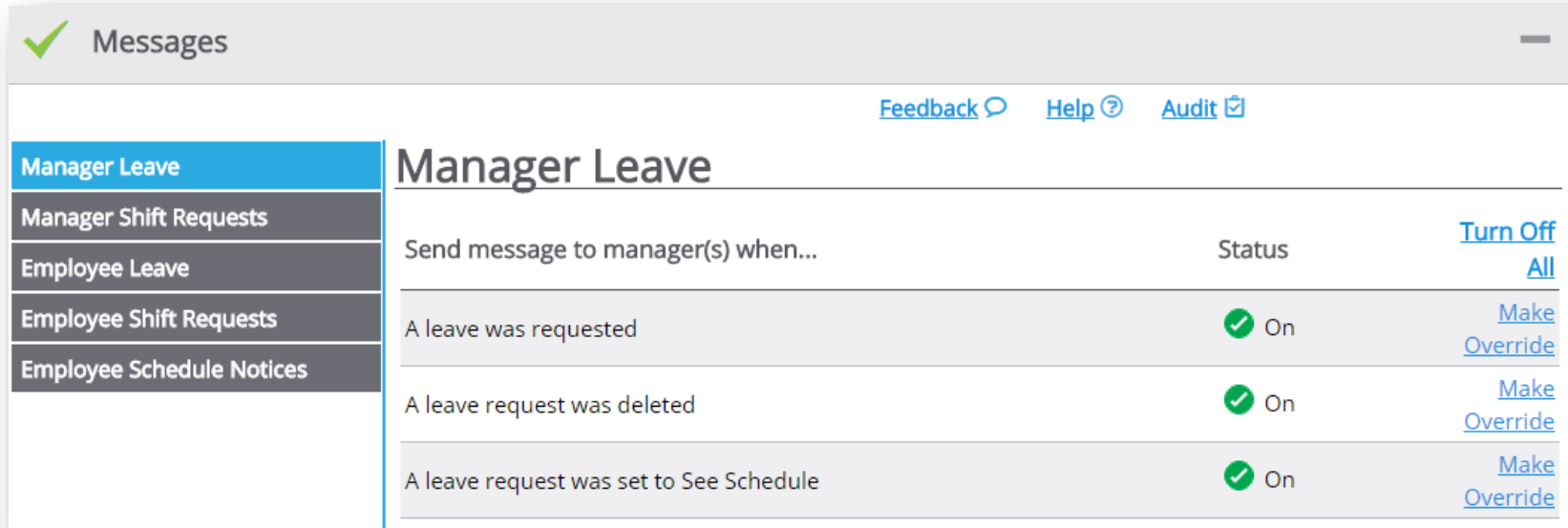


Setup View

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



The screenshot shows the 'Messages' setup view in StaffReady. The interface includes a sidebar with navigation options: Manager Leave (selected), Manager Shift Requests, Employee Leave, Employee Shift Requests, and Employee Schedule Notices. The main content area is titled 'Manager Leave' and contains a table with columns for 'Send message to manager(s) when...', 'Status', and 'Turn Off'. The table lists three events: 'A leave was requested', 'A leave request was deleted', and 'A leave request was set to See Schedule', all with a status of 'On' and a 'Make Override' link. A 'Turn Off All' link is also present at the top right of the table.

Send message to manager(s) when...	Status	Turn Off
A leave was requested	✓ On	Turn Off All 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.

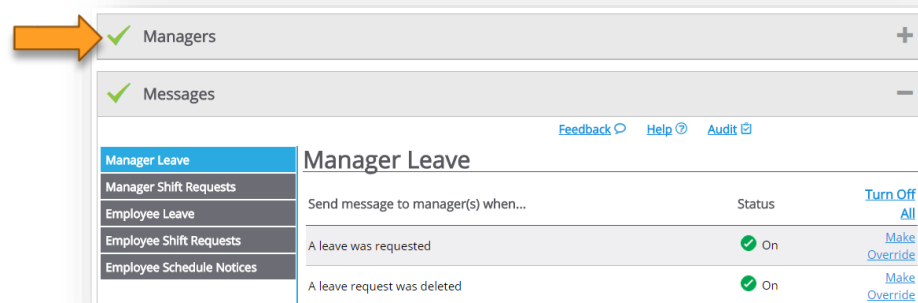
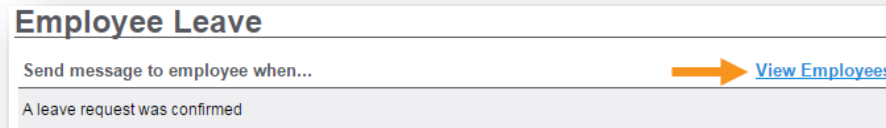
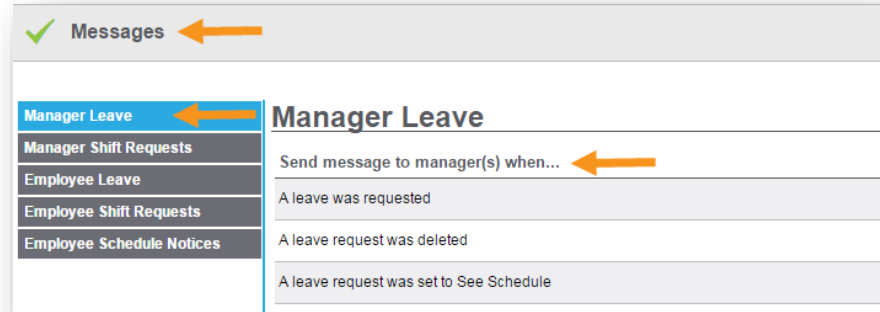
Messaging Options

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 **Employee** message recipients, select the **View Employees** links.

or

to view **Manager** message recipients select the **Managers Color Bar**.



4. Click the **Adjust Email Settings** link for the Manager you would like to view/edit their Manager Email Settings.

Full Name	Email	Department	User Id	
Barbara Dodd	Adjust Email Settings	Laboratory	bdodd	Remove
Tammy Ellis	Adjust Email Settings	Technician	tellis	Remove

5. Click the **Turn On** Link to turn the messaging option On. Click the **Turn Off** Link to turn the messaging option off for the Manager.

Schedule Manager Email Settings

Manager: Barbara Dodd
Schedule: Central Lab

Leave Manager Messages

Send message when...	Message Setting	Message Received	
A leave was requested	On	✓ Yes	Turn Off
A leave request was deleted	On	! No	Turn On
A leave request was set to See Schedule	On	! No	Turn On

Shift Request Manager Messages

Send message when...	Message Setting	Message Received	
An employee that requested to give away a shift was accepted by another employee.	On	! No	Turn On
An employee requested to unassign a shift.	On	! No	Turn On

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**.

