

ESS MOBILE MESSAGING


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.

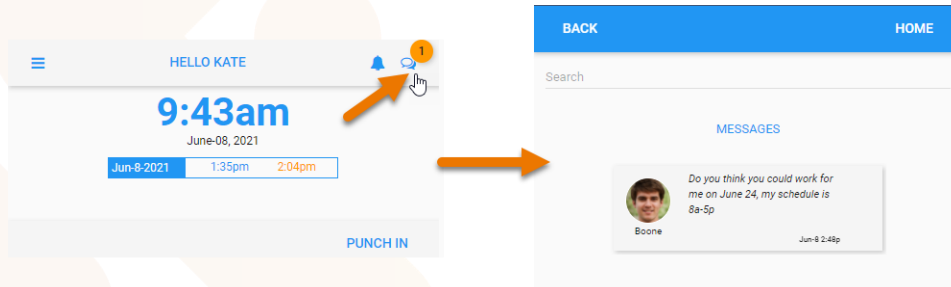
Note: The screens and options below might not match exactly to your system depending on what is configured.



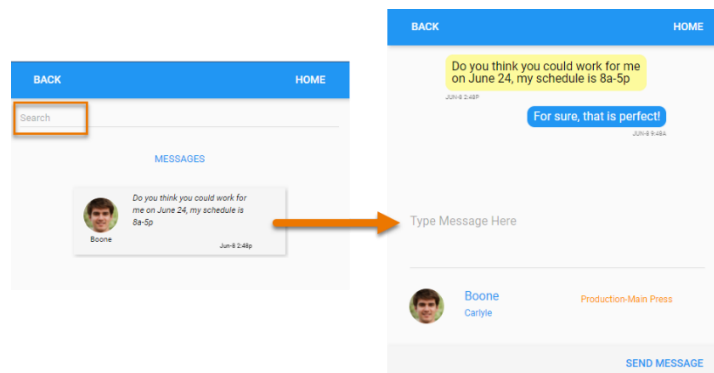
CONVERSATIONS

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.




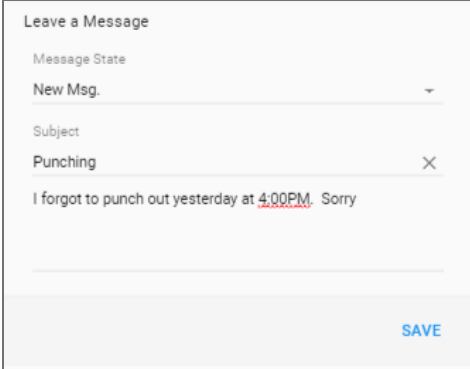
To **send a message** you can click on the displayed messages to be brought to that employee or managers conversation page. You can also search for another employee to start a conversation.



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



Leave a Message

Message State

New Msg. ▾

Subject

Punching ✕

I forgot to punch out yesterday at 4:00PM. Sorry

SAVE

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

