ESS Mobile 3.0: Maintaining Communication Preferences

Job Aid

Employees can receive the text *messages* and email notifications with the contents of each message based on the Text Notifications and Email Notifications selection in the Contact Preferences settings. When employees receive new messages, an orange balloon with a number inside is displayed next to the conversation icon .

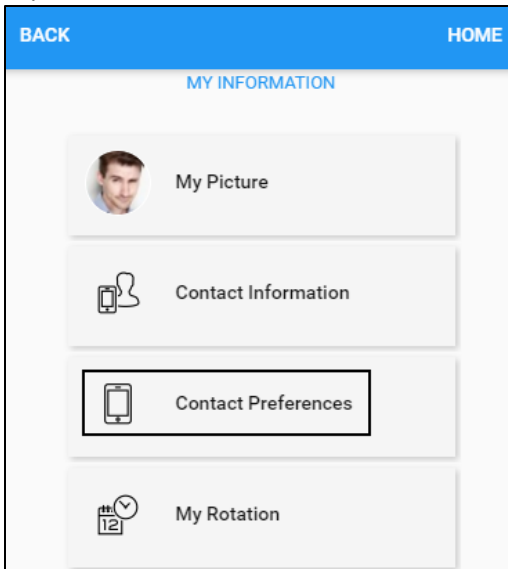To specify the communication preferences:

1. Tap the Three Line menu ( ) in the upper-left corner of the screen. The left panel is expanded.
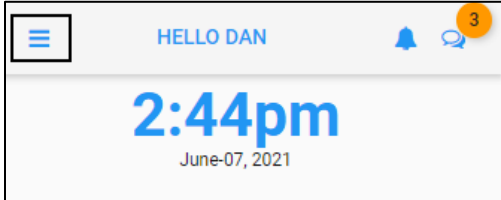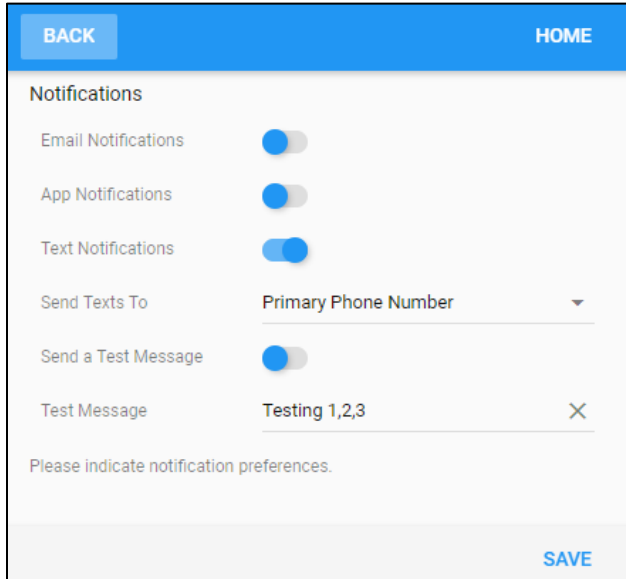

2. Tap the following Personal Information tile.
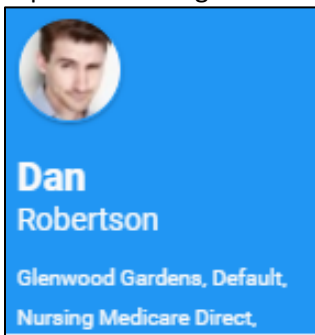
3. Tap the **Contact Preferences** tile. The **Notifications** screen is displayed.

4. Update your contact preferences based on the following settings. Moving a slider to the right turns a setting ON, whereas moving a slider to the left turns a setting OFF. Tap **SAVE**.

Property	Description
Email Notifications	Enable it to receive notifications via email.
App Notifications	Enable it to receive push notifications from an app for prompting immediate interaction. See a separate job aid called *Processing Application Messages* for App notifications.
Text Notifications	Enable it to receive text notification.
Send Texts to	Specify which phone number, Primary Phone Number or Secondary Phone Number, to use for the text notification.
Send a Test Message	Enable it to send a message for testing purpose.
Test Message	Specify the test message to send if Send a Test Message is enabled.

Note: The employee's email address and phone numbers are maintained in Contact Information.
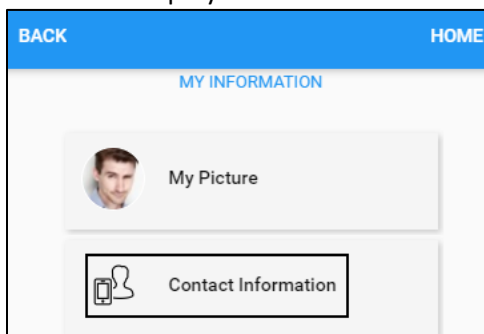
5. Your Communication Preferences are updated.