

Kronos SMS Quick Fill Text Message - Manager Guide

Purpose: How to use SMS Quick Fill texting tool

Audience: Kronos Scheduler / Manager

Sending A SMS Quick Fill Text Message

1. In the **Schedule Manager**, select the time period in which you need to send out a SMS text.
2. Load the location.
3. At the bottom of the screen, select the **Staffing Assistant Tab**.
4. Select the shift you wish to send out the text message for in the drop down.
5. Select the pool of employees you wish to choose from to fill the shift.
6. Select the procedure set you wish to use to sort the employees.
7. Select **Load**.
8. At the bottom of the screen a list of names will populate that match the criteria selected.
9. Check the checkboxes to the left of the names.
10. Select the icon directly above the box to send out a SMS text message.

The screenshot displays the Kronos Scheduler interface. At the top, there are navigation icons and a toolbar. The main area shows a schedule grid for the week of 11/01 - 11/07. Below the grid, there is a 'Staffing Assistant' tab selected. A pop-up window is open, showing a list of employees with columns for No., Outcome, Contacted On, Employee Name, Location, Job, O.L., Group, Std W. Hours, Sched. Hours, Seniority Date, Cell, Home, Pay Rule, Hire Date, OT Ho., Total., and Schedule Weekly Hours. Red callouts 1 through 10 are placed on the interface to indicate the steps described in the guide.

11. A new pop up window will display listing the information of the shift and all employees who have authorized SMS texting in self-service so may be selected for SMS.

Contact

CRNA

1. 6:30AM [8.5] **Regular** HFHS/HFH/WBH/Anesthesia/3A4000/CRNA 1.

Employees to contact

Name	ID	SMS
Osenkowi	61457	<input type="radio"/>
Dennis, 2.	81852	<input checked="" type="radio"/> 3.

Parameters

Open shifts to assign: Comment:

How To Assign: 4. SMS Content:

1 Open Shift(s)
at .../WBH/Anesthesia/3A4000/CRNA from 6:30am
to 3:00pm on Mon, 11/02. 5.

30/116 characters left

The *Contact* window displays the:

1. Shift detail you are offering
2. Employees you selected from previous window
3. SMS selected employees indicate employees who have opted to receive text messages from Kronos
SMS deselected employees indicate those who opted out of receiving text messages from Kronos
4. You can also select how the shift will be assigned from the **How to Assign** drop down. By default, *Assign to First to Accept* will be selected indicating that the first to respond will receive the shift.
5. The default SMS test message that will be sent out will display in **SMS Content**. You can customize the message as needed.

Select **Send** when you are prepared to send the text message to the selected employees.