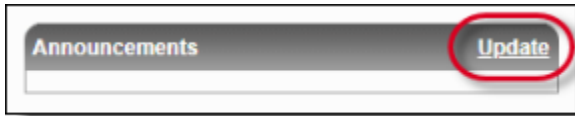


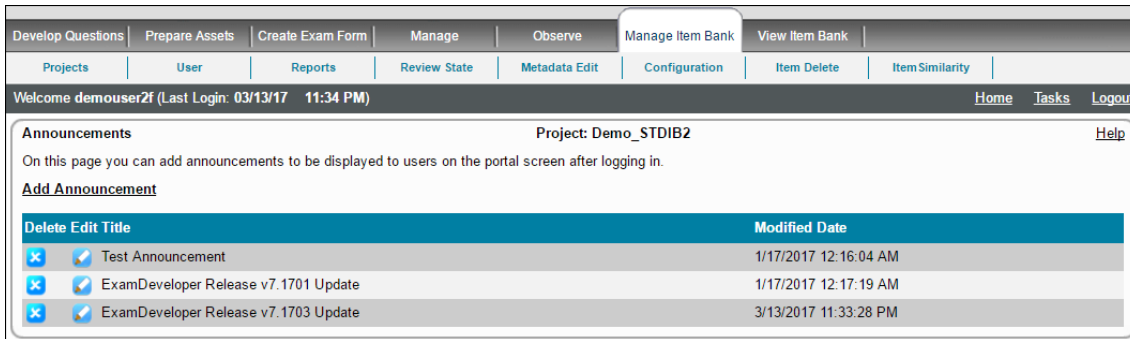
# 1.3.3 Announcements

Project Managers can create announcements that may be viewed under the **Announcements** tab on the home page.

Click the **Update** link in the **Announcements** box on the home page to see a list of announcements added to the system.



The Announcements page opens.

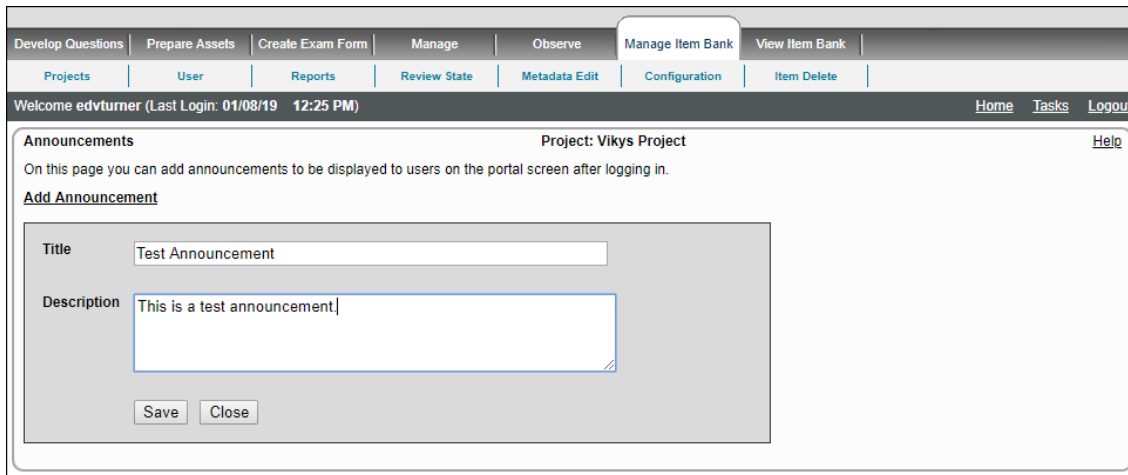


The **Announcement** page includes the following options:

Column	Description
	Click the <b>Delete</b> icon to delete the announcement.
	Click the <b>Edit</b> icon to edit the announcement.
<b>Title</b>	The title of the announcement.
<b>Modified Date</b>	Lists the date the announcement was last modified.

Click the **Add Announcements** link to add or edit an announcement.

1. Enter a name in the **Title** field.
2. Enter an explanation in the **Description** field. Use the HTML editor to format the text as required.
3. Click **Save** to add the announcement.



4. The announcements are saved and appear under the **Announcements** section of the home page. Announcements are visible to all users of the project. The latest announcement appears at the top of the list.

Announcements

[Update](#)

**[Test Announcement](#)**

Jan 08, 2019:

This is a test announcement.

[More](#)