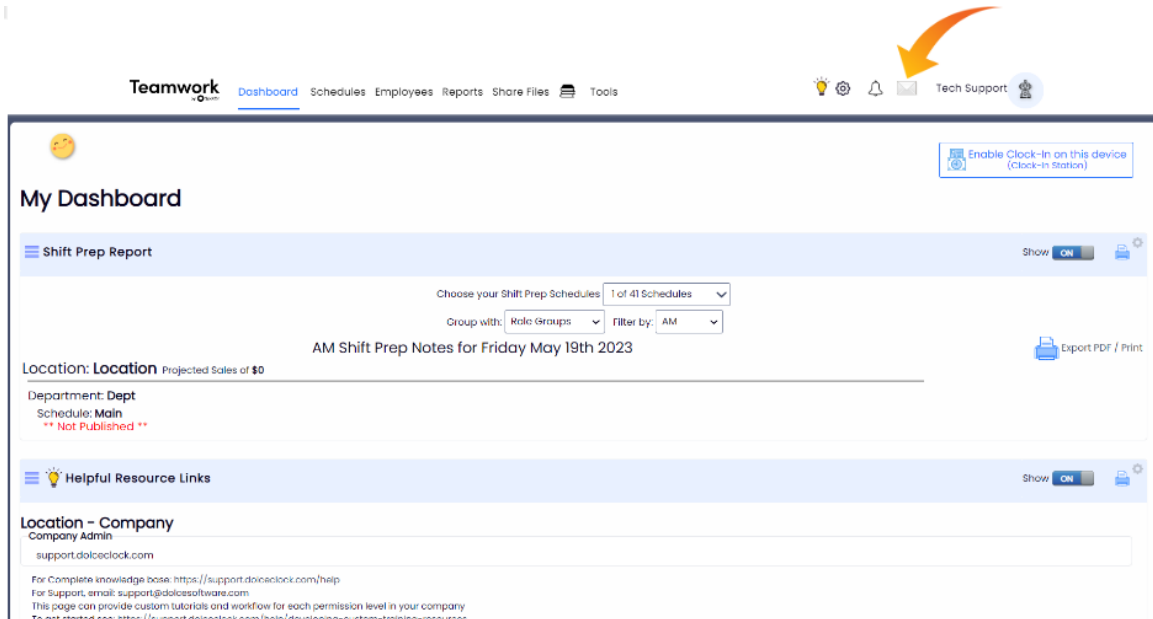


# Sending Messages / Alerts / Announcements

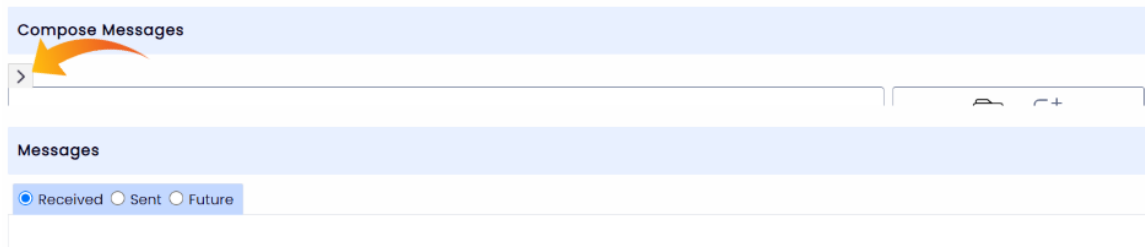
Last Modified on 05/19/2023 2:53 pm MDT

Desktop example:

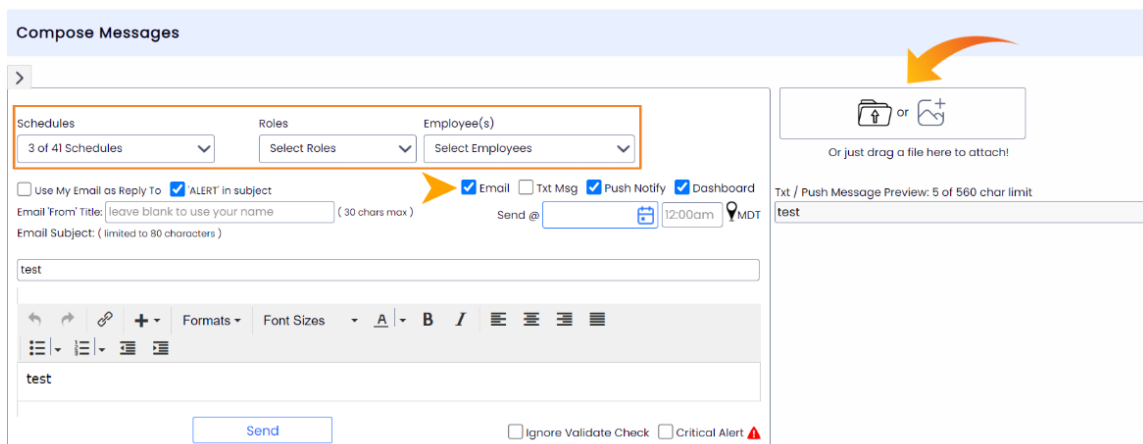
Press the Message Icon from the main toolbar as shown below:



