

## Supervisor: How to broadcast message and email timeclock workers

• To access the menu, click on "Claremont Colleges Test System" (start menu) on the upper left side. In production, this will read "Claremont Colleges".

| dormakaba 🚧           | Claremont Coll    | ege | s Test System 📄 | () Ac     | dministration | $\odot$ | Audit   | $\odot$ |
|-----------------------|-------------------|-----|-----------------|-----------|---------------|---------|---------|---------|
| 1                     | Administration    |     |                 |           |               |         |         |         |
| Login Audit           | Configuration     |     |                 |           |               |         |         |         |
| Filter 🕑 Find 🦹 Clear | Manage            |     |                 | -         |               |         |         |         |
| Person Num            | Payroll           |     | Login Status    |           |               | •       |         |         |
| Device Type           | Person Management |     | GID             |           |               | ~       | DID     |         |
| Start Date 20         | Reporting         | 1   | End Date        | 2022-10-2 | 26 📑 11: 59 : | 59 PM   |         |         |
|                       | Self Service      |     |                 |           |               |         |         |         |
| Person Num First N    | ame Last ivame    | _   | Timestamp       |           | Login Status  | Error   | Message | Devi    |

## **Broadcast Message**

The broadcast functionality allows the managers to send a broadcast message to an employee or groups of employees. When the employee logs in to the timeclock, the message will be displayed.

• Click on the start menu, then Manage > Broadcast Message.

|                                |           |                 |           |          | _                 |         |                   | -        |        |
|--------------------------------|-----------|-----------------|-----------|----------|-------------------|---------|-------------------|----------|--------|
| Claremont Colleges Test System |           |                 |           | $\odot$  | Administration    | $\odot$ | Terminal          | $\odot$  | Ten    |
| Administration                 |           |                 |           |          |                   |         |                   |          |        |
| Configuration                  |           |                 | - Labla 🖉 | 0.0      | tin Constante 🚳 I |         |                   | S. Dalaa | 1.0    |
| Manage                         | •         | Broadcast Messa | ge        | _ Kestar | t in SVC Mode     | kestart | IN App Mode       | reloa    | a Con  |
| Payroll                        | Payroll 🕨 |                 | w         | ×        |                   | •       | Biometric Service |          | [      |
| Person Management              |           | Terminal Type   |           | ×        |                   | ~       | Terminal Status   |          |        |
| Reporting                      | •         |                 |           |          |                   |         |                   |          |        |
| Self Service                   | •         |                 |           |          |                   |         |                   |          |        |
|                                |           | Terminal Type   | Descript  | ion      | Terminal Name     | Loca    | ation Name        | Termina  | I IP   |
| 51                             |           | dormakaba Ter   |           |          | TCCS Test Clock   |         |                   | 172.29.  | 16.248 |
| 53                             |           | dormakaba Ter   | conrad    |          | TCCS Conrad H     |         |                   | 192.168  | .254.1 |

• A list of employees will be displayed. For managers their direct reports will be displayed. Timekeepers and admins will show the employees they have access to.

| d  | ormakab   | Clare   | emont Colleg | jes Test Syste | em 💿 | Manage | O Broad | cast Message     |        |   |  |  |
|----|---|---------|--------------|----------------|------|--------|---------|------------------|--------|---|--|--|
| Br | Broadcast Message                                       |         |              |                |      |        |         |                  |        |   |  |  |
| 9  | 🖓 Filter 🧿 Find 🛛 🙀 Clear 👔 Download 🛛 😡 Create Message |         |              |                |      |        |         |                  |        |   |  |  |
|    | Person  |         |              | Facility       |      |        | ~       | Supervision Type | Direct | ~ |  |  |
|    | Include Direct  |         |              |                |      |        |         |                  |        |   |  |  |
|    | Person Num  | Rcd Num |              |                |      |        |         |                  |        |   |  |  |
|    | 101204  |         |              |                |      |        |         |                  |        |   |  |  |
|    | 101289  |         |              |                |      |        |         |                  |        |   |  |  |
|    | 101292  |         |              |                |      |        |         |                  |        |   |  |  |
|    | 101302  |         |              |                |      |        |         |                  |        |   |  |  |
|    | 101379  |         |              |                |      |        |         |                  |        |   |  |  |
|    | 101431  |         |              |                |      |        |         |                  |        |   |  |  |
|    | 101542  |         |              |                |      |        |         |                  |        |   |  |  |
|    | 101873  |         |              |                |      |        |         |                  |        |   |  |  |

• Select the employees you would like to send a broadcast message to. Hold down the "Shift Button" to select continuous rows.

| roadcast Messa<br>Pilter 🗿 Find | ge<br>🌾 Clear 📑 Down                  | nload 🛛 😡 Create | e Message |  |   |                  |        |   |
|---------------------------------|---------------------------------------|------------------|-----------|--|---|------------------|--------|---|
| Person                          |                                       |                  | Facility  |  | ~ | Supervision Type | Direct | ~ |
| Include Direct                  |                                       |                  |           |  |   |                  |        |   |
| Person Num                      | Rcd Num                               |                  |           | Carl Control of Carl Control o |   |                  |        |   |
| 101204                          |                                       |                  |           |  |   |                  |        |   |
| 101289                          |                                       |                  |           |  |   |                  |        |   |
| 101292                          |                                       |                  |           |  |   |                  |        |   |
| 101302                          |                                       |                  |           |  |   |                  |        |   |
| 101379                          |                                       |                  |           |  |   |                  |        |   |
| 101431                          |                                       |                  |           |  |   |                  |        |   |
| 101542                          |                                       |                  |           |  |   |                  |        |   |
| 101873                          | 0100111.01101001001001001001001001001 |                  |           |  |   |                  |        |   |
| 101874                          |                                       |                  |           |  |   |                  |        |   |
| 101878                          |                                       |                  |           |  |   |                  |        |   |
| 101898                          |                                       |                  |           |  |   |                  |        |   |

