Getting Started with Samvad Webclient

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1. **Login into Webclient**

1.1. User Authentication
Open your web browser. **Preferably Chrome.**
Enter the URL provided for accessing the webclient

https://samvadweb.cdot.in

Samvad webclient landing page will appear

Samvad Username- Mobile number registered on Samvad
Password- Password for samvad account
Note:- In case user forget the password of Samvad account kindly reset the same using Samvad app "Forget/Reset password" option.

Now enter Username and Password of Samvad account and press "Log in" button

After successful authentication of user, QR page will appear

1.2. Accessing Samvad Webclient
Scan the QR code through the app. Open app press three Horizontal line in top left corner and now Press QR Scan. App will authenticate User in background. Once the authentication is successful, you will gain access to Samvad Webclient and can start using its features for secure messaging and chat. After successful authentication, you will land on the landing page of Samvad Webclient.
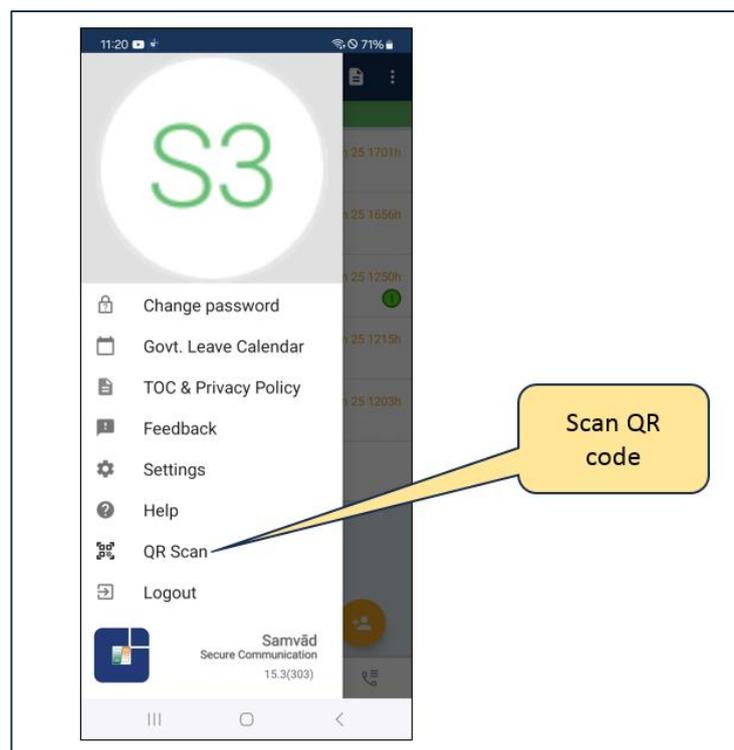
App Scan QR code option
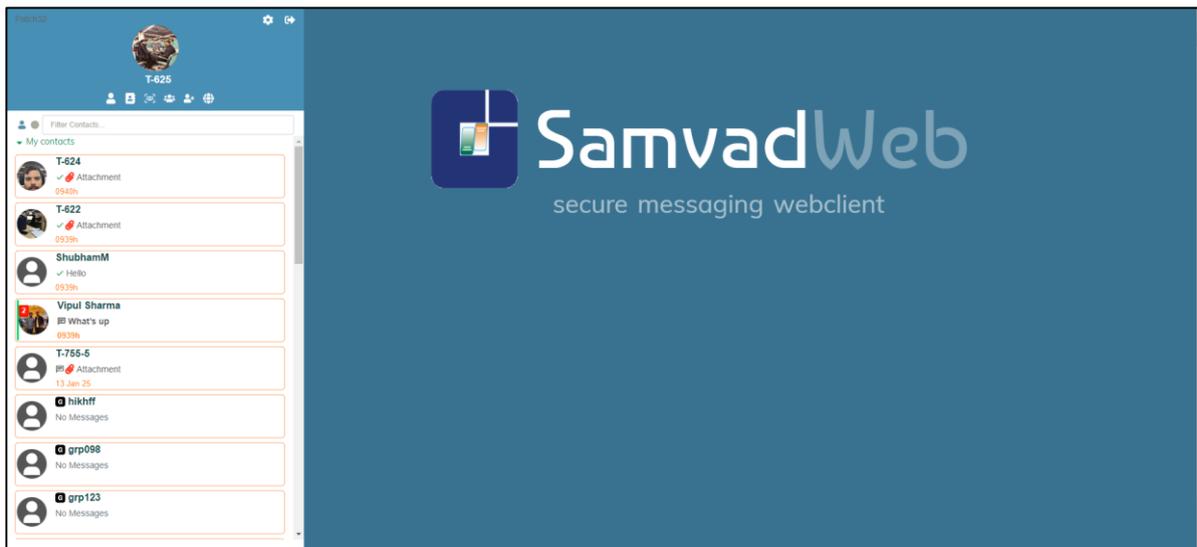
Samvad Webclient landing page

