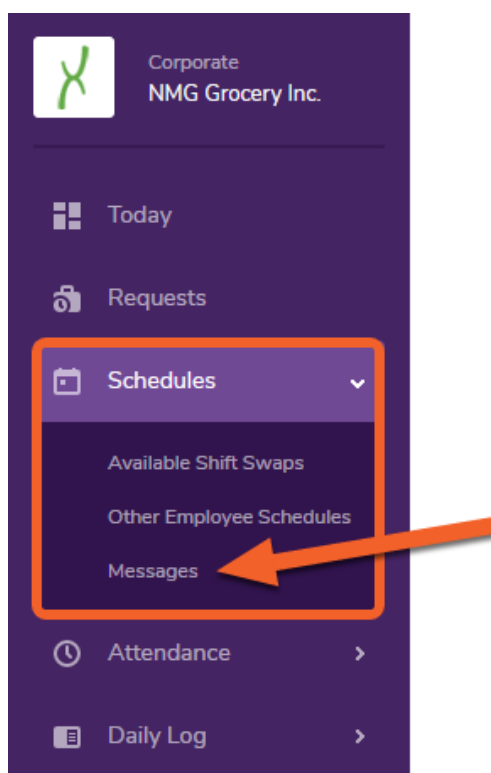


View and send messages through TimeForge

TimeForge's [messaging system](#) provides a single location for convenient and simple work-related messages. Messages sent or received through TimeForge are accessible via the Messages page inside the application. If you have an email address configured in TimeForge, you will also receive messages by email.

To send and receive messages by email, make sure that you have an email address associated with your TimeForge profile. Your managers and coworkers will also need to set their email addresses in order to do the same.

Open the Schedules tab and select Messages



💡 Alternatively, you can access your messages straight from your Today page. Just look for the link that says "View Unread Messages" or a messages pane with a link to "View All."

Overview

The **Messages** page displays all incoming / received messages from managers and other staff members, as well as messages that you have sent to other team members.

Incoming messages are displayed first, followed by Sent messages:

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: August 13, 2019

Show From: Last month

Incoming Messages

4 Messages found, displaying all Messages.

Delete a message

Send a Message

From:

To:

Search Text:

Sender:

Anyone

Search

<input type="checkbox"/>	DATE SENT	MESSAGE	FROM	VIEWS	DOCUMENT
<input type="checkbox"/>	9/9/2019 3:34 PM	Your schedule for the next 3 days is: M... View Message	TimeForge	✓	
<input type="checkbox"/>	9/9/2019 3:34 PM	For Manhattan Main Office, a new work sc... View Message	Eric James Spengler	✓	
<input type="checkbox"/>	8/22/2019 3:12 PM	For Manhattan Main Office, a new work sc... View Message	Eric James Spengler		
<input type="checkbox"/>	8/15/2019 4:20 PM	For Manhattan Main Office, a new work sc... View Message	Eric James Spengler		

Delete a message

Send a Message

4 Messages found, displaying all Messages.

Sent Messages

DATE SENT	MESSAGE	SENT MESSAGES	EMAILED MESSAGES	SMS MESSAGES	VIEWS	DOCUMENT
9/13/2019 3:05 PM	Don't forget to clean the lockers when y... View Message	5	4	0	0	

