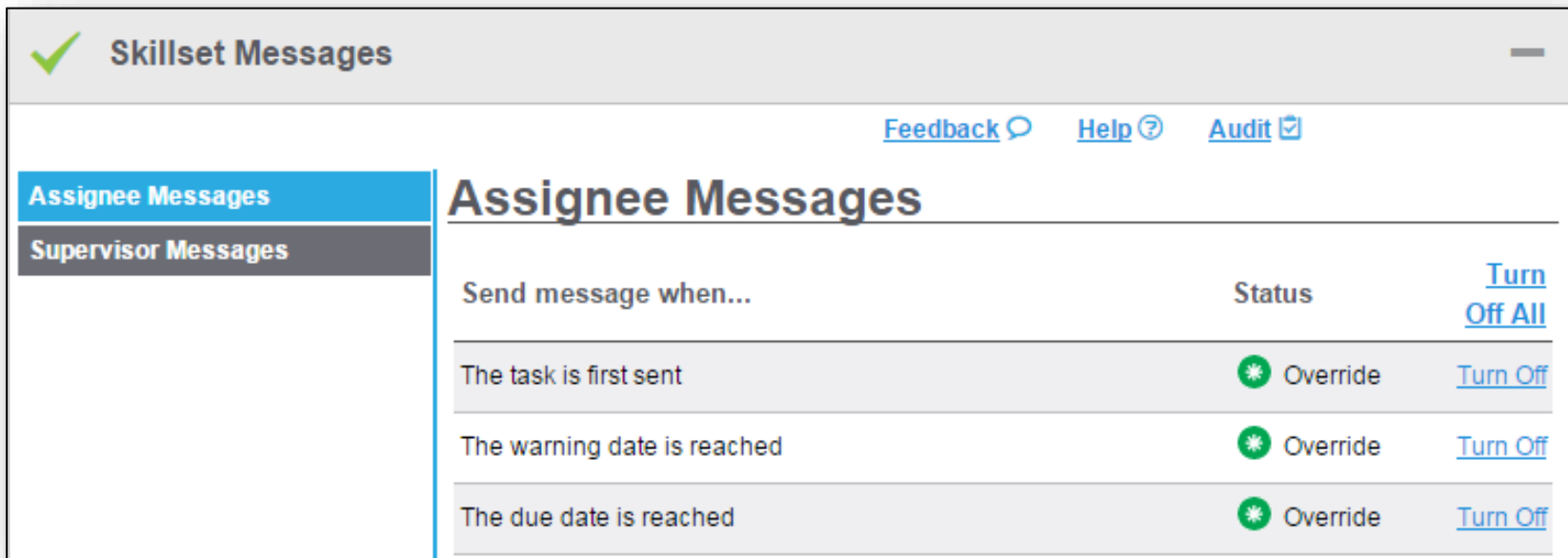


## Setup View – Browse Skillsets Perspective




### Skillset Messages Colorbar

This reference guide provides an overview of the setup process for the Skillset Messages colorbar within StaffReady. The following process steps and instructional information are provided within this document:

- Turn on Skillset Messages
- Turn on Skillset Message Override
- Turn off Skillset Messages



The screenshot shows the 'Skillset Messages' configuration page. At the top, there is a green checkmark and the title 'Skillset Messages'. Below the title are links for 'Feedback', 'Help', and 'Audit'. A sidebar on the left has two tabs: 'Assignee Messages' (selected) and 'Supervisor Messages'. The main content area is titled 'Assignee Messages' and contains a table with three rows. Each row has a 'Send message when...' column, a 'Status' column, and a 'Turn Off All' link. The 'Status' column shows a green asterisk icon followed by the word 'Override'. The 'Turn Off All' link is blue and underlined.

