

Announcement and Alert Operations Guide

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Create New Announcement

1. On the Content screen, click **Add content** and select **Announcement V2**.

Add content ☆

[Home](#) » [Node](#)

➤ **Alert Collection V2**

Only one content should exist of the type. Manages "Alert V2" content visibility throughout the site.

➤ **Alert V2**

➤ **Announcement**

Announcements will serve as articles in the future. Currently they can be filled out and also associated with cards.

➤ **Announcement Collection V2**

Only one content should exist of the type. Manages "Announcement V2" content visibility throughout the site.

➤ **Announcement V2**

— ... —

2. Enter a **Title** (use in the Content screen), **Announcement Title** (title shown on website), **Announcement Date**, **Main Text** (shown on cards, popups, and announcement pages), and **Additional Text** (only shown on announcement pages). Finish by clicking **Save**.

Create Announcement V2 ☆

[Home](#) » [Node](#) » [Add content](#)

Title *

A New Announcement

Announcement Title *

A New Announcement

Announcement Date *

12/22/2019

The effective date of the announcement. Will be displayed to the user and used for announcement sorting.

Main Text *

B **I** Normal Source

This is a **new announcement!**

Last saved: Not saved yet

Author: acavallaro

Revision log message

Briefly describe the changes you have made.

▶ MENU SETTINGS

▶ URL ALIAS


▶ AUTHORIZING INFORMATION


▶ PROMOTION OPTIONS


Additional Text


B


I















Normal

▼

 Source

Here is some additional text.

body p

Text format

Basic HTML ▼

About text formats ?

(optional) Will not display on the Home page or status bar. Will display below "Main Text" on the announcement's page.

☒ Published

Save

Preview

Display Announcement on Website

1. On the Content screen, filter for content of type **Announcement Collection V2**. Click the **Edit** button for **News and Event Announcements**.

NOTE: There should only ever be one content with the type **Announcement Collection V2**.

The screenshot shows the 'Content' management interface. At the top, there are tabs for 'Content', 'Comments', 'Feeds', and 'Files'. Below the tabs is a breadcrumb trail 'Home » Administration' and a '+ Add content' button. The main section contains filter fields: 'Title' (text input), 'Content type' (dropdown menu set to 'Announcement Collection V2'), 'Published status' (dropdown menu set to '- Any -'), and 'Language' (dropdown menu set to '- Any -'). Below these are 'Filter' and 'Reset' buttons. There is also an 'Action' dropdown menu set to 'Delete content' and an 'Apply to selected items' button. At the bottom, there is a table with columns: 'TITLE', 'CONTENT TYPE', 'AUTHOR', 'STATUS', 'UPDATED', and 'OPERATIONS'. The table contains one row for 'News and Event Announcements' with content type 'Announcement Collection V2', author 'acavallaro', status 'Published', and updated date '12/06/2019 - 19:06'. An 'Edit' button is visible in the 'OPERATIONS' column for this row. Red arrows point to the 'Filter' button and the 'Announcement Collection V2' dropdown menu.

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
News and Event Announcements	Announcement Collection V2	acavallaro	Published	12/06/2019 - 19:06	Edit

2. Scroll to the bottom of the screen and click the **Add Announcement V2 Paragraph** button.

The screenshot shows the 'Add Announcement V2 Paragraph' form. At the top, there is a 'Remove' button. The form has a title field 'Announcement*' with a dropdown menu set to 'New Wildfire Guide Factsheets'. Below this are two checkboxes: 'Is Enabled' (checked) and 'Is Archived' (unchecked). The 'Display On Date' field is a text input with a placeholder 'mm/dd/yyyy'. Below this is a note: '(optional) Announcement will not be listed on site until the specified date (Eastern Time)'. The 'Archive On Date' field is another text input with a placeholder 'mm/dd/yyyy'. Below this is a note: '(optional) Archive announcement on and after the specified date (Eastern Time)'. At the bottom, there is a note: 'The order does not matter. The announcements will automatically be sorted by their Date field in descending order.' Below this note is the 'Add Announcement V2 Paragraph' button, which is highlighted with a red arrow. At the very bottom, there is a 'Published' checkbox (checked) and three buttons: 'Save', 'Preview', and 'Delete'.

