


How to receive text messages in When 2 Work

1. Login into <https://whentowork.com>
2. Click on Employees > Employees List
3. Find your name- click on the pencil  Shawna Smith
4. Scroll down to the Contact section
5. Make sure your cell phone is listed in the "Cell Phone" section and the "Phone Section" You may need to click save at the bottom of this popup if you add any numbers.
6. Click Edit Emails/Texts

Contact

Emails shawna.smith@vca.com  Edit Emails / Texts

Phone

2nd Phone

Cell

7. On the next screen- **Click on Add Text**
8. On this page you will need to type in your cell phone (no () or dashes) with the email @ information. Shawna has Verizon, so she would type in @vtext.com. *****See the list below for common carrier information*****

IMPORTANT- check "Forward W2W Messages" And "Sends and Urgent Text Alert"

for Shawna Smith

Address

Use as "Reply-To" *

Select Type:

Email

Email (Plain Text only)

Text **

Save

Select Notifications

Forward W2W messages

Forward new bulletin board posts

New shift can work added to Tradeboard

Send Notifications When Employees

Accept their trade/pickup shift offer

Request to trade/pickup their shift

Send Notifications when a Manager

Publishes schedule or sends reminder

UnPublishes a schedule

Changes their published shift

Approves/denies their trade/pickup

Approves/denies their time off request

Creates a time off entry for them

Sends an Urgent Text Alert

Information

* **Reply To:** When employee sends a W2W message and it is forwarded to an email this allows the recipient to reply directly back to this employee's email address.

AT&T	@txt.att.net
Boost Mobile	@sms.myboostmobile.com
Cricket	@sms.cricketwireless.net
Metro PCS	@mymetropcs.com
Mint	@mailmymobile.net
GoogleFi	@msg.fi.google.com
Sprint	@messaging.sprintpcs.com
TMobile	@tmomail.net
Verizon (also Xfinity)	@vtext.com
Virgin Mobile	@vmobl.com

*****If you don't see your carrier listed, Google "SMS email for XYZ" where XYZ is the name of your carrier.**

9. **Click Save when you have entered in your SMS email.**

10. You will then get a red message- look for the code that has been texted to you. Enter that code in the box and click validate.


3399335031@vtext.com
To validate this address
enter the code you
received by text message:


If everything is correct, you will see this on the screen.

Make sure Forward W2W Messages and Urgent Text Alerts show up.

If they do not- click to edit again and select those boxes.

TEXTS*

3399335031@vtext.com  **Add/Edit Notifications**

 **DELETE** **Forward W2W Messages** **Urgent Text Alerts**

11. Close out of the pop up.

You are now able to receive text messages from W2W to have a reminder text with a link to fill out the COVID questionnaire before your shift.

You must fill out the questionnaire **before you enter the building for your shift.**

If you did not get the link- you can always go directly to the link: <https://www.vcassah.com/covid>