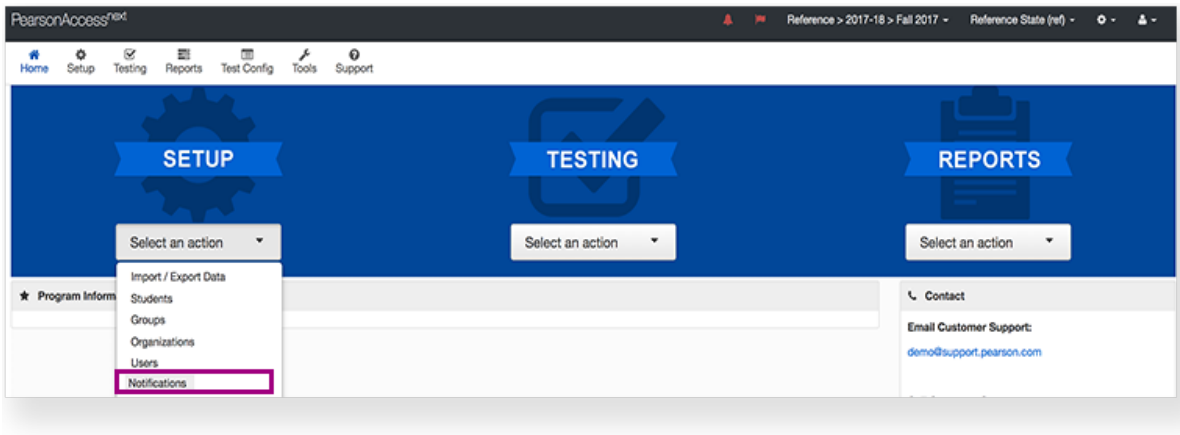
Manage Messages

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

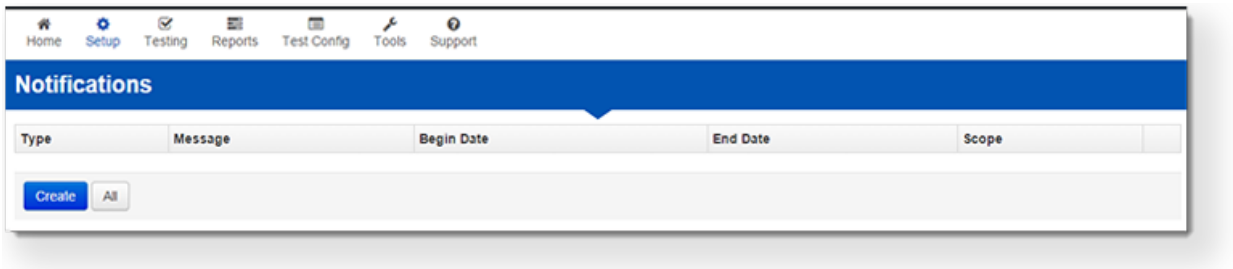
- **Urgent** - Critical. Requires immediate attention.
- **Important** - Significant information. Should be read, but not critical.
- **Informational** - General communication related to your program.

