Setting Up a Broadcast Department

Last Modified on 02/24/2025 10:55 am CST

Here at Procare + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

Article: Setting Up a Broadcast Department

Video Reference:

Process:

Users can only send broadcasts if they belong to a TeamChat department. However, any user can receive broadcasts and reply to them if they have access to TeamChat. These responses go to everyone who is a member of that TeamChat Department. Users not in that TeamChat department will not see the response**.**

1. Navigate to TeamChat by selecting "TeamChat" on the left hand side of the web page
    1.
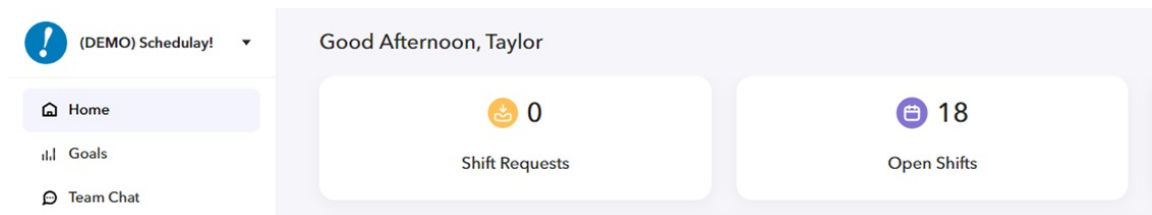
2. Click the gear icon
    1.

3. Click into an existing department (next to currently assigned users) and begin typing the names of the Users you would like to add. Click on their name and click "Save".
    1. If you need to create new departments, select "Add Department". You then will need to name the department and assign users to it. Again, click "Save"
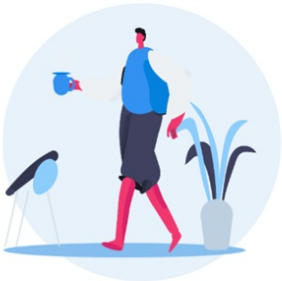
For any additional questions, please contact the Labor Management team at *labor@procarehr.com* and we would be more than happy to assist!