

# **Creating and publishing Important Announcements**

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# Introduction

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Purpose of this document: Training material for creating and publishing Important Announcements in Omnia, mainly for self training.

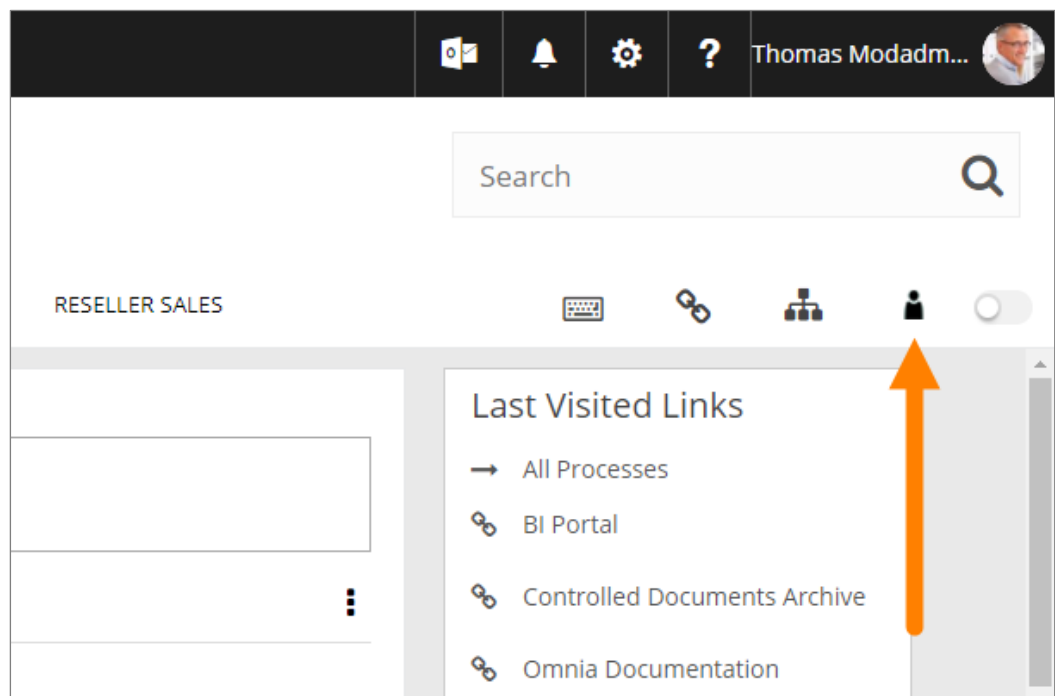
Target group: Intended for administrators and others with the permission needed to work with Important Announcements.

## Creating an Important Announcement

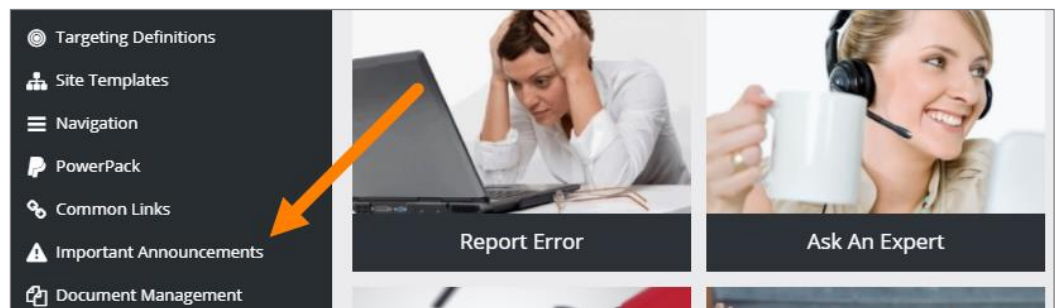
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To create an important announcement, do the following:

1. Open Omnia Admin.



2. Click **Important Announcements**.



All existing important announcements are shown in a list, for example:

Important Announcements					
+ Add Important Announcement   🔍 Permissions					
Title	Priority	Order	Start Date	End Date	
New key system for building X files	High	1	Sep 18, 2017 12:00:00 AM	Sep 19, 2017 12:00:00 AM	🗑️ 1
Driftstörning Exchange	High		Sep 13, 2017 12:00:00 AM	Sep 16, 2017 12:00:00 AM	🗑️ 1
Driftstörningar i Adventrix demomiljö under förmiddagen	High			Aug 17, 2017 11:00:00 AM	🗑️
Production install of PayIT on Friday, all payments will be suspended until after the weekend	High		Sep 14, 2017 12:00:00 PM	Sep 28, 2017 7:00:00 PM	🗑️
Slow internet connection in Stockholm office	High		May 9, 2017 8:00:00 AM	May 12, 2017 6:00:00 PM	🗑️
Stor ålg vid KSU	High		Jun 1, 2017 12:00:00 AM	Jun 10, 2017 12:00:00 AM	🗑️
CRM System down for maintenance during weekend	Normal		Sep 18, 2017 12:00:00 AM	Sep 19, 2017 12:00:00 AM	🗑️
Nycklar på drift!	Normal		Oct 6, 2016 12:00:00 AM	Aug 19, 2017 3:00:00 PM	🗑️
Project Portal down during the weekend	Normal		May 15, 2017 12:00:00 AM	May 18, 2017 12:00:00 AM	🗑️
Receptionen obemannad under fredagen	Normal		Mar 17, 2017 12:00:00 AM	Mar 19, 2017 12:00:00 AM	🗑️
UAT Deploy of PayIT on Thursday. The test environment of PayIT will be down the whole day	Normal		Jul 17, 2017 7:00:00 PM	Jul 20, 2017 7:00:00 PM	🗑️

To create a new important announcement, do the following:

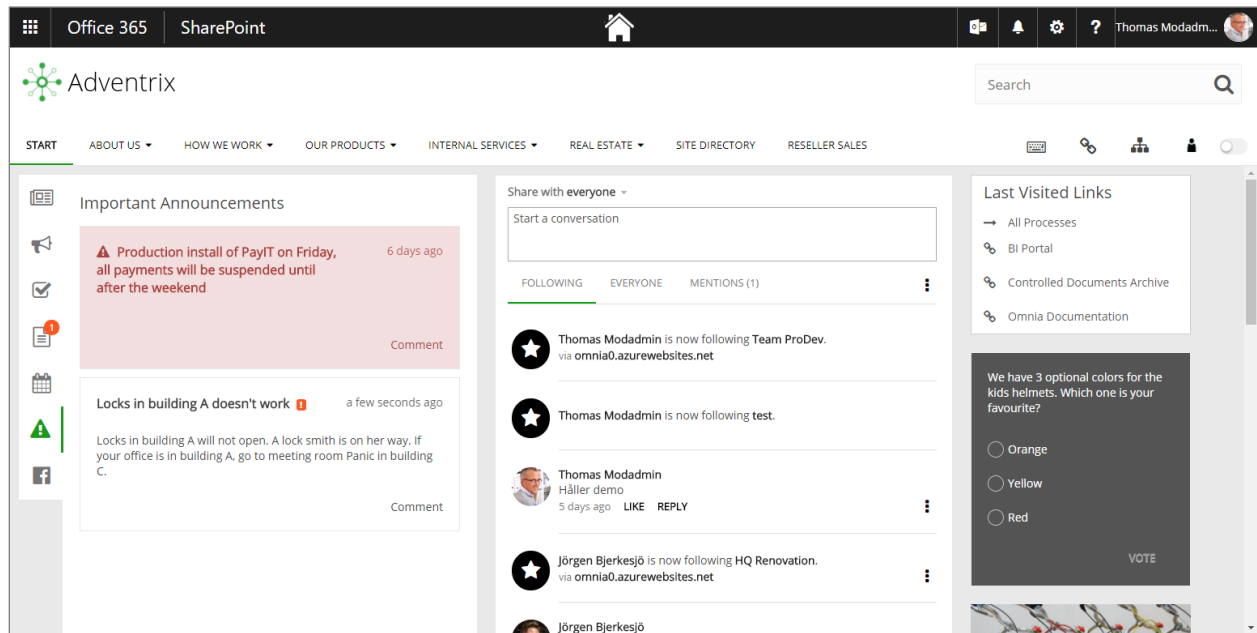
**3. Click Add important announcement.**

