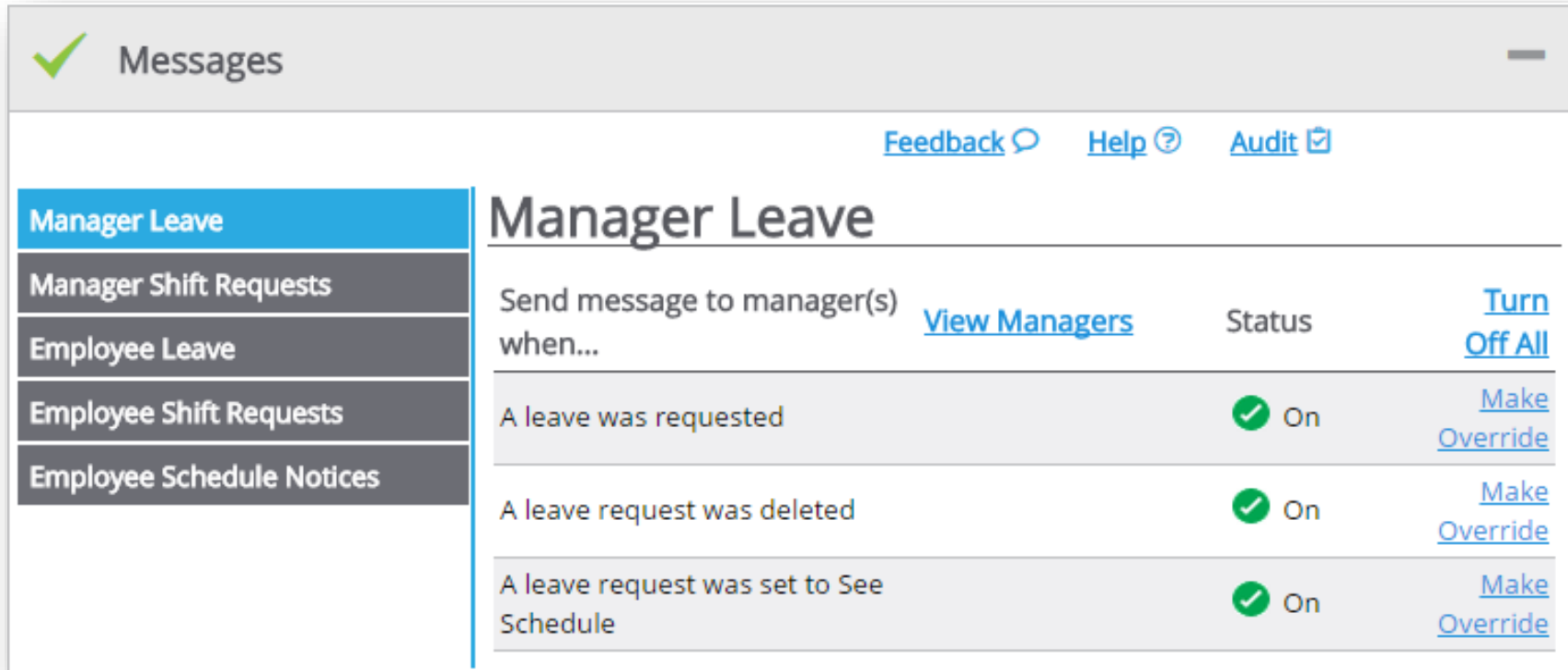


Setup View

Messages Color Bar

This reference guide provides an overview of the **Messages** Color Bar within the **Setup** View in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Overview of the messages color bar



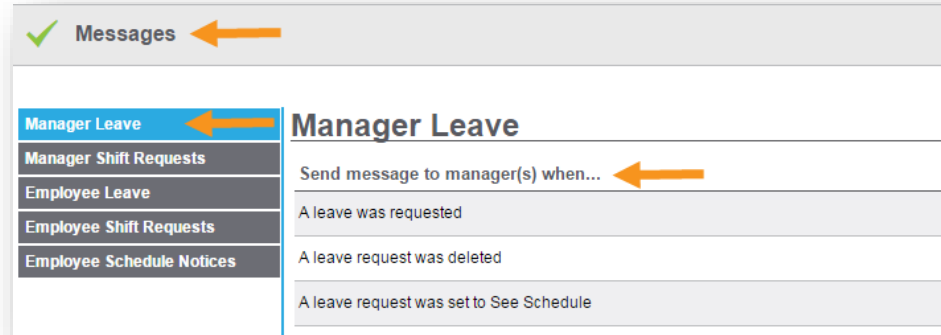
Manager Leave	Manager Leave	Status	Turn Off All
Send message to manager(s) when...	View Managers	On	Turn Off All
A leave was requested		On	Make Override
A leave request was deleted		On	Make Override
A leave request was set to See Schedule		On	Make Override

Overview of Messages Color Bar

From the **Messages** Color Bar you can designate which email notifications are sent to schedule administrators and staff using the **StaffReady Scheduling Module** messaging system.

Messaging Options

1. Click the **Messages** color bar.
2. To display the messaging options, select the side-tab menus on the left side of the screen.
3. To view message recipients, select the **View Managers** or **View Employees** links.



Turning Messages On

Turning Messages On

1. To turn on all messaging options, select **Turn On All**.
2. To turn on an individual messaging option, select **Turn On All**.

