Flow dock Guidelines Chat Opts Conventions

Depedencies: chat opts, flow dock.

This chatrooms is the place to have discussions. in flow dock they have chat room called Flow. try be in the right place.

charcatoristics of flow dock compared to other realtime chat tools, are inbox style, and sub flow concepts.

# Flow dock consists of three parts:

The flow sidebar, located on the left, has a list of your open flows and private conversations. The currently selected flow or private conversation is highlighted.

The chat is in the middle. It contains the discussions of the selected flow or private conversation.

The team inbox is on the right. It shows an activity stream from the tools and services that you’ve integrated with the selected flow. It also shows search results. The team inbox can be toggled from the Inbox button in the top right

# Our Conventions

## 1. Notifications

flow dock doen’t make notifications if you don’t mention. if the members you are talking to are not online and if you need him online realtime conversation, just mention.

ex. @Anne - then your message here

## 2. Try, never use, the 1-on-1 chat.

we know that people has tendency to hestiate opened chat, but better sharing the flow to be displayed with others. and follow the principle of mapping.

## 3. use topic flow.

use sub flow as topic.

## 4. try use inbox items to make comments on an existing topics.

dependency: ticket driven, link everything, permalink all principle.

if what you are start talking about is already has the tickets in basecamp ( ticket repository ) then you should find the inbox item.

all the basecamp activity is integrated into the flow dock inbox. and you can click and make comments on it. so you can make comments on it. by this you can find the all the history of comments, and people can see the context ( what to do list this is belonging to, what is the specs files uploaded in basecamp etc ) and can avoid duplication ( duplication is evil ) .

Follow the thread flow on each corresponding topics - this must be strictly observed.

5. Upload your image icon for identification. it makes team members recognition 70% fast.

Flowdock Guidelines Chat Flow Procedures   
DepenIf you don't know about hat opts, eferdo not use it.   
  
This chat is the place to have discussions in your flows. All members of a flow will see all chat messages. Comments on [team inbox](https://www.flowdock.com/help/team_inbox) items will also appear in the chat.

Note: Upload your image icon for identification

In Flowdock, groups are organized into flows. Take part in as many as you wish.

1. How to chat?

Just mention the name of a teammate, and they’ll be instantly [notified](https://www.flowdock.com/help/notifications).

ex. @Anne - then your message here

2. Special tags @everyone and @team

You can notify everyone in a flow with the following special tags. *Note:* these will not trigger email or mobile notifications.

ex. @everyone , @everybody , @all , @anyone or @anybody

@team is another tag that notifies many people in a flow. It's a way to address the "core team".

* Know The Context With Threaded Chat

1. Follow the thread flow on each corresponding topics - this must be strictly observed.

2. Each flow is color coded before you reply, check if you are in the correct flow or thread

3. Please be reminded that each flow integrated on Basecamp project if any concerns and need immediate conversation send message on the Development flow chat choose the correct topic and write your message.

4. Do not send message without going into proper thread, this is against the procedures

1-on-1 Private Chat - A private conversation in Flowdock is like a chat room for only two users.

When you need to speak privately, or just want to talk head-to-head,

Parts of the flow

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3. The **team inbox** is on the right. It shows an activity stream from the tools and services that you've integrated with the selected flow. It also shows search results. The team inbox can be toggled from the Inbox button in the top right