

# Valtori

Valtion tieto- ja  
viestintätekniikkakeskus

# **Video conferencing application roles, channels and teams**

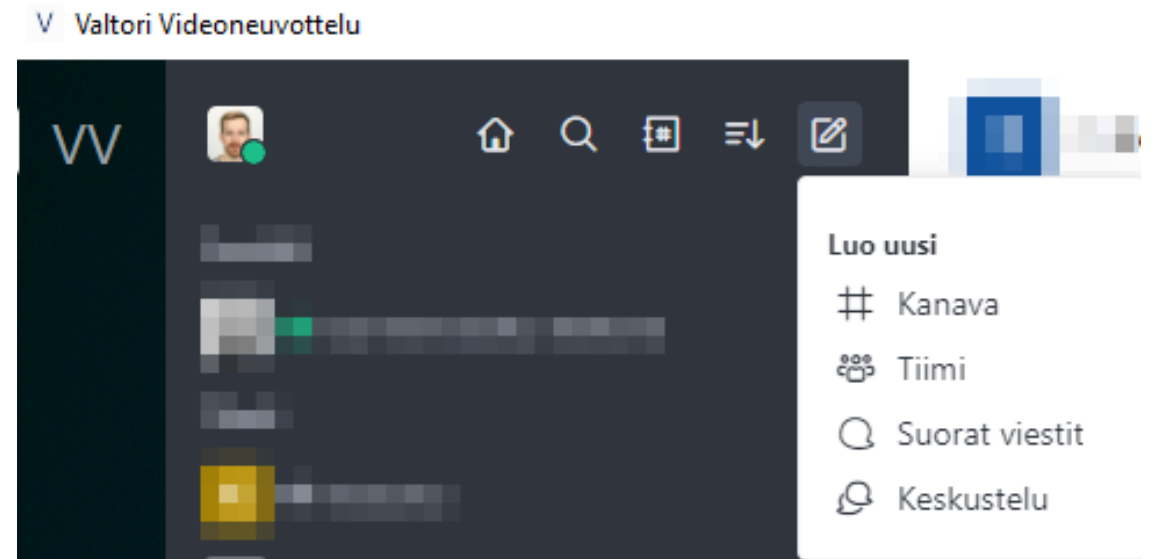
**Valtori**

# Teams and channels

The service has different methods to communicate between two or more users.


These are:

- Channels
- Teams
- Direct messages
- Conversations
- Threads



# Teams and channels

## Function

- **Teams** 
- Channels
- Threads
- Conversations
- Direct messages

## Description

A team is highest in the organizational structure. In practice, it can be considered a collection of channels.

As an example, with a team it is possible to add a new user to multiple channels of a team, by adding the user into the team in question.

# Example


**Within the team "koulutus"** is a **channel** called #koulutus\_kanava.

You can browse the channels that belong to a team from team settings, and enable automatic joining per channel.



# Teams and channels

## Function




- Teams 
- **Channels** #
- Threads
- Conversations
- Direct messages

## Description

- A conversation space that can host multiple persons.
- Only private channels are allowed. Private means, that the channel is not visible in the directory.
- A channel can contain threads, conversations and messages.
- A channel can be under a team, or it can be independent.
- The users on a channel have different user roles.

# Teams and channels

## Function





- Teams 
- Channels 
- **Threads** 
- Conversations
- Direct messages

## Description

- A thread is a way of replying to a message, preserving the original context in a stronger way than quoting.
- Enables handling and discussing different topics on the same channel without disturbing each other.
- A thread is always linked to a team, channel or person.
- Optionally, messages sent into a thread can also be displayed on the channel main view.
- The starter and all participants in a thread will get notifications from new messages. Others who are on the channel may enable notifications for a specific thread, if the topic is of interest to them.

# Teams and channels

## Function

- Teams 
- Channels 
- Threads 
- **Conversations** 
- Direct messages






## Description

- A conversation is always linked to a channel or a team.
- You may add people to a conversation, even if they are not part of the channel or team.
- May be used for extended management of sub-topics within a channel. In a way, a channel within a channel.
- May be used for "consultation"; a person not belonging to the channel can still be invited to partake into a conversation. This preserves the conversation context in the original channel, without inviting the "consulting" party to be a member of the channel.
- A conversation may contain threads.



