## Sending a Group Message to All Users of the Same Role within the Same Unit

Step 1: Instead of "Viewing by Names" select "View by Roles."



## Step 3:

- **Do not** select ALL ONLINE.
- Select <u>Only the Roles Relevant</u> for this Group Message. To select ALL members of a Role Group click on the circle to the left of the screen. To see all users within that role, and select only particular individuals, click on the arrow to the right of the screen to see a list of specific users.

voalte	Signed in as:  Jennifer Lassonde  Type a custom status message
Browse Conversations	
Q Search GO TO ▼ R Compose	New Group Message
C Units VEXIMO DV ADLES V	New Group Message
Clinical Dietitian	Subject (optional)
Clinical Nurse Specialist Jacquelyn Holmberg Available	Replies permitted     O Replies not permitted
Murse Director	Recipient(s)
Operations Manager	• Venice Scott x       • Susana šilva Guevara x       • Stephanie Barry x       • Sara McCarthy x       • Molly Traynor x       • Molly Mattern x         • Melissa Bunting x       • Mary Koon x       • Maggie Romero x       • Kerrianne McMenimon x       • Caley Zajac x       • Ana Medina Pilar x
Patient Care Associate     Available (4) • Busy (0)	O Alyssa Distasi X O Alba Pena X O Vinette Raby X O Magalie Cantave X O Emma Lutz X O Annattie Pinnock X
Resource Nurse Tamyka Broan Available	Cancel Compose Message
Staff Nurse • Available (14) • Busy (0)	
Unit Coordinator     Available (3)      Busy (0)	

• Change the subject line (optional), then click Compose Message.