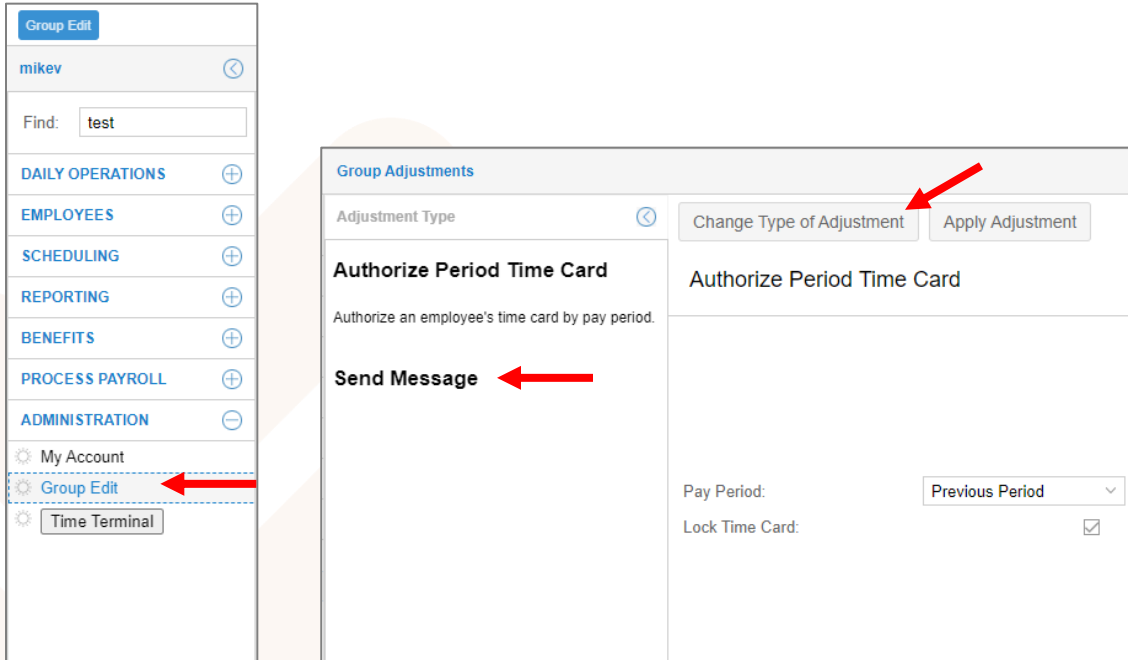## BROADCAST MESSAGE TO EMPLOYEES

This document describes how to send a message to one or a group of employees. This feature is designed to broadcast a message, it is not intended to carry on a conversation.
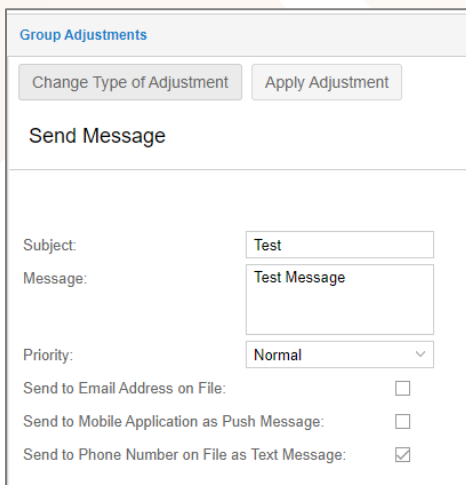
To access go to **Group Edits** in the **Administration** group.

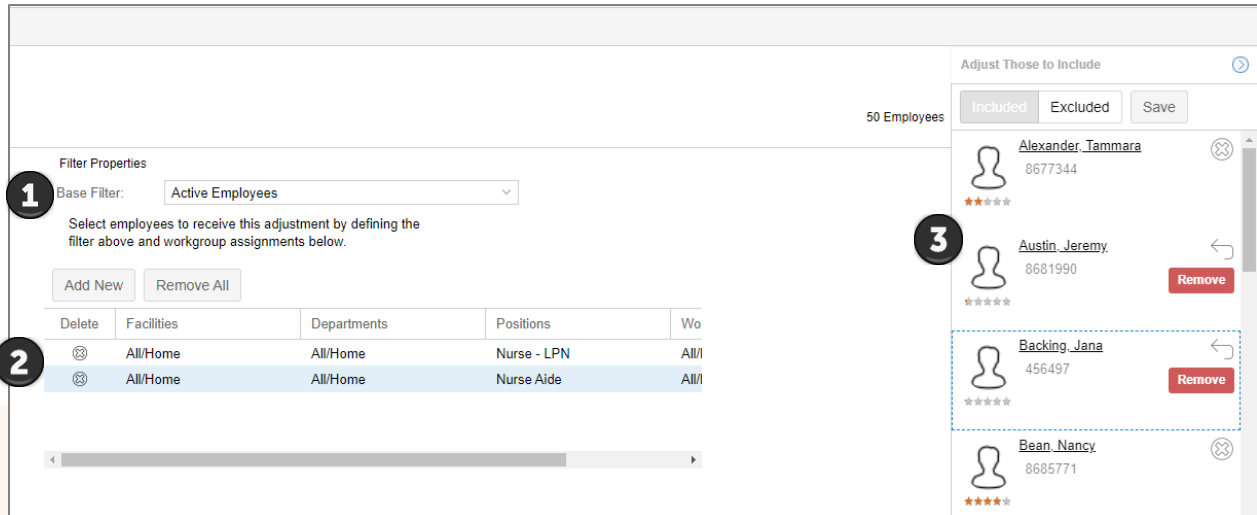Click the Change Type of Adjustment button and choose Send Message.

