

Slack manual for ICRQE

Even if you know how to use slack, please read the basic rules for ICRQE

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! Caution !

- There are slight differences in operation and display between web vs desktop, PC vs smartphone.
- The procedures described in this manual are for the Windows PC desktop application.

The following is a list of requests and administrator information for your participation.

◆ Requests for Participation

- The copyright of the content in the Slack channel belongs to the Robust Quality Engineering society and each speaker. Please do not reproduce or transcribe without permission.
- Please log in with your real name. ※How can you change the log in name? See Basic operation.
- Any unauthorized use or distribution of the contents of this site is prohibited.

◆ Administrator

- If you encounter or discover any problems, please contact the administrator:

Name : Hiroto Funayama

Phone : +81-90-8323-5733

E-mail : hiroto.itoh@iteq.co.jp

1) Receive an invitation email from Slack

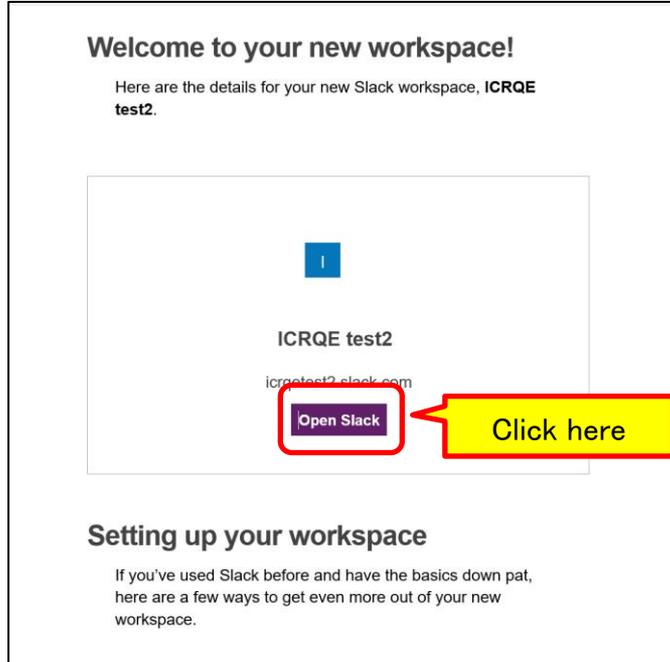
✘ ICRQE's Slack site is a members-only site. Only those who are invited can join.

✘ **We can only send one invitation email to the same email address.**

If you lost your invitation email, you will be asked to join from a different address.

Please treat the invitation email with caution.

2) Click "Open Slack" in the invitation email



✘ You will connect to the registration site. Make sure you are connected to the Internet.

3) Fill out the necessary information on the registration site

 slack

Join ICRQE test2 on Slack


hiroto.itoh has already joined




OR

Full name

Password



It's okay to send me emails about Slack.

By continuing, you're agreeing to our [User Terms of Service](#), [Privacy Policy](#), and [Cookie Policy](#).

