POSitive Tips

Keep Employees Informed

POSitive Mail, an internal communication system, sends mail messages to individuals or groups of employees. When employees log in to POSitive, they are prompted to read new mail and can reply or forward the message. The sender of the mail message can review which messages have been read or not read.

This system works on both a stand alone computer and over a local network and does not require internet access.
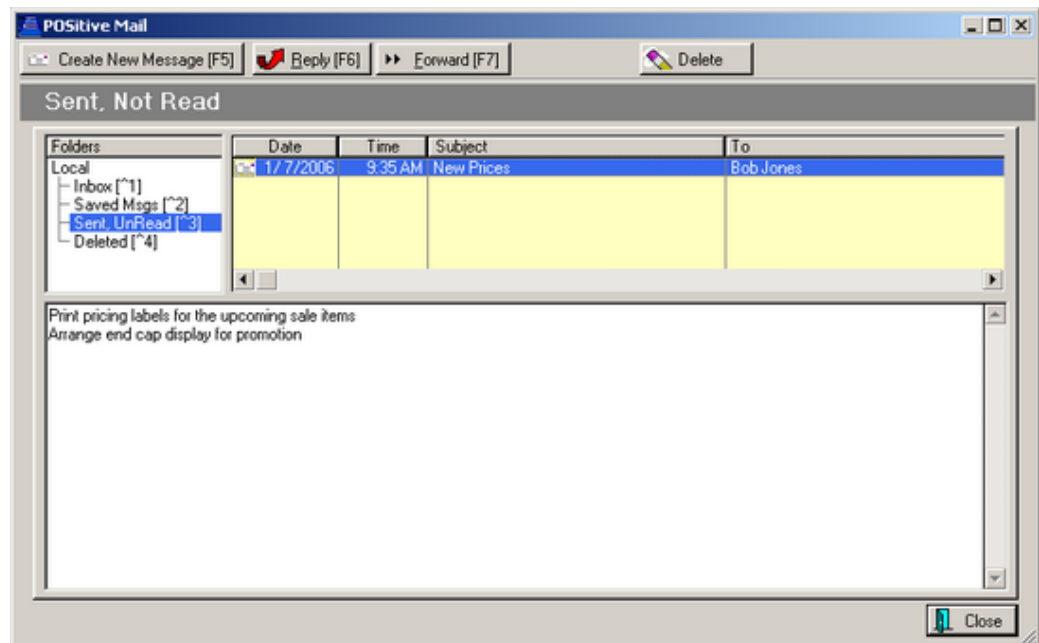

Uses

Reminder notes for self or others

Project assignments and coordination

Announcement of meetings for specific individuals or groups

Educate employees about the selling points of new inventory items

Benefits

Better communication. Targets individuals or groups to assure they are being informed of important notices. Leave messages for employees who come to work on a different shift. The sender of the mail message can review which messages have been read or not read.

Allows for follow up.   Once the mail message is opened, the employee can Reply, Forward, Save, or Delete the message.

Documentation of decisions made and instructions given.

Prepare communications well in advance of an event and then send at an appropriate time.

Does not require internet access. Messages are secure and used only internally on the network through PFW.