Step-by-Step

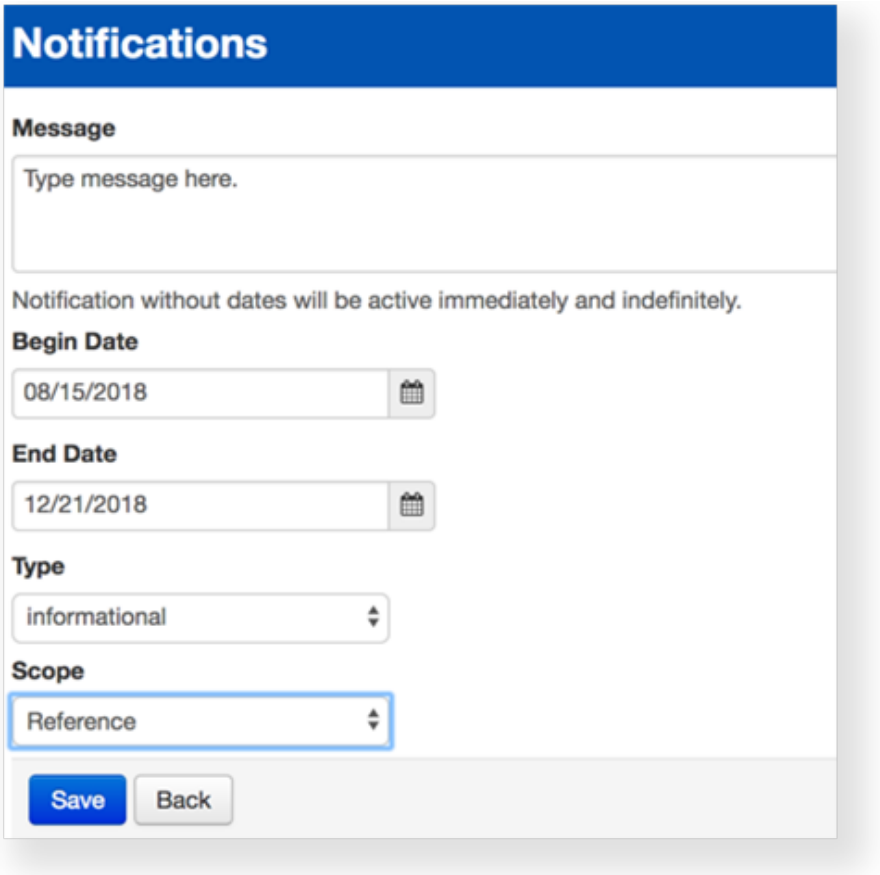
1. From **Setup**, select **Notifications.**