0. You may use your Google or Apple account to login.

1. Enter your full name with spaces.
Only your real name will be accepted.

2. Enter your password.
It must be at least 6 characters long.
Please write it down for future reference.

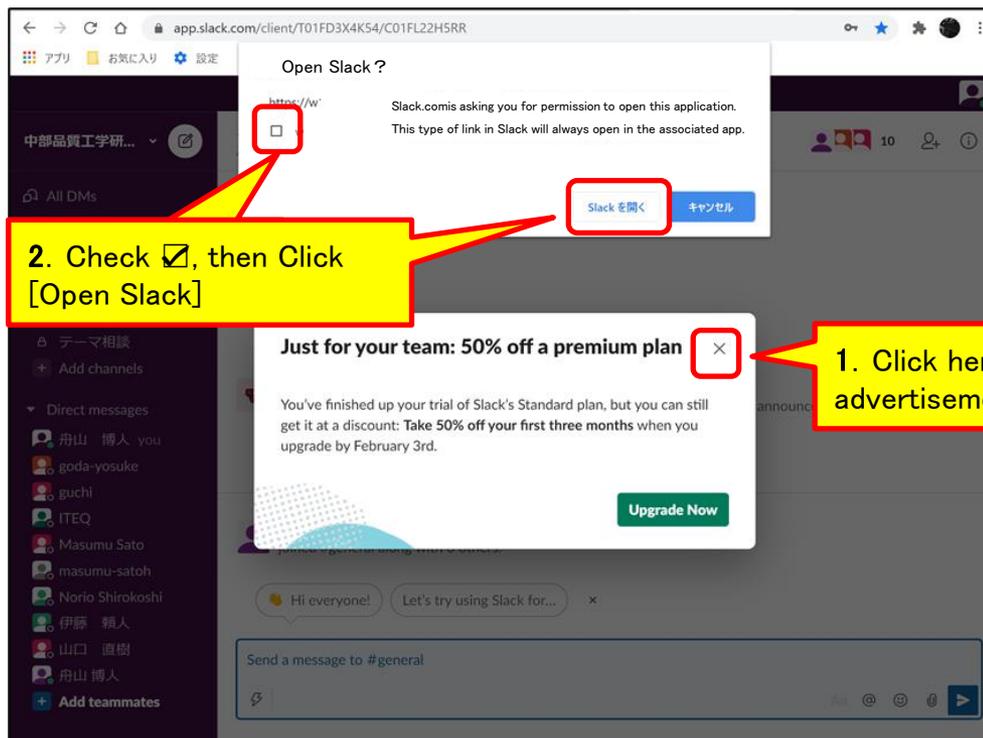
3. Click "Create Account" when you have completed steps 1 and 2.

Uncheck the box if you do not wish to receive email notifications from Slack. Uncheck the box if you do not want to be notified of new posts.

It is recommended that presenters do not uncheck this box.

4) Registration is complete

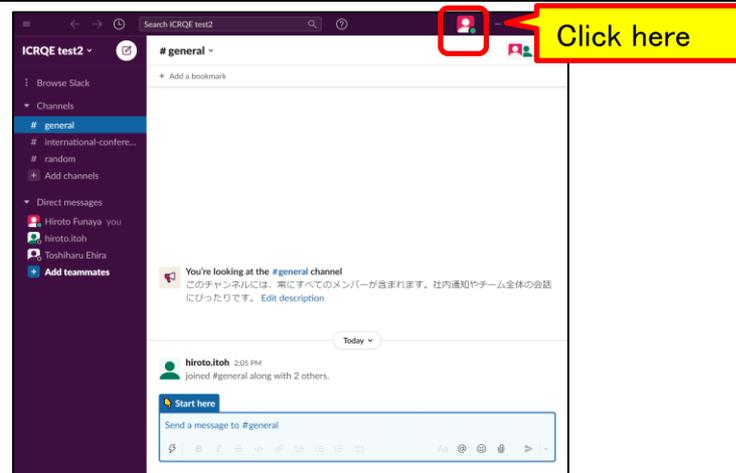
- ※1. When connecting, there may be an advertisement in the center. Please ignore it by pressing the X in the upper right corner.
- ※2. If you have the Slack app installed, a box at the top of the screen that says "Slack.com is asking you for permission to open this application. This type of link in Slack will always open in the associated app" will appear. Check the box to allow the application to open every time. Click "Open slack". The next time you log in, it will automatically open the app.



3. Switch the language of your choice 1/2

The default setting is English. Here we will switch to the language of your choice.

1) Click on your profile icon in the upper right corner.

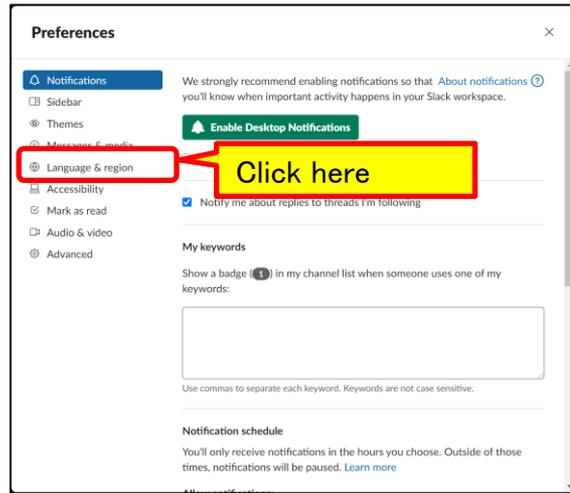


2) Select "Preferences" from the menu.

