

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"**.

Announcements					Q Search...										+					
<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	✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	OŠ Trbovlje				2020-11-19 07:29:13	2020-11-20 08:00:00	✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	Rekord				2020-12-16 01:55:04	2020-12-20 01:55:19	✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	Congratulatio...				2021-01-05 12:00:00	2021-01-08 12:00:00	✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	Congratulatio...				2021-04-12 03:00:00	2021-04-18 23:00:00	✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	⚠ Congratulatio... Our first coworker to reach 20!				2021-06-04 03:00:00	2021-06-11 23:00:00	✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	Congratulatio...				2021-07-01 05:10:50	2021-07-08 12:00:00	✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	We are Dewesoft v novi online podobi	Helena Lapi helena.lapi@...		Interno komuniciranje je ...	2021-10-12 00:00:00		✓	✓	✗	✓	✗		0							
<input type="checkbox"/>	PODARILI RAČUNALNIKE ZASAVSKEMU VDC			Uporabniki bodo izboljšali ...	2021-10-13 00:00:00		✗	✓	✗	✗	✗		0							
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 *
Enter name

AUTHOR
Select author

CUSTOM AUTHOR
Enter custom author data (opti...

TRANSLATOR
Select translator

COMMENTS

PUBLISHED

SHOW IN ERP

SHOW IN

IGNORE ON

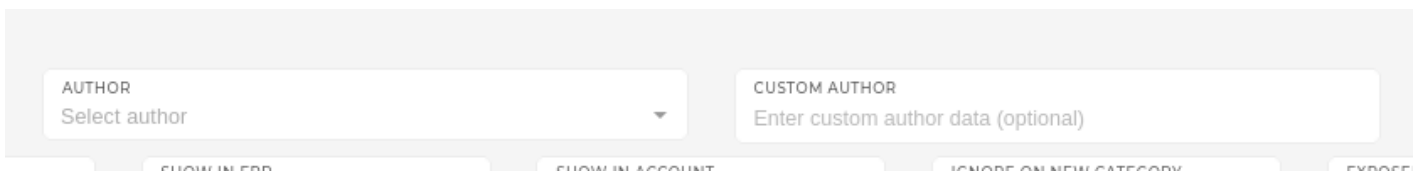
EXPOSED

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" or "Custom author" are added, the name of the person who created the announcement will be shown instead.

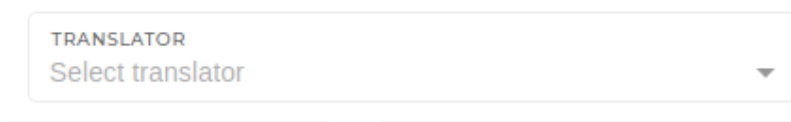


A screenshot of the form showing two input fields. The first field is labeled 'AUTHOR' with a placeholder 'Select author' and a dropdown arrow. The second field is labeled 'CUSTOM AUTHOR' with a placeholder 'Enter custom author data (optional)'. Below these fields, there are four toggle switches: 'SHOW IN ERP', 'SHOW IN ACCOUNT', 'IGNORE ON NEW CATEGORY', and '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 shown. Custom author takes priority over the author field.

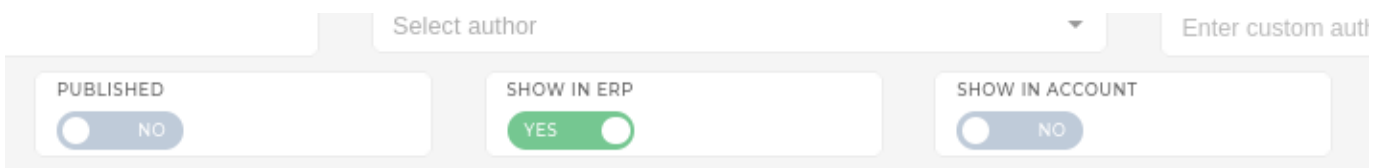
If the announcement is translated, the translator should be credited. The translator can be selected from the drop-down menu.



A screenshot of a single input field labeled 'TRANSLATOR' with a placeholder 'Select translator' and a dropdown arrow.

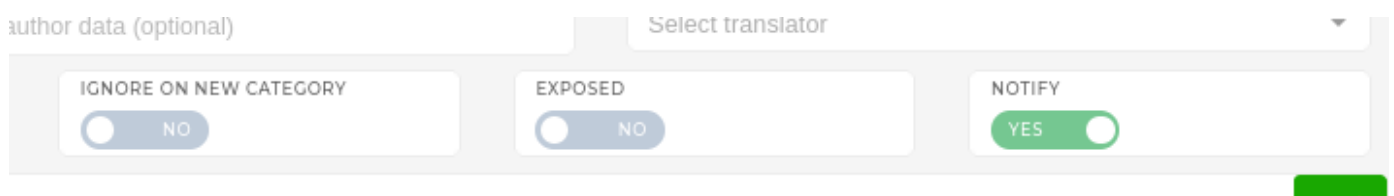
Set visibility and publish

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**".



A screenshot of the form showing three toggle switches. The first is labeled 'PUBLISHED' with a 'NO' button. The second is labeled 'SHOW IN ERP' with a 'YES' button. The third is labeled 'SHOW IN ACCOUNT' with a 'NO' button. Above the first two toggles, there are labels 'Select author' and 'Enter custom auti'.

