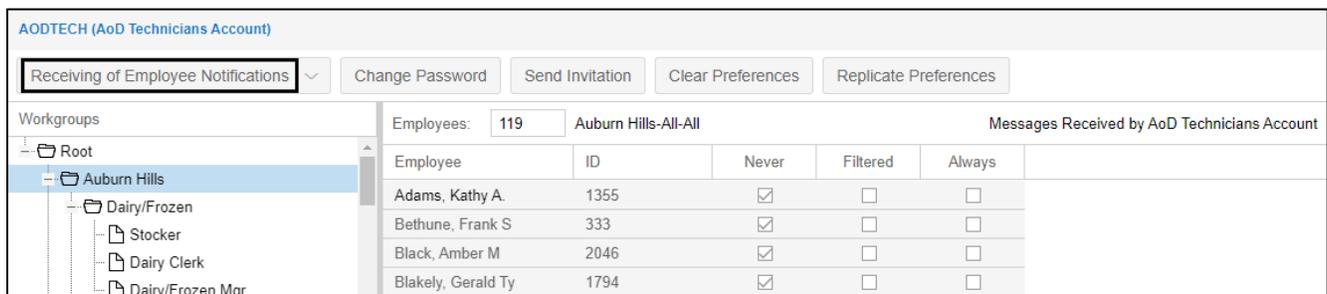# MSS3: Receiving Employee Notifications

In Manager Self Service 3 (MSS3), you can manage your own list of employees you want to receive notifications from, such as leave requests (time off requests and canceling time off requests) and attendance incidents (missing punches, running late and out of geo zone range).

Example out of geo zone range

The list of employees is maintained on a per user basis within workgroups. You can select how you will receive notifications for each user: Never, Filtered, or Always.
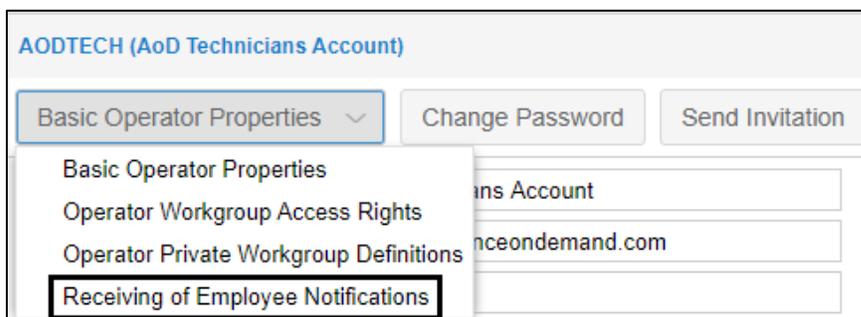

To access the notification in MSS3:

1. Click the person icon ( ) on the upper-right corner of the page to access My Account page.

2. If the setting for users to receive the employee notifications is enabled in your system, the **Receiving of Employee Notifications** option is available in the drop-down list, select this option.

3. Workgroups are populated as a tree structure based on the workgroup levels in the left panel.
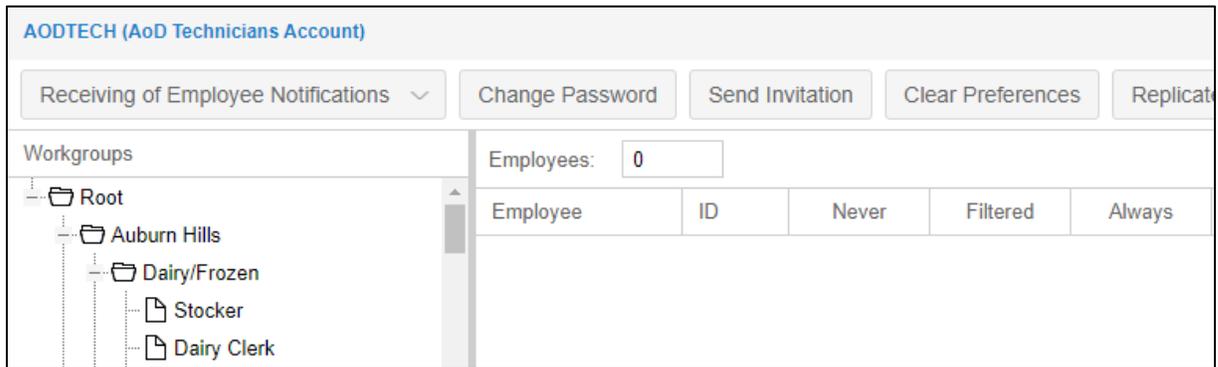
4. Expand the hierarchy workgroup structure and locate the specific workgroup. Employees who belong to the selected workgroup are populated in the right panel.
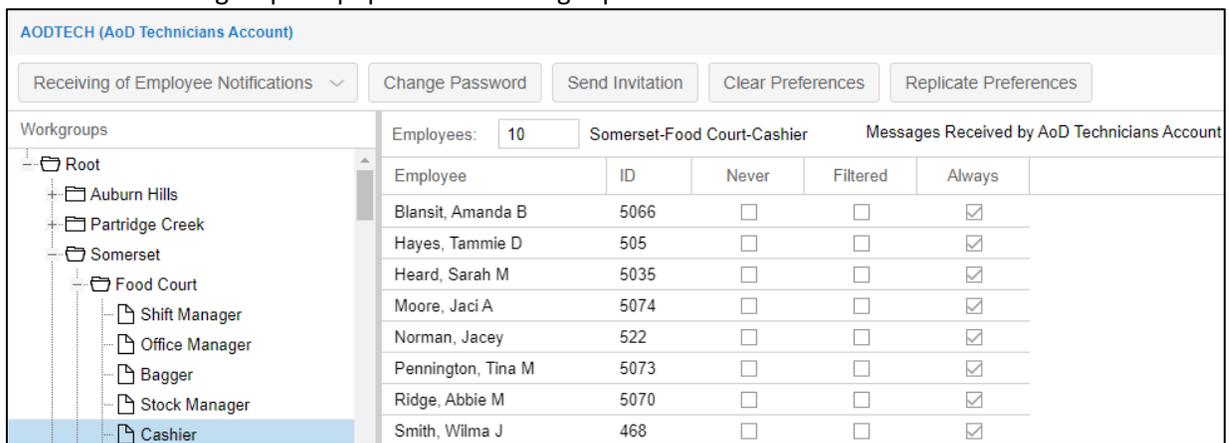
The number of employees in the selected workgroups is listed in the *Employees* field with the workgroup set.