Add Announcement V2 Paragraph

☒ Published

Save **Preview** **Delete**

3. A new collection of fields will be added. Click the **Announcement** dropdown and select the new message, which should be at the top of the list. Assuming defaults were used for the other fields; clicking **Save** will cause the message to be displayed on the website.

NOTE: Drupal's CMS cache might need to be cleared before it will show on the website.

Manage

Shortcuts

acavallaro

Content

Structure

Appearance

Extend

Configuration

People

Reports

Help

AirNowDrupal Help

(optional) Archive announcement on and after the specified date (Eastern Time).

Announcement V2 ...

Remove

Announcement *

- Select a value -

- Select a value -

A New Announcement

Smoke From Outside Can Enter Your Home

Air Quality Awareness Week

New Wildfire Guide Factsheets

is all other settings.

ement Archive page, or by direct link.

Display On Date

mm / dd / yyyy

(optional) Announcement will not be listed on site until the specified date (Eastern Time).

Archive On Date

mm / dd / yyyy

(optional) Archive announcement on and after the specified date (Eastern Time).

The order does not matter. The announcements will automatically be sorted by their Date field in descending order.

Add Announcement V2 Paragraph

☒ Published

Save

Preview

Delete

Disable/Hide an Announcement

1. On the **News and Event Announcements** edit screen, scroll to the message you wish to hide.
2. There are two options for hiding an announcement. Either way, the announcement will be removed entirely from the website:
 - a. Uncheck the **Is Enabled** box.
 - b. Click the **Remove** button.

The screenshot shows the 'News and Event Announcements' edit screen in Drupal. The top navigation bar includes 'Manage', 'Shortcuts', and the user 'acavallaro'. Below the navigation bar are tabs for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The main content area displays an announcement titled 'Announcement V2 ...'. To the right of the title is a 'Remove' button, which is highlighted with a red arrow. Below the title is a dropdown menu labeled 'Announcement*' with the selected option 'A New Announcement'. Below the dropdown are two checkboxes: 'Is Enabled' and 'Is Archived'. The 'Is Enabled' checkbox is highlighted with a red arrow. Below the 'Is Enabled' checkbox is a text field for 'Display On Date' with the placeholder 'mm/dd/yyyy'. Below the text field is a text area for 'Archive On Date' with the placeholder 'mm/dd/yyyy'. At the bottom of the form are three buttons: 'Save', 'Preview', and 'Delete'. The 'Save' button is blue, 'Preview' is grey, and 'Delete' is red.

(optional) Archive announcement on and after the specified date (Eastern Time).

✚ Announcement V2 ... [Remove](#)

Announcement*
A New Announcement

☐ Is Enabled [Uncheck to manually hide announcement. Overrides all other settings.](#)

☐ Is Archived
Announcement will only be visible on the Announcement Archive page, or by direct link.

Display On Date
mm/dd/yyyy
(optional) Announcement will not be listed on site until the specified date (Eastern Time).

Archive On Date
mm/dd/yyyy
(optional) Archive announcement on and after the specified date (Eastern Time).

The order does not matter. The announcements will automatically be sorted by their Date field in descending order.