2. **Contact Add and Chat Features**

2.1. After the user successfully logins into the web client he can add contacts and chat using the
following steps:

Step1: To add contact in the chat roster.
- Click on the 'add contact' icon on the main page.
- In the search field, search for the Mobile number or name.
- Click on the contact and press invite Contacts option. User can also select multiple contacts and
then send Invite.
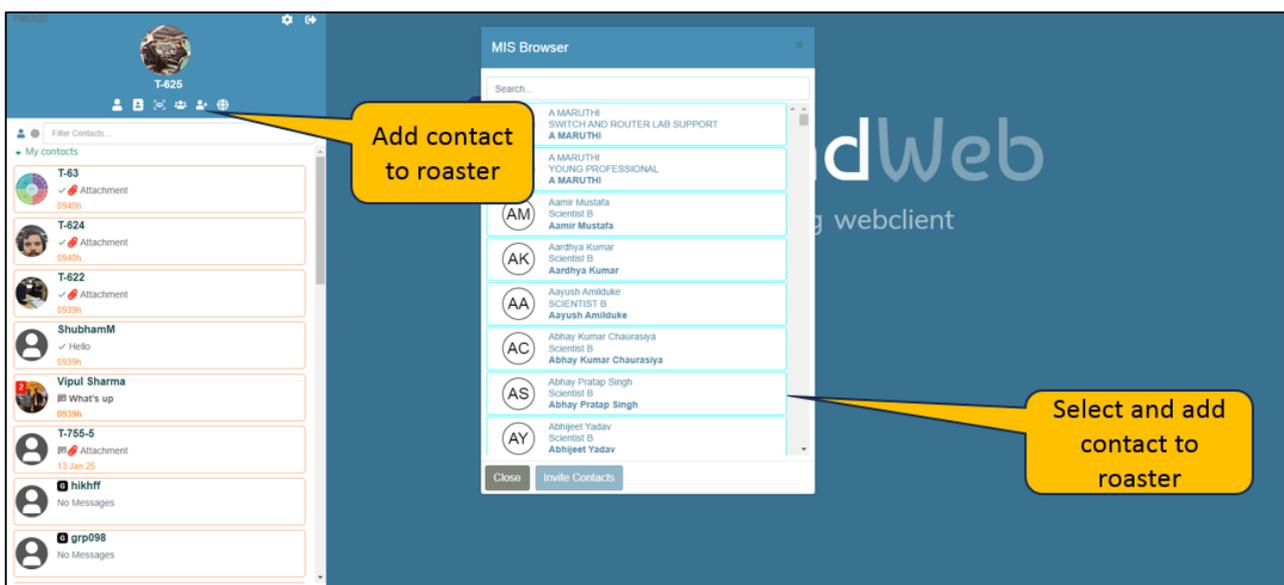
2.2. After the user is successfully added in the chat roster, click on the contact's name to open the
chat window.
- Type any message in the text field.
- Click on send.
- User can also attach image or files. Refer below images.

Upload file from here
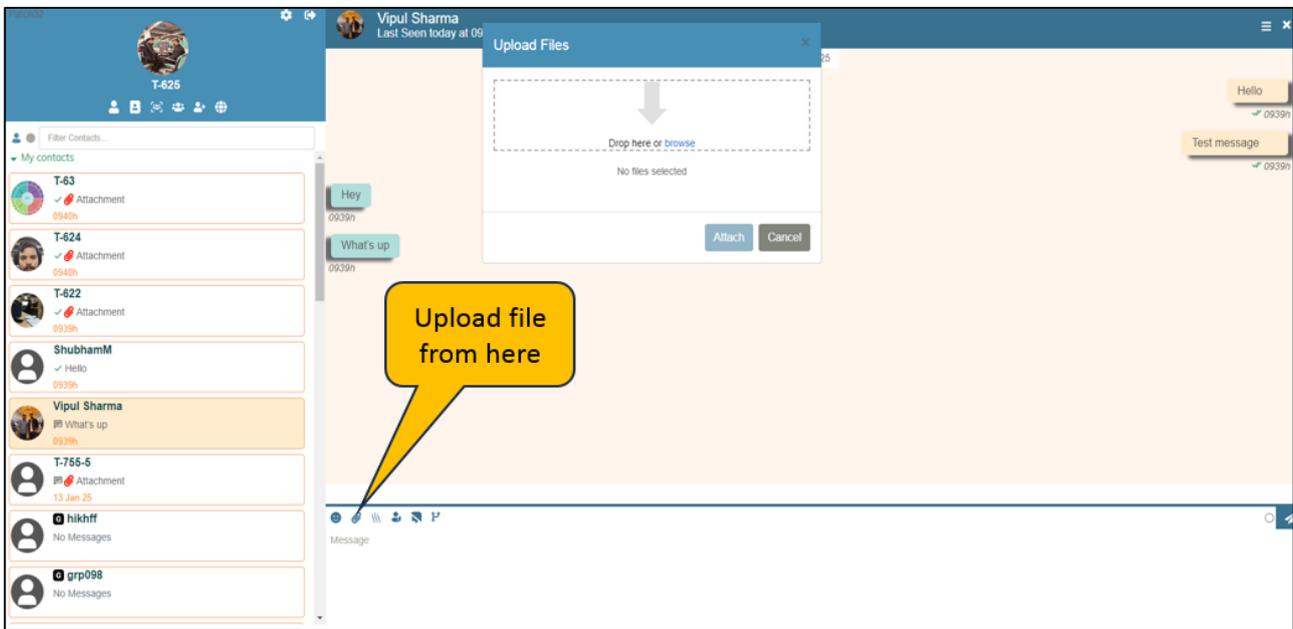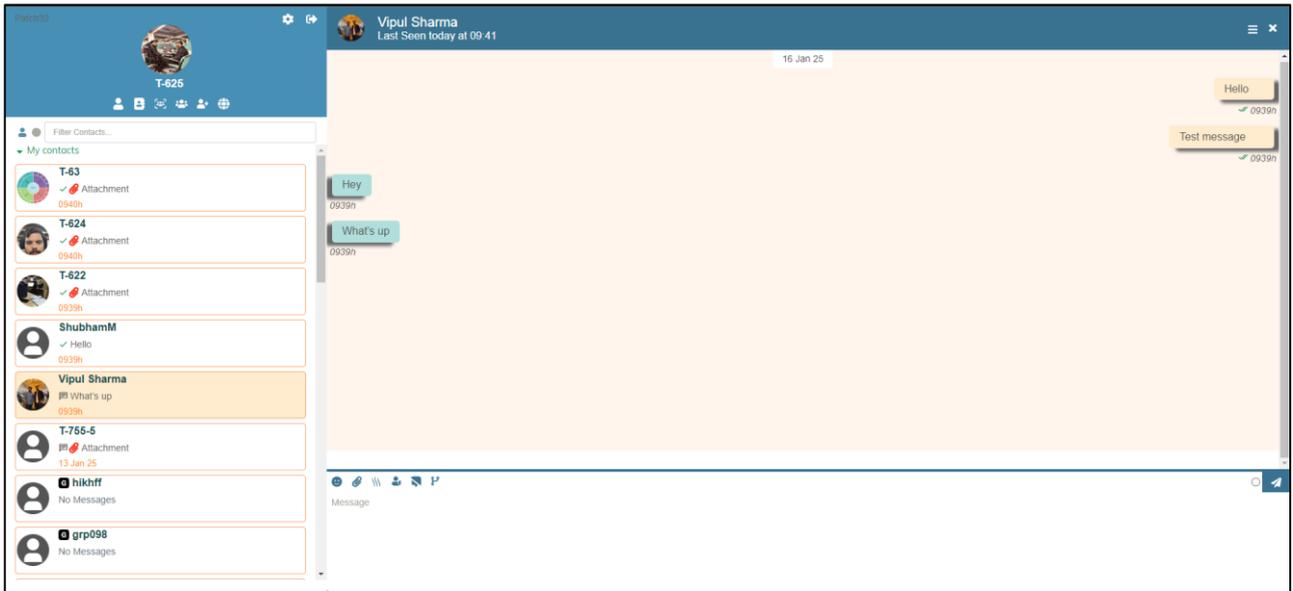
2.3. Message long press options:

