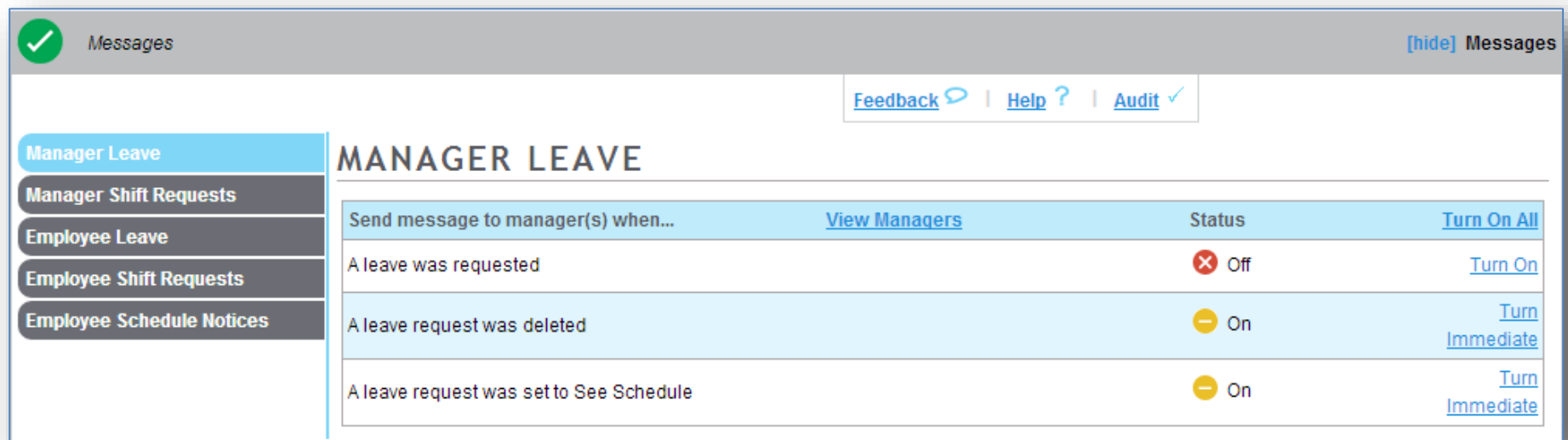


Administration Tab Messages Color Bar

This reference guide provides an overview of the **Messages Color Bar** within the **Administration** tab of ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Blank

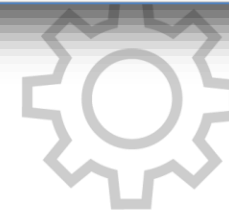


Messages [hide] Messages

Feedback | Help | Audit

MANAGER LEAVE

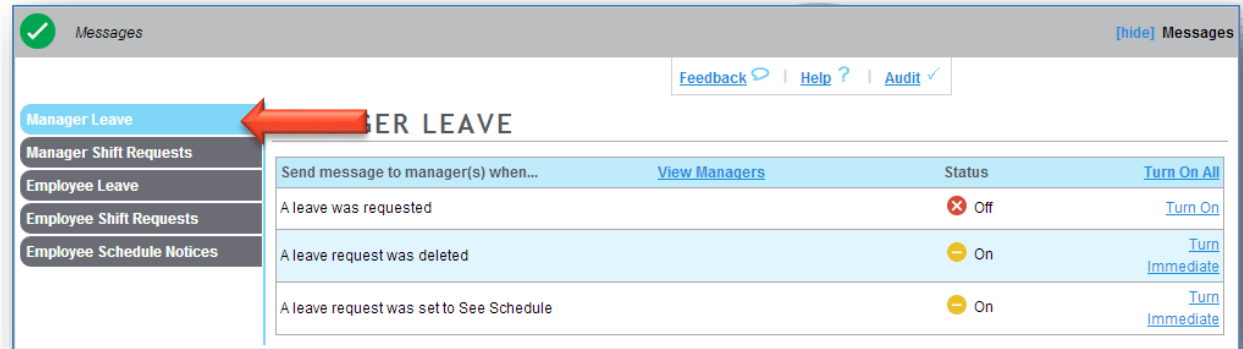
Send message to manager(s) when...	View Managers	Status	Turn On All
A leave was requested		⊗ Off	Turn On
A leave request was deleted		⊖ On	Turn Immediate
A leave request was set to See Schedule		⊖ On	Turn Immediate



