Setup Force-Read Alerts for a location

Last Modified on 10/22/2023 12:23 pm MDT

From the main toolbar, click on the Gearwheel icon and navigate to the **General Settings** page.
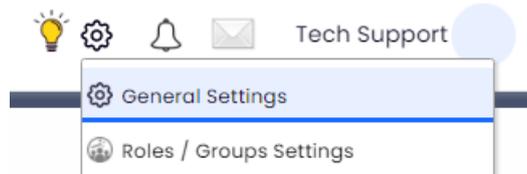
Scroll down to the **Schedules** section. Choose the preferred schedule and click the **"+"** icon to the left of the schedule's name to open that specific schedule's settings
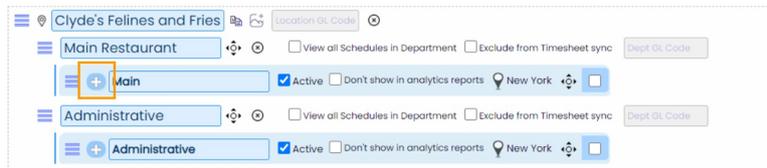
Scroll down to the **Clock-In Restrictions** section and select your preferred **Alert / Message Reading Rules** for this schedule:

- *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.*