

Disable a Statement or Message

[Home](#) > [EMTrack](#) > [EMTrack Regional Settings](#) > Disable a Statement or Message



A Regional Administrator can disable statements and messages. When you disable a statement or message, the system retains it, but the user no longer sees it.

To disable 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. Click **Manage messages**. The *Manage Logon Messages* page opens, displaying existing statements and messages and indicating whether they are active (enabled).
4. Locate the statement or message and click its edit icon. The *Message Configuration* window opens.
5. Clear the **Enable** this message check box.
6. Click **Save**. The *Message Configuration* window closes.
7. Click the window close icon to close the *Manage Logon Messages* window.