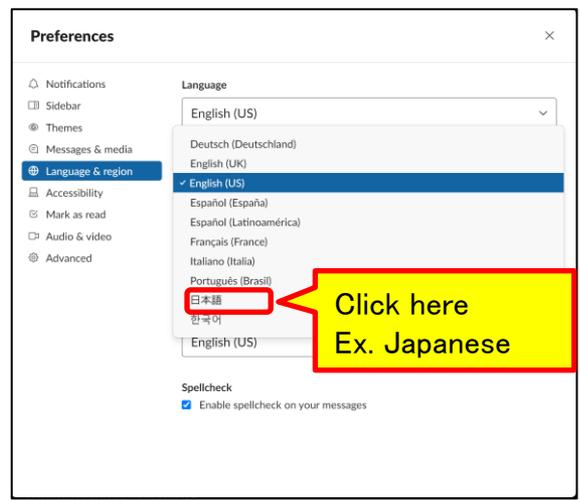


3. Switch the language of your choice 2/2

3) Select 「Language & region」 in the sidebar.



4) Select your preferred language from the drop-down menu.



4. The basic rules for ICRQE

These are the rules for using the ICRQE Slack site.

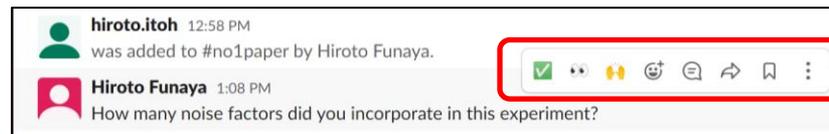
Any posts that deviate from the rules may be deleted.

1) About the use of individual channels and general channels

- If you have any questions or comments about a presentation, please ask them on the respective channels.
- Please use the general channel only for general questions and comments.

2) Please be sure to **answer and reply in the thread.**

- ※1. For more information about threads, see Basic Operation 2) How to Reply.
- ※2. Please do not discuss more than one topic in a single thread.
If you want to change the topic, please start a new thread.
- ※3. **The number of comments are limited** on the site.
Use the Reaction Box to reduce the number of comments.
Please note that if we reach the maximum number of questions or comments, some will be deleted.



※3: Move the mouse cursor over the comment to display the reaction menu bar.

5. Basic operations 1/6

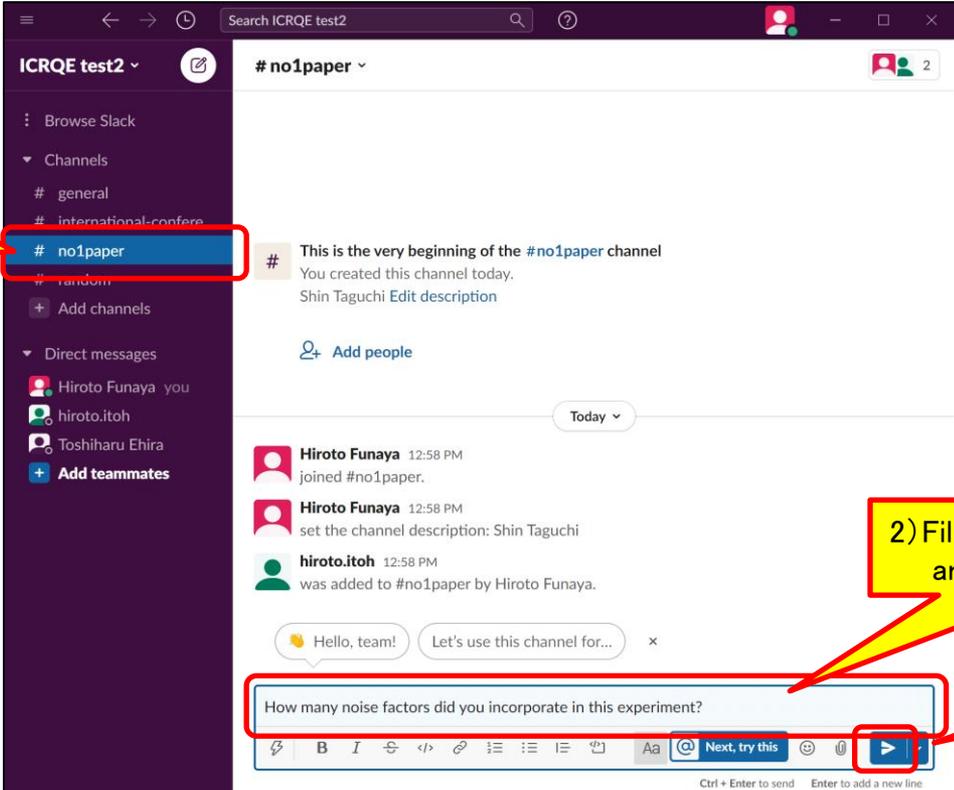
This section describes the basic operations for using ICRQE's Slack site.

