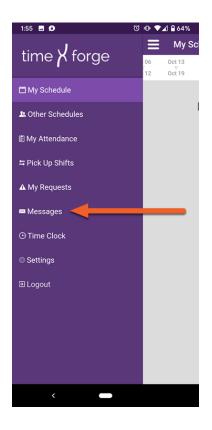
# **Read your messages**

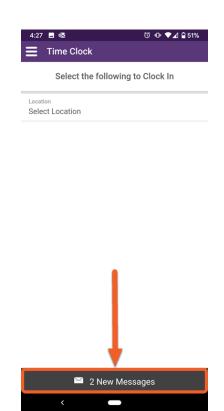
You can read your TimeForge messages anytime using the Employee Mobile App! Here's how to check your messages and stay up-to-date about your schedule.

### Select Messages from the menu



If you have new messages when you log in, you'll also see a bar at the bottom of the screen, which you can tap to go straight to your messages:

#### timeforge



### Swipe up and down to view the list

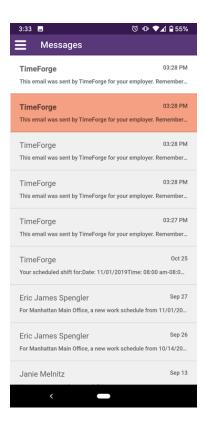
You can navigate through read and unread messages by swiping up and down.

- Messages in white are **unread**.
- Messages in gray are **read**.

At this time, viewing a message in the app does not update its read/unread status. To mark a message as read, you must view it in your browser.

_	1.1 Jac 1.1
3:33 🗳	🔞 🛈 🗖 🖬 55%
Messages	
TimeForge	03:28 PM
This email was sent by TimeForg	for your employer. Remember
-	
TimeForge	03:28 PM
This email was sent by TimeForg	for your employer. Remember
	00.00 PM
TimeForge	03:28 PM
This email was sent by TimeForg	for your employer. Remember
TimeForge	03:28 PM
TimeForge	
This email was sent by TimeForg	or your employer. Remember
TimeForge	03:27 PM
This email was sent by TimeForge	or your employer. Remember
	7
TimeForge	Oct 25
Your scheduled shift for:Date: 11/	/01/2019Time: 08:00 am-08:0
Eric James Spengler	Sep 27
For Manhattan Main Office, a new	work schedule from 11/01/20
Eric James Spengler	Sep 26
For Manhattan Main Office, a new	work schedule from 10/14/20
Janie Melnitz	Sep 13
<	
<	

## Select a message to view it



Here's an example of a message indicating that a manager has reviewed an employee's time off request:

#### timeforge



Title: TimeForge Message Wed, October 30, 2019 at 03:28 PM Manhattan Office

From: TimeForge

This email was sent by TimeForge for your employer. Remember that you can request days off, and set up work preferences.

Your manager has Denied the following work request: "Ralph Stanz is unavailable to work on 11/25/2019 from 10:00 PM to 2:00 PM".

/		