Saskatchewan Health Authority	Title: How to view Inform Messages that have been sent via sask.staffscheduling.ca Role performing Activity: Manager or Designate			
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics		
VVUKK	Document Owner:	Date Prepared:		
	HR Systems	June 5, 2023		
STANDARD	Last Revision:	Date Approved:		
	Related Policies/Documentation			

Work Standard Summary: How to see the Inform Messages that have been sent to your staff.

	Essential Tasks:						
1.	Go to <u>sask.staffscheduling.ca</u> and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen: Manager Manager My Account Manager Home Switch Profile Scheduler Employee						
2.	Click "Inform" and "Search" at the top of the page:						

Search Inform Message	S			
Recipient First Name				
Recipient Last Name				
Recipient Employee Number				
Subject contains				
Created start date				
Created end date				
				
Created by				
Last Name Search				
				
Sent end date				
				
Sent by				
Loop Marca Count				
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Search Status Sent Jun 05. 2023 JANE DOE (1234567)	e "Review" button subject Test	next to the Inform <u>created</u> Jun 05, 2023 13:52 CST JOHN SMITH (2345678)	message you	are intereste
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6.	Underneath the "Message Content" section, you can see the Recipient Filters as well as the "Recipients" list:								
	Recipient Filters								
	Applied Filters Include Employee: JANEDOE (12)	34567)		Exclude No exclusions he					
	Recipients								
	Employee Number	Name	Facility	Department	Occupation	Delivery			
	1234567	JANE DOE (1234567)	Saskatoon - NAW	ONSITE SCHEDULING	SRSCHED (SR STAFF SCHED(SEIU))	Perer Call noces Text Reseage noces Ereal Score Score			
	Note: Yo the "Deli	Note: You can see the individual delivery method(s) used to send the Inform message under the "Delivery" column in the "Recipients" section.							
8.	You may required	use the browse	r navigator but	ton to click "	Back" and revie	w other messages as			