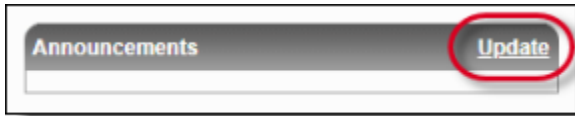


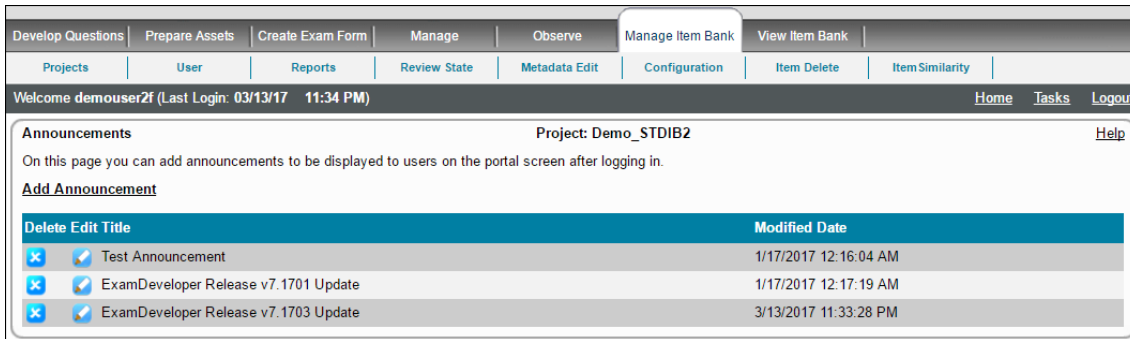
1.3.3 Announcements

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.

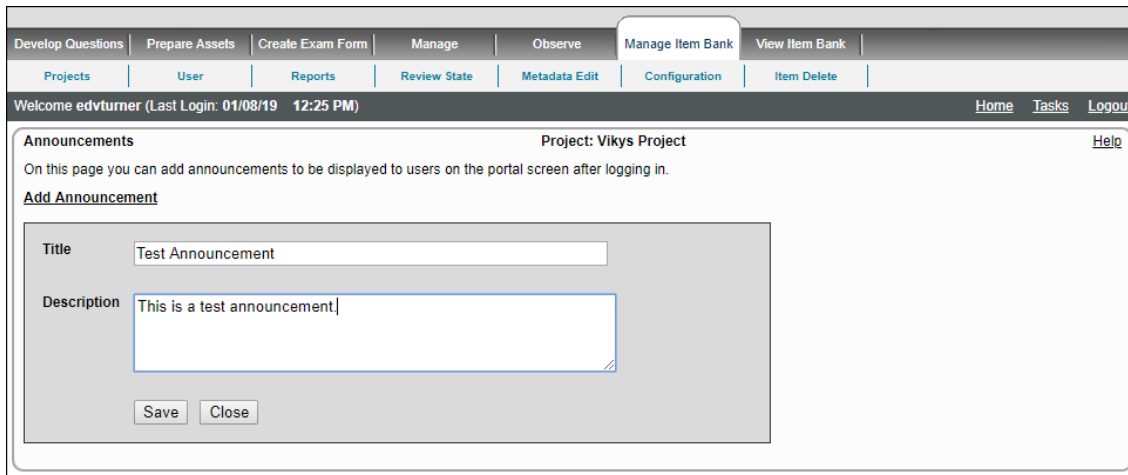


The **Announcement** page includes the following options:

Column	Description
	Click the Delete icon to delete the announcement.
	Click the Edit icon to edit the announcement.
Title	The title of the announcement.
Modified Date	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](#)