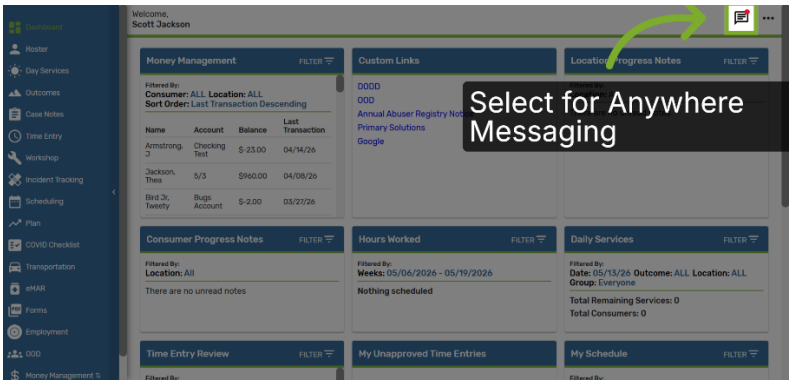
Anywhere Messaging

How to use Anywhere Messaging

This tutorial guides you on how to add and respond to messages in Anywhere.

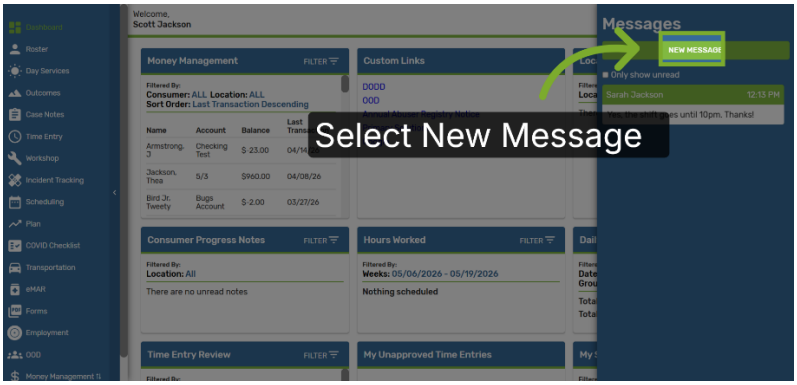
1. Accessing Anywhere Messaging

To access Anywhere Messaging, select the icon in the top right corner. Unread messages will show with a red indicator.

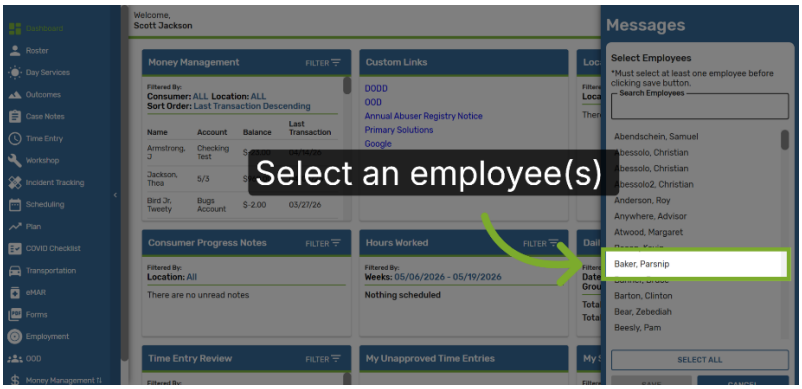


2. Creating a New Message

When New Message is selected, a roster of employees will populate. In this roster, select one, multiple, or all employees to send the message to.



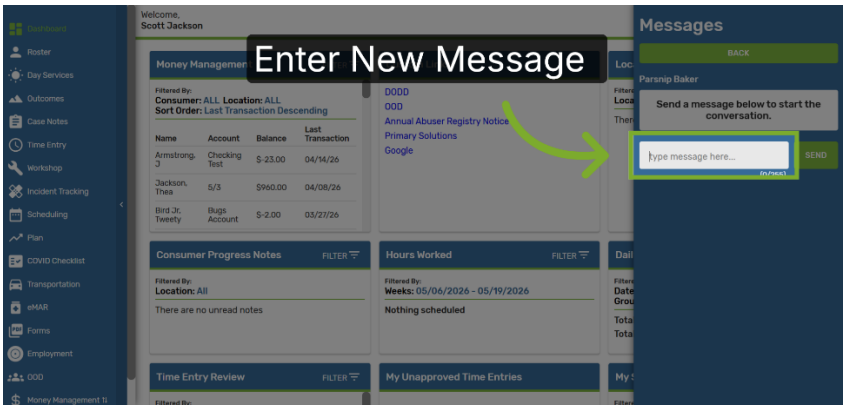
3. Select an Employee(s)



Anywhere Messaging

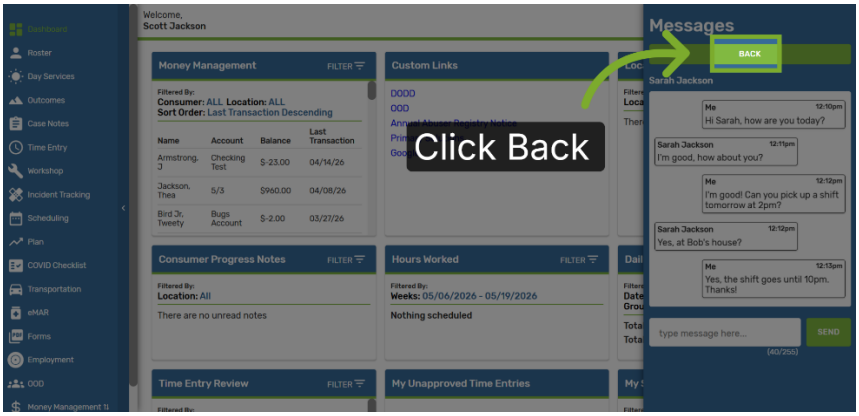
4. Compose New Message

Enter the new message and select Send.