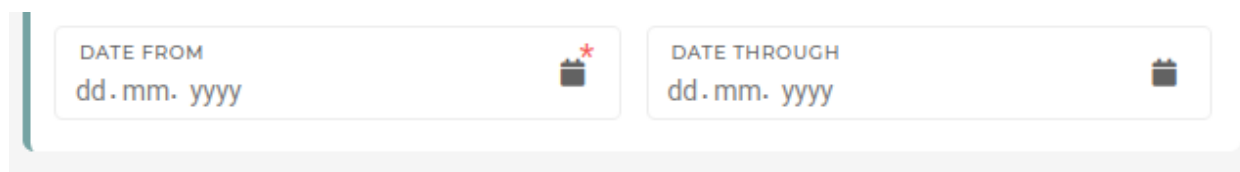
When "**Ignore on new category**" toggle is set to "**Yes**", the new announcement will not appear in the "**NEW**" category on ERP dashboard. When "**Exposed**" toggle is set to "**Yes**", a published announcement will appear in the **NEW** category as the big, centered announcement.



A screenshot of the form showing three toggle switches. The first is labeled 'IGNORE ON NEW CATEGORY' with a 'NO' button. The second is labeled 'EXPOSED' with a 'NO' button. The third is labeled 'NOTIFY' with a 'YES' button. Above the first two toggles, there are labels 'author data (optional)' and 'Select translator'.

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

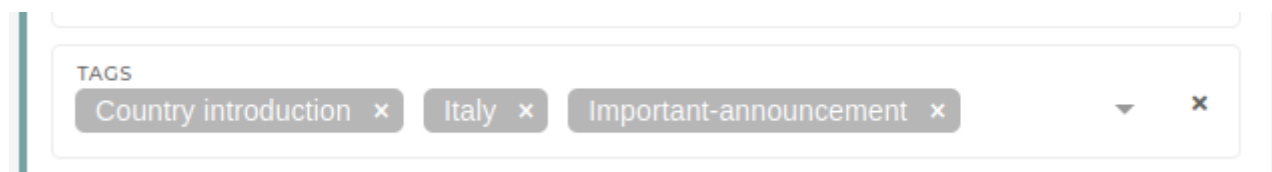
Lastly, a date has to be defined, from which forward the announcement will be visible. At least the **"Date from"** field must be added. If the **"Date through"** is also added, the announcement will be hidden after that date has passed.



The image shows two input fields side-by-side. The first field is labeled 'DATE FROM' and contains the placeholder text 'dd.mm. yyyy'. It has a calendar icon with a red star on top. The second field is labeled 'DATE THROUGH' and also contains the placeholder text 'dd.mm. yyyy'. It has a calendar icon.

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.

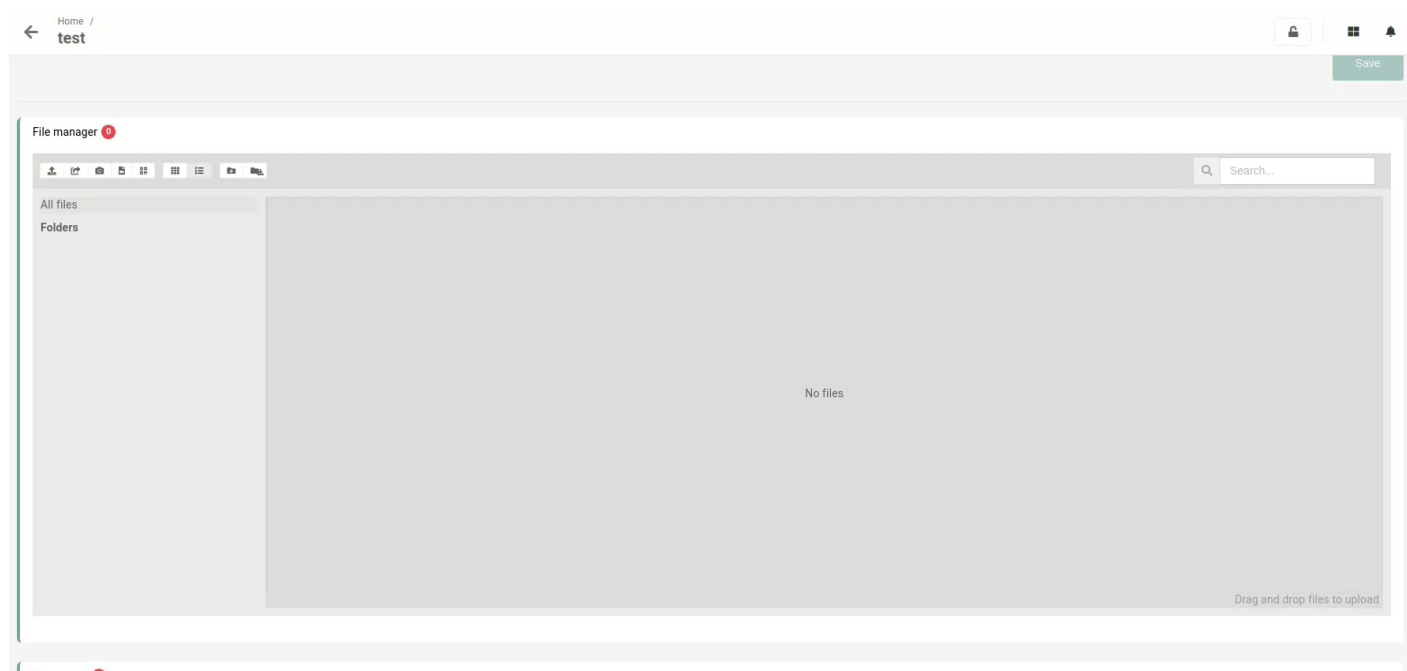


The image shows a 'TAGS' section. It contains three tags: 'Country introduction', 'Italy', and 'Important-announcement'. Each tag has a small 'x' icon to its right. To the right of the tags is a dropdown arrow and another 'x' icon.

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 21 May 2024 10:27:47 by Admin

Updated 20 December 2024 11:58:45 by Admin