

Introduction to Announcements

Announcements are a means of communicating to the users of the ESM and are displayed, sorted by date, to everyone who logs into the system.

Use this feature to communicate planned outages or changes to the system or any important information relevant to the ESM users.

Add an Announcement

To add an Announcement, follow these steps:

1. Either login (which takes you to the Announcements list) or click on the Login tab of the main navigation.
2. Click Add Announcement just below the main navigation.
3. Fill in the fields as described by the [fields list](#) section of this document.
4. Click Save.

Edit an Announcement

To edit an Announcement, follow these steps:

1. Either login (which takes you to the Announcements list) or click on the Login tab of the main navigation.
2. Find the announcement that you wish to edit on the Announcements list. Click the edit link below the announcement.
3. Fill in the fields as described by the [field list](#) section of this document.
4. Click Save.

Announcements Field List

Title: The title of the announcement. Will appear on the announcements list in bold.

Announcement: The contents of the announcement.

Active: Whether the announcement is active or not. Users who do not have permission to edit announcements will not see ones not set as active.

Display Date: The date that the announcement will start displaying.

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