
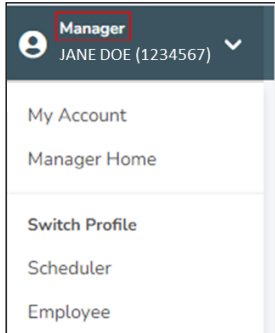
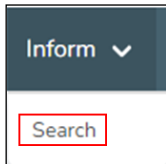


<h1>WORK STANDARD</h1>	 Saskatchewan Health Authority		Title: How to view Inform Messages that have been sent via sask.staffscheduling.ca
			Role performing Activity: Manager or Designate
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics	
	Document Owner: HR Systems	Date Prepared: June 5, 2023	
	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 sask.staffscheduling.ca and enter your employee number and password. Ensure you are using your manager profile at the top right of the screen: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
2.	Click "Inform" and "Search" at the top of the page: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

3. The page will look something like this. Input the relevant information about the Inform Message(s) you are interested in seeing, then click “Search”.


Search Inform Messages


Recipient First Name

Recipient Last Name

Recipient Employee Number


Subject contains


Created start date
 

Created end date
 

Created by

Last Name Search

Sent start date
 

Sent end date
 

Sent by

Last Name Search

4. On this page, click on the “Review” button next to the Inform message you are interested in.

Inform Messages

Status	Subject	Created	
Sent Jun 05, 2023 JANE DOE (1234567)	Test	Jun 05, 2023 13:52 CST JOHN SMITH (2345678)	<input type="button" value="Review"/>
Sent Jun 01, 2023 JOHN DOE (9876543)	Test	Jun 01, 2023 13:51 CST JOHN SMITH (2345678)	<input type="button" value="Review"/>
Sent Jun 01, 2023 JANE DOE (1234567)	Test	Jun 01, 2023 13:34 CST JOHN SMITH (2345678)	<input type="button" value="Review"/>

1 Previous Next

5. You will be brought to a new page. This is what a sample message looks like in the “Message Content” section of the page:

Message Content

Email Content

Subject
Test

Content
TEST TEST TEST

SMS Content

TEST TEST TEST

Phone Call Content

TEST TEST TEST

6. Underneath the “Message Content” section, you can see the Recipient Filters as well as the “Recipients” list:

Recipient Filters

Applied Filters

Include **Exclude**

Employee: JANEDOE (1234567) No exclusions have been added.

Recipients

Employee Number	Name	Facility	Department	Occupation	Delivery
1234567	JANEDOE (1234567)	Saskatoon - NAW	ONSITE SCHEDULING	SRSCHED (SR STAFF SCHEDULER)	Phone Call <input type="checkbox"/> HIDDEN Text Message <input type="checkbox"/> HIDDEN Email <input type="checkbox"/> HIDDEN (SENT)

1 Previous Next

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 use the browser navigator button to click “Back” and review other messages as required.