Shared health
Soins communs
Manitoba

TigerConnect
Roles and Teams - Desktop

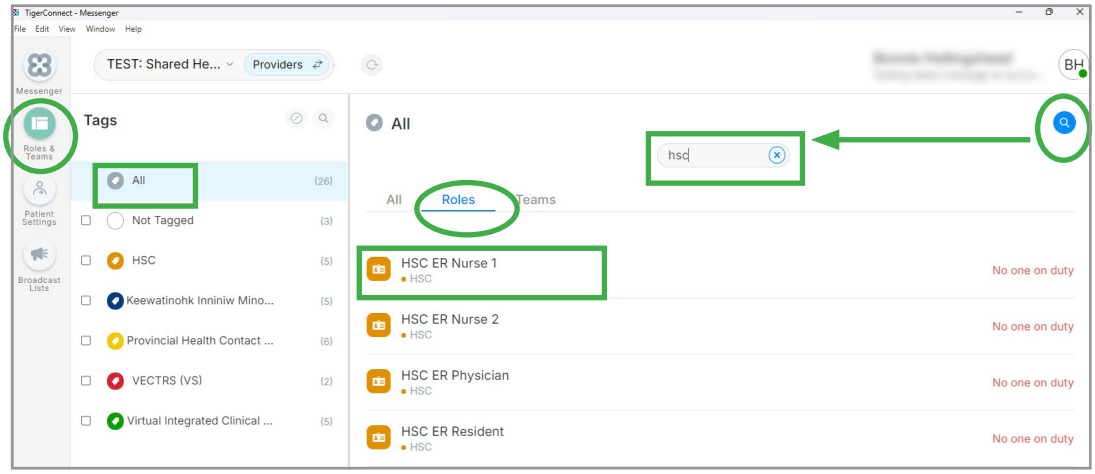
Service Desk 204-940-8500 Option 4, Option 1
or toll-free 1-866-999-9698 Option 4, Option 1

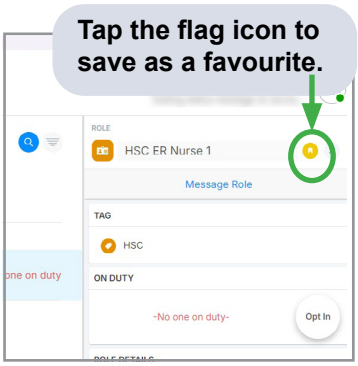
If you're interested in using Roles and Teams in your area, contact the Service Desk.

Search for a Role and opt in and out

1. Select **Roles & Teams,** click **All** and then **Roles**.

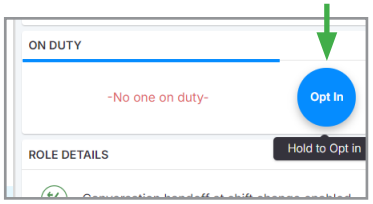
2. Click the search icon in the top right, and start typing the name of the role in the search field to narrow down your results and click the role to select it.





3. To assign yourself to the role, hover over and hold the **Opt In** button until it turns blue and shows **You're on duty**.

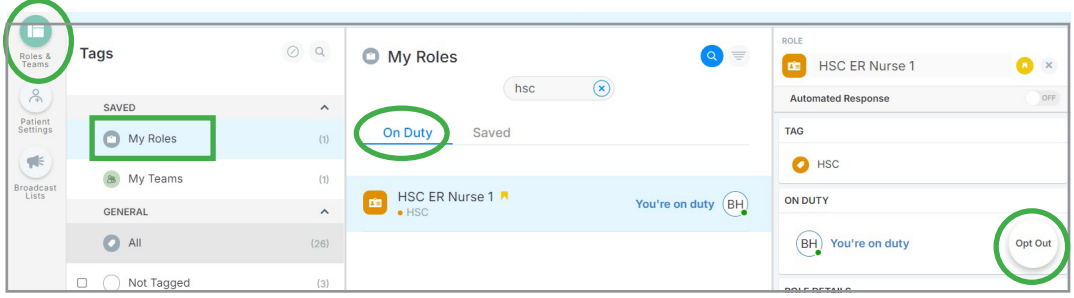
The button will look like this.

