

Announcements Module

There will be four components in it

1. News Feed (work as announcement dashboard)
2. View Announcements (details of announcements)
3. Create Announcement (only accessible to admin)
4. Manage Announcements (only accessible to admin)

1. Announcements Dashboard (News Feed)

Overview: The first page to build should be the announcements dashboard where all employees can view the published announcements. It is a simple page that will act as the base to display announcements in a paginated or scrollable list.

Fields/Data:

1. **Announcement Title:** Displayed as a clickable link that leads to the detailed view of the announcement.
2. **Short Description:** A preview of the content, such as the first 150-200 characters of the announcement.
3. **Published Date:** Date when the announcement was posted.
4. **Category/Type:** A label or tag to classify the announcement (e.g., "Urgent", "Event", "Policy").
5. **Posted By:** Name of the admin who created the announcement.

Search Bar: For employees to search by keywords in the announcement title or content.

Filters:

1. **Filter by Category:** Dropdown or checkboxes to filter announcements based on type (e.g., "Urgent", "Company-Wide", "Event").
2. **Filter by Date:** Date range filter to search announcements between specific dates.

Note: There should be a button of read more too which each announcement which will redirect to details of that announcement.

2. View Announcement (Detailed Announcement)

Overview: After the dashboard is built, create the detailed announcement view. This page shows the full announcement text, and if applicable, attachments and acknowledgment status.

Fields/Data:

1. **Title:** Full title of the announcement.
2. **Full Content:** The entire content of the announcement.
3. **Published Date:** Date the announcement was posted.
4. **Category/Type:** A label indicating the type of announcement (e.g., Event, Urgent, Company-wide).
5. **Posted By:** The name of the admin who posted the announcement.
6. **Attachments:** Links to any files that were uploaded with the announcement. (ignore it for now we will work on it later
7. **Acknowledgment Button:** If required, an acknowledgment button that employees can click to mark the announcement as read/acknowledged.
8. **Comments Section (optional):** A section for employees to ask questions or provide feedback on the announcement, if comments are enabled

3. Create Announcement

Overview: This page is for admins to create new announcements. It should include fields for inputting the announcement title, content, category, visibility settings, and any attachments.

Fields/Data:

1. **Title:** Input field for the title (required).
2. **Content:** Rich text editor for the announcement's main body (required).
3. **Category:** Dropdown to select the type of announcement (e.g., Urgent, Event, Company-Wide).
4. **Visibility:** Dropdown or checkboxes to choose which employees or departments should see the announcement.
5. **Attachments:** File upload for any relevant documents (optional).
6. **Publish Date:** Date picker to choose when the announcement will be published (default to current date but can be scheduled).
7. **Expiration Date:** Optional date picker for setting when the announcement will no longer be visible.
8. **Require Acknowledgment:** Checkbox to make acknowledgment mandatory.
9. **Enable Comments:** Checkbox to allow employees to leave comments on the announcement.

4. Manage Announcements

Overview: This page will allow admins to view all existing announcements, including editing or deleting them. It also tracks acknowledgment and comments if required.

Fields/Data:

1. **List of Announcements:** Display a list of announcements with options to edit, delete, or archive them.
2. **Acknowledgment Status:** If acknowledgment is required, show a list of employees who have acknowledged the announcement.
3. **Edit/Delete:** Actions for admins to modify or remove announcements.
4. **Status:** Show if the announcement is active, scheduled, or expired.