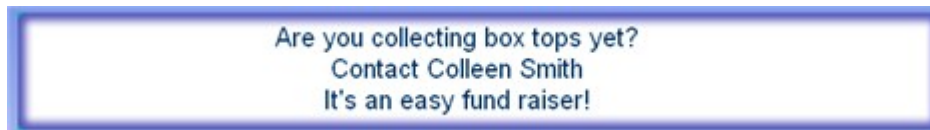








Change the Marquee Message

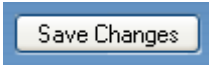
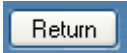

What this is

This is the message near the bottom of the sign in page. You may customize to promote upcoming events, give reminders, or anything you'd like.




How to do it

<p>Step 1</p>	<p>Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on.</p> <p>If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.</p>	
<p>Step 2</p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled 'Communications.'</p>	
<p>Step 3</p>	<p>Near the middle of the page, click on 'Edit Marquee Messages'.</p>	
<p>Step 4</p>	<p>If there are already messages on file, you may edit one by clicking on 'edit' next to the message.</p> <p>Or, you may add a new one by clicking on 'Add New Message'.</p>	
<p>Step 5</p>	<p>Edit the message in the Message Box.</p> <p><i>TIP: Messages are more readable when you keep the lines short. Use the enter key to add new lines.</i></p>	
<p>Step 6</p>	<p>Set the 'Start Showing' and "Final Showing Dates".</p> <p><i>TIP: If there is more than one current message, HelpCounter will rotate through them</i></p>	

Step 7	Save your changes.	
Step 8	Return to the Admin Area.	
Step 8	If you are on the computer used for signing in, return to the sign area and you are done. Click on the button at the top of the Admin Window labelled "Go To Sign In Page".	

IMPORTANT: If you edited the message on a different computer from the one used for signing in, the marquee will not be changed on the sign in computer until HelpCounter is reset on that particular computer. Use the steps below.

Reset HelpCounter on the Sign In Computer

Step 9	Close the browser running HelpCounter by clicking on the red X at the top right.	
Step 10	Restart HelpCounter by restarting the browser and logging in to the Sign In Area.	

You are finished!