The notification can be configured per employee basis or click the column header **Never**, **Filtered**, or **Always** to apply the notification settings to all employees in this workgroup.

Operation	Descriptions
Never	You will not receive notifications for employees in this workgroup.
Filtered	You will receive notifications for employees in this workgroup based on your technicians' configuration selection in the system. For example, only the first matched user receives the notification or every matched user receives the notification.
Always	You will always receive notifications regarding employees in this workgroup.

Configuring Notification Per Employee Basis

To establish receiving notifications for a specific employee, locate an employee in the workgroup set they belong to. Check **Never**, **Filtered**, or **Always** for the specific employee based on your requirements.

Configuring Notification for Employees in a Specific Workgroup

To set notifications for employees in a specific workgroup, select the workgroup set in the left panel. The following operations are available.

- Click the column header **Never**. The Confirm Change dialog is displayed. Click **Yes**.
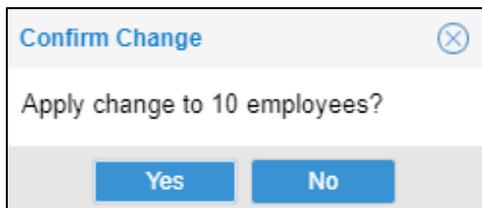
- Never is checked for all employees in this workgroup. You will not receive any notifications from the employees in this workgroup.

Employees: 10	Somerset-Food Court-Cashier			
Employee	ID	Never	Filtered	Always
Blansit, Amanda B	5066	☑	☐	☐
Hayes, Tammie D	505	☑	☐	☐
Heard, Sarah M	5035	☑	☐	☐
Moore, Jaci A	5074	☑	☐	☐
Norman, Jacey	522	☑	☐	☐
Pennington, Tina M	5073	☑	☐	☐
Ridge, Abbie M	5070	☑	☐	☐
Smith, Wilma J	468	☑	☐	☐
Tinker, Megan D	5062	☑	☐	☐
Woodall, Donna R	5003	☑	☐	☐

- Click the column header **Filtered**. The Confirm Change dialog is displayed. Click **Yes**.

Confirm Change ⊗

Apply change to 10 employees?

[Yes] [No]

Filtered is checked for all employees in this workgroup. You will receive notifications for all employees in this workgroup based on your technicians' settings.

Employees: 10	Somerset-Food Court-Cashier			
Employee	ID	Never	Filtered	Always
Blansit, Amanda B	5066	☐	☑	☐
Hayes, Tammie D	505	☐	☑	☐
Heard, Sarah M	5035	☐	☑	☐
Moore, Jaci A	5074	☐	☑	☐
Norman, Jacey	522	☐	☑	☐
Pennington, Tina M	5073	☐	☑	☐
Ridge, Abbie M	5070	☐	☑	☐
Smith, Wilma J	468	☐	☑	☐
Tinker, Megan D	5062	☐	☑	☐
Woodall, Donna R	5003	☐	☑	☐

- Click the column header **Always**. The Confirm Change dialog is displayed. Click **Yes**.

Confirm Change ⊗

Apply change to 10 employees?

[Yes] [No]

Always is checked for all employees in this workgroup. You will receive notifications for all employees in this workgroup.

Employees: 10		Somerset-Food Court-Cashier		
Employee	ID	Never	Filtered	Always
Blansit, Amanda B	5066	☐	☐	☑
Hayes, Tammie D	505	☐	☐	☑
Heard, Sarah M	5035	☐	☐	☑
Moore, Jaci A	5074	☐	☐	☑
Norman, Jacey	522	☐	☐	☑
Pennington, Tina M	5073	☐	☐	☑
Ridge, Abbie M	5070	☐	☐	☑
Smith, Wilma J	468	☐	☐	☑
Tinker, Megan D	5062	☐	☐	☑
Woodall, Donna R	5003	☐	☐	☑