Important Announcements					
+ Add Important Announcement   🔍 Permissions					
Title	Priority	Order	Start Date	End Date	
New key system for building X files	High	1	Sep 18, 2017 12:00:00 AM	Sep 19, 2017 12:00:00 AM	🗑️ 1
Driftstörning Exchange	High		Sep 13, 2017 12:00:00 AM	Sep 16, 2017 12:00:00 AM	🗑️ 1
Driftstörningar i Adventrix demomiljö under förmiddagen	High			Aug 17, 2017 11:00:00 AM	🗑️
Production install of PayIT on Friday, all payments will be suspended until after the weekend	High		Sep 14, 2017 12:00:00 PM	Sep 28, 2017 7:00:00 PM	🗑️
Slow internet connection in Stockholm office	High		May 9, 2017 8:00:00 AM	May 12, 2017 6:00:00 PM	🗑️
Stor ålg vid KSU	High		Jun 1, 2017 12:00:00 AM	Jun 10, 2017 12:00:00 AM	🗑️
CRM System down for maintenance during weekend	Normal		Sep 18, 2017 12:00:00 AM	Sep 19, 2017 12:00:00 AM	🗑️
Nycklar på drift!	Normal		Oct 6, 2016 12:00:00 AM	Aug 19, 2017 3:00:00 PM	🗑️
Project Portal down during the weekend	Normal		May 15, 2017 12:00:00 AM	May 18, 2017 12:00:00 AM	🗑️
Receptionen obemannad under fredagen	Normal		Mar 17, 2017 12:00:00 AM	Mar 19, 2017 12:00:00 AM	🗑️
UAT Deploy of PayIT on Thursday. The test environment of PayIT will be down the whole day	Normal		Jul 17, 2017 7:00:00 PM	Jul 20, 2017 7:00:00 PM	🗑️