Messaging Options

Overview of Messaging Options

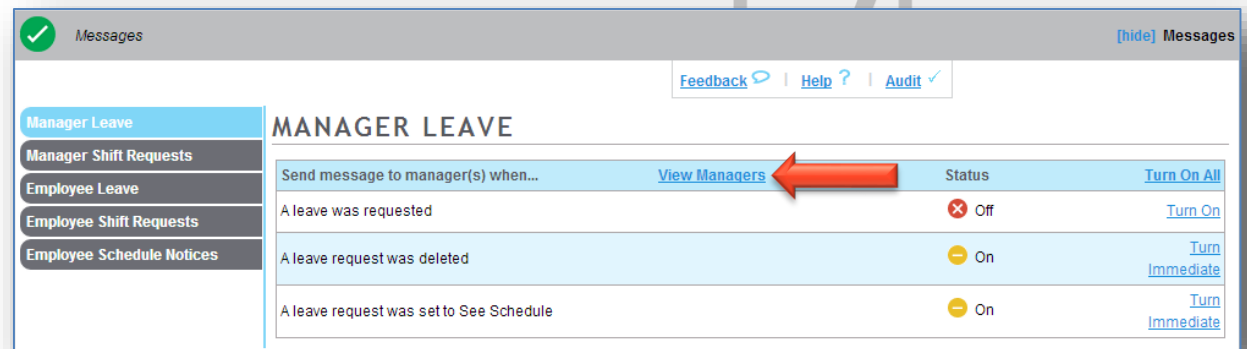
- To display the messaging options, select the side-tab menus on the left side of the screen.



The screenshot shows the 'Messages' interface for 'MANAGER LEAVE'. The left sidebar has 'Manager Leave' selected. The main content area has a table with the following data:

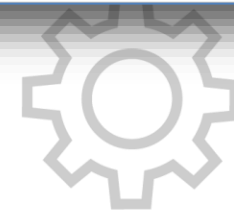
Send message to manager(s) when...	View Managers	Status	Turn On All
A leave was requested		Off	Turn On
A leave request was deleted		On	Turn Immediate
A leave request was set to See Schedule		On	Turn Immediate

- To view message recipients, select the [View Managers](#) or [View Employees](#) links



The screenshot shows the 'Messages' interface for 'MANAGER LEAVE'. The left sidebar has 'Manager Leave' selected. The main content area has a table with the following data:

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



Turning Messages On

Turning Messages On

- To turn on an individual messaging option, select [Turn On](#)
- To turn on all messaging options, select [Turn On All](#)

The screenshot shows the 'Messages' configuration page in the StaffReady system. The page title is 'MANAGER SHIFT REQUESTS'. On the left, there is a sidebar menu with options: 'Manager Leave', 'Manager Shift Requests' (highlighted), 'Employee Leave', 'Employee Shift Requests', and 'Employee Schedule Notices'. The main content area is a table with columns for 'Send message to manager(s) when...', 'View Managers', 'Status', and a 'Turn On' link. The 'Status' column shows 'Off' for all items, and red arrows point from the 'Off' status to the 'Turn On' link. The 'Turn On All' link is also highlighted with a red arrow.

Send message to manager(s) when...	View Managers	Status	Turn On
An employee that requested to give away a shift was accepted by another employee.		Off	Turn On
An employee that requested to trade shifts was accepted by another employee.		Off	Turn On
An employee requested to unassign a shift.		Off	Turn On
An employee that requested to unassign a shift was canceled by the employee.		Off	Turn On
An employee has agreed to the shift bid.		Off	Turn On
An employee has refused the shift bid.		Off	Turn On