Reply to Message

Forward Message

Copy Message

Exclusive acknowledge

Delete for everyone

Delete for me
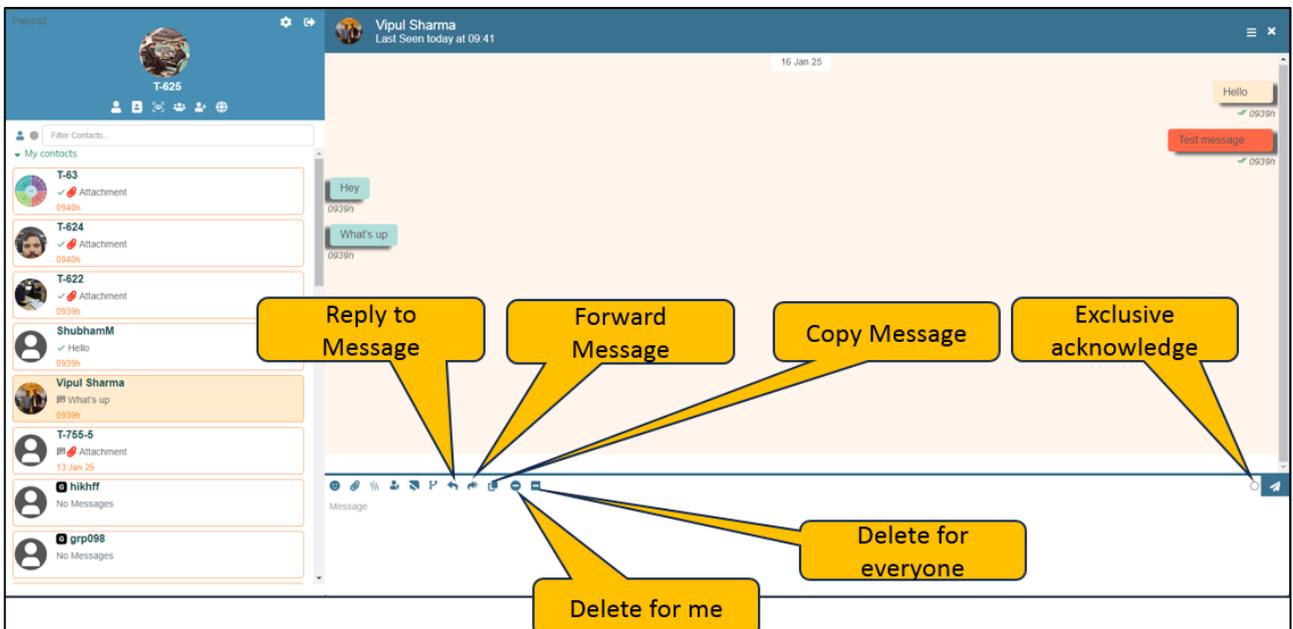
3. **Group create and group features:**

User can also create a group and add participants to it for group related activities.

3.1. **Create Group**

- To create group, add on the group create icon. Groups are indicated by a G symbol in roster.
- Enter the name of the group and proceed.
- The group chat screen will open
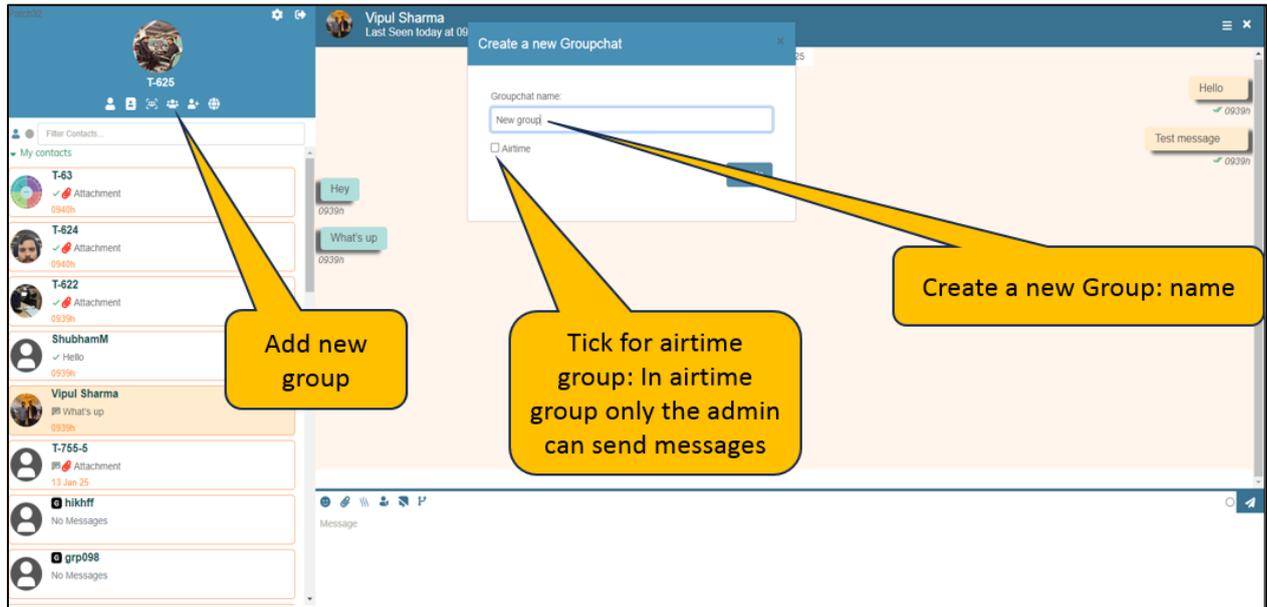
Group Create

