

SOP 53 | Property setup

Publish property and global notes

Publish temporary or newcomer instructions to the properties you manage.

For Web and mobile · Administrator / Supervisor

Before you start Prepare a short message without private credentials. Global means the explicitly selected properties, not future properties.

Open Manage > Property and global notes

Step 1 Choose the target and message

Select one property or All properties I manage. Enter the message and choose setup, associate runs or both.

Step 2 Set audience and expiration

Choose Everyone or New to this property. Newcomer notes appear before the first routine clock-in and for the configured number of days afterward. An optional expiration ends that date in your device time zone.

Step 3 Review and publish

Check the explicit target count, message, audience and expiration, then publish. The message appears in applicable pre-start instructions; it does not send a push notification.

Step 4 Withdraw when no longer needed

Open the note at the relevant property and withdraw it. The history is retained. Global publication creates a separate scoped record for each target.

Check your result The note appears at the intended properties with its audience and expiration.

If something goes wrong If publication is uncertain, refresh before retrying. Use direct contact for urgent safety issues.

See the picture reference on the next page.

SOP 53 Picture reference

Publish property and global notes

◀ Back

Property & global notes

Synthetic company

Audience

Everyone at the property

▼

Expiration date · YYYY-MM-DD (optional)

2099-10-31

Expires at the end of that date in your phone's
timezone. Newcomer notes also stop when their
display window ends.

Review note

Step 2 · Choose who sees the note and its optional expiration. Review the explicit property target before publishing. Application component preview with training data. Native permission prompts may differ.