1) How to fill in questions and comments

Step1: Select the channel you wish to comment on in the sidebar.

Step2: Write your question/comment in the textbox at the bottom.

Step3: Click on “  ” to send.



The screenshot shows a Slack interface for a channel named "#no1paper". The left sidebar shows a list of channels, with "#no1paper" selected and highlighted in blue. A red box around this selection is pointed to by a yellow callout box containing the text "1) Make sure you select the correct channel." The main content area shows the channel's history, including a welcome message and several messages from Hiroto Funaya and hiroto.itoh. At the bottom, there is a text input field containing the question "How many noise factors did you incorporate in this experiment?". A red box around this input field is pointed to by a yellow callout box containing the text "2) Fill in your questions and comments". To the right of the input field is a blue "send" button with a white right-pointing arrow. A red box around this button is pointed to by a yellow callout box containing the text "3) Click here to send." The bottom of the interface shows a toolbar with various formatting options and a "Next, try this" button.

1) Make sure you select the correct channel.

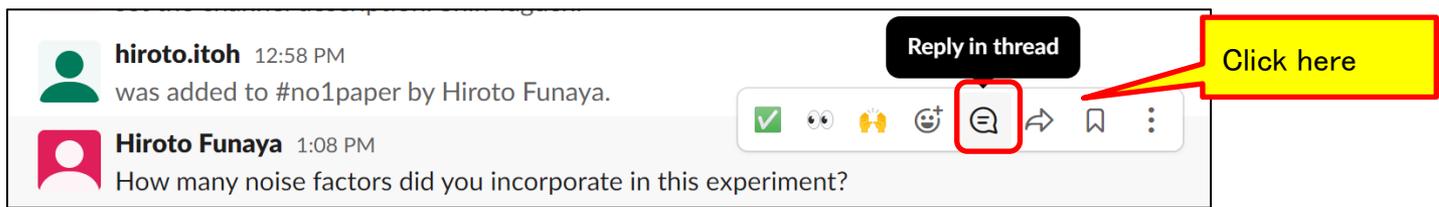
2) Fill in your questions and comments

3) Click here to send.

