Setup Force-Read Alerts for a location

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From the main toolbar, click on the Gearwheel icon and navigate to the **General Settings** page.



Scroll down to the **Schedules** section. Choose the preferred schedule and click the "+" icon to the left of the schedule's name to open that specific schedule's settings

📃 Clyde's Felines and Fries	B 6	Location GL Code
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Administrative	¢, (8	View all Schedules in Department Exclude from Timesheet sync
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Scroll down to the **Clock-In Restrictions** section and select your preferred **Alert / Message Reading Rules** for this schedule:

- No Alert Reading Enforced
- Force Read Before Clock-In
- Force Read Critical Alerts Only Before Clock-In
- Force Read Before Clock-Out
- Force Read Critical Alerts Only Before Clock-Out.

