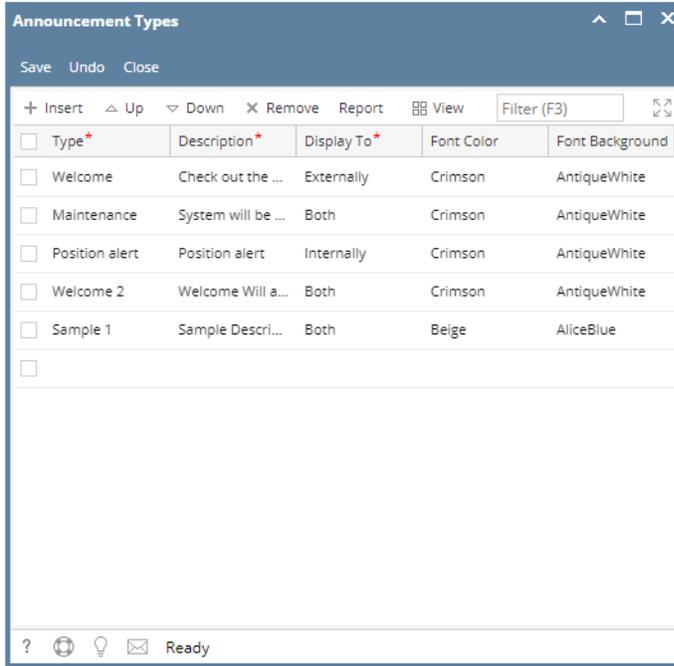


How to Add an Announcement Type

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** menu >> **Announcement Types**
3. Click the **Insert** button to add a new blank row
4. Enter the details of the Announcement (**Type, Description, Display To, Font Color** and **Font Background**)

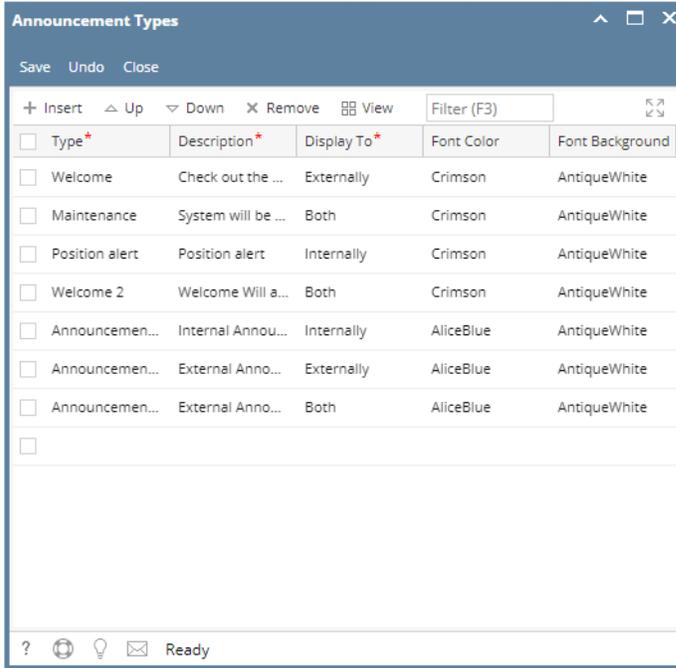


Field	Description
Type	This will be a unique name for the type of announcement.
Description	A longer description of the Announcement Type.
Display To	This will determine who will see the Announcement. If Internally, only iRely employees will see the announcement. If externally, only customers will see the announcement. If Both, then both iRely employees and customers will see the announcement.
Font Color	Used to accentuate font for better visibility
Font Background	Used to accentuate background color for better visibility

5. Click the **Save** button to save the setup.

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder >> **Announcements** folder >> **Announcement Types**
3. Click the **Insert** button to add a new blank row