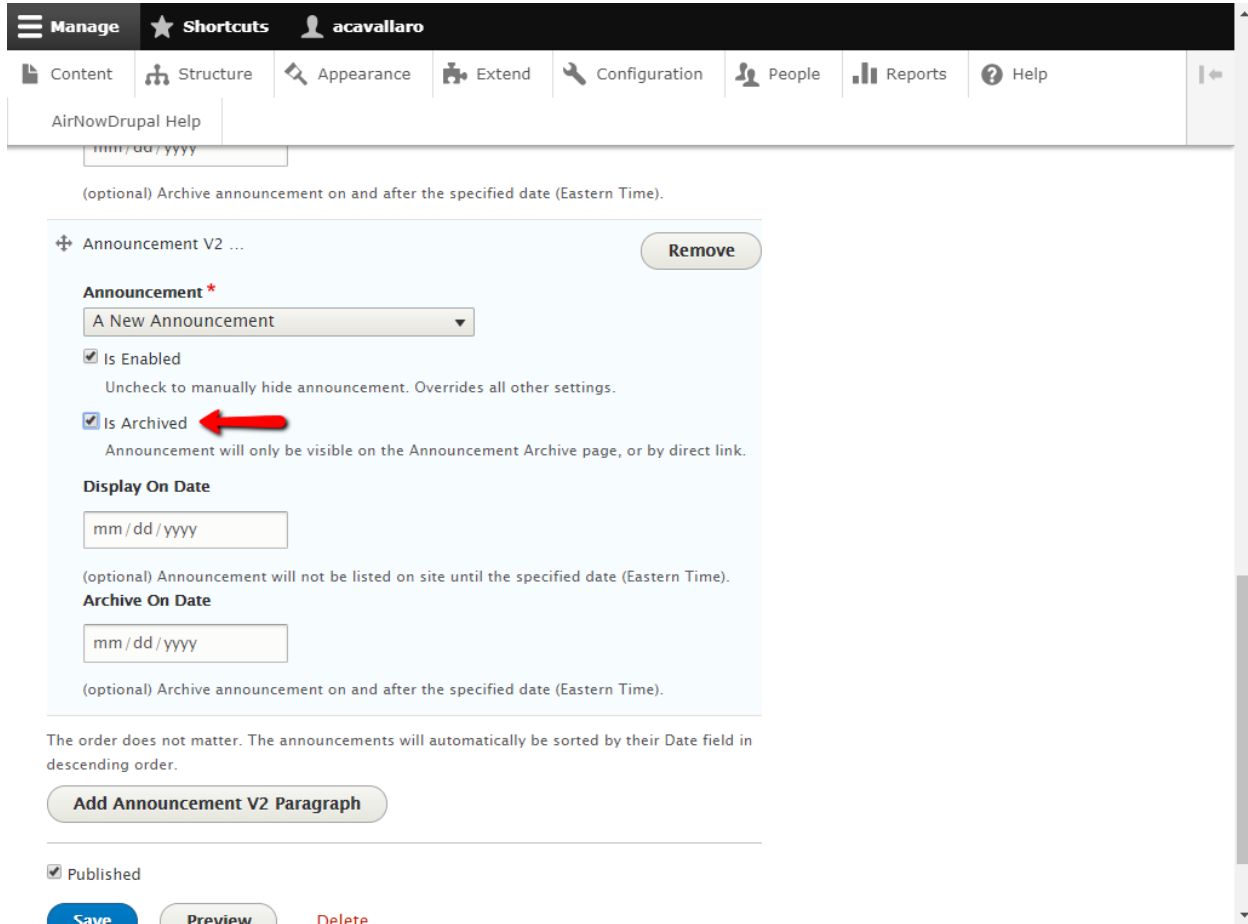
[Add Announcement V2 Paragraph](#)

☒ Published

[Save](#) [Preview](#) [Delete](#)

Archive an Announcement

1. On the **News and Event Announcements** edit screen, scroll to the message you wish to archive.
2. Check the **Is Archived** box and click **Save**. The message will no longer show on the popup or dial page. It will only be visible either by direct link, or the **/announcements** website page.



The screenshot shows the 'Announcement V2 ...' edit screen in the AirNowDrupal Help interface. The interface includes a top navigation bar with 'Manage', 'Shortcuts', and 'acavallaro'. Below this is a secondary navigation bar with 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The main content area is titled 'Announcement V2 ...' and contains the following fields:

- Announcement ***: A dropdown menu with 'A New Announcement' selected.
- Is Enabled**: A checked checkbox with the text 'Uncheck to manually hide announcement. Overrides all other settings.'
- Is Archived**: A checked checkbox, highlighted with a red arrow, with the text 'Announcement will only be visible on the Announcement Archive page, or by direct link.'
- Display On Date**: A date input field with the placeholder 'mm/dd/yyyy'.
- Archive On Date**: A date input field with the placeholder 'mm/dd/yyyy'.

Below the form, there is a note: 'The order does not matter. The announcements will automatically be sorted by their Date field in descending order.' and a button 'Add Announcement V2 Paragraph'. At the bottom, there is a 'Published' checkbox (checked) and three buttons: 'Save', 'Preview', and 'Delete'.