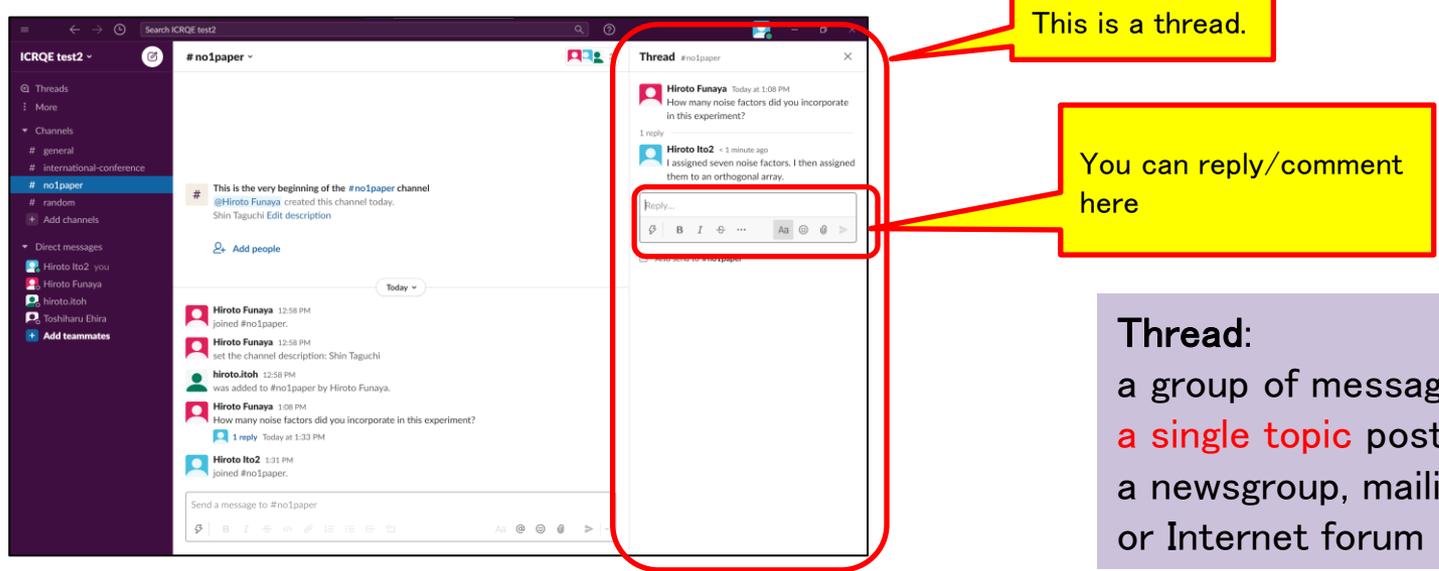
5. Basic operations 2/6

2) How to Reply

Step1: Hover over a message you would like to reply to. A menu bar will appear on the right. Select the "Reply in thread" icon from the menu bar.



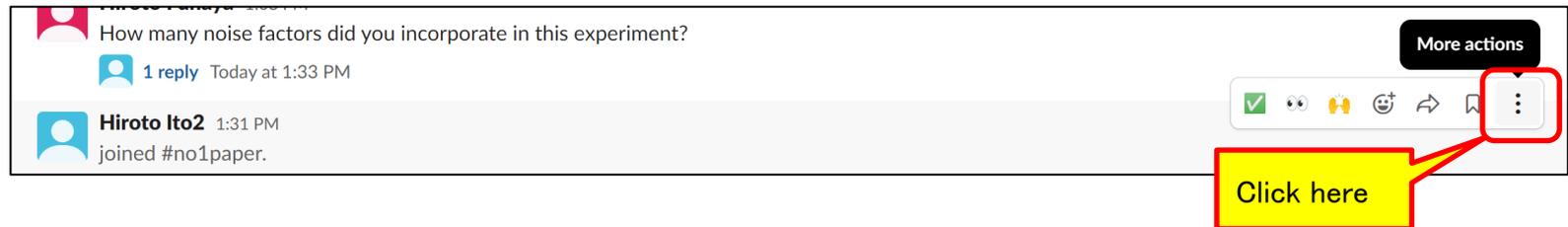
Step2: A sidebar to reply to the **thread** will pop up in the upper right corner. Write your message in the textbox and click the "➤" button. Your reply is now sent.



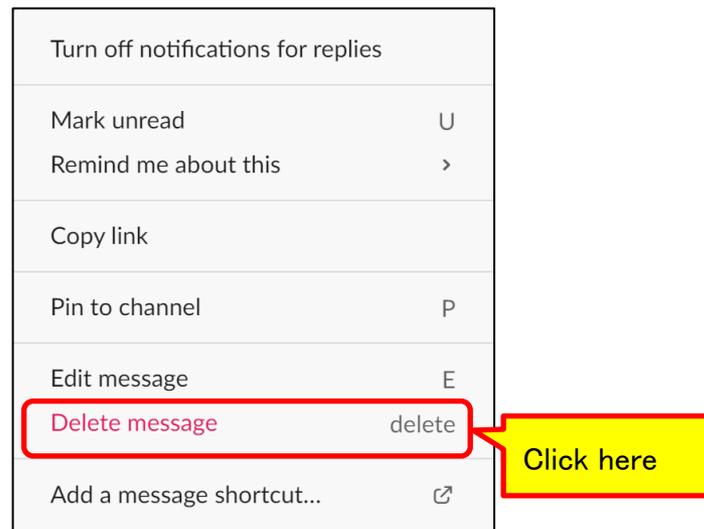
Thread:
a group of messages on a **single topic** posted to a newsgroup, mailing list, or Internet forum

3) How to delete your message

Step1: Hover over the message you would like to delete to display the menu bar.
Select "More actions" from the menu bar.