3.2. Group Invite

- Click on the top right menu for the invite option.
- Select contacts from the invitee list. Send the invite.
- An invite for group add will be received at the receiver's end. User can accept the invite to join the group or can join it automatically if the group auto join option is set to true.
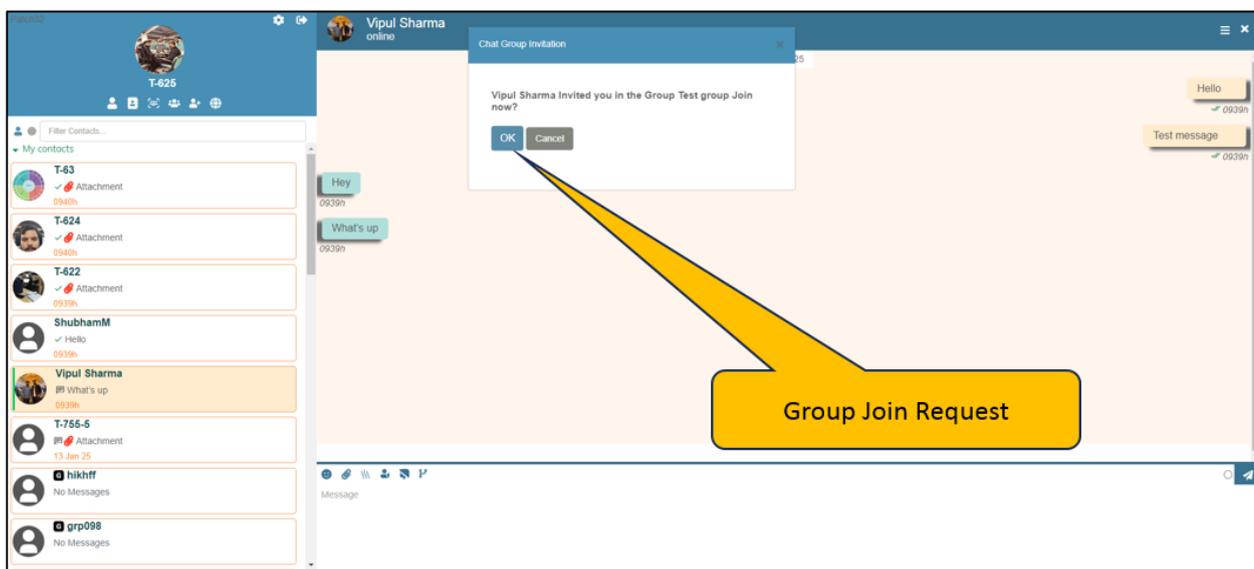
Group Invite request

3.3. Admin options

The admin can promote a user to admin. Also the admin can promote user to moderator.
The admins have options such as changing the group photos or name of the group.
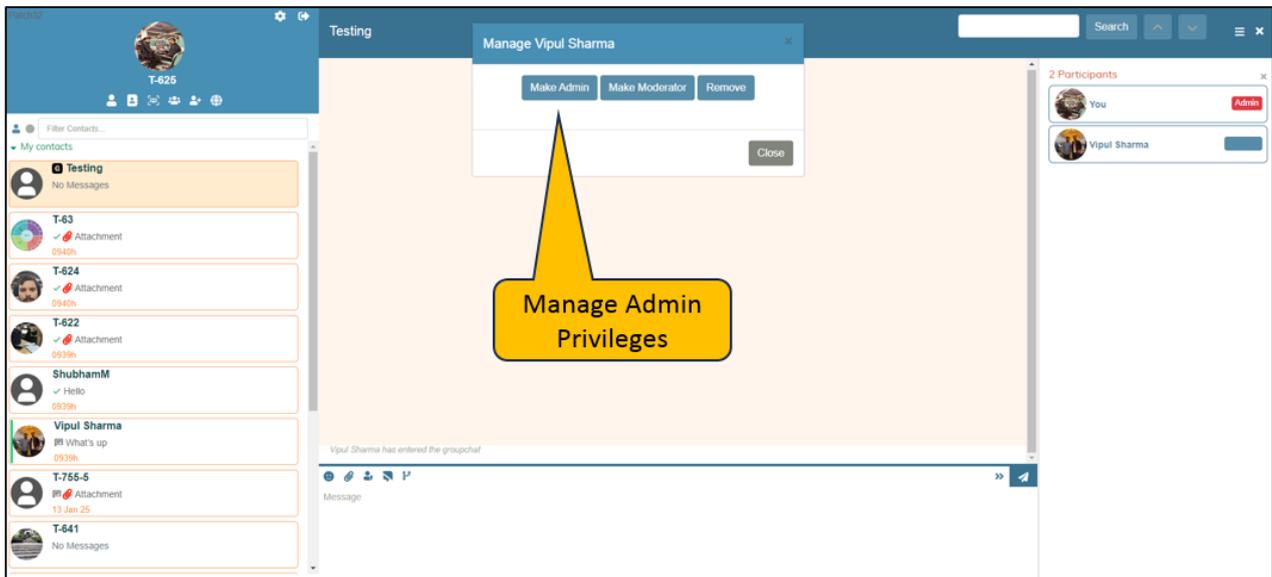
Message sent inside the group are received by the participants. To view the participants list, click on the the the >> icon at the bottom right of the screen.

4. Webclient Settings & other features

Landing Page

4.1. Setting Button Options - Vapour Message Timings: Adjust the timing settings for vapour messages. Vapour messages are ephemeral messages that disappear after a specified period. You can set the duration for which vapour messages remain visible before disappearing.

