Launch the Staff Portal for Multi-Locations

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When you have more than one Jackrabbit Location in your system, there is an additional step required when you are launching the Staff Portal. The Staff Portal must be launched separately for each Location.

A drop-down list allows you to select which Location to launch the Staff Portal for. This is an alphabetical listing of the Location Codes (not Location *Names*) in your system. Note: There is no way to change the ordering from alphabetical.

Click the **Launch Staff Portal** button, and your staff will see the login screen.

When launching the Staff Portal remotely, you can add &Loc=location code (where the location code is the code of the preferred Location) to the remote launch URL to automatically launch the portal for the specified Location.

Example: https://app.jackrabbitclass.com/jr4.0/TimeClock/StaffLogin?orgId=XXXXXX&Loc=Main.