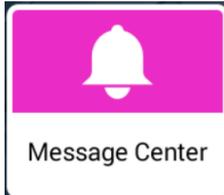


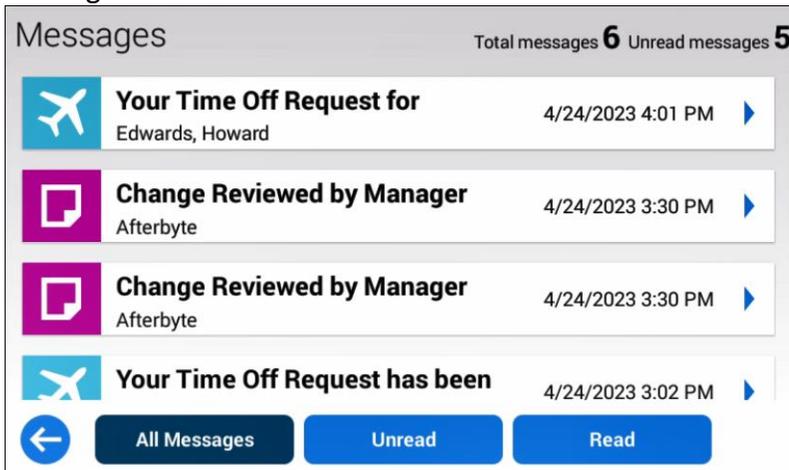
View Messages - Clocks

Notifications appear in the Message Center on the clock. Notifications provide you with information regarding time corrections as well as the status of time off requests.

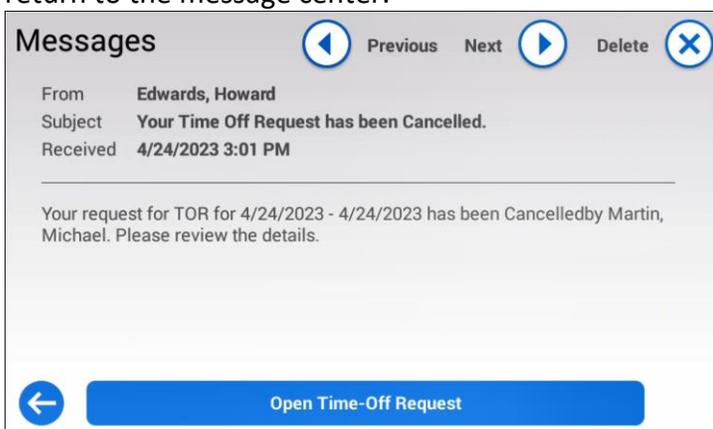
1. Tap the **Message Center**.



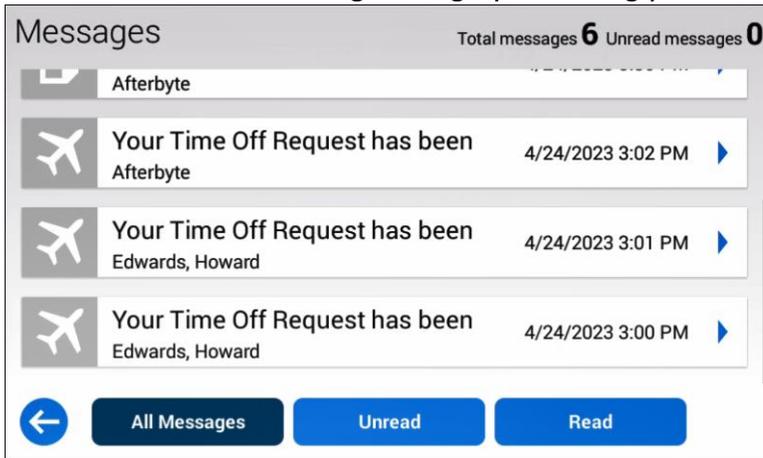
2. By default, all messages are displayed. You can tap **Unread** to filter to view only unread messages or tap **Read** to filter and view messages you have already viewed. Tap a message to review.



3. Tap **Previous** or **Next** to navigate to the previous or next message. Tap **Delete** to remove the message. Tap the arrow button in the lower left corner of the message to return to the message center.



The message center appears with all message icons read. Note the unread messages now states “0” and all of the messages are gray indicating you have no unread messages.



4. Tap the arrow button in the lower left corner of the message center to return to the clock home screen.