# Teams and channels

## Function

- Teams 
- Channels 
- Threads 
- Conversations 
- **Direct messages** 

## Description

- Enables conversations between two or more users.
- Essentially the “standard instant message”.
- A lighter alternative of a channel or team, for communication between multiple users.
- Does not need a name or a topic, no user roles.
- May contain threads.

# Summary of teams and channels

- Different ways to communicate, that apply to different purposes, and are linked to each other in many aspects.
- A user should know the different alternatives, and select the most appropriate option for their use case.
- It is possible to change a team to a channel or a channel to a team, and move channels into or out from a team.
- Since this service is shared between organizations, all teams and channels must have a unique name. We recommend using organizational prefixes on channel names.
- The name of a team or channel can't contain spaces, or any other special characters than "-" and "\_"
- A **room** is a common name for a channel and a team. This term is used, when a property or function is discussed, applying to both channels and teams. As an example, the subject on the next page uses the term **room**.

# Datafields of rooms

The screenshot displays a Valtori team chat interface. The main chat area on the left shows a message with a dark image placeholder. A red box highlights the text "tämä on aihe" in the message header. Another red box highlights "tämä on ilmoitus" in the chat header. On the right, a "Tiimin tiedot" (Team info) panel is open, showing a team profile picture with a large white 'U' on a dark background. Below the profile picture are buttons for "Muokkaa" (Edit), "Poista" (Remove), and a three-dot menu. Underneath, the team name "\_tiimi" is shown. A red box highlights the "Kuvaus" (Description) field, which contains "tämä on kuvaus". Below it, the "Ilmoitus" (Announcement) field contains "tämä on ilmoitus", and the "Aihe" (Topic) field contains "tämä on aihe". A "Tiimin kanavat" (Team channels) section is visible with a "Näytä kanavat" (Show channels) button. At the bottom of the chat area, a message input field is labeled "Viesti" and contains a redacted message. A warning message at the bottom right states: "Yli 6 kuukautta vanhat viestit poistetaan automaattisesti. Jaettuja tiedostoja säilytetään 7 päivän ajan."

# Roles

User levels in rooms

# Roles in general

- Users have different roles in rooms.
- Whoever creates a room is automatically its owner.
- The owner can administrate other users roles in the room.
- The roles that can be assigned for users are always per room. Any service-wide role are administered by the service provider.

# Roles

## Role

- Owner
- Leader
- Moderator
- User

# Roles

## Role

- **Owner**
- Leader
- Moderator
- User

## Description

- Highest user right, can do "everything", including **removal of Owner-rights from other users**.
- Can modify channel name, add/remove users, delete the entire channel.
- Whoever creates a room is automatically its owner. An owner may add other owners.

# Roles

## Role

- Owner
- **Leader**
- Moderator
- User

## Description

- Gets pinned on top of a channel.
- No admin rights, can't add/remove users or modify channel information.
- Possible use scenario example: in training channels or similar situations, where there is a need to elevate visibility of a single specific user.



# Roles

## Role

- Owner
- Leader
- **Moderator**
- User

## Description

- Can manage other users' messages by editing or deleting them.
- Can add/remove users in rooms.
- Can modify the room topic, description and notification.
- Lighter version of an owner. Can't modify user rights of other users, or delete a room.

# Roles

## Role

- Owner
- Leader
- Moderator
- **User**

## Description

- Standard level user rights.
- May use standard functionalities (threads, sending messages, etc.)
- All people that are in a room have user-level roles by default, differences come if they have other roles as well.

# Roolien oikeudet taulukkona

	Omistaja	Johtaja	Valvoja	Käyttäjä
Voi lisätä/poistaa käyttäjien rooleja	Kyllä	Ei	Ei	Ei
Voi muokata huoneen tietoja	Kyllä	Ei	Kyllä	Ei
Voi poistaa huoneen	Kyllä	Ei	Ei	Ei
Voi muokata toisten viestejä	Kyllä	Ei	Kyllä	Ei
Voi lisätä/poistaa käyttäjän huoneesta	Kyllä	Ei	Kyllä	Ei



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