

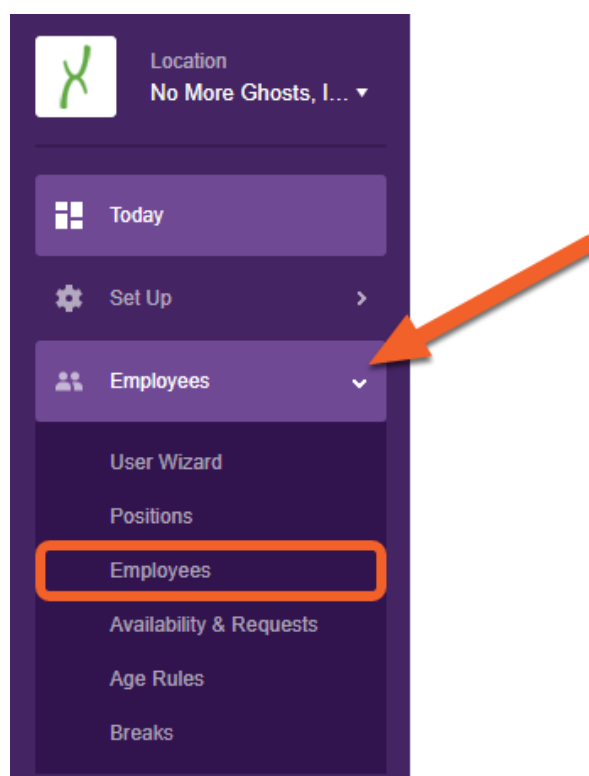
# Send a message to all employees at a location

By default, TimeForge allows both Managers and Supervisors to send messages to employees. (Though, this setting can be [customized for Supervisors](#) on per-location basis.) This article will teach you how to send a message to all employees at a given location, which can be handy for sending out reminders, announcing upcoming events or requirements, or providing important alerts about the store.

You can also [view and send messages](#) at any time by opening the Schedules tab and selecting Messages from the sub-menu.



## Navigate to your Employee list

While at the Location level, open the **Employees tab** and select **Employees** from the sub-menu.



## Click the "Message All Employees" link in the upper right

**Employees** | Review staff members within your organization, including yourself and all management staff.






[+ Add Employee](#)   

[Message All Employees](#)

Show :

Employees with departments assigned

Showing 1 - 9 of 9 |

Employee Type	Picture	First Name	Last Name	Payroll ID	Default Position	Fields	Reset	Export
S		Dana	Barrett	82050	Business Analyst	<a href="#">Edit</a>	<a href="#">Terminate Message</a>	
M		Egon	Spengler	00001		<a href="#">Edit</a>	<a href="#">Message</a>	<a href="#">This is you</a>
E		Janine	Melnitz	63636	Customer Support	<a href="#">Edit</a>	<a href="#">Terminate Message</a>	<a href="#">Switch User</a>
E		Louis	Tully	28502	Ghost Grabber	<a href="#">Edit</a>	<a href="#">Terminate Message</a>	
E		Mayor	Lenny	--	Legal Consultant	<a href="#">Edit</a>	<a href="#">Terminate Message</a>	

## Enter your message

Enter your message into the text box. You can also customize the recipient list at this time, if you do not want to send the message to literally all of your staff members. Simply click on one of the available options (e.g. "Send a Message to scheduled staff").

## Send a Message

☐ Send a Message to all staff or only some Position(s) or Employee(s)

☒ All Staff Members

☐ Send a Message to scheduled staff

☐ Send a Message to non-scheduled staff

**Message:**

Halloween potluck this Friday at 2PM in the lounge! All employees and their families welcome. Costumes encouraged. Bring a dish to share!

Upload Document

☐ Post this Message in the Staff Log

☒ Also send as text message to employees with text messaging capabilities

Send a Message

Cancel

Other options include the ability to attach a document to the message, post the message to the Staff Log, and send the message as a text message to employees who can receive them (requires the message to be 140 characters or less).

## Click the Send button to send your message

When you're satisfied with your message, click the **Send a Message** button to send it to your employees!

## Send a Message

☐ Send a Message to all staff or only some Position(s) or Employee(s)

☒ All Staff Members

☐ Send a Message to scheduled staff

☐ Send a Message to non-scheduled staff

**Message:**  
 Halloween potluck this Friday at 7PM in the lounge! All employees and their families welcome. Costumes encouraged. Bring a dish to share!

Upload Document

☐ Post this Message in the Staff Log

☒ Also send as text message to employees with text messaging capabilities

You'll then be taken to your Messages page under the Schedules tab, where you can review the message in your Sent Messages list or send another one.

Message was sent successfully.

### Messages

TimeForge messaging allows you to send and receive messages using our software. All messages are sent as both TimeForge messages (viewable on our website) and email messages to staff members.

Showing messages from: June 20, 2018  
Show From: Last month

#### Incoming Messages

[Delete](#)

From:	To:	Search Text:	Sender:	Search
6/20/2018 11:57 AM	Your schedule for the next 3 days is: W...	<a href="#">View Message</a>	TimeForge	Viewed Document

[Delete](#)

#### Sent Messages

4 Messages found, displaying all Messages.

Date Sent	Message	Sent Messages	Emailed Messages	Sms Messages	Viewed Messages	Document
7/20/2018 3:18 PM	Halloween potluck this Friday at 7PM in ... <a href="#">View Message</a>	4	4	0	0	
6/21/2018 11:15 AM	Great job with cleanup today, everyone! <a href="#">View Message</a>	4	4	0	0	
6/20/2018 12:15 PM	For No More Ghosts, Inc., a new work sch... <a href="#">View Message</a>	0	0	0	0	
6/20/2018 11:57 AM	For No More Ghosts, Inc., a new work sch... <a href="#">View Message</a>	3	3	0	0	

4 Messages found, displaying all Messages.