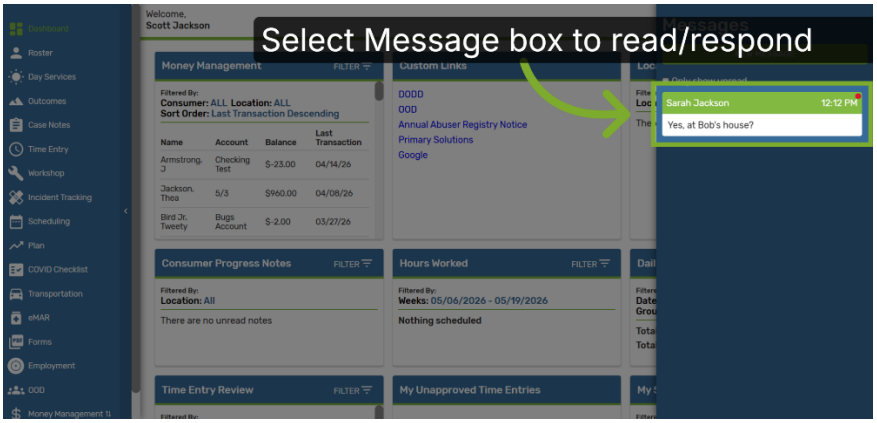
5. Creating a New Message

After replying, to create a New Message to another user, select the Back button.



6. Reading a Message

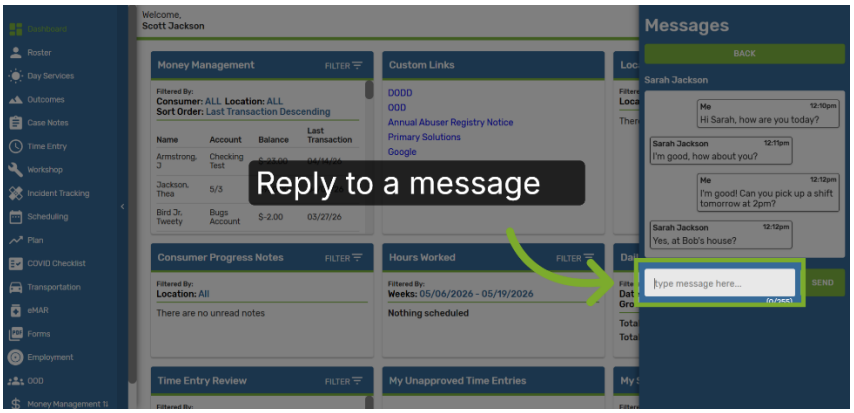
Select the text box to read and possibly respond to the message. Notice the red indicator notifying you that this is an unread message.



Anywhere Messaging

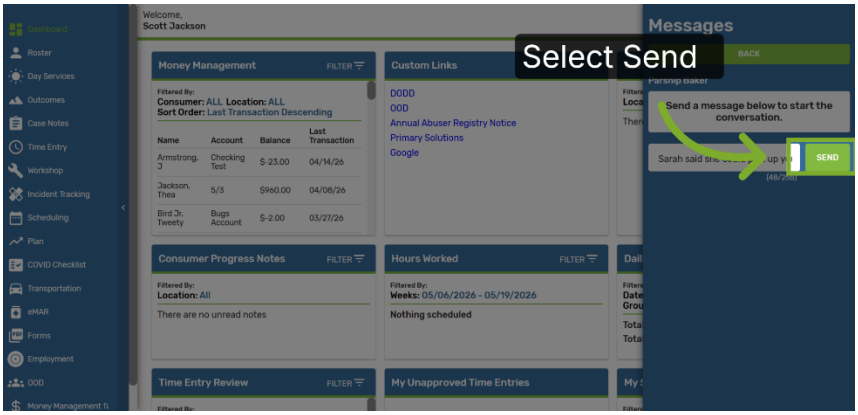
7. Reply to a message

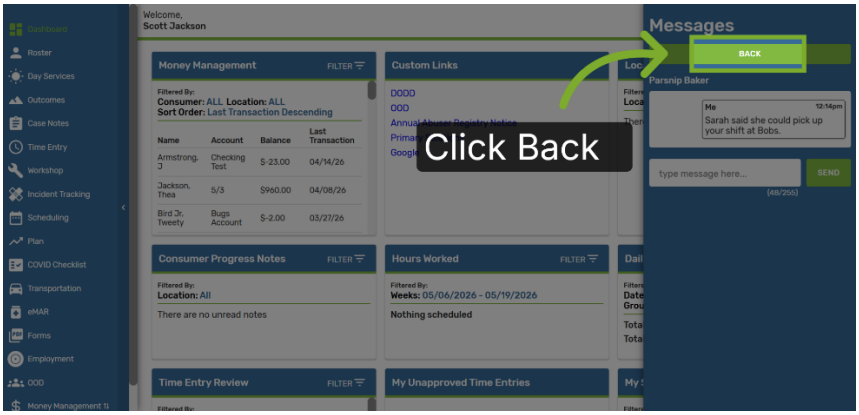
Type in a reply message and hit send to send the message to the other user.



8. Send Message

Click the send button to send your message about the shift pickup.



9. Leaving Anywhere Messaging

Click back to go to the messaging window to leave anywhere messaging. Click off of that section and it will take you back to the anywhere dashboard.