**4. Add a title (heading) and a description.**

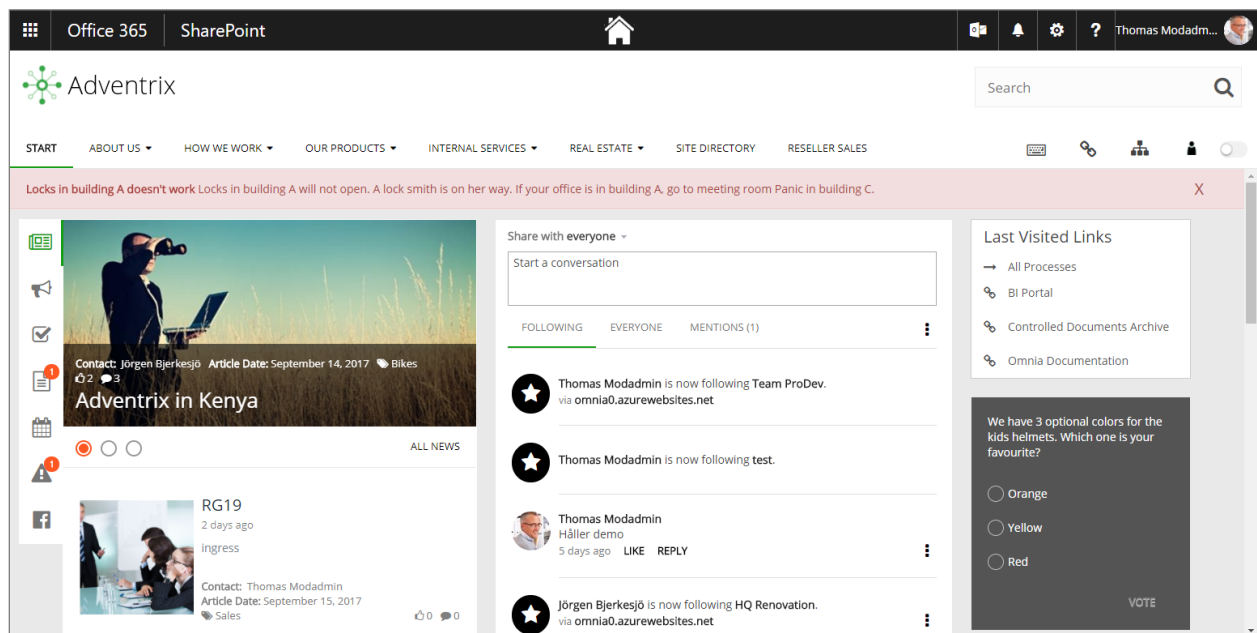


To read the announcement, users click the icon.



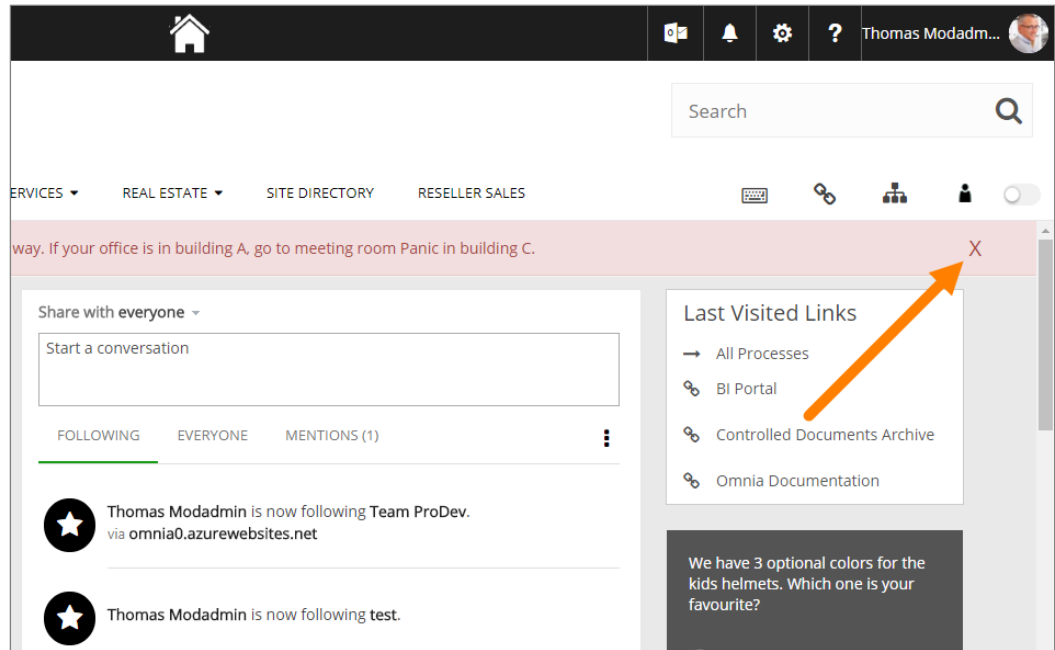
Users can comment an Important Announcement, see below.

If you set priority as High, the announcement will be displayed this way:



It will be shown across all pages and in collaboration sites, so user won't miss it.

Users can close the announcement after having read it, by clicking the X:



You may think “what use is an important announcement if people hasn’t logged on to their computers yet?”, but remember, you can normally log in to the portal using any of your devices – computer, tablet or smart phone.

5. Select Normal or High priority.
6. Enter a number for order (applicable when more than one Important Announcement is displayed).
7. Select start date and time, and end date and time.

The important announcement is displayed within this time frame.

