

aldenONE Conversation Overview

The screenshot displays the aldenONE Conversation Overview interface. Callout 1 points to the top navigation bar, which includes a search bar, a 'Menu' dropdown, and user information for 'CTL Admin CENTURYLINK'. Callout 2 points to the 'I want to...' dropdown menu, which is currently set to 'Created'. Callout 3 points to the left-hand navigation menu, which is highlighted with a green border. The main content area shows a conversation titled 'TEST-Permit to Attach' with fields for Title, Location, State, and Description. The left-hand navigation menu includes the following items:

Item	Count
Header	0
Assets	2
Notes	0
Documents	0
Photos	0
Contacts & Companies	3/2
Related Conversations	0
History	0
Detailed History	0

page walkthrough

- ① After opening a conversation in a new tab, the current status and current assignee are shown in the **red area**. Click anywhere in this area to take an action to change the status or to change the assignee. Refer to the help topic Conversation – Change Status and Assignee for more information about these options.
- ② The “I want to...” menu has the actions for this conversation. From here, you can perform actions on the conversation (such as cloning the conversation, changing the status or assignment, etc.) or utility functions (like printing the conversation, sending an email reminder, etc.).
- ③ A conversation is divided into sections that can be quickly be accessed by clicking on the tabs at the left of the conversation in the **green area**. The count of items in each section is shown in each tab.