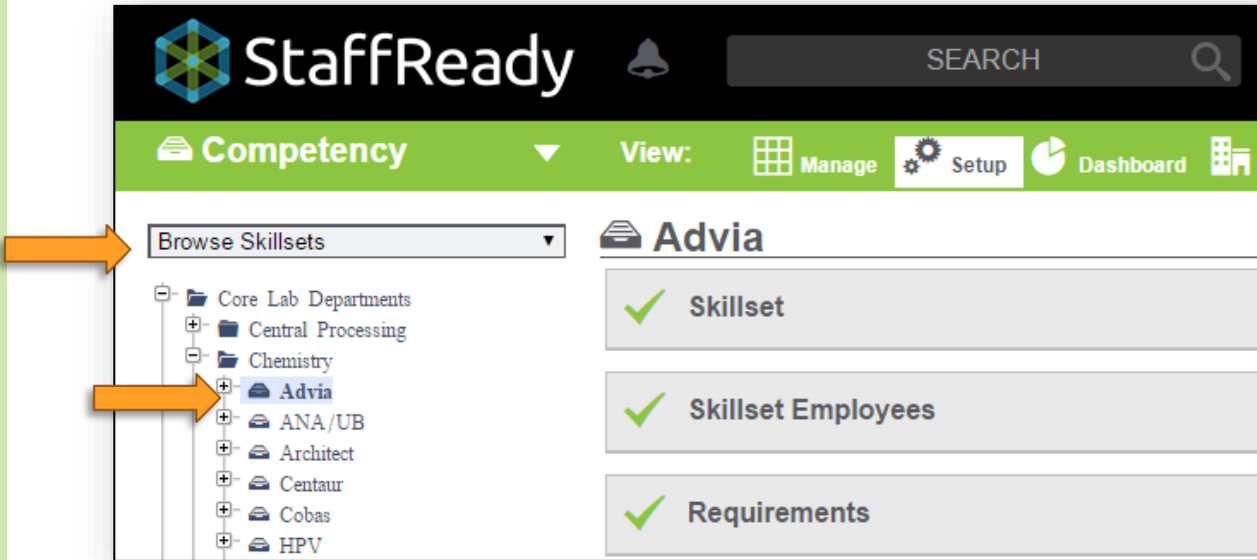
Send message when...	Status	<a href="#">Turn Off All</a>
The task is first sent	 Override	<a href="#">Turn Off</a>
The warning date is reached	 Override	<a href="#">Turn Off</a>
The due date is reached	 Override	<a href="#">Turn Off</a>

# 1 | Turn on Skillset Messages

## Turn on Skillset Messages

1. Select **Browse Skillsets** perspective.

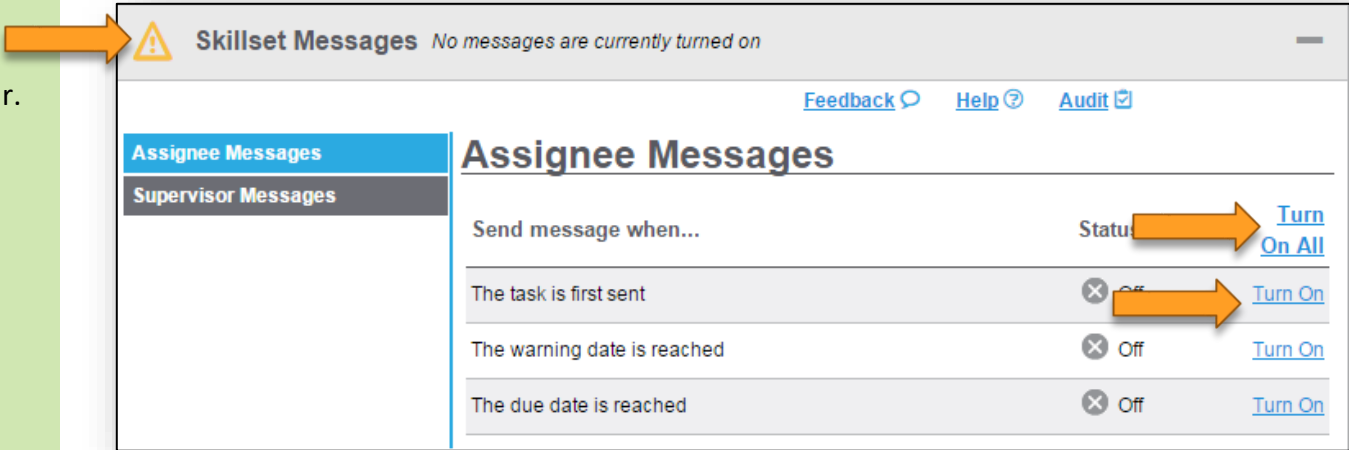
2. Select a **Skillset**.