Set Announcement to Remain Hidden Until Date

1. On the **News and Event Announcements** edit screen, On the News and Event Announcements edit screen, scroll to the announcement you wish to modify.
2. Set the **Display On Date** field to the date you wish for the announcement to be automatically shown on the website and click **Save**.

On that date (Eastern Time), the message will become visible on the popups, dial page, and /announcements page.

NOTE: This field is ignored if **Is Enabled** is unchecked.

NOTE 2: This field can be used alongside **Archive On Date**, just be mindful of the dates used.

The screenshot shows the 'AirNowDrupal' interface with a top navigation bar containing 'Manage', 'Shortcuts', and 'acavallaro'. Below this is a secondary navigation bar with icons for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The main content area displays the 'Announcement V2' edit form. The form includes a 'Remove' button, a dropdown menu for 'Announcement' (currently set to 'A New Announcement'), and two checkboxes: 'Is Enabled' (checked) and 'Is Archived' (unchecked). Below these is the 'Display On Date' field, which is highlighted with a red arrow and contains the date '12/22/2019'. Below this is the 'Archive On Date' field, which contains the date '12/31/2019'. At the bottom of the form is a button labeled 'Add Announcement V2 Paragraph'. Below the form, there is a 'Published' checkbox (checked) and three buttons: 'Save', 'Preview', and 'Delete'.

Manage Shortcuts acavallaro

Content Structure Appearance Extend Configuration People Reports Help

AirNowDrupal Help

mm/dd/yyyy

(optional) Archive announcement on and after the specified date (Eastern Time).

Announcement V2 ... Remove

Announcement *

A New Announcement

☒ Is Enabled
Uncheck to manually hide announcement. Overrides all other settings.

☐ Is Archived
Announcement will only be visible on the Announcement Archive page, or by direct link.

Display On Date

12/22/2019

(optional) Announcement will not be listed on site until the specified date (Eastern Time).

Archive On Date

12/31/2019

(optional) Archive announcement on and after the specified date (Eastern Time).

The order does not matter. The announcements will automatically be sorted by their Date field in descending order.

Add Announcement V2 Paragraph

☒ Published

Save Preview Delete

Set Announcement to Auto-Archive by Date

1. On the **News and Event Announcements** edit screen, scroll to the announcement you wish to modify.
2. Set the **Archive On Date** field to the date you wish for the announcement to be automatically archived and click **Save**.

On that date (Eastern Time), the message will only be visible on the **/announcements** page or by direct links.

NOTE: This setting is ignored if **Is Archived** is checked, or **Is Enabled** is unchecked.

NOTE 2: This field can be used alongside **Display On Date**, just be mindful of the dates used.

The screenshot shows the Drupal administration interface for editing an announcement. The top navigation bar includes 'Manage', 'Shortcuts', and the user 'acavallaro'. Below this is a menu with 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The main content area is titled 'AirNowDrupal Help' and shows a date input field 'mm/dd/yyyy' with a placeholder '(optional) Archive announcement on and after the specified date (Eastern Time)'. Below this is a section for 'Announcement V2 ...' with a 'Remove' button. The announcement is titled 'A New Announcement'. It has two checkboxes: 'Is Enabled' (checked) and 'Is Archived' (unchecked). Below these is the 'Display On Date' field with a placeholder 'mm/dd/yyyy' and a note '(optional) Announcement will not be listed on site until the specified date (Eastern Time)'. The 'Archive On Date' field is highlighted with a red arrow and contains the date '12/31/2019', with a note '(optional) Archive announcement on and after the specified date (Eastern Time)'. At the bottom, there is a button 'Add Announcement V2 Paragraph' and a 'Published' checkbox. The bottom of the form has 'Save', 'Preview', and 'Delete' buttons.

Manage Shortcuts acavallaro

Content Structure Appearance Extend Configuration People Reports Help

AirNowDrupal Help

mm/dd/yyyy

(optional) Archive announcement on and after the specified date (Eastern Time).

Announcement V2 ... Remove

Announcement*

A New Announcement

☒ Is Enabled
Uncheck to manually hide announcement. Overrides all other settings.

