

# Create a new announcement

This action requires the **"create announcement"** permission.

To create a new announcement, you have to click on the "+" button on the right, above the announcements table. This redirects you to the **"Add new announcement form"**.

<input type="checkbox"/>	NAME	AUTHOR	TRANSLATOR	SUMMARY	DATE FROM	DATE THROUGH	PUBLISHED	SHOW IN ERP	SHOW IN ACCOUNT	COMMENTS	NOTIFY	CUSTOM AUTHOR	COMMENTS	ACTIONS
<input type="checkbox"/>	New employees				2020-11-02 14:25:00	2020-11-04 00:05:00	✓	✓	✗	✓	✗			
<input type="checkbox"/>	OŠ Trbovlje				2020-11-19 07:29:13	2020-11-20 08:00:00	✓	✓	✗	✓	✗			
<input type="checkbox"/>	Rekord				2020-12-16 01:55:04	2020-12-20 01:55:19	✓	✓	✗	✓	✗			
<input type="checkbox"/>	Congratulatio...				2021-01-05 12:00:00	2021-01-08 12:00:00	✓	✓	✗	✓	✗			
<input type="checkbox"/>	Congratulatio...				2021-04-12 03:00:00	2021-04-18 23:00:00	✓	✓	✗	✓	✗			
<input type="checkbox"/>	Ω Congratulatio... Our first coworker to reach 20!				2021-06-04 03:00:00	2021-06-11 23:00:00	✓	✓	✗	✓	✗			
<input type="checkbox"/>	Congratulatio...				2021-07-01 05:10:50	2021-07-08 12:00:00	✓	✓	✗	✓	✗			
<input type="checkbox"/>	We are Dewesoft v novi online podobi	Helena Lapi helena.lapi@...		Interno komuniciranje Je ...	2021-10-12 00:00:00		✓	✓	✗	✓	✗			
<input type="checkbox"/>	PODARILI RAČUNALNIKE ZASAVSKEMU VDC			Uporabniki bodo izboljšali ...	2021-10-13 00:00:00		✗	✓	✗	✗	✗			
EKIPA SE PREDSTAVI: .....														

The actual body of the announcement is added in the **"Description"** field, which can be edited with the integrated text editor.

When creating a new announcement, the first required thing to add is the announcement's title.

Home / **Add a new announcement**

**Basic information**

NAME  \*

AUTHOR

CUSTOM AUTHOR

TRANSLATOR

COMMENTS  PUBLISHED  SHOW IN ERP  SHOW IN ACCOUNT  SHARE ON  EXPOSED  NOTIFY

## Author

Usually, the author of an announcement is someone in the company (someone with an ERP account). An author with an account can be selected in the "Author" drop-down manu.

The "author" fields are not required. If neither "Author" pr "Custom author" are not added, the name of the person who created the announcement will be shown instead.

AUTHOR  
Select author

CUSTOM AUTHOR  
Enter custom author data (optional)

SHOW IN ERP

SHOW IN ACCOUNT

IGNORE ON NEW CATEGORY

EXPOSED

In rare cases, when the announcement author does not have an account, the author's full name can be written into the "**Custom author**" field.

If both "**Author**" and "**Custom author**" are added, the "**Custom author**" field will be show. Custom author takes priority over the author field.

If the announcement is translated, the translator should be credited. The translator can be selected from the drop-down menu.

TRANSLATOR  
Select translator

## Set visibility and publish

Once the announcement is finished, it will only appear, when "**Published**" is switched to "**Yes**". To show the announcement on the ERP dashboard, the "**Show in ERP**" toggle must also be set to "**Yes**".

Select author

Enter custom auti

PUBLISHED  
 NO

SHOW IN ERP  
 YES

SHOW IN ACCOUNT  
 NO

When "**Ignore on new category**" toggle is set to "**Yes**", the new announcement will not appear in the "**NEW**" category on ERP dashboard. When "**Exposed**" toggle is set to "**Yes**", a published announcement will appear in the **NEW** category as the big, centered announcement.

author data (optional)

Select translator



IGNORE ON NEW CATEGORY  
 NO

EXPOSED  
 NO

NOTIFY  
 YES



If you want to notify users about the new announcement, switch "**Notify**" to "**Yes**".

Lastly, a date has to be defined, from which forward the announcement will be visible. At least the "**Date from**" field must be added. If the "**Date through**" is also added, the announcement will be hidden after that date has passed.

DATE FROM dd.mm.yyyy  DATE THROUGH dd.mm.yyyy 

## Adding announcement tags

Tags need to be added to place announcements into categories. Once a tag is added, the published announcement will appear in that category in the newsletter.

TAGS  
Country introduction x Italy x Important-announcement x  

## Adding the announcement avatar

Once the announcement is created, the avatar image can be added.

Upload the avatar photo into the announcement's file manager. Once the image is uploaded, select it and click the "**Set as avatar**" button. The selected photo will be set as the avatar and shown in the dashboard newsletter.



A viable announcement requires at least **a title** (name), **a summary** and **the date from** when to show it.

Revision #17

Created 2024-05-21 10:27:47 UTC by Admin

Updated 2024-12-20 11:58:45 UTC by Admin