



## Get to know our Staff Messaging module

### INSTANT MESSAGING CONNECTING EVERYONE

Fast and easy to use, connecting everyone. Communicate with staff members and managers across the business.

Send new updates on changes that will impact all staff, selected groups, or even individual staff members.

Remind, manage and track which staff have received and are yet to acknowledge documents or company messages.

One platform keeping every staff member updated and connected to the business from anywhere at anytime

Automate manual processes, reduce back-office administration times and further increase efficiencies.

### Key Features

**Instantly send messages**

**Inform & update staff**

**Track & send reminders**

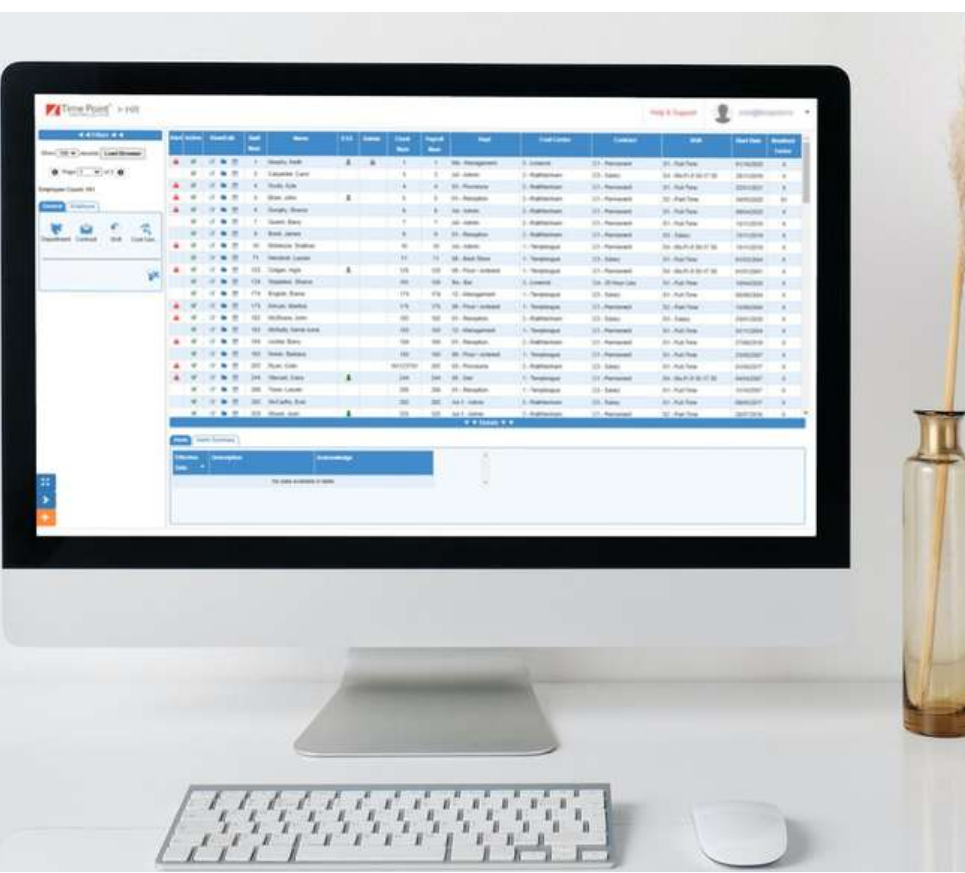
**Select groups or individuals**

**Record staff acknowledgements**

**Message new onboards**

**Track open documents**

**Connecting staff members**



## For the way **you work today**

An intuitive, fast, and easy-to-use staff messaging system

### Online messaging

Simply select and send specific messages to all staff members, selected groups, or individuals.

### Meeting reminders

Remind staff members of dates and times on upcoming meetings from your e-Diary.

### Send documents

Attach any HR supporting documents or training webinar links to selected staff members.

### Monitor onboarding

Send messages to ensure new staff have received and digitally accepted documents.

### Connect instantly

Keep staff members informed and connected to the business from anywhere at any time.

### Monitor messages

Tracks when staff members have received messages and acknowledged them.

### Automate processes

Reduce back-office administration times. Real-time updates and automate manual processes.

### Intuitive staff app

One system, one platform where every staff member can receive and acknowledge messages anywhere.



**WORKFORCE MANAGEMENT  
& HR SOLUTIONS**

For the way you work today

## Connect Your Staff

### Staff App

- ✓ My Clock
- ✓ My Rosters
- ✓ My Balances
- ✓ My Holidays
- ✓ My Calendars
- ✓ My Requests
- ✓ My Pending
- ✓ My Jobs
- ✓ My Documents
- ✓ My Details