☐ Is Archived
Announcement will only be visible on the Announcement Archive page, or by direct link.

Display On Date

mm/dd/yyyy

(optional) Announcement will not be listed on site until the specified date (Eastern Time).

Archive On Date

12/31/2019

(optional) Archive announcement on and after the specified date (Eastern Time).

The order does not matter. The announcements will automatically be sorted by their Date field in descending order.

Add Announcement V2 Paragraph

☒ Published

Save Preview Delete

Delete Announcement

1. **WARNING:** Do not delete an announcement from the **Content** screen if it is currently referenced by **News and Event Announcements**. This may cause an error to show on the website.
2. Instead, first go to the **News and Event Announcements** edit screen and search for the announcement you wish to remove. If found, click the **Remove** button and then **Save**.

The screenshot shows the Drupal 'Manage' interface for editing an announcement. The top navigation bar includes 'Manage', 'Shortcuts', and the user 'acavallaro'. Below this is a secondary navigation bar with tabs: 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The main content area shows the 'Announcement V2 ...' edit form. A red arrow points to the 'Remove' button. The form includes fields for 'Announcement*' (a dropdown menu), 'Is Enabled' (checked), 'Is Archived' (unchecked), 'Display On Date' (12/22/2019), and 'Archive On Date' (12/31/2019). At the bottom, there are 'Save', 'Preview', and 'Delete' buttons.

Manage Shortcuts acavallaro

Content Structure Appearance Extend Configuration People Reports Help

AirNowDrupal Help

mm/dd/yyyy

(optional) Archive announcement on and after the specified date (Eastern Time).

Announcement V2 ... Remove

Announcement*

A New Announcement

☒ Is Enabled
Uncheck to manually hide announcement. Overrides all other settings.

☐ Is Archived
Announcement will only be visible on the Announcement Archive page, or by direct link.

Display On Date

12/22/2019

(optional) Announcement will not be listed on site until the specified date (Eastern Time).

Archive On Date

12/31/2019

(optional) Archive announcement on and after the specified date (Eastern Time).

The order does not matter. The announcements will automatically be sorted by their Date field in descending order.

Add Announcement V2 Paragraph

☒ Published

Save Preview Delete

3. It is now safe to delete the announcement from the Content screen.

[Back to site](#) [Manage](#) [Shortcuts](#) [acavallaro](#)

[Content](#) [Structure](#) [Appearance](#) [Extend](#) [Configuration](#) [People](#) [Reports](#) [Help](#)

AirNowDrupal Help

Content

[Content](#) [Comments](#) [Feeds](#) [Files](#)

[Home](#) » [Administration](#)

[+Add content](#)

Title

Content type

Published status

Language

Announcement V2

- Any -

- Any -

Filter

Reset

Action

Delete content

Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	A New Announcement	Announcement V2	acavallaro	Published	12/22/2019 - 03:29	<div>Edit</div> <div>Delete</div>
<input type="checkbox"/>	New Wildfire Guide Factsheets	Announcement V2	acavallaro	Published	12/06/2019 - 00:15	<div>Edit</div>
<input type="checkbox"/>	airnowgovit4qj7irj3.devcloud.acquia-sites.com/node/.../delet...	Announcement V2	acavallaro	Published	12/06/2019 - 00:14	<div>Edit</div>

Announcements vs. Alerts

- Functionally, Announcements and Alerts are structured the same way. The method to create and customize them is currently identical.
- The reason for the separation is to make it easier to track which alert/announcement is displayed where on the site. Also, this gives us the ability to independently change their functionality in the future.
- Announcements are of the content type **Announcement V2**, while alerts are of the content type **Alert V2**. They both have the same fields, and have the similar setup for displaying on the website. You can use the same instructions outlined earlier in this document for setting up an **Alert V2** alert.
- The content **News and Event Announcements** (of type **Announcement Collection V2**) manages announcements, while the content **System Alerts** (of type **Alert Collection V2**) manages alerts. You can use the same instructions outlined earlier in this document for associating alerts with the **System Alerts**, and thus the website.
- Announcements will show on the dial page cards, popups and **/announcements** page. While Alerts will show on their own popups and **/alerts** page (but not the dial page cards).