Messaging Center

efish allows management to send out messages to any company, location, job type, or individual within efish for employees using the Shift X app (app.efish.biz) with scheduling. The employees will see these messages in the "Notifications" at the top of the page in the app OR by clicking the **[Messages Tab]** within the app when they are logged in. This how to goes over how to send out messages to staff from efish.

Navigate to **[Operations > Message Center]**
1. Click the blue **[Send Message button]** in the upper left

   Determine who you are sending the message to:
   a. **To send a message to every employee at 1 or more companies:** select the desired company or choose multiple company's by holding down the {CTRL Key} or {Command Key on a mac} when making your selections. Then click the blue **[Next]** Button. If you would like to exclude any of the listed Recipients click the red **[X Icon]** to the right of their name, then click **[Next]** again.
      - You may select all companies with the **[Toggle All Button]** above the Companies section.
   b. **To send a message to every employee at 1 or more Locations:** select the desired location or choose multiple locations' by holding down the {CTRL Key} or {Command Key on a mac} when making your selections. Then click the blue **[Next]** Button. If you would like to exclude any of the listed Recipients click the red **[X Icon]** to the right of their name, then click **[Next]** again.
      - You may select all locations with the **[Toggle All Button]** above the Locations section.
   c. **To send a message to every employee by job type:** select the desired company and location(s), Then Select the specific Job Type(s) you wish to message under "Jobs & Roles." Choose multiple Job Types by holding down the {CTRL Key} or {Command Key on a mac} when making your selections. Then click the blue **[Next]** Button. If you would like to exclude any of the listed Recipients click the red **[X Icon]** to the right of their name, then click **[Next]** again.
      - You may select all job Type(s) with the **[Toggle All Button]** above the "Job's and Roles" section.
   d. **To send a message to 1 or more Individuals**: click the green **[Skip and Enter Individually button]**
      - Search for the individual(s) by name in the search bar
      - Click on the **[Employees Name]** to add them to the list of recipients
      - Once you have added all intended individuals click the blue **[Next button]**

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e. **To Create A Custom Group of 2 or more Individuals**: click the green ==[Skip and Enter Individually button]==
- Search for the individuals by name in the search bar
- Click on the **[Employees Name]** to add them to the list of recipients
- Once you have added all intended individuals click the green **[Yes]** button next to "Would you like to create these recipients and any other you add as a group for future use"
- Enter the Group Name
- Check the **[Let Others Use this Group]** box to make it a public group allowing other users to send messages to the group if you wish.
- Click ==[Next]==

Create Your Message:
1. Type the desired subject in the "Subject Line"
2. Type OR Select the desired send date from the calendar by clicking into the ==[Send Date Field]== and clicking on the **[Drop Down Arrow]**
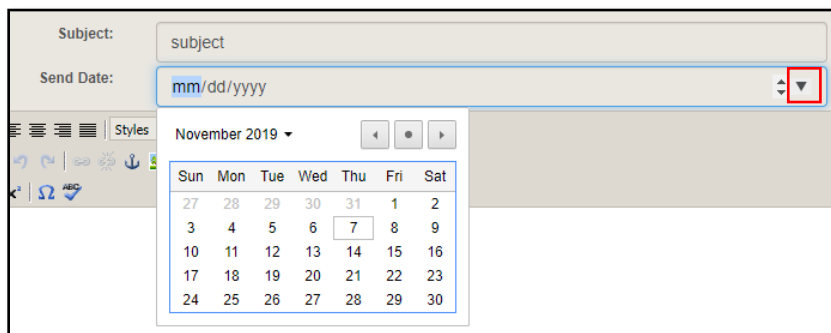
3. Type your message into the ==[Message Field]==
4. Click the blue ==[Next Button]==

Send Message:
5. Review the Recipients, Subject, Date Sent, and Message Body and click the blue ==[Send Button]==
6. You will get a confirmation as shown below:
   "Sent Successfully
   Your message has been successfully sent. You will receive a delivery report by email once delivered to all recipients."
   Click the blue ==[OK Button]==

Messaging History: view messages sent out and search for them by Company, Location, Job, and even subject.

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1. Type in the subject of the message you are searching for in the **[Subject Field]** to narrow down your results, you can leave this blank.
2. Select the company or companies you wish to search across (can leave blank)
   a. Click **[Toggle All]** next to Companies to select all companies.
3. Select the Location or Locations you wish to search across (can leave blank)
   a. Click **[Toggle All]** next to Locations to select all Locations.
4. Select the Jobs & Roles you wish to search across (can leave blank)
   a. Click **[Toggle All]** next to Jobs & Roles to select all Jobs & Roles.
5. Click the green **[Search Button]** the results will appear in the table to the right, Click the **[Magnifying Glass Icon]** to open the message details.

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