

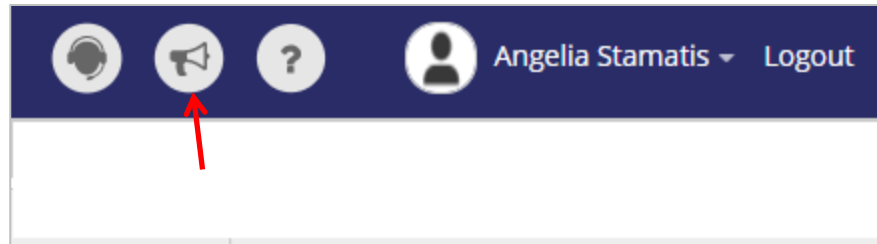
Add an Announcement

In addition to announcements from the dash product team and your brand, dash also allows authorized users to create and broadcast company level announcements. These announcements can be viewed by all dash users within the company.

If you have multiple offices within your company, you can select specific office(s) to receive the announcement.

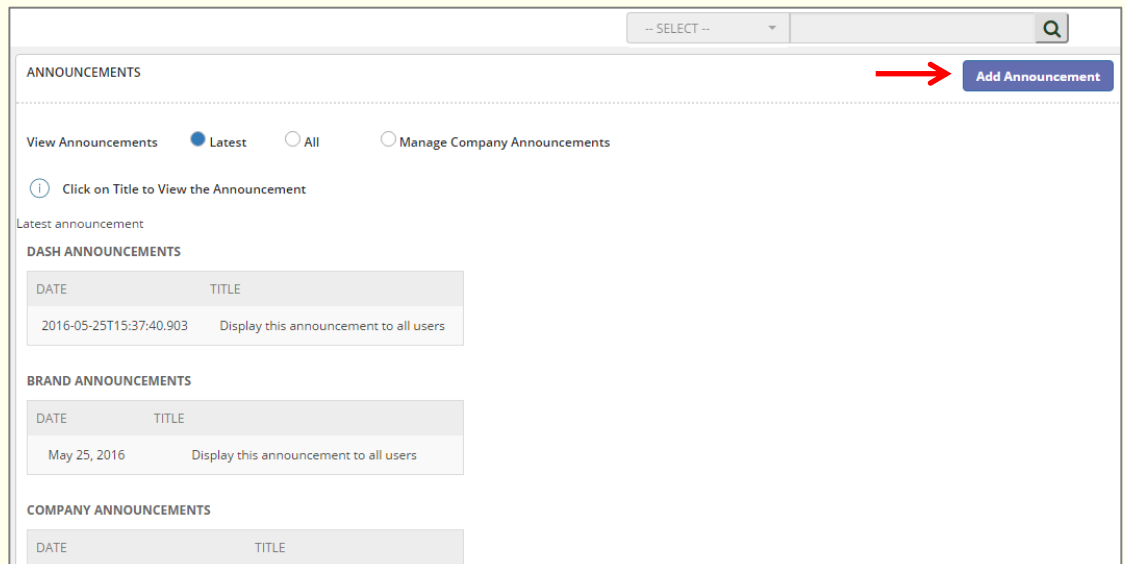
Fields marked with an asterisk (*) are mandatory.

1. Click the **Announcement** icon from the dash toolbar at the top of the screen.



The **Announcements** window displays.

2. From the top right corner, click **Add Announcement**.



The **Add Announcements** form displays.

The screenshot shows the 'ADD ANNOUNCEMENTS' form with the following elements and callouts:

- 3**: Points to the **TITLE *** field containing 'Year end Close'.
- 4**: Points to the **ANNOUNCEMENT *** text area containing the text: 'Please ensure that all of the transactions have been closed by 01/01/2016 so that we can perform the year end close!!'. The text area includes a rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, and Indent.
- 5**: Points to the **EXPIRATION DATE *** field showing '01/15/2016' and a calendar icon.
- 6**: Points to the **OFFICES TO RECEIVE THE ANNOUNCEMENT** section, which is divided into two columns: 'Pick Office' and 'Selected Offices'. The 'Pick Office' column lists offices 0002 through 0011. The 'Selected Offices' column shows '0001 - Midtown' with a remove icon (⊗).
- 7**: Points to the **Publish** button at the bottom right of the form.

3. Enter a **Title** for the announcement.
4. Type in the **Text** for the announcement in the text edit box. You can also format the message using the available formatting tools.
5. Select the **Expiration Date** for the announcement to stop displaying.
6. Select the office(s) to receive the announcement by clicking the office name on the left. Click **Select all** to select all the offices.
To remove an office from the recipient list, click ⊗ next to the office name on the right. Click **Remove all** to remove all the offices.
7. Click **Publish**.