
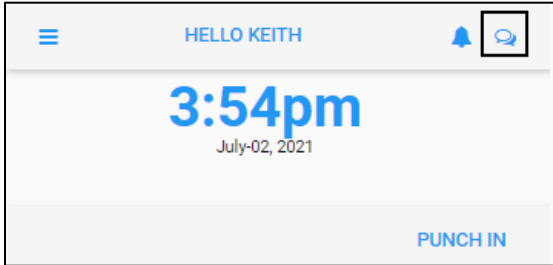
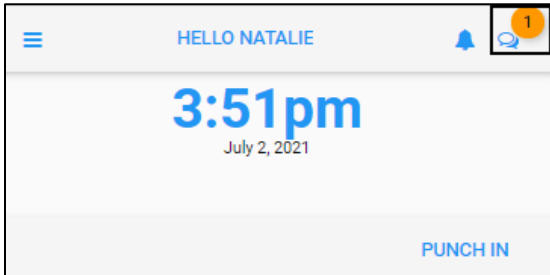


An employee can initiate a conversation with a coworker with the Alert Message icon (.




An employee can also reply to messages to their supervisor and coworkers when they receive the notifications. The badge on the Alert Message icon indicates the number of unread messages.



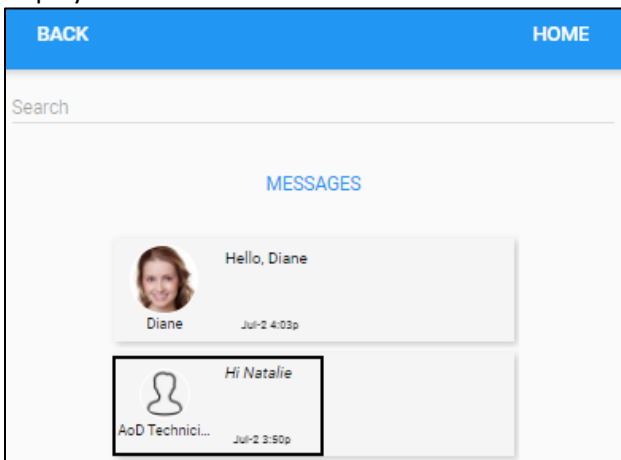
Start a Conversation

To initiate a new conversation with your coworker:

1. Tap the Alert Message icon (.



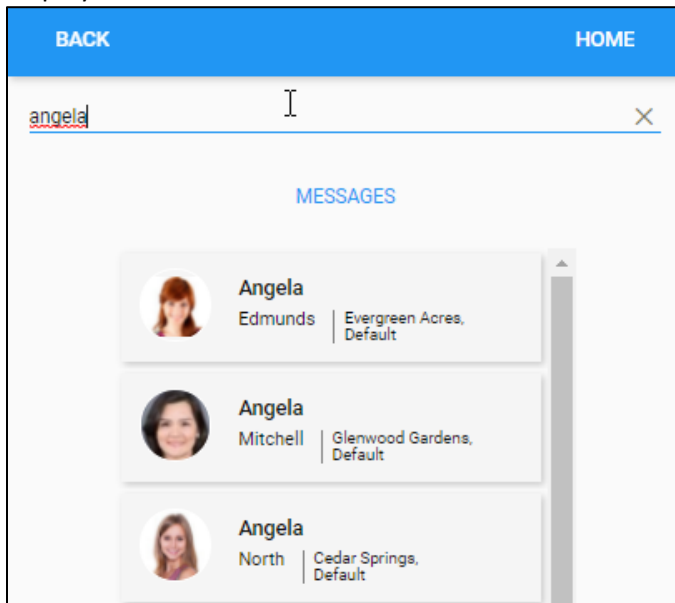
2. Read and unread messages are displayed. **Note:** Unread messages are italicized. Once the unread message is opened by tapping the message tile, this message becomes a read message and no longer is displayed in italics.



