



SMS Notification User Guide

Staff Module



Introduction

This user guide will cover how to enable SMS notifications for StaffReady notifications. Once activated, employees will be able to receive notifications for the StaffReady Scheduling, Competency, Document, and Checklist modules.

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Activating SMS Notifications

To activate SMS notifications, first navigate to the Staff Module and then select the Employees tab. (Figure 1)

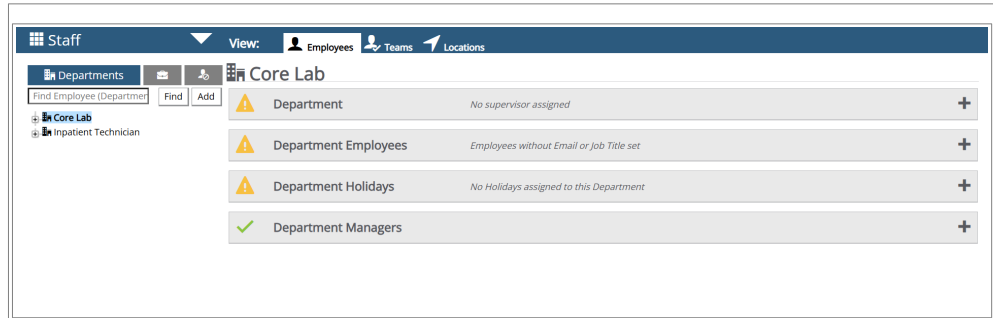


Figure 1

Once you've selected a department and an employee, select the employee color bar to expand it (Figure 2)

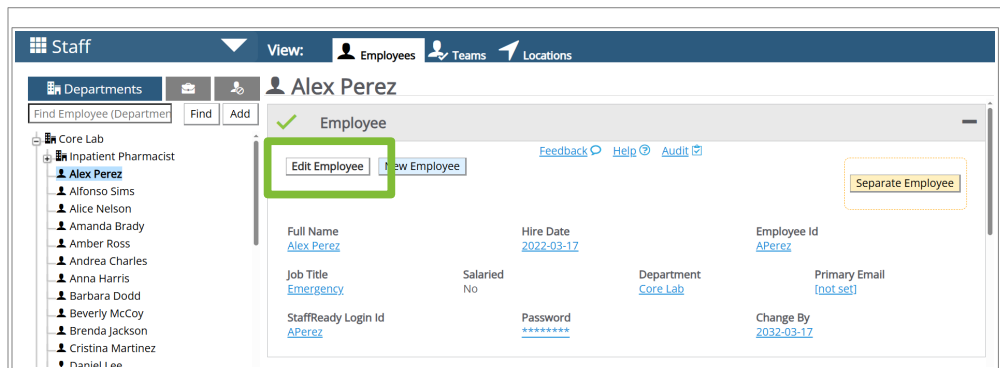


Figure 2

Locate the Edit Employee button (Green box, Figure 2)

This will open the Employee Profile pop-up menu. (Figure 3)

Select the Contact Information tab in the side menu. (Yellow box, Figure 3)

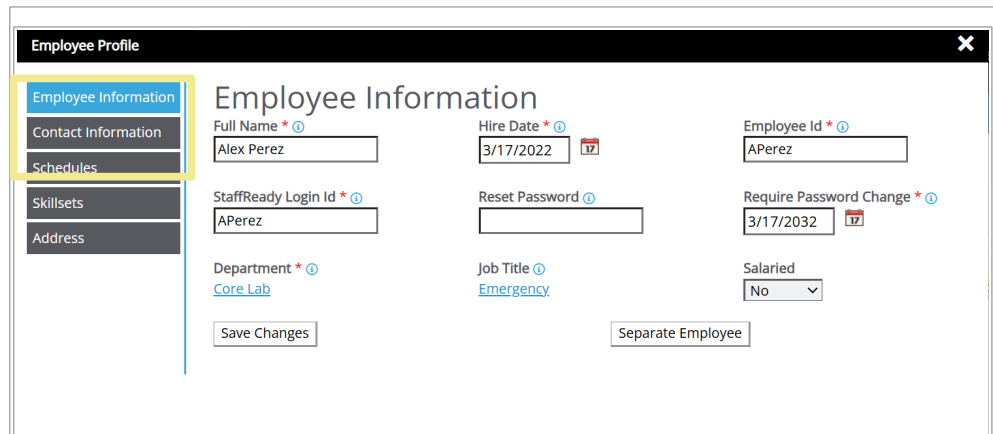


Figure 3

Finishing the Activation

To add SMS messaging, you need to make sure that the employee has a phone number entered. Select a phone type, enter a phone number, and then select the Add button. (Yellow box, Figure 1)

The screenshot shows the 'Employee Profile' window with the 'Contact Information' tab selected. On the left sidebar, 'Contact Information' is highlighted. The main area contains three sections: 'New Email Address', 'New Phone Number', and 'Add Address'. The 'New Phone Number' section has a 'Phone Type' dropdown menu set to 'Choose One' and a text input field containing '(123) 444-5555'. A yellow rectangular box highlights the 'Add' button next to the phone number input field. Below each section is a 'No results found' message. At the bottom, there are links for 'Type', 'Delivery', 'City State Zip', and 'New'.

Figure 1

Once the phone number is entered, the Send SMS toggle box will appear. (Green box, Figure 2)

This screenshot is similar to Figure 1 but shows the next step. The 'New Phone Number' section now displays a list of phone numbers. The first entry is 'Home (555) 555-5555' with a 'Send SMS' checkbox to its right. A green rectangular box highlights this 'Send SMS' checkbox. The 'Add' button is still present next to the input field. The 'No results found' message is still visible below the list. The bottom navigation links remain the same.

Figure 2

Select it to enable SMS message notifications for that employee.

You will see the box checked after selecting it. (Yellow box, Figure 3)

This screenshot shows the final step. The 'Send SMS' checkbox for the 'Home (555) 555-5555' entry is now checked. A yellow rectangular box highlights the checked checkbox. The 'Add' button is still present. The 'No results found' message is still visible. The bottom navigation links remain the same.

Figure 3

Resources

This concludes the User Guide for activating SMS notifications in StaffReady. We hope that you have a better understanding of this feature and how it functions within the entire framework of the Staff Module.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)