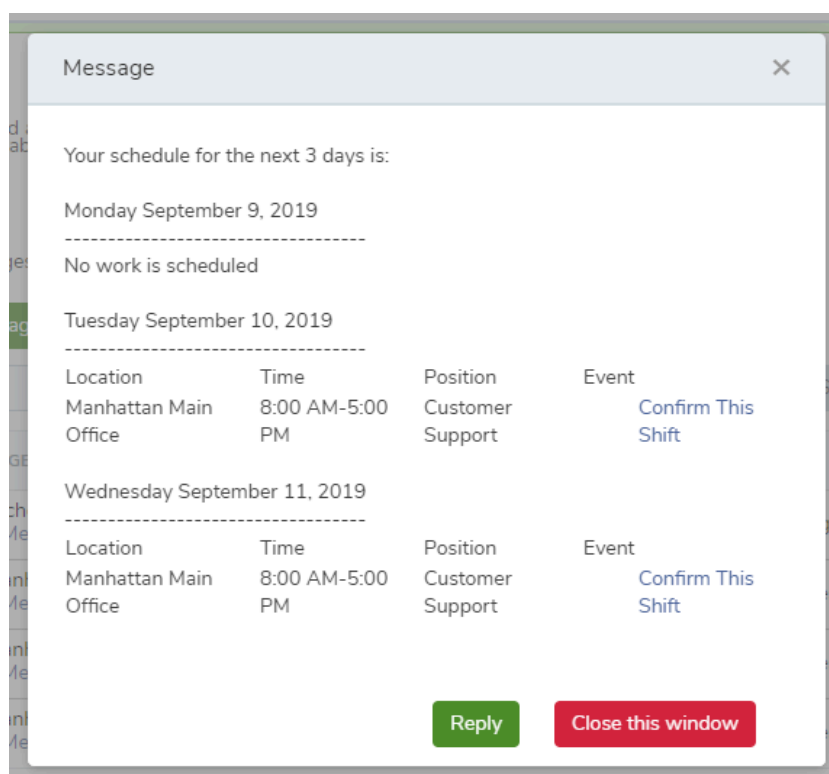
Send a Message

Read a message

To read a message, simply click the **View Message** link.

<input type="checkbox"/>	DATE SENT	MESSAGE
<input type="checkbox"/>	9/9/2019 3:34 PM	Your schedule for the next 3 days is: M... View Message
<input type="checkbox"/>	9/9/2019 3:34 PM	For Manhattan Main Office, a new work sc... View Message
<input type="checkbox"/>	8/22/2019 3:12 PM	For Manhattan Main Office, a new work sc... View Message
<input type="checkbox"/>	8/15/2019 4:20 PM	For Manhattan Main Office, a new work sc... View Message

The message will display in a pop-up window and will allow you the option to **Reply** or to simply close the window. For some messages, such as automatic schedule notifications you've signed up for (see the [Alerts](#) tab in your profile), the message might also contain links to confirm your shifts.



Viewed messages receive a check mark next to them in the list:

<input type="checkbox"/>	DATE SENT	MESSAGE	FROM	VIEWED	DOCUMENT
<input type="checkbox"/>	9/9/2019 3:34 PM	Your schedule for the next 3 days is: M... View Message	TimeForge	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	9/9/2019 3:34 PM	For Manhattan Main Office, a new work sc... View Message	Eric James Spengler	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	8/22/2019 3:12 PM	For Manhattan Main Office, a new work sc... View Message	Eric James Spengler	<input type="checkbox"/>	

Send a message

To send a new message to your managers or coworkers, click the **Send a Message** button at the bottom of the page.

Sent Messages

DATE SENT	MESSAGE
9/13/2019 3:05 PM	Don't forget to clean the lockers when y... View Message

Send a Message



Choose the recipients, enter your message, and hit Send

Send a Message

☐ All Staff Members

Type here to search

1

---Locations---
 - Brooklyn Office
 - Jersey Location
 - Learning Center
 - Manhattan Main Office
 - Manhattan Office 2
 - Manhattan Office 3
 - NMG Grocery, Inc.

Recipients:

Clear List

- Patrick Venkman
 - Ralph Stanz
 - Wesley Zeddemore
 - Wilson A. Peck

Only staff members with a TimeForge account will be able to receive messages.

Message:

Anyone want to pick up my shift?

2

Upload Document

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

3


Send a Message

Cancel

1. Start by choosing the staff members that should receive your message. Staff members are displayed in an easy to read / locate fashion, and you can send a message to multiple staff members by simply selecting all of the staff member names. Team members and managers that

do not have a TimeForge account are shown with a line drawn through them, as these individuals cannot receive messages using TimeForge.

2. Next, enter an appropriate message in the text field. Selected individuals will receive notification of the message through their TimeForge account as well as through email.
3. When you're ready, click **Send a Message** to send the message -- the message will now appear in your Sent Messages section.


 If the recipient of your message responds in TimeForge using the "Reply" button, the response will be delivered to your messages inbox in TimeForge and according to your Alerts settings.

You can review the status of your sent messages at any time. TimeForge records the message date and time, the body of the message, and the number of recipients (both within TimeForge and via email). You can also view the names of the people who have viewed your message inside of TimeForge by clicking the number in the **Viewed Messages** column.

Sent Messages

DATE SENT	MESSAGE	SENT MESSAGES	EMAILED MESSAGES	SMS MESSAGES	VIEWED MESSAGES	DOCUMENT
9/13/2019 3:05 PM	Don't forget to clean the lockers when y... View Message	5	4	0	0	

[Send a Message](#)

 TimeForge cannot accurately track when messages are read via email, so keep in mind that the numbers listed under the **Viewed Messages** column are likely lower than the actual numbers of read messages.