

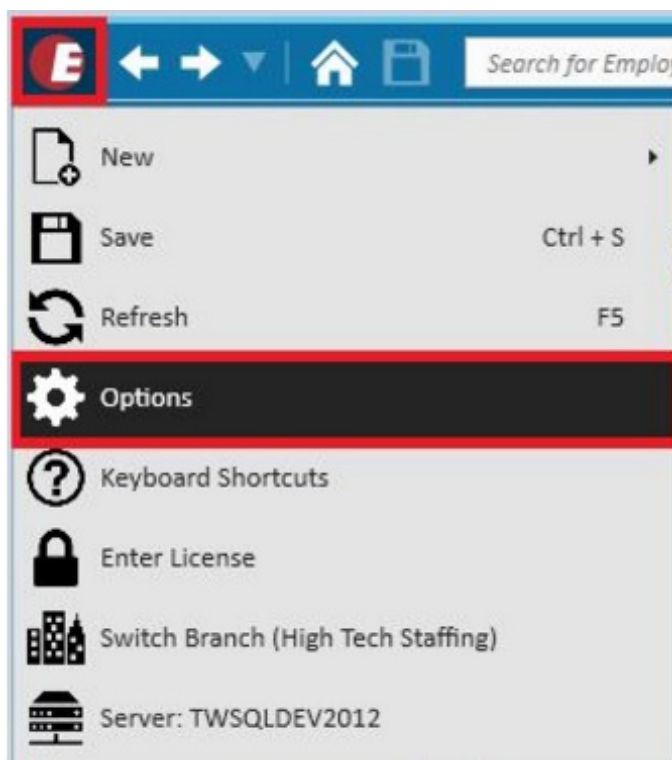
SMS Email - Text Messages

Last Modified on 04/21/2020 8:37 am CDT

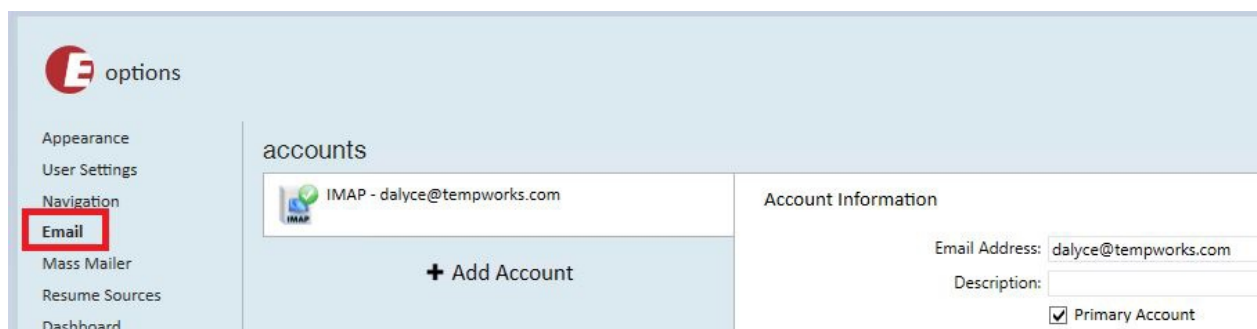
TempWorks Enterprise provides several options for quickly reaching out to several people at once. In addition to email and Call-Em-All (for subscribers of the service), individuals can even be sent text messages directly out of Enterprise. Both contact and employee records may be sent texts.

