:** A dropdown menu currently set to 'now'.
- Invitation options:** A table with five rows, each containing a dropdown menu for 'Invitation 1' through 'Invitation 5'.
- E-mail address or mobile phone number:** A column for entering contact information.
- Show additional invitation fields...** A link to expand the form.
- Start chat:** A button at the bottom of the form.

# The live Chat window opens in your web browser

The screenshot displays the regichat interface. The main chat window on the left shows a system notification at 12:06:59 (GMT+) stating that the chat is secure and recorded. A second system notification at 12:07:00 (GMT+) indicates the chat was moderated by Peter Bacon. A participant has joined the session at 12:07:03 (GMT+), and another participant says "Hello" at 12:10:01 (GMT+). The right-hand side of the interface is titled "Participants" and shows a list of active participants, each with a green light icon indicating they are active. Below the participants list is a section for "Uploaded files". At the bottom of the chat window is a text input field with the placeholder "Type here" and a blue "Send" button. A blue bar above the input field contains several icons: a paperclip, a speech bubble, a person with a plus sign, a pencil, a gear, and a power button. An orange arrow points from the text below to the gear icon.

regichat

Participants

**System notification** 12:06:59 (GMT+)  
This chat runs in a secure environment and is recorded in an auditable manner. At the end of the chat, the transcript will be sent to the participants and only they have access. Anonymized validation information will be registered with a trusted, independent Third Party.

**System notification** 12:07:00 (GMT+)  
The chat was begun and moderated by Peter Bacon.

has joined the chat session 12:07:03 (GMT+)

Hello 12:10:01 (GMT+)

Active participants show up here with a Green light to indicate if they are active

Uploaded files

Menu items for;

- Upload a File
- Common sentences
- Invite a new user
- Turn transcript on/off
- Settings
- Close Chat session

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Type here

Send