Step2: Click "Delete message" in the menu box.
The message is now deleted.

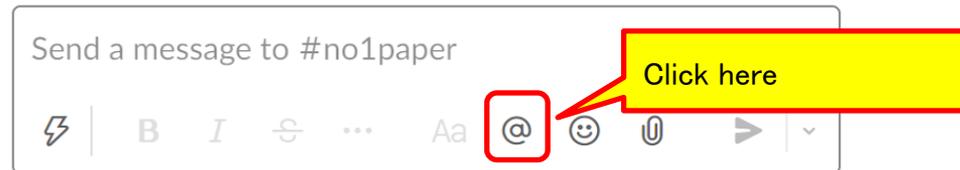


5. Basic operations 4/6

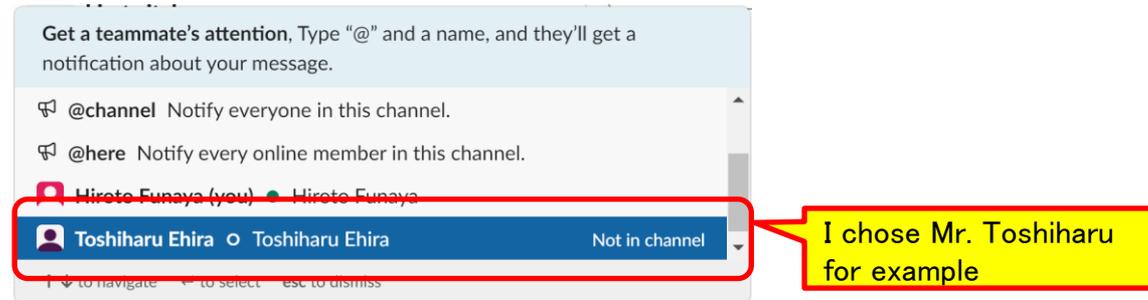
4) Use the Mention function to notify specific people.

Using the Mention function, you can clarify who you are replying to, make your display stand out in the talk list, and notify the person who has been Mentioned.

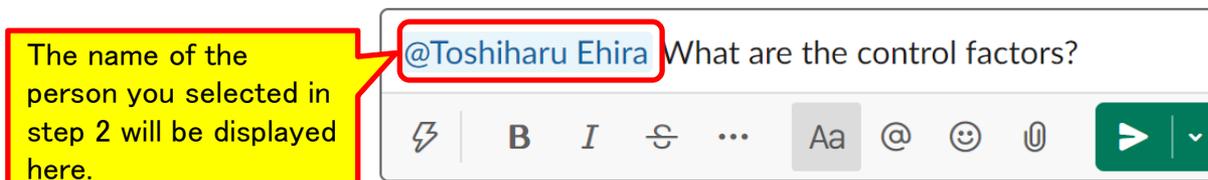
Step1: Click the @ icon in the message box.



Step2: Click on the person you want to Mention in the list.



Step3: Write the message you want to send after "@xx" and send it.



5) Change your name

You can change your full name and display name.

You must show your real name. If you do not, you will be asked to leave.

Step1: Click on your profile icon in the upper right corner.

Step2: Click “Edit profile” from the menu.

Step3: Change your name on the profile and click Save Changes.

1: Click here

2: Click here

3: Write down your Full Name
Both the full name and display name should be real name.

3: Click here

6) Use Action bottom well

The maximum number of messages is limited to 10,000 in the Channel. So, please use the reaction button to save the number of messages.

Step1: Hover over a message you would like to make reaction. A menu bar will appear on the right.



Step2: Choose a reaction you want to make.