• To select nonconsecutive rows, hold the "Ctrl" key when making each row selection.

| -              |     |          |                  |        |
|----------------|-----|----------|------------------|--------|
| Person         |     | Facility | Supervision Type | Direct |
| Include Direct | 7   |          |                  |        |
| Person Num Rcd | Num |          |                  |        |
| 101204         |     |          |                  |        |
| 101289         |     |          |                  |        |
| 101292         |     |          |                  |        |
| 101302         |     |          |                  |        |
| 101379         |     |          |                  |        |
| 101431         |     |          |                  |        |
| 101542         |     |          |                  |        |
| 101873         |     |          |                  |        |
| 101874         |     |          |                  |        |
| 101878         |     |          |                  |        |
| 101898         |     |          |                  |        |
| 101899         |     |          |                  |        |
| 101922         |     |          |                  |        |
| 101952         |     |          |                  |        |
| 101959         |     |          |                  |        |
| 101998         |     |          |                  |        |
| 102024         |     |          |                  |        |

• Click on the "Create Message" button.

|                  |                   | remont Colle       | nes Test Sva | stem () Man | age () Broad | Icast Message    |        |  |
|------------------|-------------------|--------------------|--------------|-------------|--------------|------------------|--------|--|
| ormakat          |                   |                    |              |             |              |                  |        |  |
| Colucast Message | e<br>Victore 🗈 De | uurlaad I 🖂 Cuurla |              |             |              |                  |        |  |
| Person           | K Clear 🗐 Do      | ownioad            | Encility     |             | v            | Supervision Type | Direct |  |
| Include Direct   | <b>V</b>          |                    | rucinty      |             |              | Supervision type | Direct |  |
| Person Num       | Rcd Num           |                    |              |             |              |                  |        |  |
| 101204           |                   |                    |              |             |              |                  |        |  |
| 101289           |                   |                    |              |             |              |                  |        |  |
| 101292           |                   |                    |              |             |              |                  |        |  |
| 101302           |                   |                    |              |             |              |                  |        |  |
| 101379           |                   |                    |              |             |              |                  |        |  |
| 101431           |                   |                    |              |             |              |                  |        |  |
| 101542           |                   |                    |              |             |              |                  |        |  |
| 101873           |                   |                    |              |             |              |                  |        |  |
| 101874           |                   |                    |              |             |              |                  |        |  |
| 101070           |                   |                    |              |             |              |                  |        |  |

- Create Message dialog box will be displayed with the following fields:
  - Start Date Start date message to be displayed.
  - End Date End date message to be displayed.
  - Priority -

Create Me

- Send Terminal/Web Default selection
- Send email Default unselected. Do not select. Please see section on sending emails via Outlook to timeclock workers.
- Email Subject N/A
- Email Header N/A
- Message Message to be sent worker.
- $\circ$  Email Trailer N/A
- Click the Send button to send the message.

| Start Date        | 2022-10-28                         |    |
|-------------------|------------------------------------|----|
| End Date          | 2022-11-03                         |    |
| Priority          | High 👻                             |    |
| Do Not Purge      |                                    |    |
| Send Terminal/Web |                                    |    |
| Send Email        |                                    |    |
|                   |                                    |    |
| Email Subject     |                                    |    |
|                   |                                    |    |
| Email Header      |                                    |    |
|                   |                                    |    |
|                   | Reminder, team meeting tomorrow!!! |    |
| Message           |                                    |    |
|                   |                                    |    |
| Email Trailer     |                                    |    |
|                   |                                    |    |
|                   |                                    |    |
|                   |                                    |    |
|                   |                                    |    |
|                   |                                    |    |
| Send 💥 Cancel     |                                    | j) |
|                   |                                    | 4  |

• When the worker logs in to the timeclock the message will be displayed.



## Email Message to timeclock worker

A manager can send an email to worker. The worker will see the email after logging into the timeclock. The worker will be prompted with a set of responses to reply back to the email.

• To send an email, from outlook, send the email to <u>claremont-test@b-comm.net</u> (test environment) or <u>claremont@b-comm.net</u> (production). On the subject line, enter in the employee ID of the worker you wish to send the email to.



• When the worker logs in to the timeclock, the email message will be displayed.



• The worker can select one of the responses to respond back to the email. If selecting "No Reply" they will continue to the timeclock menu screen. Selecting "Reply Later", they will continue to the timeclock menu screen and the email will display when the worker logs back into the timeclock.

|        | 9700-Кб                          |           | <u>122</u> 3 |     | × |
|--------|----------------------------------|-----------|--------------|-----|---|
| 3<br>w | :51 PM<br>ednesday, Oct 26, 2022 | b-comm 7  | Onl          | ine |   |
|        | Reply                            | 14        |              |     | • |
|        | ок                               |           | V            | 8   |   |
| 1      | On my way                        |           | V            | 2   | ď |
|        | Sure                             |           | V            | 2   |   |
|        | Yes                              |           | V            | 2   | : |
|        | Thank You                        |           | <b>~</b>     | 1   |   |
|        |                                  | Send Back |              |     | • |

Note: If you have any questions, please contact Payroll at <u>Payroll@cmc.edu</u> or call (909) 607-3356