3. Open **Skillset Messages** colorbar.

4. Click [Turn On](#) to turn on an individual **Skillset Message**.

5. Click [Turn On All](#) to turn on all **Skillset Messages**.



## 2 | Turn on Skillset Message Override

### Turn on Skillset Message Override

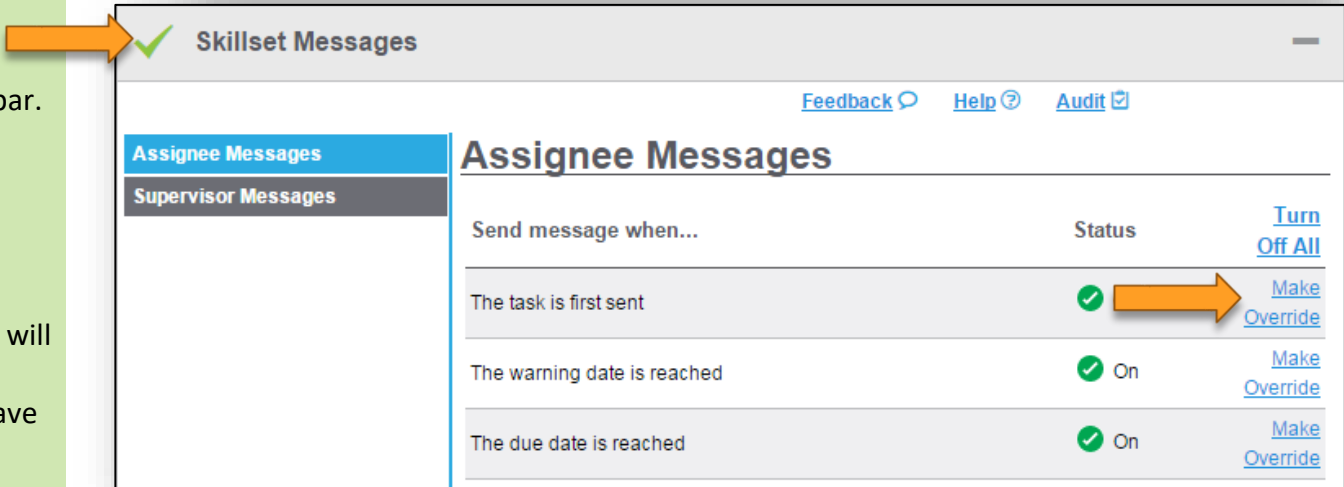
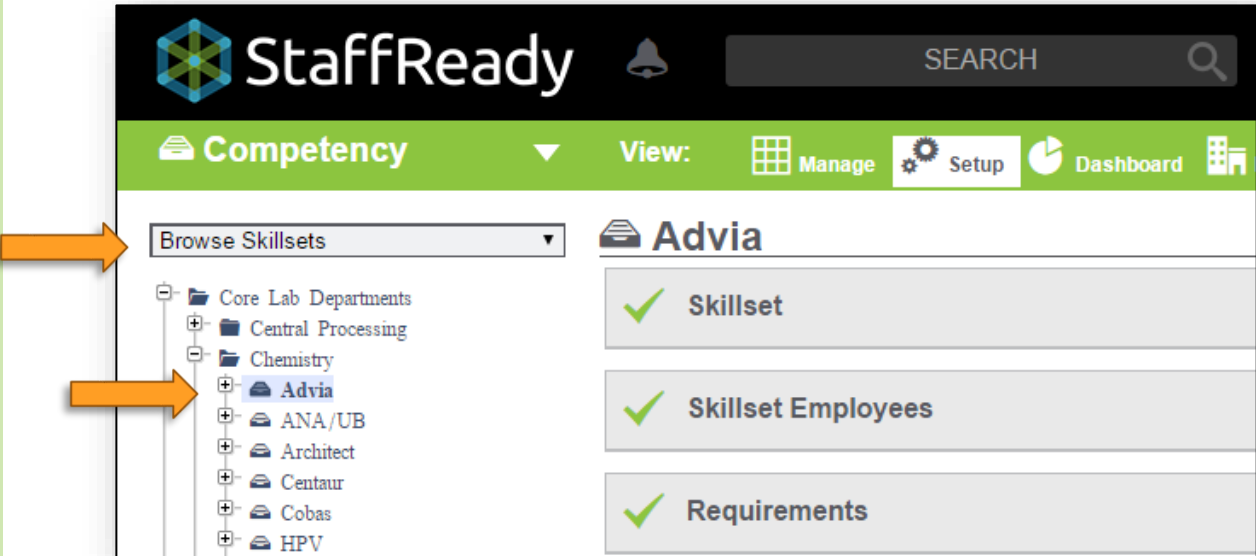
1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Skillset Messages** colorbar.