8. Click **Save** when you’re done. (Also see *Targeting an Important Announcement* below.)

Start Date

2017-September-20

00

:

00

End Date

2017-September-21

00

:

00

Targeting Settings

☒ No targeting

☐ Target to

Save

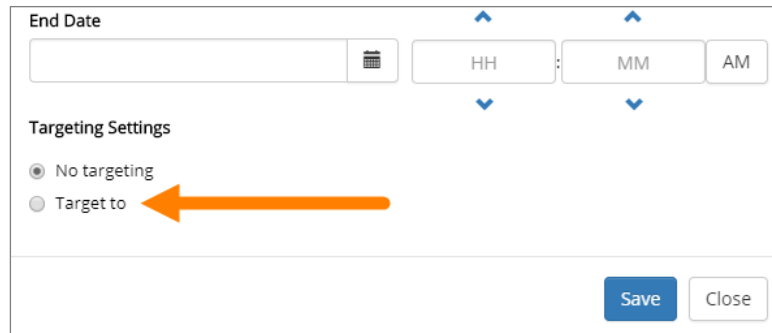
Close

## Targeting an Important Announcement

An Important Announcement can be targeted to any receivers that has been defined in Target Definitions, which can be found in Omnia Admin. If an Important Announcement is targeted, no one else but the target group will see the message.

To target an Important Announcement, do the following:

### 1. Select **Target to**.



End Date

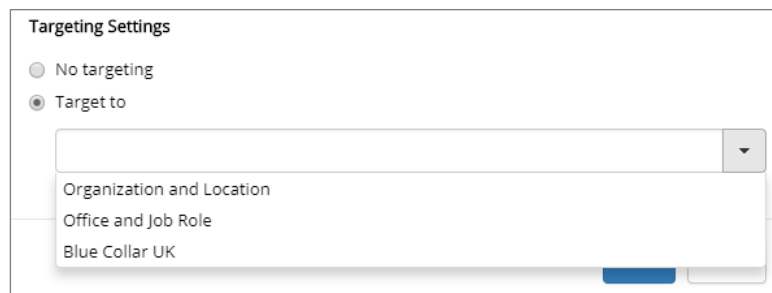
Targeting Settings

☐ No targeting

☒ Target to

Save Close

### 2. Open the list and select target.



Targeting Settings

☐ No targeting

☒ Target to

Organization and Location

Office and Job Role

Blue Collar UK

## Publish an important announcement

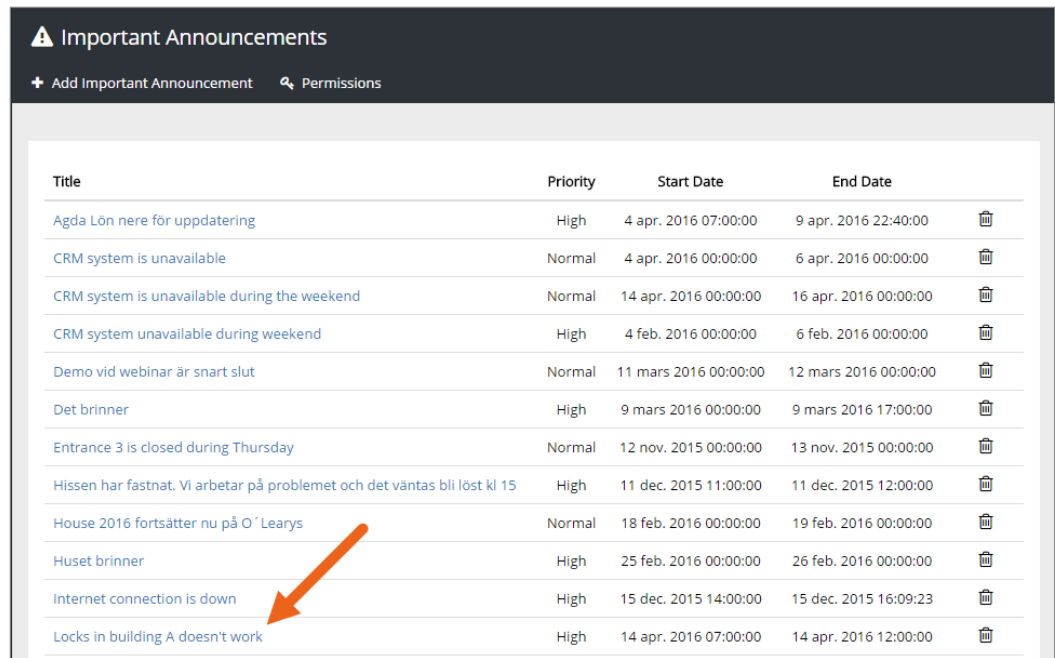
Publishing of important announcements is automatic. You simply set start date and time and end date and time and Save, and that's it!



