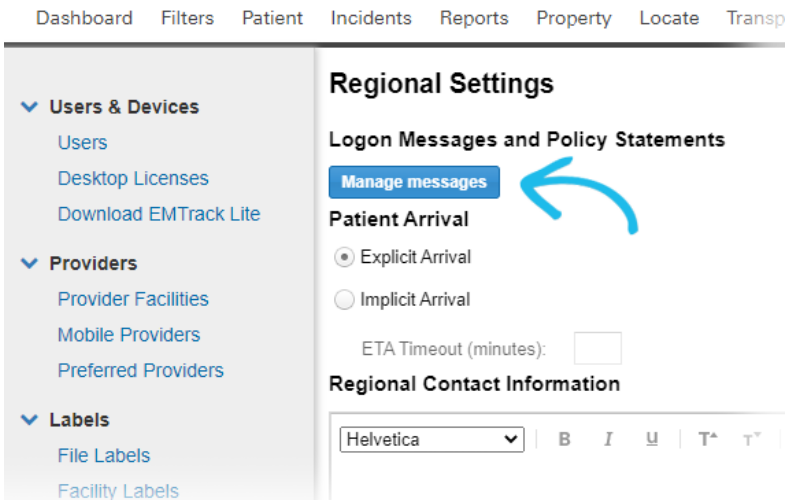


Create a Statement or Message

Home > EMTrack > EMTrack Regional Settings > Create a Statement or Message



The Manage Logon Messages page allows you, as an administrator, to create and maintain the policy statements and messages your users see when they log in to EMTrack.



To create a statement or message

1. On the upper right, click **System Settings**.
2. On the left, under *Other Settings*, click **Regional Settings**. The *Regional Settings* page opens.
3. Near the top, click **Manage messages**. The *Manage Logon Messages* window opens.
4. Click **Add**. The *Message Configuration* window opens.
5. Enter the **Message / Policy Reference Name**.
Tip: This name is for internal tracking purposes only. It is not visible to the user.
6. Select or clear the following check boxes, as appropriate.

Check Box	Description
This message requires user acceptance before accessing the system	Select to require the user to accept the policy statement before they can access EMTrack Clear to make the message informational (no acceptance required)
Show this message at every logon attempt	Select to show this statement or message each time a user attempts to log in Clear to show the message only when the user has never viewed the message or has not yet viewed the latest version of the message
Enable this message	Select this to make the statement or message active (enabled) Clear to disable the statement or message

7. Enter or select the **Start** date and time.
8. If appropriate, enter or select an **End** date and time.
Tip: When this date is reached, the system no longer displays the message to your users.
9. Specify the **Message Content**.
Tip: Since the Message / Policy Reference Name does not appear in the page shown to the user, consider including a title in the message content.
10. Use the formatting toolbar at the top of the *Message Content* field to format the text.
11. Click **Save**. The *Message Configuration* window closes and the new message appears in the *Manage Logon Messages* window.
12. Click the window close icon to close the *Manage Logon Messages* window.

