

Organizational Clock Settings (Step 3)

Last Modified on 06/24/2019 1:22 pm EDT

Clock Settings are found by pointing to *Tools* and selecting **Edit Settings**. Scroll down to the *Clock Settings* section.

Clock Settings

Automatically assign PINs

Starting PIN*

Organization name shown on Clock

Message displayed on Clock

Show number pad

Show profile pictures

| Setting | Description | Notes |
|----------------------------------|--|--|
| Automatically assign PINs | Would you like Jackrabbit to automatically generate PIN numbers when a new contact and staff person are created? | Setting this option to Yes is the most efficient way of ensuring that PIN numbers are automatically assigned when a staff member is added or when a quick registration or web registration is submitted. |
| Starting PIN | What starting number would you like to use? | This cannot be changed after you begin auto-assigning numbers. |
| Organization name shown on Clock | Enter the name of your school or organization. | This name will show for each Clock you launch if you use multiple locations. |
| Message displayed on Clock | Enter a message that will display on the Clock PIN | This message shows to both Staff and Families. Additional messages can display for individual Staff |

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| | screen. | and Contacts. See Messaging in the Clock . |
| Show number pad | Do you want to display a number pad on the Check-In screen? | Set this to Yes if you are using a touchscreen. A keyboard and mouse can still be used if number pad is displayed. |
| Show profile pictures | Display Student and Staff images as uploaded to their record? | If set to Yes but no image is present, a generic image will display. |