4.2. Setting Button Options - Group Auto Join: Enable or disable the auto-join feature for group chats. When enabled, you will automatically join group chats upon invitation without needing to accept each invitation manually.
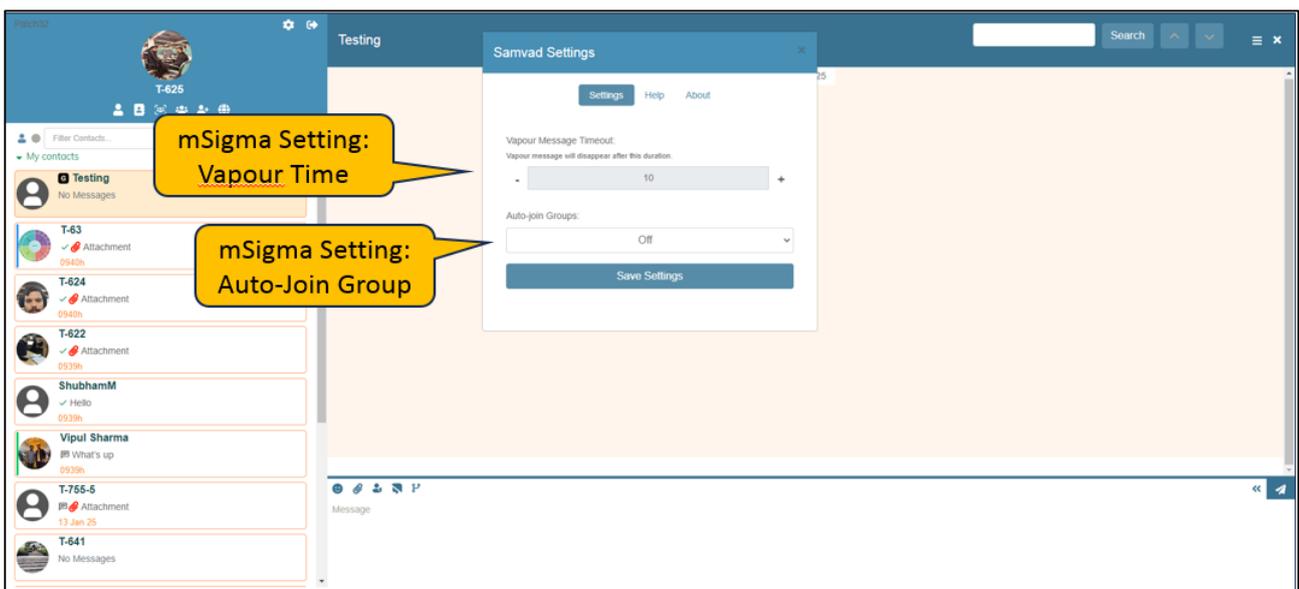
4.3. Set status: User can set his profile status, as dnd, busy or online.
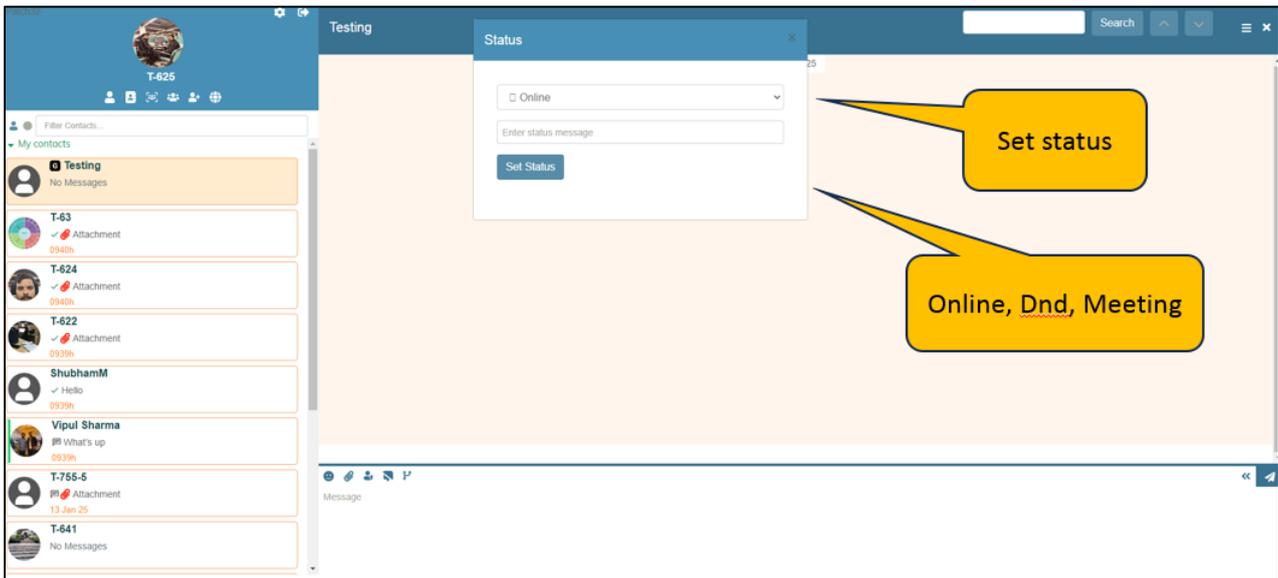
4.4. Create Notes: User can take self notes by using this option. Notes section will open and user can save important messages/Media in the notes section.
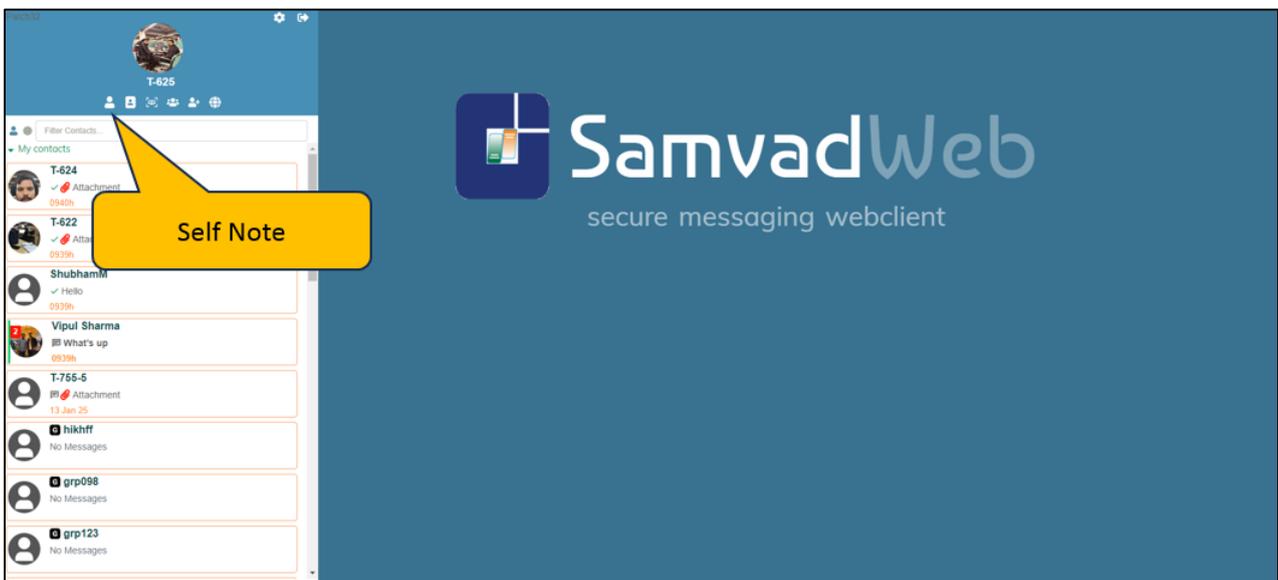
4.5. Search filters: User can search among the chat roster contacts and group. Also there are Search filters for active, inactive chats and for unread and favourite chats.
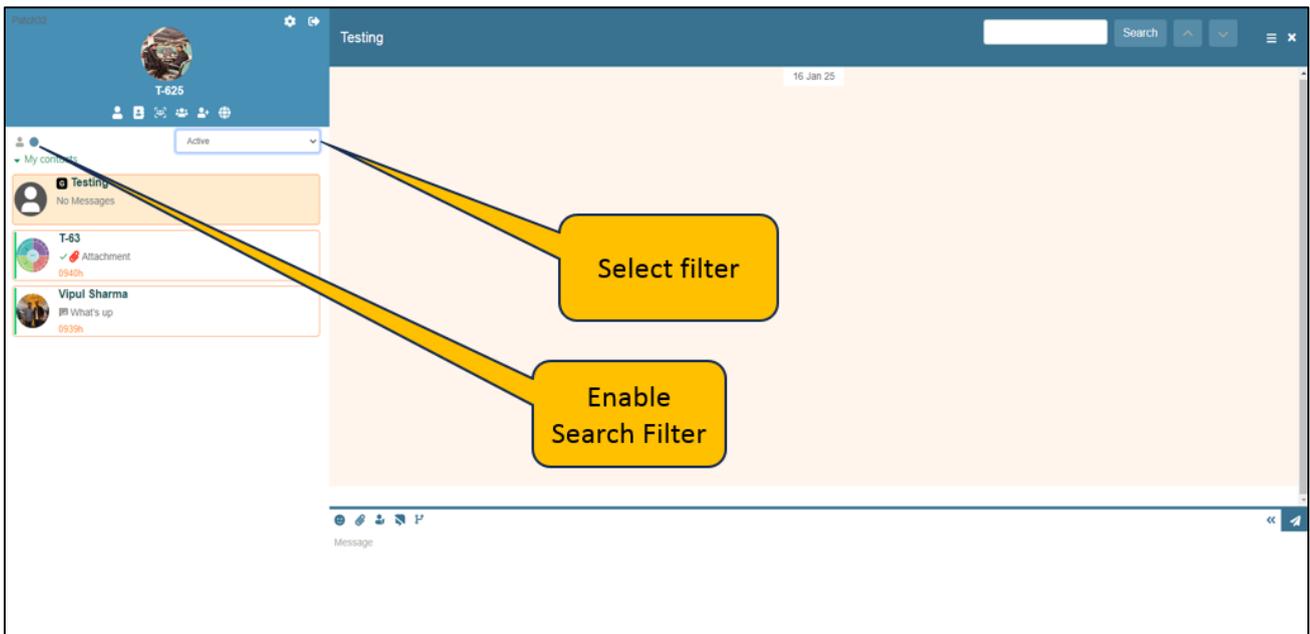
5. Video Conferencing