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

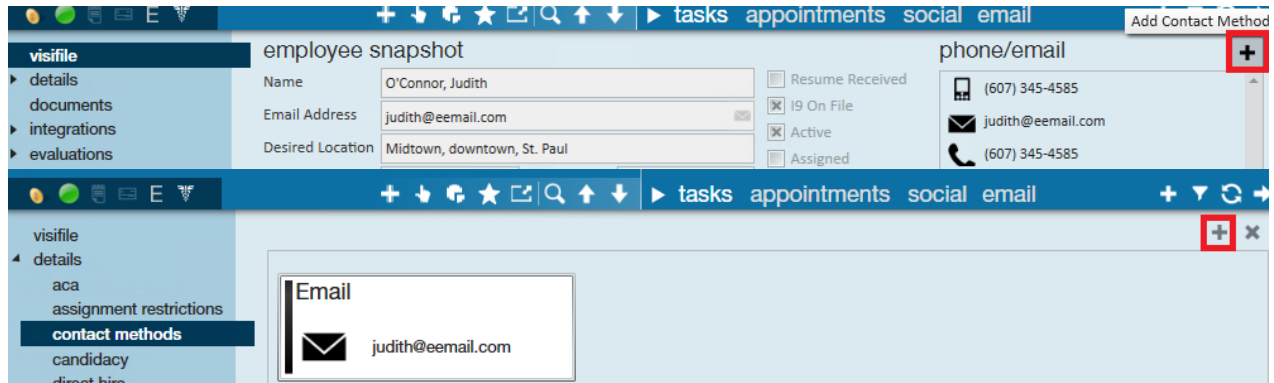


Select Email and after entering in the required credentials, save your changes.



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:

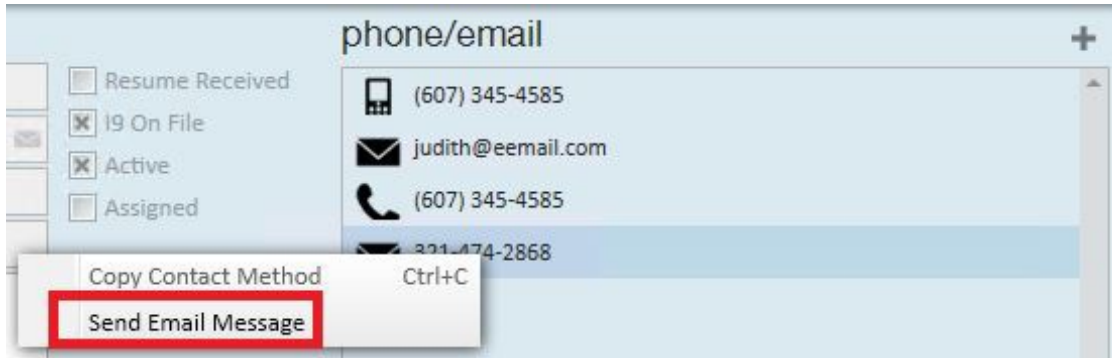
A screenshot of a 'contact methods' form. The form has a blue header with a phone icon and the text 'contact methods'. Below the header, there are three numbered steps: 1. Contact Type: A dropdown menu with 'SMS Email' selected. 2. Contact Information: A text input field containing '321-201-4584'. 3. Cell Carrier: A dropdown menu with 'AT&T' selected. Below these steps, there is an 'Active' section with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there is a 'Notes' section with a large empty text area. A 'Save' button is located at the bottom right of the form.

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.

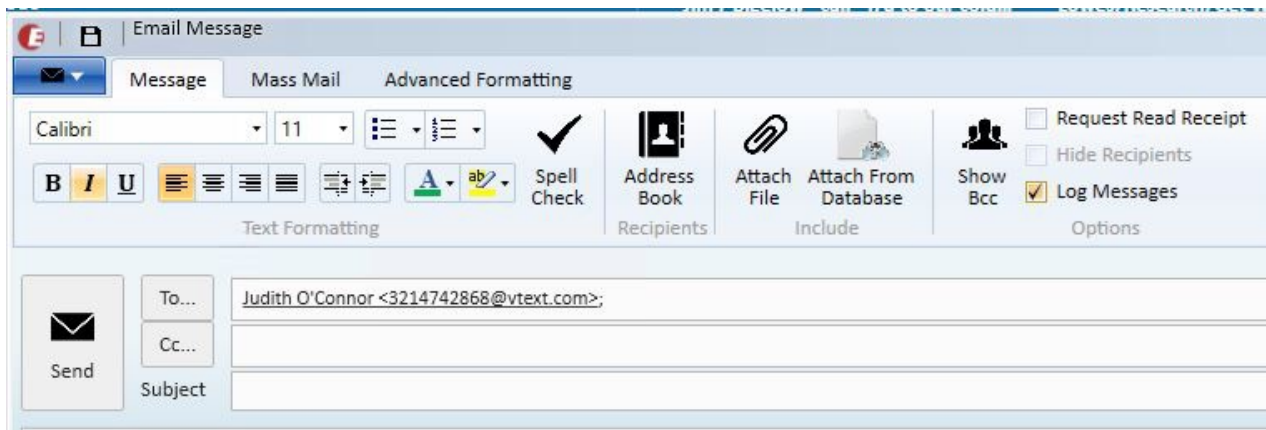
Note The cell carrier must be selected. If the employee or contact changes carriers, this must be changed in TempWorks Enterprise.

