

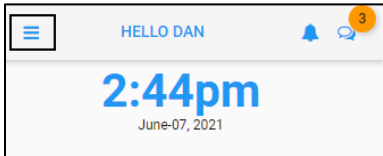
ESS Mobile 3.0: Leaving a Message for Supervisor

Job Aid

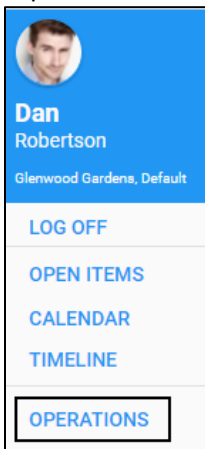
An employee can leave a message for their supervisor.

To leave a message:

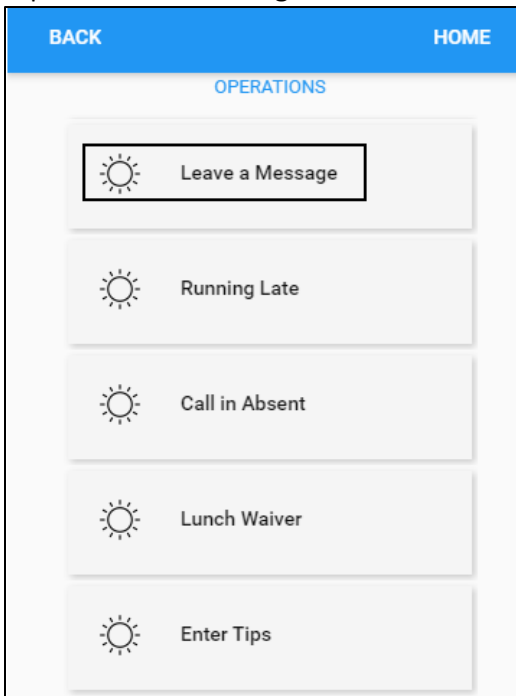
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



2. Tap the **OPERATIONS** menu item. The **OPERATIONS** screen is displayed with a collection of operations.



3. Tap the **Leave a Message** tile. The **Leave a Message** screen is displayed.



- Specify the following properties. Tap **SAVE**.

Property	Description
Message State	Select New Msg. This is the only message state allowed to initiate a new message.
Subject	Specify the subject for this message. Then enter the detailed information for this message if needed.

- The message is sent to the employee’s supervisor.

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