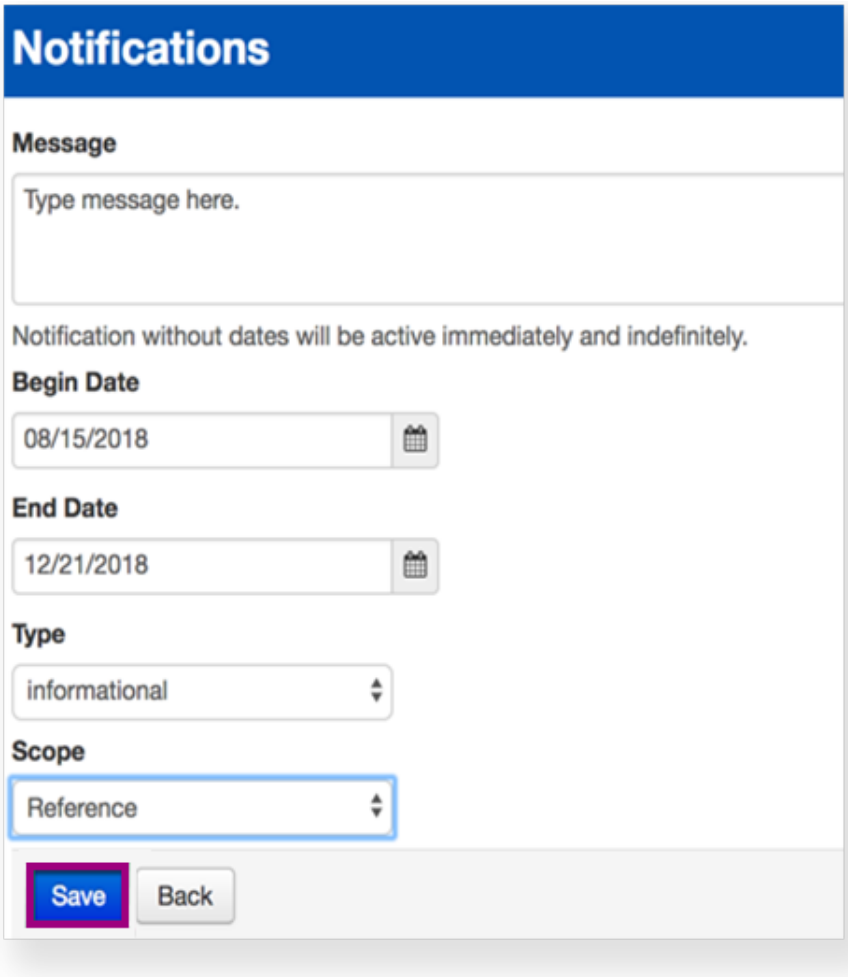
2. Click **Create.**



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.**

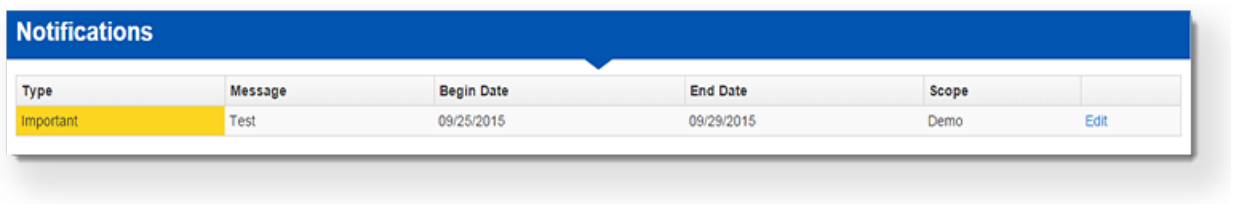


Effects

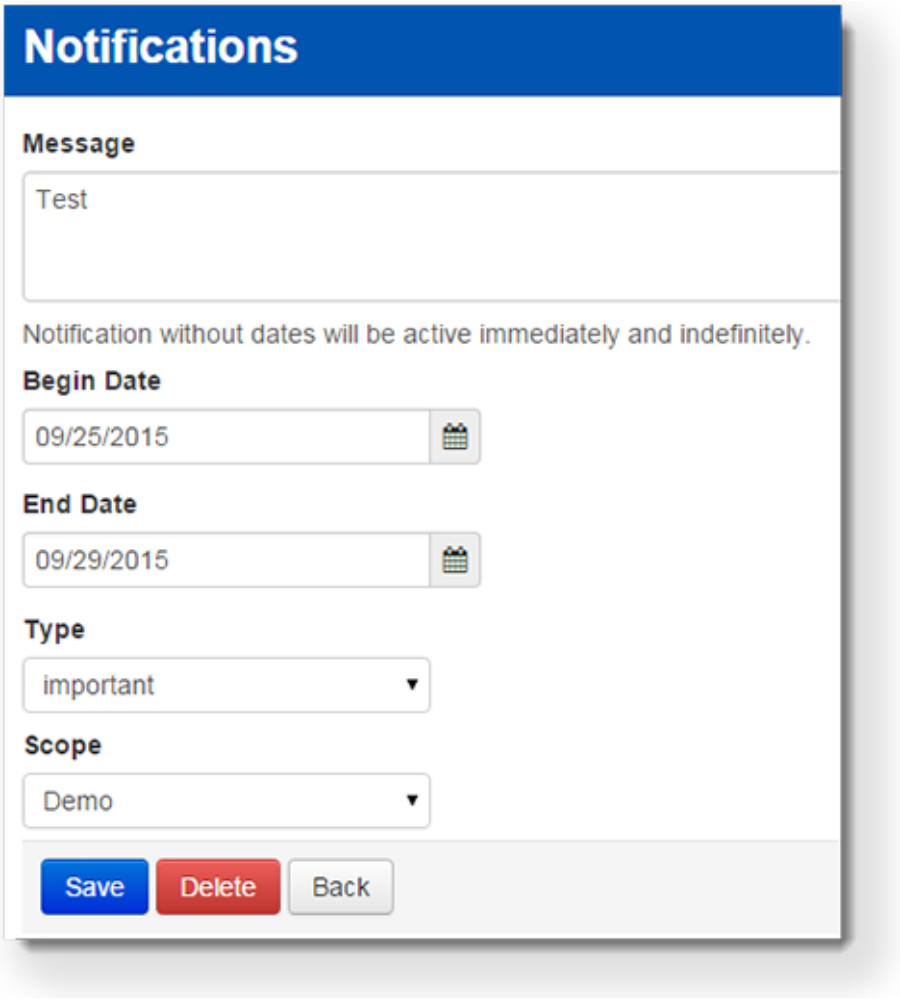
If you do not specify a start and end date, the message immediately displays and remains until someone deletes it. However, you can specify these dates.

What's Next? (Optional)

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



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