Define Employee Groups

Create organizational groups to reduce the number of internal mail messages having to be written. The names of these groups could be descriptive of the jobs performed by members of the group. (Go to File: Definitions: Mail Groups)
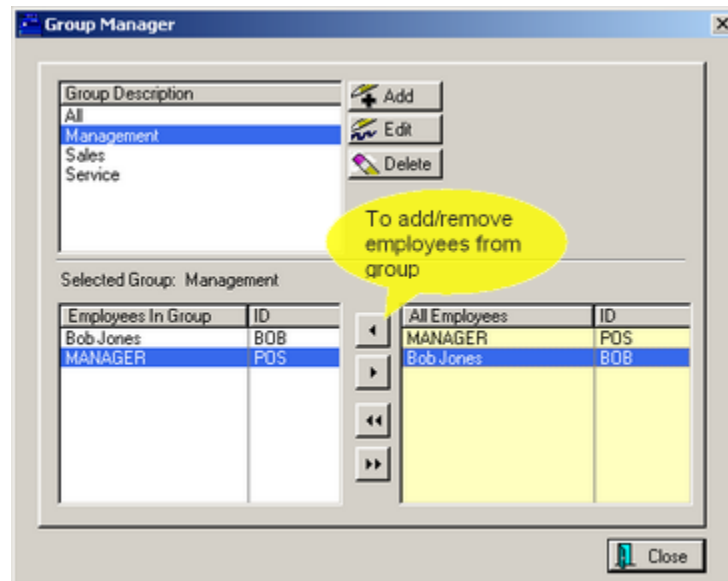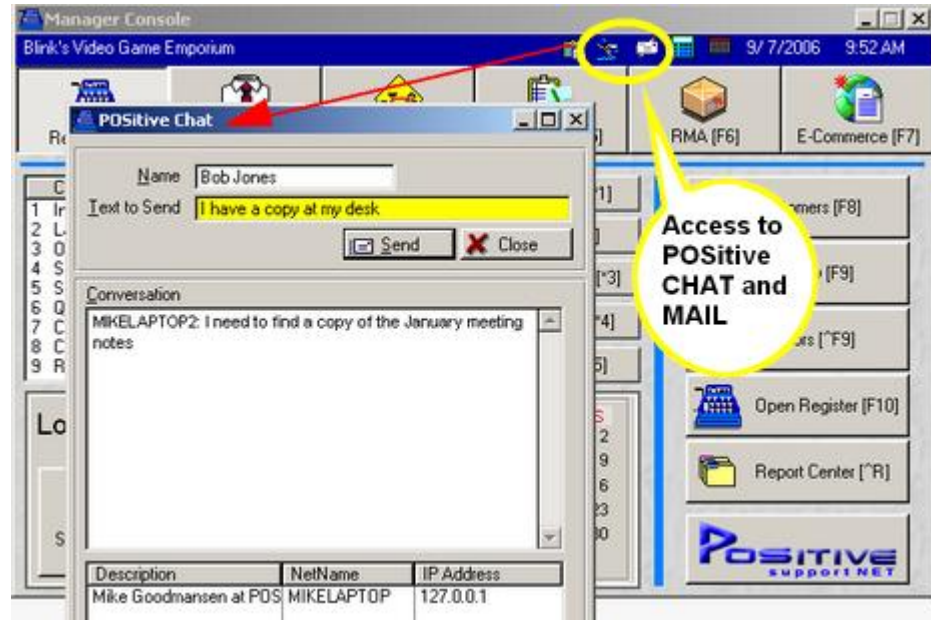
POSitive Chat

PFW Employees can communicate in a chatroom envirnonment. This communication tool is useful when POSitive is running on a network. You can send instant messages to all other employees without using an internet connection.

Each employee must open POSitive Chat. Access is through an icon on the Manager Console title bar.
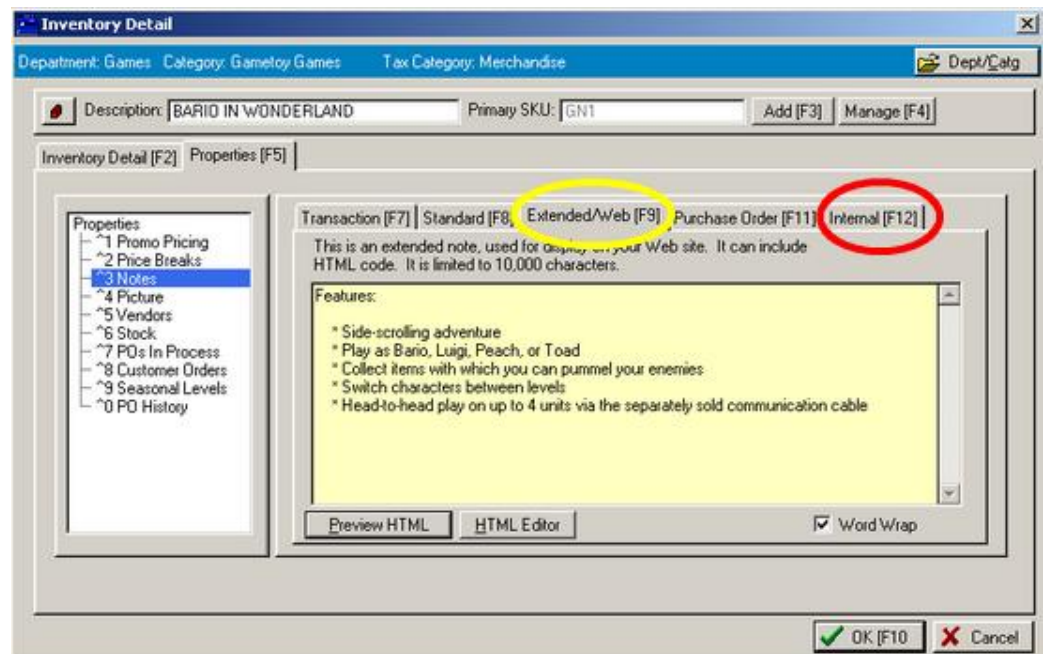

The text is visible to everyone and the most recent message is always at the top of the list.

Additional Ideas

Use PFW's Inventory Notes

Employees need to "know" the selling points of inventory you carry. Each inventory item can have extensive notes about the item. The employee can open the Inventory Detail screen, choose the Properties tab, and select Notes to read.

TIP: Browse the internet and cut and paste information into the Extended/Web and Internal notes screens to save time.