Initiate video conferences with your contacts or groups by clicking on the "Video Conferencing" option in the left-hand pane.

- Upon click, a dialog box will appear.
- User can either create or schedule a meeting.

5.1. Create Meeting

- To create a meeting now, click on start. User will be prompted to select contacts from the chat roster to invite them into the meeting. A new VC will open up in the adjacent tab.
- There are also two tabs for seeing the upcoming and archived meetings.
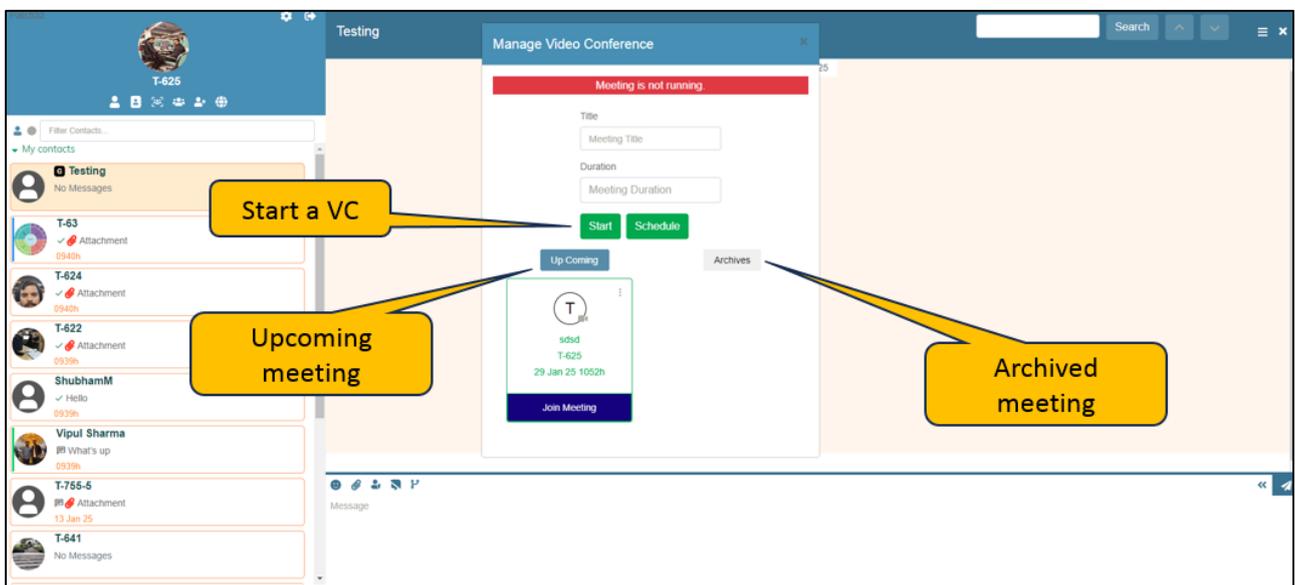
5.2. Schedule Meeting

