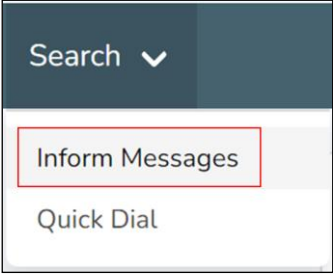|	
![Saskatchewan Health Authority logo]	**Title: How to see Inform Messages you've been sent via sask.staffscheduling.ca** **Role performing Activity: All Users**
WORK STANDARD	**Location:** sask.staffscheduling.ca	**Department/Unit: HR Systems and Analytics**
	Document Owner: HR Systems	**Date Prepared:** May 30, 2023
	Last Revision:	**Date Approved:**
	Related Policies/Documentation	

Work Standard Summary: How to see the Inform notifications you've received.

	Essential Tasks:
1.	Go to sask.staffscheduling.ca and enter your employee number and password
2.	Click "Search" and "Inform Messages" at the top of the page:

3.	Enter the relevent search critera on the next page or click "Search" to see all of your Inform Messages:
	Search Inform Messages Subject contains [ ] Sent start date [ ] [📅] Sent end date [ ] [📅] [Search]
4.	The page will look something like this, click "Review" on the right hand side to see what the message was:
	Inform Messages Subject Sent TEST May 12, 2023 09:32 CST [Review]
5.	This is what a sample message would look like:
	Review Inform Message 3 Created by: JANE DOE (1234567) May 12, 2023 09:32 CST Sent by: JANE DOE (1234567) May 12, 2023 09:32 CST **Message Content** **Email Content** Subject TEST Content TEST TEST TEST **SMS Content** TEST TEST TEST **Phone Call Content** TEST TEST TEST
6.	You may use the browser navigator button to click "Back" and review other messages as required.