

Individual Staff Messages in the Clock

Last Modified on 12/17/2018 3:19 pm EST

1. From the *Staff* page, go to the **Summary** tab
 2. Add your message as text to the **Login Message** section.
 3. Enter an **Expiration Date** to have this message appear each time the staff member checks in with the Clock. It will not display after the entered date.
 4. Leave the *Expiration Date* blank to have this message show only one time.
 5. **Save Changes.**
-