# Edit an important announcement

An important announcement can be edited anytime, displayed or not. Here's how:

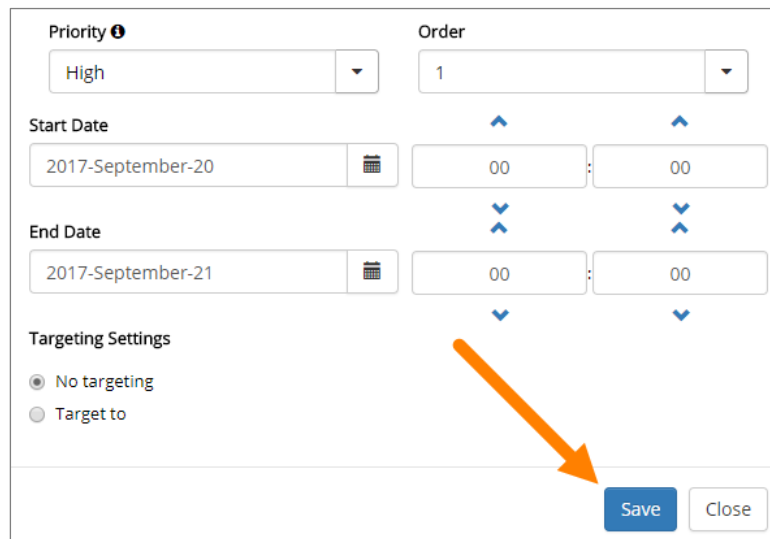
1. Go to Omnia Admin and open **Important Announcements** as described above.
2. Click the link for the announcement.



Title	Priority	Start Date	End Date	
<a href="#">Agda Lön nere för uppdatering</a>	High	4 apr. 2016 07:00:00	9 apr. 2016 22:40:00	
<a href="#">CRM system is unavailable</a>	Normal	4 apr. 2016 00:00:00	6 apr. 2016 00:00:00	
<a href="#">CRM system is unavailable during the weekend</a>	Normal	14 apr. 2016 00:00:00	16 apr. 2016 00:00:00	
<a href="#">CRM system unavailable during weekend</a>	High	4 feb. 2016 00:00:00	6 feb. 2016 00:00:00	
<a href="#">Demo vid webinar är snart slut</a>	Normal	11 mars 2016 00:00:00	12 mars 2016 00:00:00	
<a href="#">Det brinner</a>	High	9 mars 2016 00:00:00	9 mars 2016 17:00:00	
<a href="#">Entrance 3 is closed during Thursday</a>	Normal	12 nov. 2015 00:00:00	13 nov. 2015 00:00:00	
<a href="#">Hissen har fastnat. Vi arbetar på problemet och det väntas bli löst kl 15</a>	High	11 dec. 2015 11:00:00	11 dec. 2015 12:00:00	
<a href="#">House 2016 fortsätter nu på O'Learys</a>	Normal	18 feb. 2016 00:00:00	19 feb. 2016 00:00:00	
<a href="#">Huset brinner</a>	High	25 feb. 2016 00:00:00	26 feb. 2016 00:00:00	
<a href="#">Internet connection is down</a>	High	15 dec. 2015 14:00:00	15 dec. 2015 16:09:23	
<a href="#">Locks in building A doesn't work</a>	High	14 apr. 2016 07:00:00	14 apr. 2016 12:00:00	

The window for editing the important announcement is shown. You work with it exactly the same way as described above. You can edit all text and settings.

3. Edit the announcement and save.



Priority ⓘ High

Order 1

Start Date 2017-September-20

End Date 2017-September-21

Targeting Settings

☒ No targeting

☐ Target to

Save Close

If the announcement is displayed, changes are shown immediately.

