

ESS MOBILE MESSAGING WITH VISUAL SCHEDULING


Employee Self Service Mobile (ESS Mobile) offers a convenient way for employees to access their information. Employees can receive notifications, communicate with their supervisor or other employees using ESS Mobile.

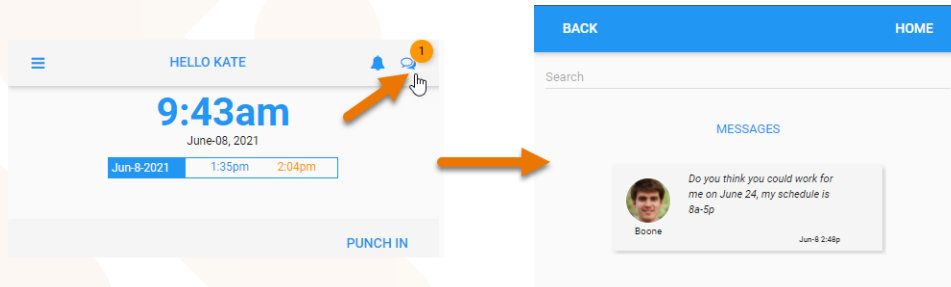
Note: The screens and options below might not match exactly to your system depending on what is configured.



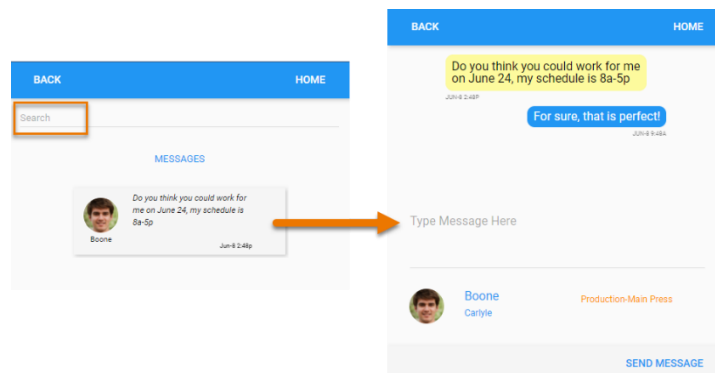
CONVERSATIONS

Employees can have conversations with their manager (AoD Users) or coworkers (AoD Employees)

To access conversations, click the message icon in the top right of the home screen . The following screen is displayed with new messages and old messages. New unread messages are italicic.




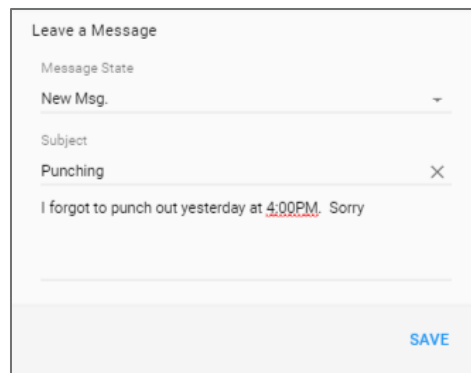
To **send a message** you can click on the displayed messages to be brought to that employee or managers conversation page. You can also search for another employee to start a conversation.



LEAVE A MESSAGE FOR MANAGER

Sending a message to a user is like sending an email, it will show in Attendance on Demand as a notification to your manager.

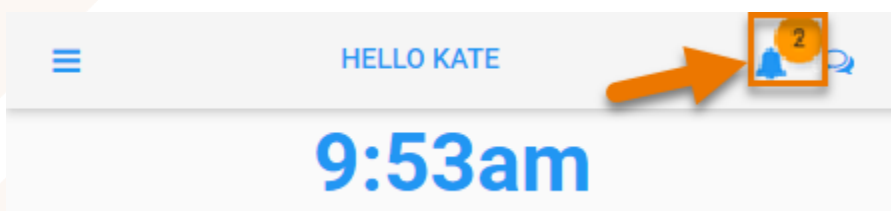
1. Touch the more Operations button  on the top left of the home screen.
2. Choose **OPERATIONS** from that menu
3. Select the **Leave a Message** button



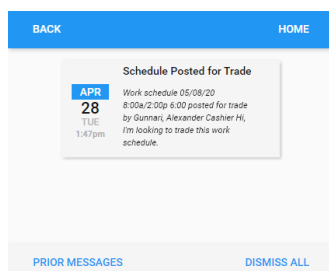
VISUAL SCHEDULING MESSAGES

NOTE: The below items are only available with Visual Scheduling

The Bell icon in the upper right of the home screen indicates notifications sent from an AoD or changes that have occurred.



Message/Notification	Details
Work Schedule Added*	When a work schedule is posted, you can receive the notification so that they can review and pick up the posted open schedule.
Work Schedule Change*	When a work schedule is modified from the shift board, you can receive the notification.
Schedule Posted for Trade*	When a schedule is posted to trade with other employees, you can receive the notice to pick up the schedule or swap schedules with the trade schedule
Trade Submitted for Approval*	Schedule that you initiated a trade with other employees is picked up and sent to supervisor for review, you receive a notice that the trade is currently awaiting approval.



Click on a message to view details. If it's a trade request from an employee touch it to respond.

To dismiss all message, choose DISMISS ALL on the bottom.

To view previous viewed messages, choose PRIOR MESSAGES

YOUR CONTACT PREFERENCES

You can receive text messages and email notifications with the contents of each of the messages based on your Text and Email Notification preferences.

Touch the more Operations button  on the top left of the home screen.

- 1** Touch your Name/Profile Picture
- 2** Choose Contact Preferences
- 3** Choose your Preferences