Enter Message
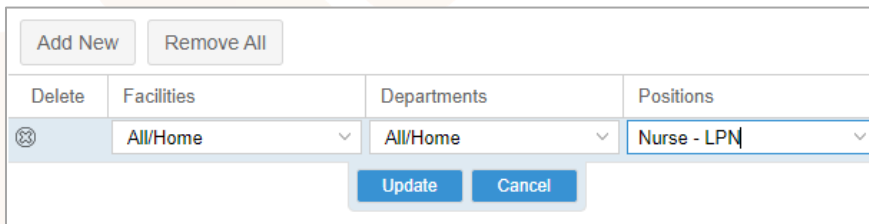
Fill in the fields and check boxes.

Field	Description
Subject	Subject of message (only used when emailing message)
Message	Message to be sent to employee
Priority	Message priority (only used when emailing message)
Send Options	Choose if you want to send message via email, app notification or SMS text. You can choose any combination

Filter employees

Once you enter the message and how it is sent, you can filter which employees you want to send it to. By default, t he list includes every employee you have access to.

1. **Base Filter** allows you to filter employees with a predefined filter set. The most commonly used option is **Active Employees**.

2. Next, you can filter employees by facility, department or positions. Click on the area you want to filter, like position, select an item in the drop down and click **update**. If you need more than one group, click the **Add New** button, and select another.


3. On the right side of the page, the list of employees will update based on the filters you have selected.
   a. You can remove individual employees by clicking on the ⊗ next to the name and then choose Save at the top of the screen.
   b. You can individually add employees by clicking the **Excluded button** at the top and clicking the ➕ on the employee you want to include and then click the **Save button**.

NOTE: If you need to send a message to just one or a few employees, select options that would exclude all employees, like a facility you do not have access. Then go to the exclude list and select employees to add.

Send the Message

Now that you have the message entered and the correct employees to include, you can send the message.
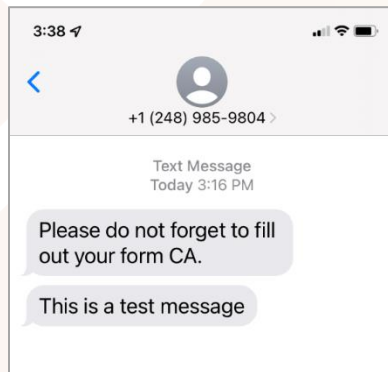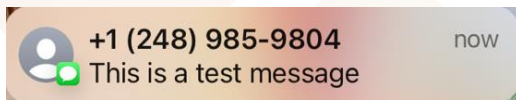
To send, simply click on the Apply Adjustment button at the top left. A screen will pop up indicating that the process has started.
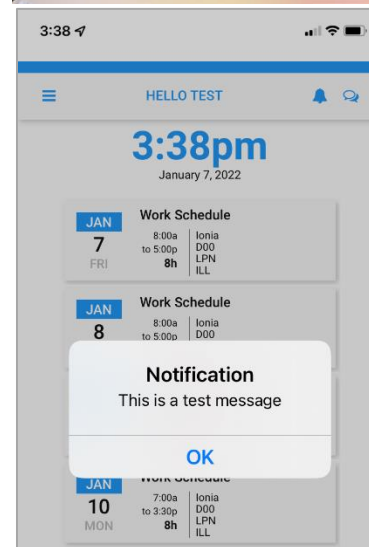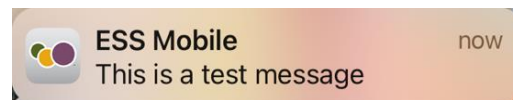
Change Type of Adjustment	Apply Adjustment

Send Message

Start ⊗

ⓘ Process Started.

OK
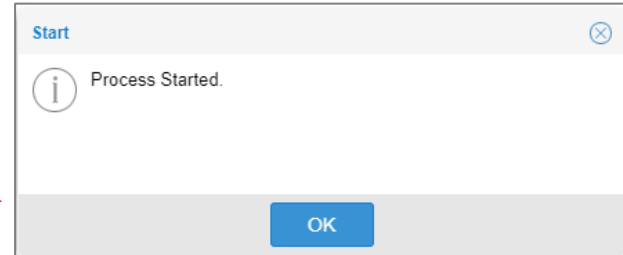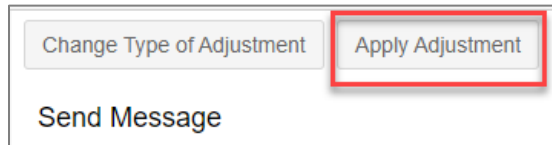
Results

Based on the check boxes you filled out in the first step, this is what the employees will recieve

TEXT NOTIFICATION

+1 (248) 985-9804   now
This is a test message

3:38 ◀

+1 (248) 985-9804 ›

Text Message
Today 3:16 PM

Please do not forget to fill out your form CA.

This is a test message

ESS APP NOTIFICATION

ESS Mobile   now
This is a test message

3:38 ◀

≡   HELLO TEST   🔔 💬

3:38pm
January 7, 2022

| JAN 7 FRI | Work Schedule 8:00a to 5:00p 8h | Ionia D00 LPN ILL |

| JAN 8 | Work Schedule 8:00a to 5:00p | Ionia D00 |

Notification
This is a test message

OK

| JAN 10 MON | 7:00a to 3:30p 8h | Ionia D00 LPN ILL |

NOTE: Once a notification is viewed in the ESS Mobile App it is no longer viewable.

EMAIL NOTIFCATION

Focused Other   By Date ∨ ↓

∨ Yesterday

AoDPortal@Attendan...
Test   Fri 3:38 PM
This is a test message <end>

∨ Wednesday

Test

A   AoDPortal@AttendanceOnDemand.com
    To ⦿   @outlook.com

This is a test message