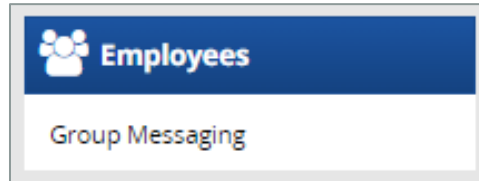
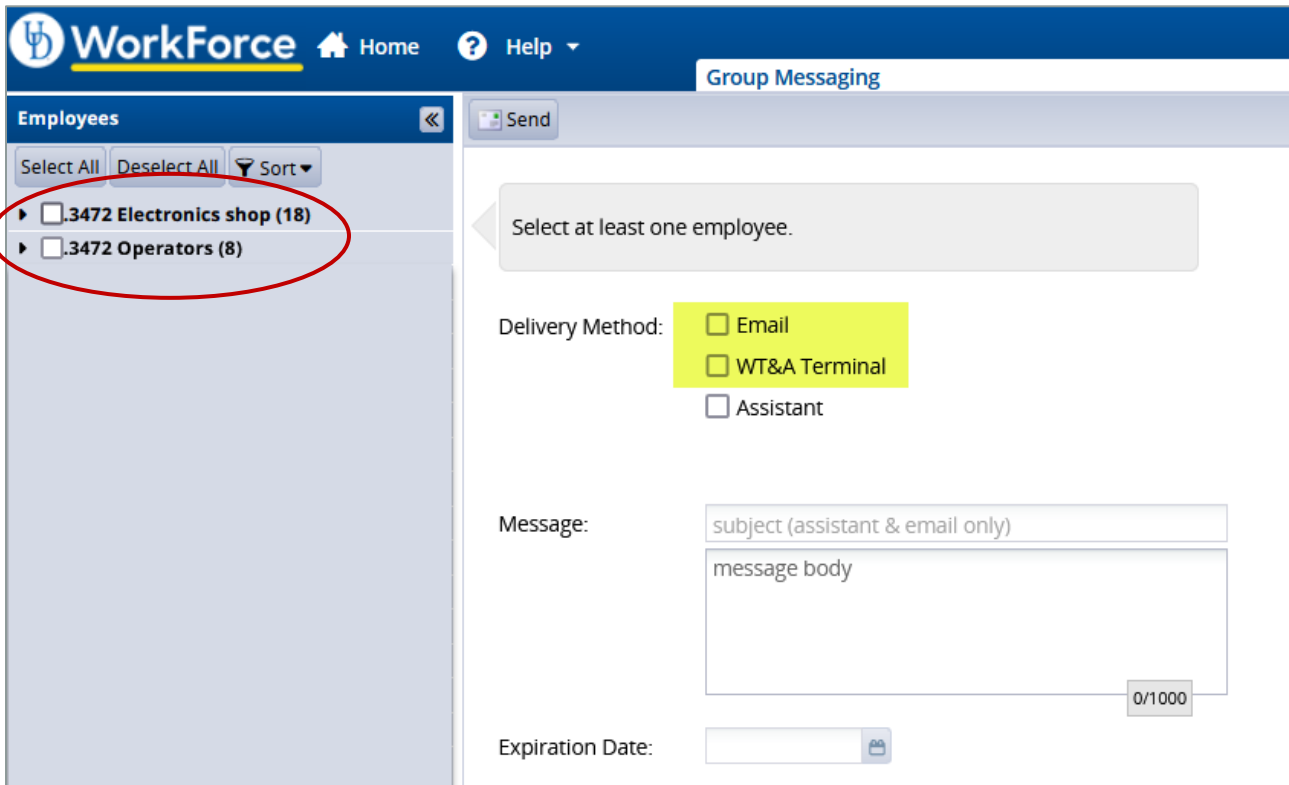


Managers can send a message to a single employee or multiple employees they manage.

1. On the UD WorkForce **Home** screen, in the **Employees** area:
 - Click **Group Messaging**



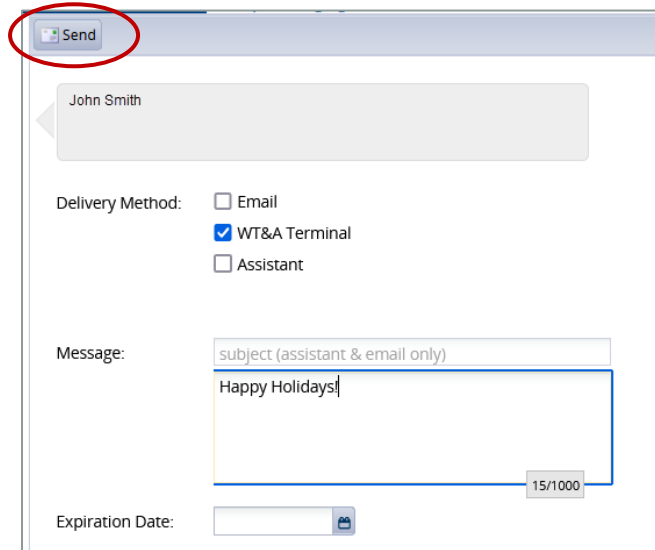
2. Using the **Employees** panel on the left:
 - Select the employees.
 - You can select specific employees or assignment groups
3. Select the **Delivery Method** for the message.
 - **Email** – this sends the message to employee’s UD email address.
 - **WT&A Terminal** - this sends the message via a clock terminal.
 - **Assistant** - not applicable

A screenshot of the WorkForce 'Group Messaging' interface. The top navigation bar includes the WorkForce logo, 'Home', and 'Help'. The main area is split into two panels. The left panel, titled 'Employees', shows a list of employee groups: '.3472 Electronics shop (18)' and '.3472 Operators (8)'. Both items have checkboxes and are circled in red. The right panel, titled 'Send', contains a 'Send' button, a message selection prompt, 'Delivery Method' options (Email, WT&A Terminal, Assistant), a 'Message' section with subject and body fields, and an 'Expiration Date' field. The 'Email' and 'WT&A Terminal' options are highlighted in yellow.

If **Delivery Method** is **WT&T Terminal** , enter these fields:

- **Message** - type the message in the box.
- **Subject** - used only when **Email** is selected.
- **Expiration Date** (optional) - enter the message's end date. (The default is 1 year from current date.)

1. Click **Send**.



What Message Look like on a Terminal

The message is displayed to the employee(s) during a transaction that requires identification. Messages are marked as read when the user presses the Next button.

