

## 10 System Announcements

Announcements are a very simple way to display notifications to users. Announcements are displayed on the user's dashboard.



### 10.1 Create Announcements [Admin]

1. From the menu line, choose **System, Announcements**.
2. Type in your Announcement into the announcement text box area. HTML is allowed within the announcement text. This allows you embed links or display images within your Announcement.
3. An Announcement can be configured with an optional start and end date.
4. Announcements are displayed in priority order. Higher priority announcements will appear first on the list.
5. Click the Add Announcement button to add your Announcement to the system.

