

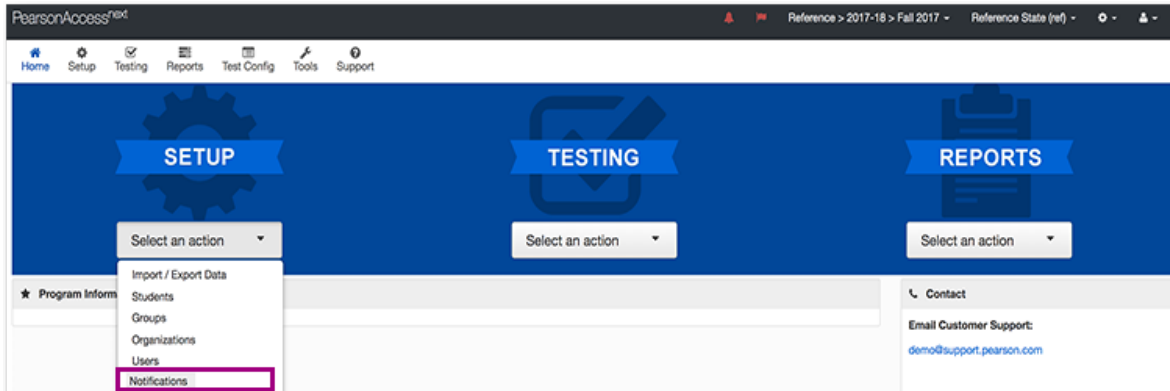
# Manage Messages

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

- **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

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)

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

Notifications					
Type	Message	Begin Date	End Date	Scope	
Important	Test	09/25/2015	09/29/2015	Demo	<a href="#">Edit</a>

4. 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