

Manage Messages

On this page:

[General Information](#) [Instructions](#) [Effects](#) [What's Next?](#)

Search


You can create and post messages related to your programs on the homepage. You can indicate message priority and duration for these messages.





Message categories...

- **Urgent** - Critical. Requires immediate attention.
- **Important** - Significant information. Should be read, but not critical.
- **Informational** - General communication related to your program.

Step-by-Step



(Click  to view image)

1. From **Setup**, select **Notifications**. 
2. Click **Create**. 
3. Type/select the details. 
4. Click **Save**. 



Effects

Message displays immediately, or by designated start/end dates...

If you do not specify a start and end date, the message immediately displays and remains until someone deletes it. However, you can specify these dates.

What's Next? (Optional)

You can delete an existing message before the specified end date...

1. From **Setup**, select **Notifications**.
2. View the list of posted messages.
3. To delete a message, click **Edit**. 
4. Click **Delete**. 

[Back to the top](#)