# **Enterprise - SMS Email & Text Messages**

Last Modified on 02/26/2025 3:24 pm CST

TempWorks Enterprise provides several options for quickly reaching out to several people at once. In addition to email and Call-Em-All (for subscribers of the service), individuals can even be sent text messages directly out of Enterprise. Both contact and employee records may be sent texts.

### Email Set Up

Before you can text message out of TempWorks confirm that your email is set up in Enterprise. From the "E" button in the upper left, navigate to options



Select Email and after entering in the required credentials, save your changes.



### SMS email address

Once the employee, or contact has confirmed they would like to receive text messages, press the "Add Contact Method" button from the visifile, or details>contact methods area of their record.



The following window will appear:

1.Contact Type	SMS Email	Ŧ
2.Contact Information	321-201-4584	
3.Cell Carrier	AT&T	+
Active	🕑 Yes 🥥 No	
Notes		
Notes		

1. From the contact type dropdown select "SMS Email".

2.Enter the employee or contact's cell phone number.

3. Using the cell carrier dropdown, select the employee or contact's cell phone carrier.

\*Note\* The cell carrier must be selected. If the employee or contact changes carriers, this must be changed in TempWorks Enterprise.

#### Send a text message to an employee or contact:

From the employee, or contact's visifile, right click on their sms email address and select "Send Email Message":

r F	phone/email	+
Resume Received 19 On File Active Assigned	<ul> <li>□ (607) 345-4585</li> <li>□ judith@eemail.com</li> <li>□ (607) 345-4585</li> </ul>	*
Copy Contact Method Send Email Message	Ctrl+C	

A draft message with the phone number and cellular provider's gateway will appear:

GIB	Email Mes	sage				
	Message	Mass Mail Advanced Formattir	ng			
Calibri B I	<u>U</u> ∎≡≡	• 11      • II      • III     • II     • III     • III     • III     • III     • III     • III     • III	Address Book Recipients	Attach File Database Include	<ul> <li>Request Read Receipt</li> <li>Hide Recipients</li> <li>Log Messages</li> <li>Options</li> </ul>	
Send	To Cc Subject	Judith O'Connor <3214742868@vtext.o	com≥;			

Once, the text has been sent, the message received will look similar to:



\*Note\* When the employee or contact respond to the text message, their response will come to your email inbox.

To email a group of employees, run a search. Once the search results are listed, highlight the records you wish to contact and right click.

Select send email to ...

Your	search retu	rned 153 res	ults.								1 de 1	$\simeq$	• I	V V	¥	0
Drag a	column header l	here to group by the	at column.													î
ID	Last Name	First Name	Branch	Phone	Is Acti	Is Assi	Last Message	Zip C	HasR	Cell Phone						E
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4295	Set As Orde	r Candidate	Memphis SE	(651) 112-1212	×	×	Placed	55121								
12189	8 Preview Res	sume	Memphis SE	(651) 580-05	×	×	Placed	45202					(651) 5	582-058	32 ×123	j.
42950	Change ACA	Status	Memphis SE	(656) 313-5464	×	×	Order Candidate	56352	×							
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42950	<ul> <li>Navigate to</li> </ul>		Memphis NW	(654) 897-4654	×	×	LMVM	46565					(	648) 94	6-5132	Į.
5414	Beach	Tracy	Memphis NE	(651) 230-82	×		Customer Intervi	55121					(651) 4	194-049	4 x123	

\*Note\* When choosing multiple records from the search results list:

- To select a block of employees, click on the first employee, hold down your keyboard shift key, click on the last employee.
- To select individual employees, click on the first employee, while holding down your keyboard control key, continue to click on the rest of the employees you'd like to select.

Select email type of SMS:



All records with a contact method of "SMS Email" on file will populate into the Bcc field, allowing you to quickly and confidentially reach out to each employee.

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