

# Custom Prompt at Clock-In or Clock-Out

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Gearwheel Menu > General Settings

Scroll to **Employee Data Collection**

## Employee Data Collection

Add prompt by entering your custom name, and press **Add Prompt**

Add a New Prompt

Covid Attest|

Add Prompt

Configure the custom prompt as shown below:

1. Make prompt Active
2. Select whether prompt is for Clock-In or Clock-Out
3. Enter text for the prompt
4. Select the schedules that the prompt applies to
5. Select the value you are seeking, i.e. yes/no, text, or numeric
6. Select if entry is required or not

The screenshot shows the configuration form for a new prompt. It includes the following elements:

- 1.** Radio buttons for **Active** (checked), **Clock-Out**, and **Clock-In**.
- 2.** A dropdown menu showing **2 of 21 Schedules**.
- 3.** A text box for **Prompt Text** containing: "I was provided a mask and have read all Covid related protocols."
- 4.** A numeric input field for **Multiplier** set to **0**.
- 5.** A text box for **Report Column Header** containing: "Covid Attest".
- 6.** A dropdown menu for **Prompt Employee with Entry Required** set to **Yes / No**.