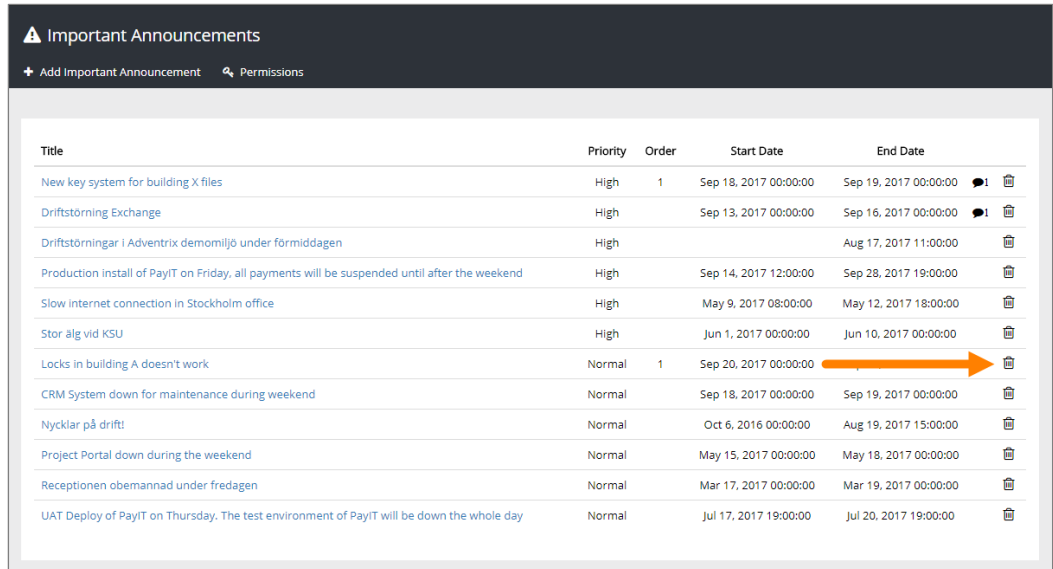
### A tip!

If it happens that an existing important announcement is applicable again, you don't have to create a new announcement, you can just edit start date and time and end date and time for the existing announcement.

## Delete an important announcement

An important announcement can be deleted any time (but also see the tip above), here's how:

1. Go to Omnia Admin and open **Important Announcements** as described above.
2. Click the dust bin for that announcement.



Title	Priority	Order	Start Date	End Date	
New key system for building X files	High	1	Sep 18, 2017 00:00:00	Sep 19, 2017 00:00:00	🗨️ 🗑️
Driftstörning Exchange	High		Sep 13, 2017 00:00:00	Sep 16, 2017 00:00:00	🗨️ 1 🗑️
Driftstörningar i Adventrix demomiljö under förmiddagen	High			Aug 17, 2017 11:00:00	🗑️
Production install of PayIT on Friday, all payments will be suspended until after the weekend	High		Sep 14, 2017 12:00:00	Sep 28, 2017 19:00:00	🗑️
Slow internet connection in Stockholm office	High		May 9, 2017 08:00:00	May 12, 2017 18:00:00	🗑️
Stor ålg vid KSU	High		Jun 1, 2017 00:00:00	Jun 10, 2017 00:00:00	🗑️
Locks in building A doesn't work	Normal	1	Sep 20, 2017 00:00:00		🗑️
CRM System down for maintenance during weekend	Normal		Sep 18, 2017 00:00:00	Sep 19, 2017 00:00:00	🗑️
Nycklar på drift!	Normal		Oct 6, 2016 00:00:00	Aug 19, 2017 15:00:00	🗑️
Project Portal down during the weekend	Normal		May 15, 2017 00:00:00	May 18, 2017 00:00:00	🗑️
Receptionen obemannad under fredagen	Normal		Mar 17, 2017 00:00:00	Mar 19, 2017 00:00:00	🗑️
UAT Deploy of PayIT on Thursday. The test environment of PayIT will be down the whole day	Normal		Jul 17, 2017 19:00:00	Jul 20, 2017 19:00:00	🗑️

3. Click **OK** to delete the important announcement.

×

Delete Important Announcement

Are you sure you want to delete this Important Announcement?