4. Click [Make Override](#) to turn message override on for an individual **Skillset Message**.

**Note:** The **Make Override** option will send a **Skillset Message** to an employee regardless if they have email messaging turned on.

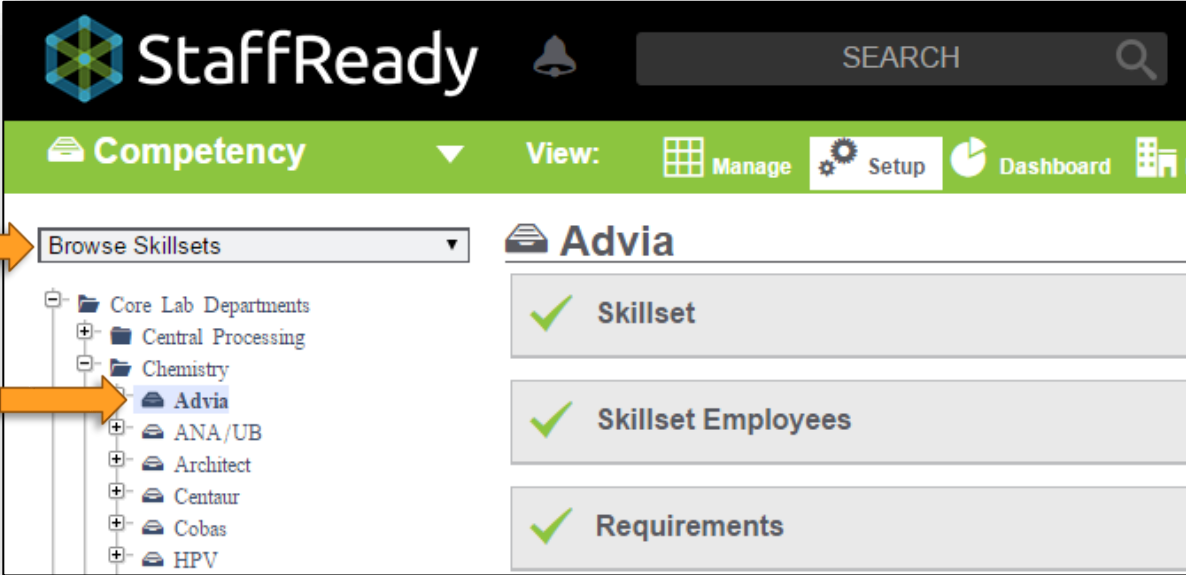


### 3 | Turn off Skillset Messages

#### Turn off Skillset Messages

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.



3. Open **Skillset Messages** colorbar.

4. Click [Turn Off](#) to turn off an individual **Skillset Message**.

5. Click [Turn Off All](#) to turn off all **Skillset Messages**.