Send a text message to an employee or contact:

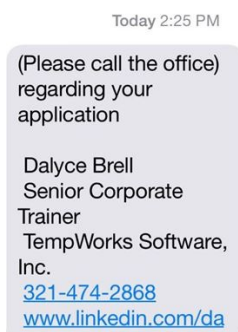
From the employee, or contact's visifile, right click on their sms email address and select "Send Email Message":



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



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 returned 153 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message	Zip C...	HasR...	Cell Phone
429500...	Aasen	Andrew	Memphis NE	(867) 486-3547	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Order Candidate	14850	<input checked="" type="checkbox"/>	(687) 463-5413
5412	Abbott	sam	Memphis CA	(651) 845-4845	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DNA	55121	<input checked="" type="checkbox"/>	(651) 636-0636 x123
5021			Memphis NE	(651) 574-15...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Order Candidate	45203	<input type="checkbox"/>	(651) 813-1813 x123
5023			Memphis SE	(651) 233-82...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	React	55121	<input checked="" type="checkbox"/>	
5035			Memphis NE	(651) 241-82...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Placed	76180	<input checked="" type="checkbox"/>	(651) 254-5417
4295			Memphis SE	(651) 112-1212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Placed	55121	<input type="checkbox"/>	
1218			Memphis SE	(651) 580-05...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Placed	45202	<input type="checkbox"/>	(651) 582-0582 x123
4295			Memphis SE	(656) 313-5464	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	56352	<input checked="" type="checkbox"/>	
1197			Memphis SE	(651) 068-00...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	55121	<input type="checkbox"/>	
5049			Memphis SE	(651) 247-82...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email	55024	<input type="checkbox"/>	(651) 402-6146
4295			Memphis NW	(654) 897-4654	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LMVM	46565	<input type="checkbox"/>	(648) 946-5132
5414	Beach	Tracy	Memphis NE	(651) 230-82...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Customer Intervi...	55121	<input type="checkbox"/>	(651) 494-0494 x123

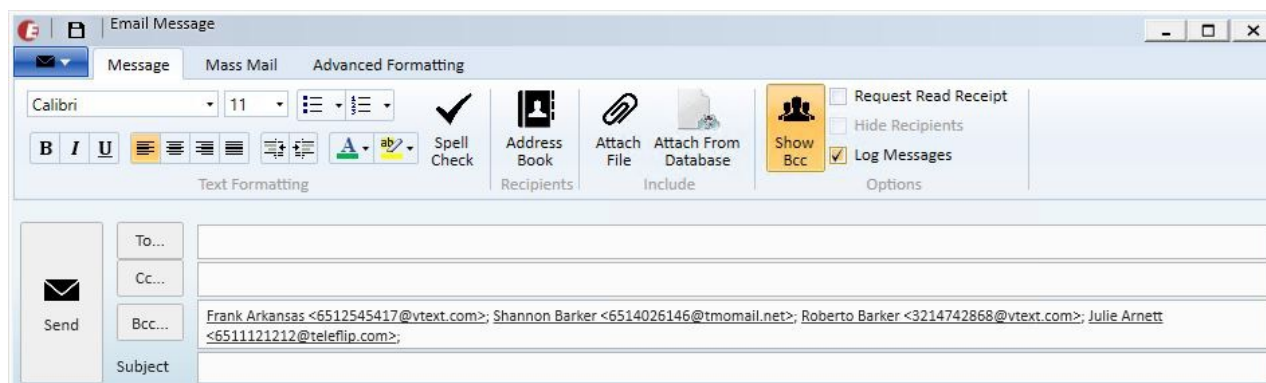
Note When choosing multiple records from the search results list:

- 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.



Related Articles