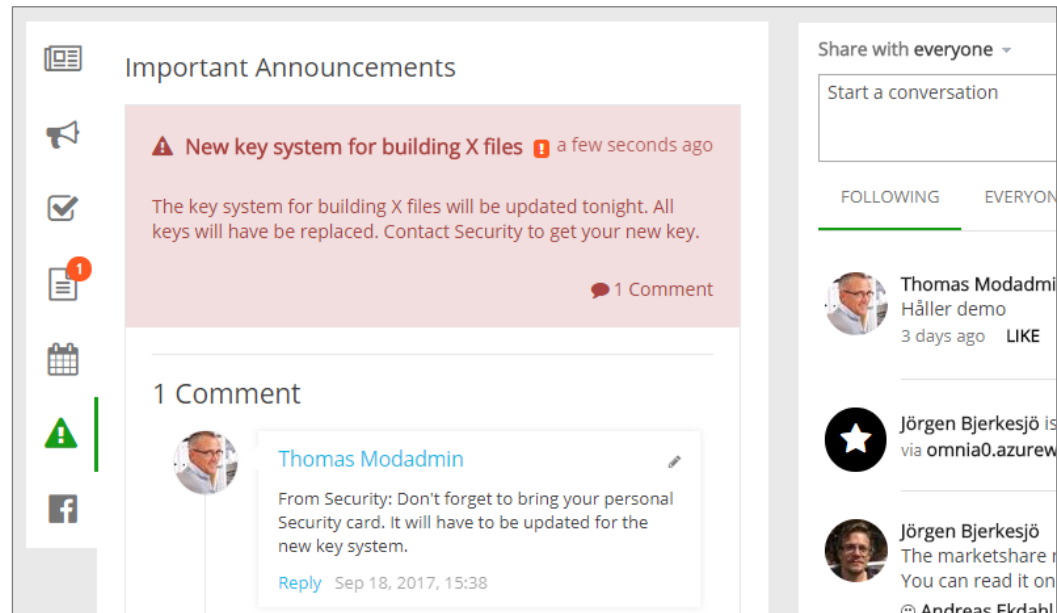
Ok

Cancel

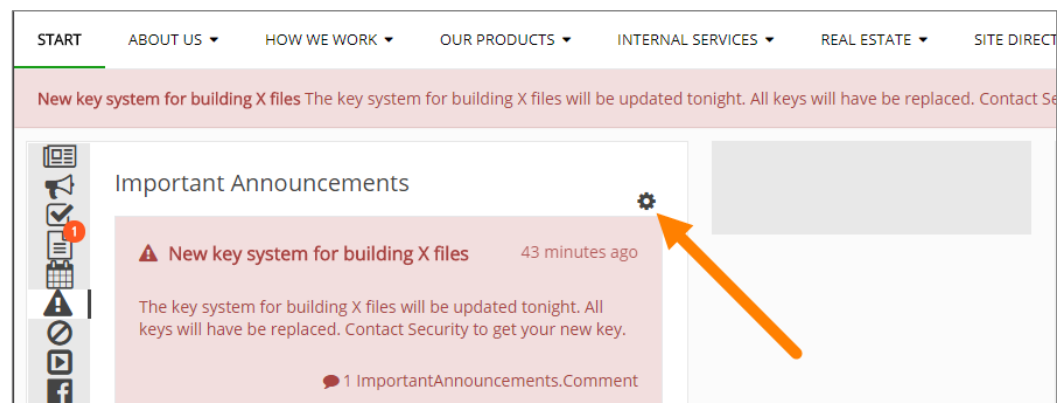
# Commenting Important Announcements

Any user can comment an Important Announcement, if commenting is enabled, which is the default. It's done through the Notification Panel and works exactly the same way as commenting pages (for example news).

Here's an example:



To turn off or on commenting Important Announcements, use this setting:



You can set colors and, at the bottom, disable or enable commenting:

×

Normal Priority Announcemets Settings

High Priority Background Color

▼

High Priority Text Color

▼


Normal Priority Background Color

▼

Normal Priority Text Color

▼

☒ Enable Comments



Save

Close