

Manage Messages

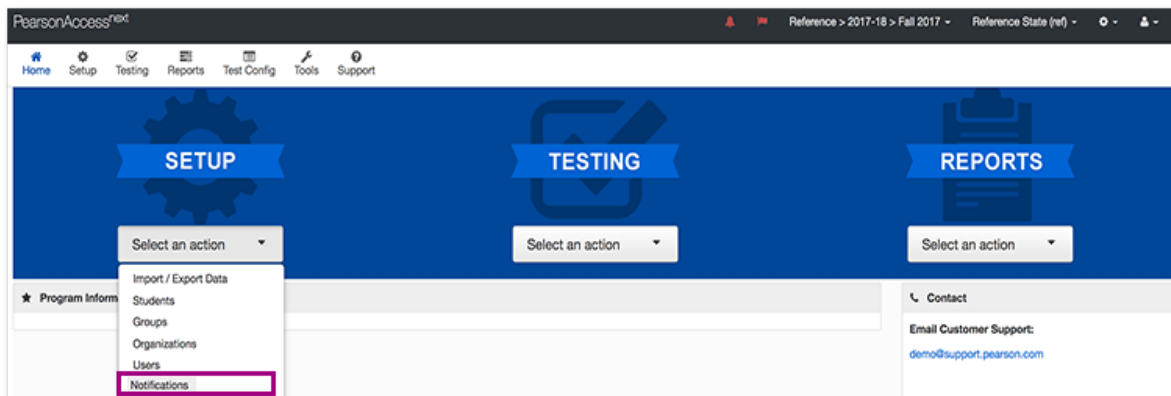
You can create and post messages related to your programs on the homepage. You can indicate message priority and duration for these messages.

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

1. From **Setup**, select **Notifications**.



2. Click **Create**.



3. Type/select the details.

Notifications

Message

Type message here.

Notification without dates will be active immediately and indefinitely.

Begin Date

08/15/2018



End Date

12/21/2018



Type

informational



Scope

Reference



Save

Back

4. Click **Save**.


Notifications

Message


Type message here.

Notification without dates will be active immediately and indefinitely.


Begin Date

08/15/2018 


End Date

12/21/2018 

Type

informational 

Scope

Reference 

Save **Back**

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...

- From **Setup**, select **Notifications**.
- View the list of posted messages.
- To delete a message, click **Edit**.

Notifications					
Type	Message	Begin Date	End Date	Scope	
Important	Test	09/25/2015	09/29/2015	Demo	Edit

- Click **Delete**.

Notifications

Message

Test

Notification without dates will be active immediately and indefinitely.

Begin Date

09/25/2015



End Date

09/29/2015



Type

important



Scope

Demo



Save

Delete

Back