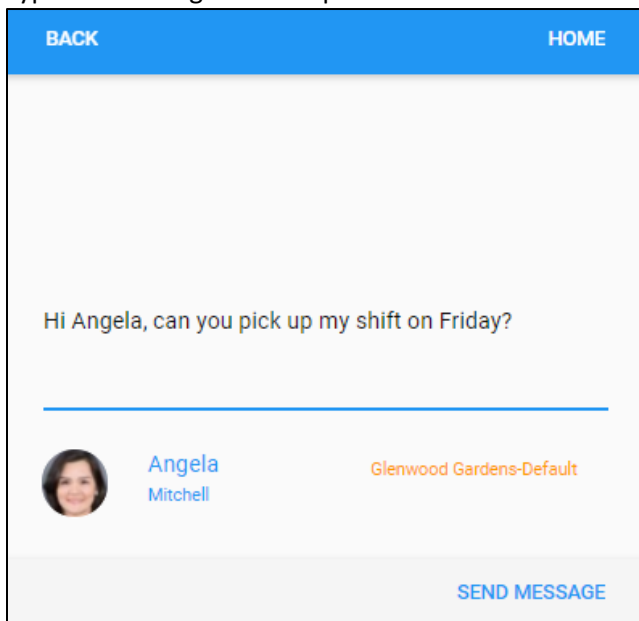
3. Type the employee name in the **Search** field to locate an employee. Type the cross mark (x) to clear the search field.



4. Located employees are displayed. Tap an employee tile to start a text conversation with the selected employee.




5. Type the message. Then tap **SEND MESSAGE** to send the message.



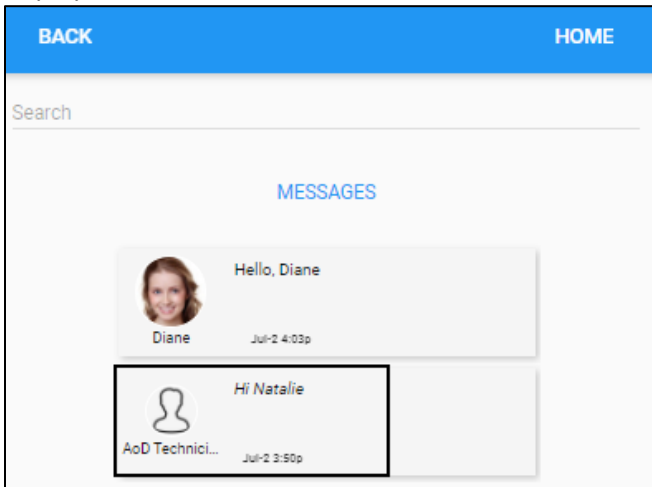
Reply a Message

To reply a message from your coworker or supervisor:

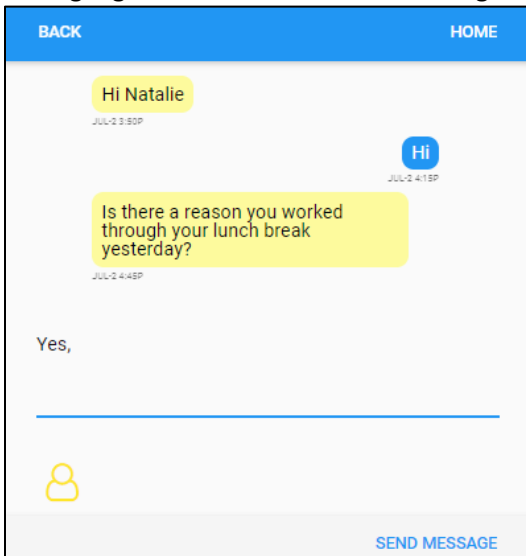
1. Tap the Alert Message icon ()



2. Read and unread messages are displayed. **Note:** Unread messages are italicized. Once the unread message is opened by tapping the message tile, this message becomes a read message and no longer is displayed in italics.



3. The conversation screen is displayed with the oldest message at the top of the page and the more recent messages displayed below. The received messages are highlighted in yellow and sent messages are highlighted in blue. Enter the message. Tap **SEND MESSAGE** to send the message.



©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.