- User can also schedule a meeting, by selecting the date and time of the meeting.
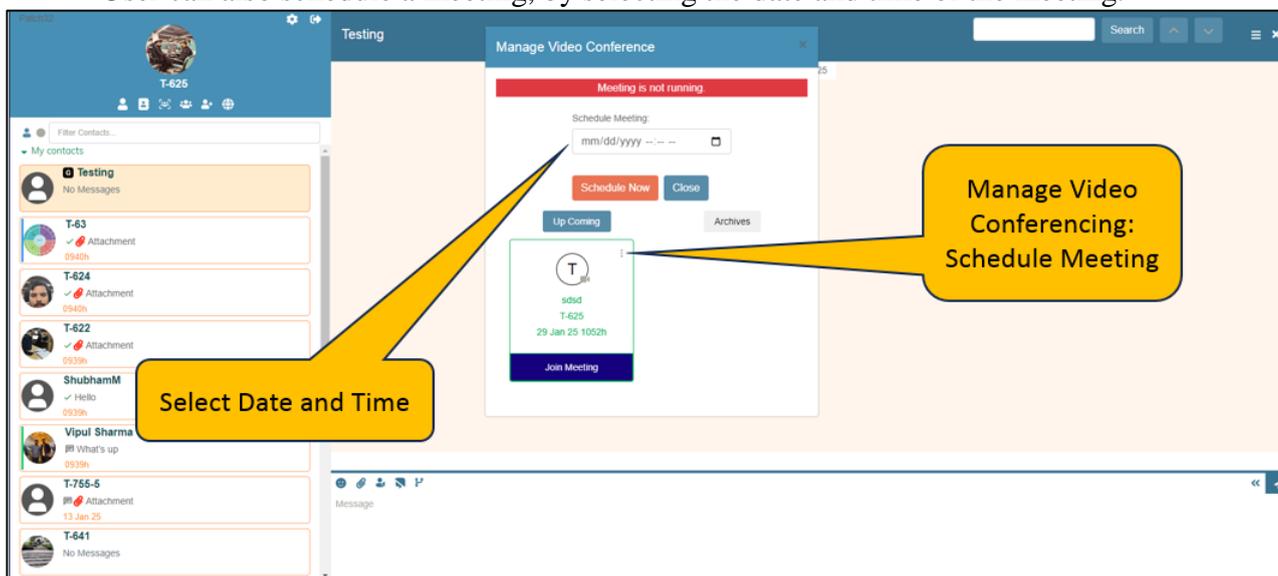
- You can invite participants, share your screen, and collaborate in real-time using video conferencing.
- After a meeting is started, user can end, join and invite as per the requirement.
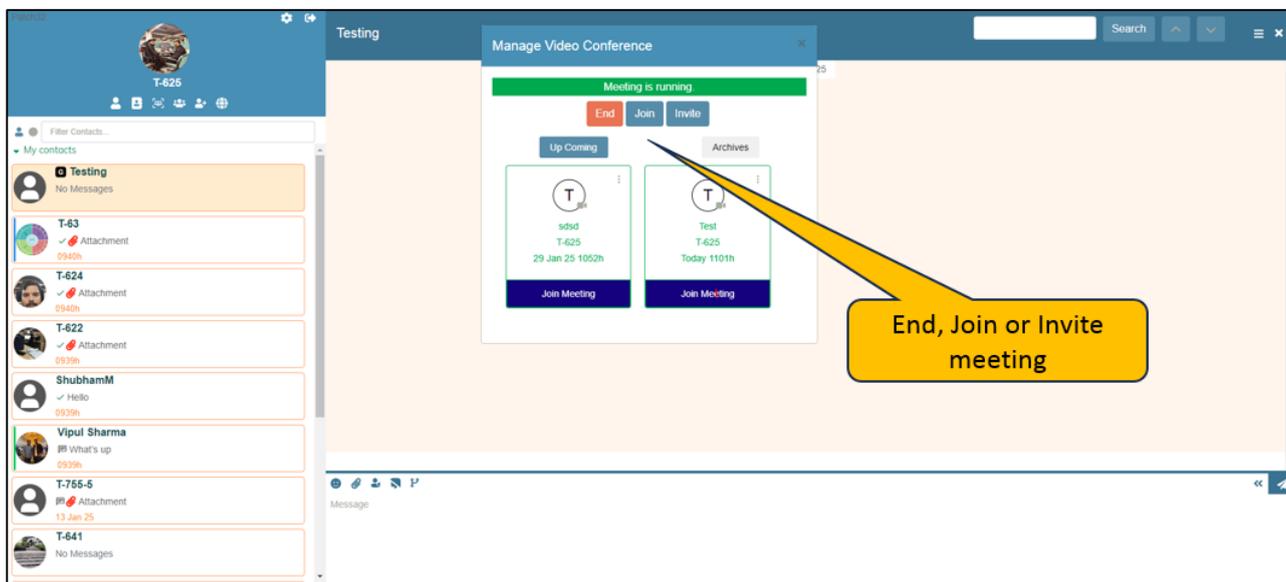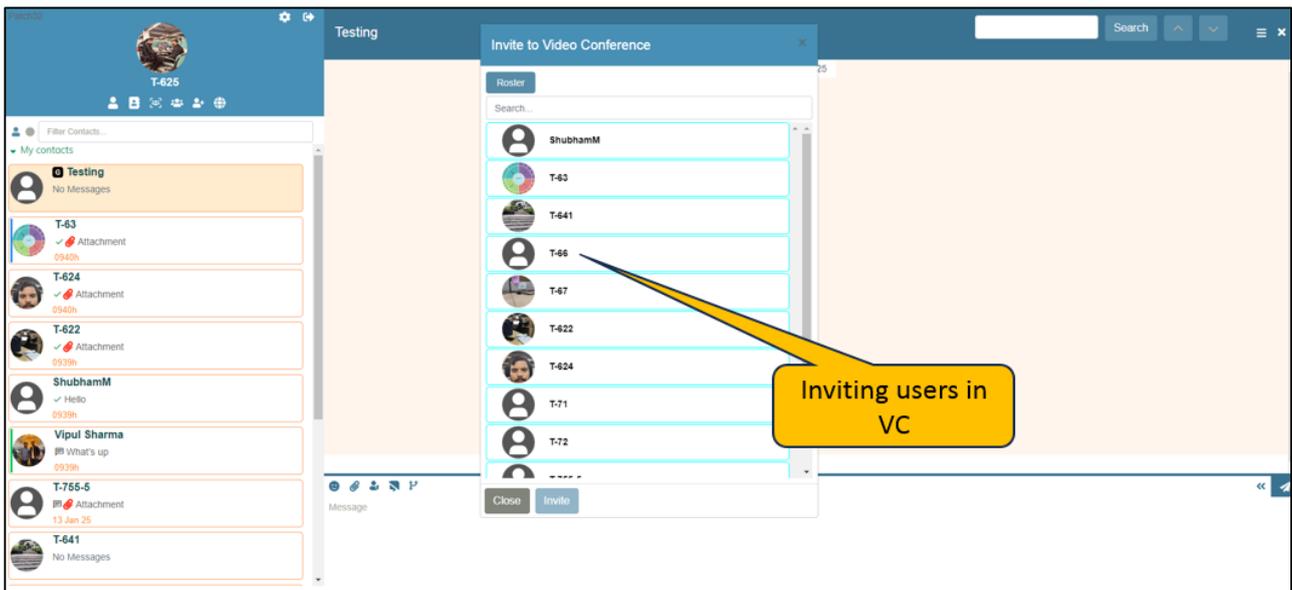
6. **Message tagging**

User can also use special message tags, these includes:

6.1. Confidential tagging: Any message marked as confidential can give the other user the indication that this is a secret message and should not be shared.