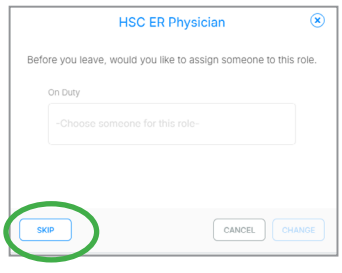


You will see that You're on duty.

4. When it's time to opt out, select **Roles & Teams**, **My Roles**, and then **On Duty.**

Hold the **Opt Out** button and then click **SKIP** on the assign someone to this role pop-up message.





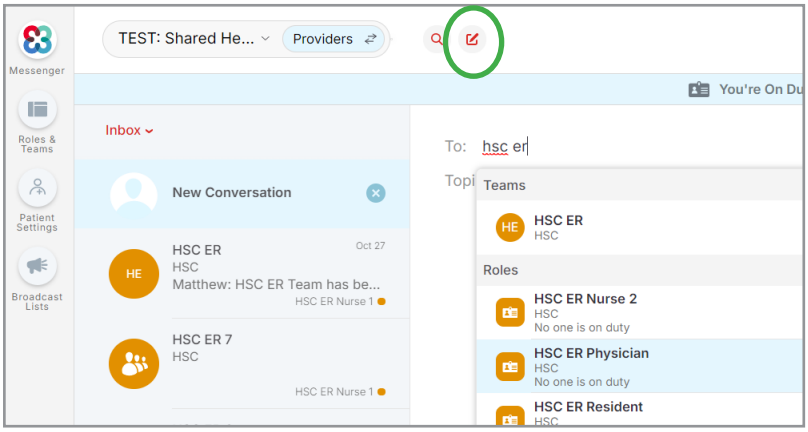
When you opt in:
- you automatically become a member of any Team the Role belongs to
- the chat history for the Role will now appear in your message inbox while you're on duty

When you opt out:
- the chat history for this Role will now be removed from your inbox

Send a message to a Role

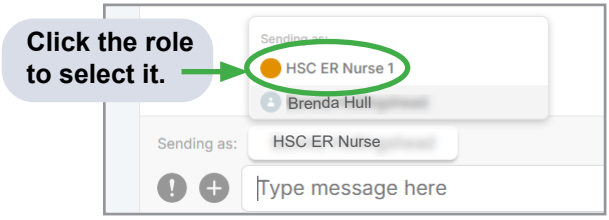
1. Click the new message icon at the top and start typing the Role in the **To** field.

   Click to select the role and then compose and send your message on the message screen



2. If you're in a role, you can select if you want the message to come from the role instead of yourself.

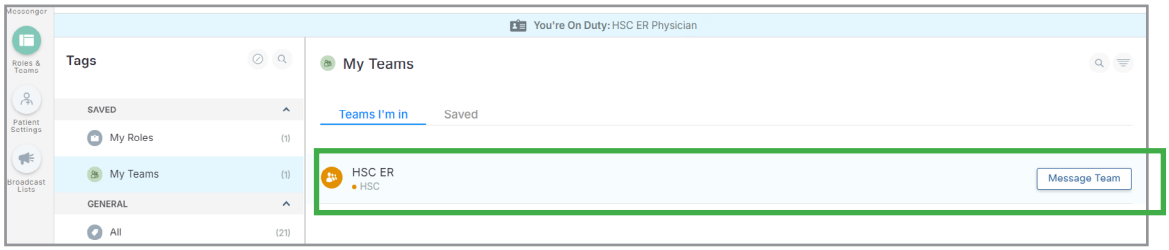
   Click on your name above the message box and click on the role to select it. Type your message and click **Send**.



Send a message to a Team

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

Under **Roles & Teams**, select **Teams** and then **My Teams**, hover over the team and click **Message**



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

Under **Roles & Teams**, select **Teams** , hover over the team, and click **Activate.**