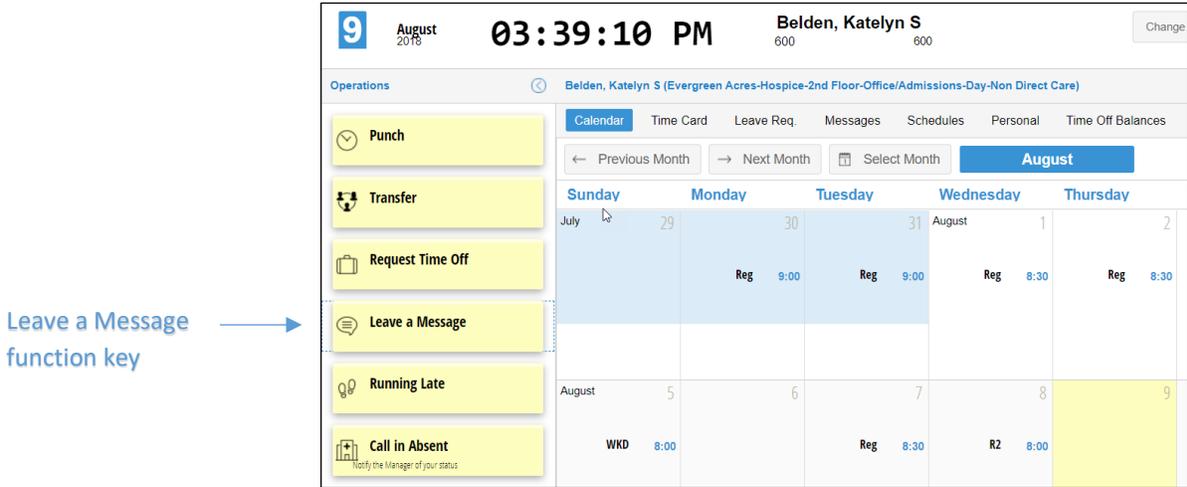


ESS3: Sending a Message

Job Aid

To send a message to your manager in Employee Self Service 3 (ESS3), click the **Leave a Message** function key.



To compose and send the message:

The 'Leave a Message' dialog box contains the following fields and controls:

- Message Properties** section:
- State:** A dropdown menu with 'New Msg.' selected.
- Subject:** A text input field containing 'Leaving Early'.
- Message:** A text area containing 'I need to leave 30 minutes early today for a doctor's appointment,'.
- Buttons:** 'Ok' and 'Cancel' buttons at the bottom.

New Msg is the only selection available in the State drop-down list.

Enter a subject for your message.

Enter your message.

Click OK to send your message.

View sent messages in the Messages tab of the dashboard.

Operations ⌕ Belden, Katelyn S (Evergreen Acres-Hospice-2nd Floor-Office/Admissions-Day-Non Direct Care)

Calendar Time Card Leave Req. **Messages** Schedules Personal Time Off Balances Archives Activity

Refresh

Timestamp	Operator	Subject	Comments
Conversation:			
Aug-9 2018 3:45pm	Belden, Katelyn S	Leaving Early	I need to leave 30 minutes early today for a doctor's appointment,

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