6.2. Non forwardable: Any message tagged as non-forwardable cannot be forwarded further.

6.3. Vapor message: Such messages are visible on the screen for a short duration and afterwards are deleted automatically. This time is configurable.

6.4. Forkout Message tagging: Forkout a message to send it to multiple users/groups while typing the message.
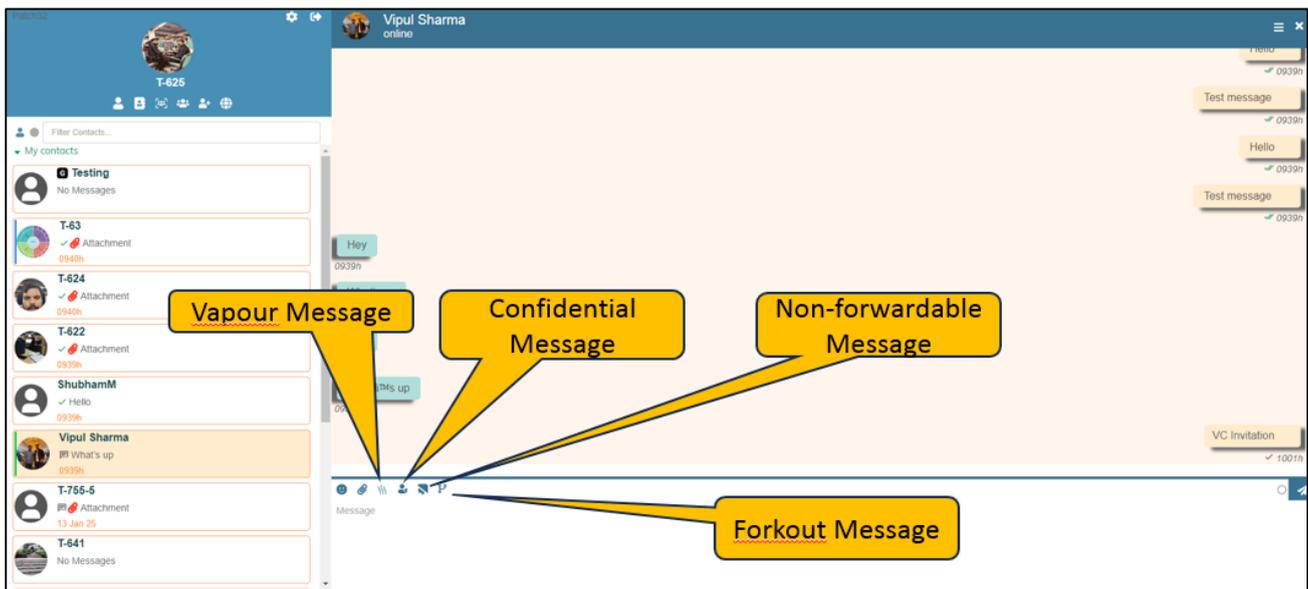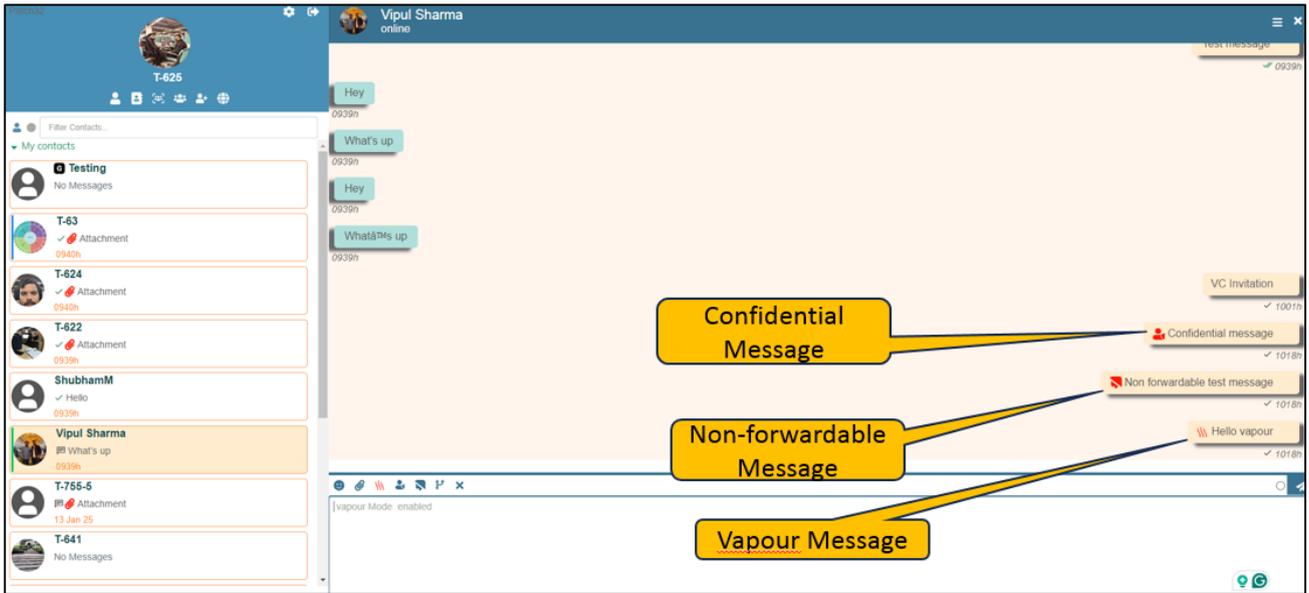
6.5. Exclusive Acknowledgement: In Exc. Ack. Receiver can acknowledge the sender that he has received the message sent to him.