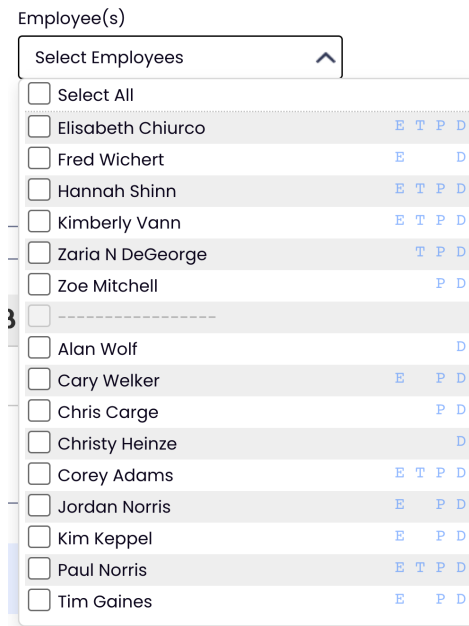
Open messaging options.



Filter on Schedule / Roles / Employees, and check Email / Text / Dashboard options. Then click Send.

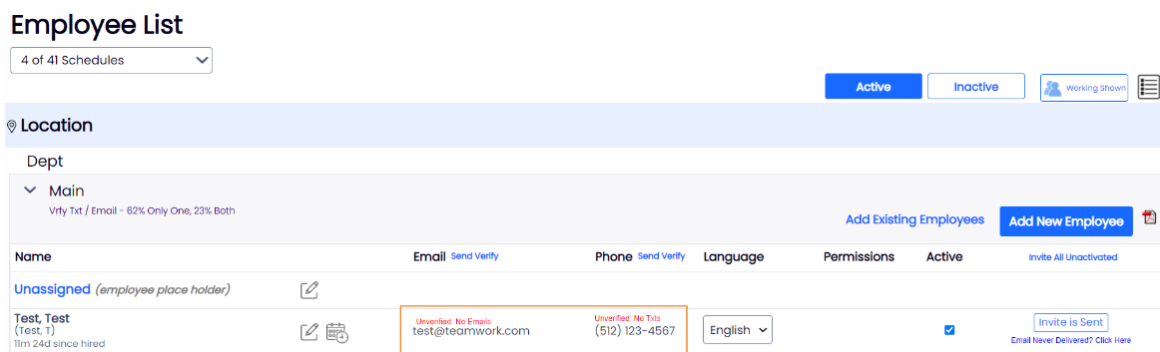


When you open the employee drop-down menu, you will notice there is an **ETPD** that corresponds with their account. That is a visual into which alert methods they have set-up. **Email, Text, Push Notification, and Dashboard**

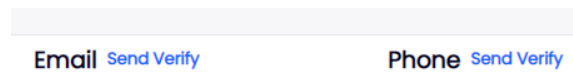


**IMPORTANT NOTE:**

From the Employee Page, any email or phone that have the UNVERIFIED warning will **NOT** receive messages until verified.



To send employees a request to confirm their number or email, each schedule contains SEND VERIFY buttons. Press to send requests.



**Mobile example:**

The "Send Messages" option is in the left menu

Clock-In / Clock-Out

Managers on Duty - M...


Send Messages

My Schedule

Dashboard

Full Hourly Schedule

Full Day Schedule

Full Week Schedule 

Dashboard / Clock-Ins / ...

Shift Trades

0

Open Shifts

My Availability

(30 chars max)

Days Off

Email Subject: (limited to 80 characters)

Employee List

Type a subject here

Profile & Alert Settings

Library / Documents

Formats

Push Notify

7



'ALERT' in subject



12:00am



EST

Font Sizes

Sign Out

Help

