



## 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.

Schedules																					10 <b>(</b>
															Loaded: 9:34AM	Current Schedule Pe	rios <mark>1. •</mark> 🖬	3A4000		<u>2.</u> •	Edit
Quick View	Column Visit Selection Fil	bility S Iter	elect all Gantt View Sortin	Tools E	ingines											Refr	esh View Comment	Share	Contact tracking	Save	Go To
By E	mployee		10	/25 - 10/31					11/01	1 - 11/0	7			1	1/08 - 11/14			11/	15 - 11/2	1	
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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		
Osenkows			61457	0		
Dennis, 2.			81852	•		
Parameters						
Dpen shifts to assign: 1	Comment:	None	•			
How To Assign: Assign to First to Accept 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		

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

Cancel Send

- 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.