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:

Teamwork Doshboard Schedules Employees Reports Share Files 🚍 Tools	Ϋ́ @ Δ. 🖂 Tech Support
My Dashboard	Enable Clock-In on this device (Clock-In Station)
E Shift Prep Report	Show 💿 🚊 🍳
Choose your shift Prep Schedules 1 of 41 Schedules Croup with: Rele Groups Filter by: AM Choose your shift Prep Notes for Friday May 19th 2023 Cocation: Location Projected Sales of 10 Department: Dept Schedule: Main ** Not Published **	Export PDF / Print
🗮 🍟 Helpful Resource Links	Show 🔽 🔒
Location - Company Company Admin support.doiceclock.com For Complete introvidage base.https://support.doiceclock.com/heip For Support.mail: support.gladicesoftware.com This page can provide custom tutorials and workflow for each permission level in your company This page can provide custom tutorials and workflow for each permission level in your company This page can provide custom tutorials and workflow for each permission level in your company	

Open messaging options.

Compose Messages			
		<u> </u>	<u>_</u> +
Messages			
Received Sent Future			

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

Compose Messages				
>				
Schedules 3 of 41 Schedules	Roles Select Roles	Employee(\$) Select Employees	~	Or just drag a file here to attach!
Use My Email as Reply To VALERT in sub Email From Title: [leave blank to use your no Email Subject: (limited to 80 characters)			Push Notify Dashboard	Txt / Push Message Preview: 5 of 560 char limit test
test				
 	Font Sizes - <u>A</u> -	B <i>I</i> ≣ ≣ ∃	■	
test				
	Send	Ignore Vo	lidate Check 🗌 Critical Alert 🛕	

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

I	Employee(s)					
	Select Employees					
	Select All					
	Elisabeth Chiurco	Е	т	Ρ	D	H _
	Fred Wichert	Е			D	¢
	🗌 Hannah Shinn	Е	т	Ρ	D	[
_	🗌 Kimberly Vann	Е	т	Ρ	D	-
_	Zaria N DeGeorge		т	Ρ	D	-
	Zoe Mitchell			Ρ	D	l
3						ŝ.
	🗌 Alan Wolf				D	ł
	Cary Welker	Е		Ρ	D	
_	Chris Carge			Ρ	D	ľ
	Christy Heinze				D	c
	Corey Adams	Е	т	Ρ	D	
-	📃 Jordan Norris	Е		Ρ	D	Ť.
	Kim Keppel	Е		Ρ	D	ł
	Paul Norris	Е	т	Ρ	D	
	Tim Gaines	Е		Ρ	D	

IMPORTANT NOTE:

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

Employee List							
4 of 41 Schedules					Active	Inactiv	e Working Shown
Docation							
Dept							
 Main Vrfy Txt / Emoil - 62% Only One, 23% Both 					Add Existin	g Employees	Add New Employee
Name		Email Send Verify	Phone Send Verify	Language	Permissions	Active	Invite All Unactivated
Unassigned (employee place holder)	Ľ						
Test, Test (Test, T) Im 24d since bired	2	Unverified: No Emails test@teamwork.com	Unverified: No Txts (512) 123-4567	English 🗸			Invite is Sent Email Never Delivered? Click Here

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

Email Send Verify	Phone Send Verify

Mobile example:

The "Send Messages" option is in the left menu

Clock-In / Clock-Out	
Managers on Duty - M	
Send Messages	ush Notify
My Schedule	
Full Hourly Schedule	
Full Day Schedule	ectar 7 🛇
Full Week Schedule	
Dashboard / Clock-Ins /	
Shift Trades 0 Open Shifts	'ALERT' in subject
My Availibility	
Days Off	EST
Employee List	
Profile & Alert Settings	
Library / Documents	

Font Sizes	- A - B	
Sign Out	Help	
orginout		