4. Enter the details of the Announcement (**Type, Description, Display To, Font Color** and **Font Background**)

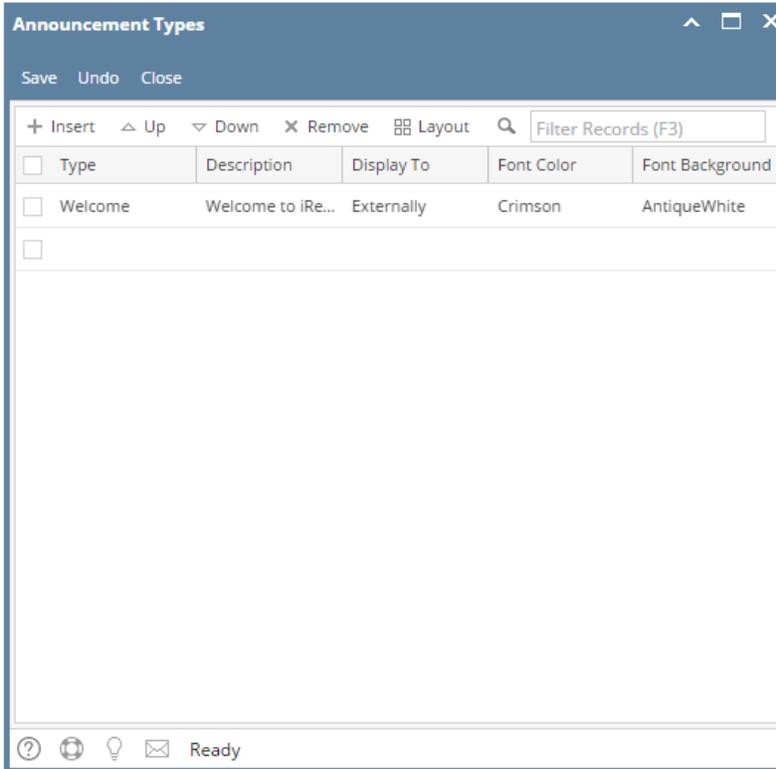


Field	Description
Type	This will be a unique name for the type of announcement.
Description	A longer description of the Announcement Type.
Display To	This will determine who will see the Announcement. If Internally, only iRely employees will see the announcement. If externally, only customers will see the announcement. If Both, then both iRely employees and customers will see the announcement.
Font Color	Used to accentuate font for better visibility
Font Background	Used to accentuate background color for better visibility

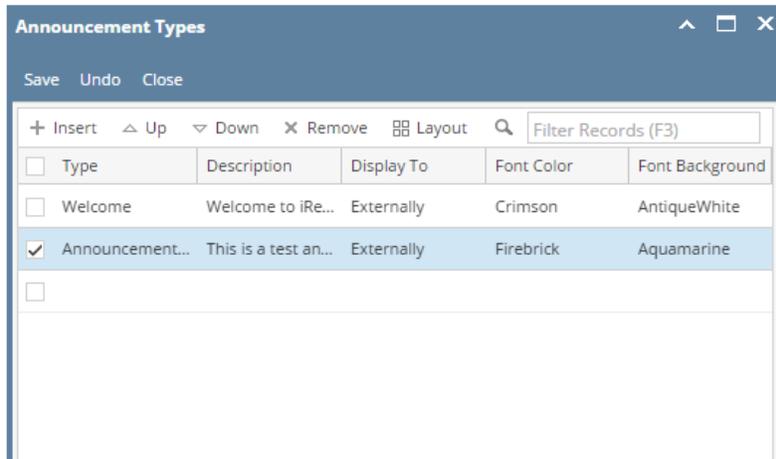
5. Click the **Save** button to save the setup.

1. Log in as **Admin user**

- On user's menu panel, go to **System Manager** folder >> **Announcements** folder >> **Announcement Types**



- Click the **Insert** button to add a new blank row
- Enter the details of the Announcement (**Type**, **Description**, **Display To**, **Font Color** and **Font Background**)

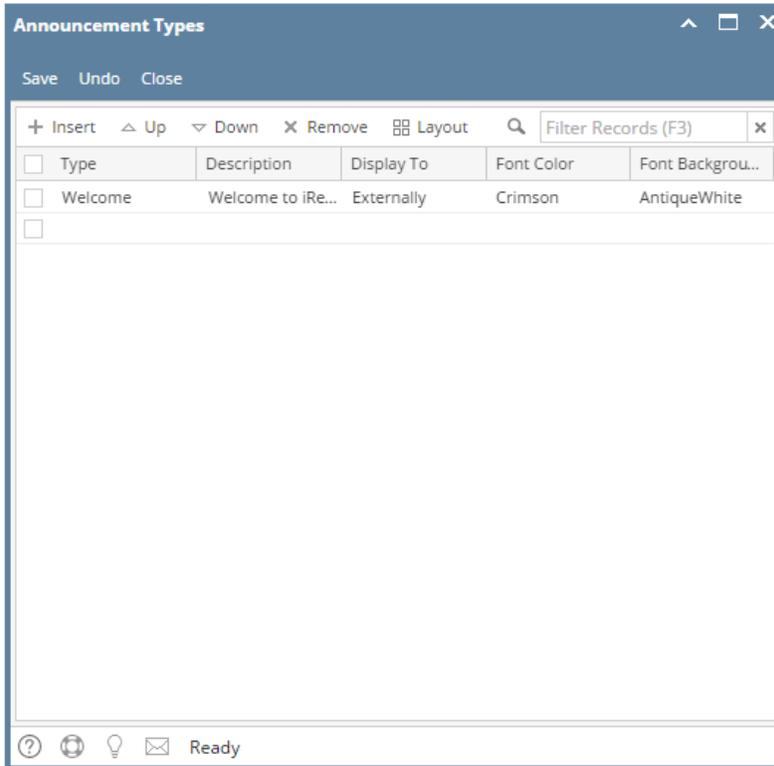


Field	Description
Type	This will be a unique name for the type of announcement.
Description	A longer description of the Announcement Type.
Display To	This will determine who will see the Announcement. If Internally, only iRely employees will see the announcement. If externally, only customers will see the announcement. If Both, then both iRely employees and customers will see the announcement.
Font Color	Used to accentuate font for better visibility
Font Background	Used to accentuate background color for better visibility

- Click the **Save** button to save the setup.

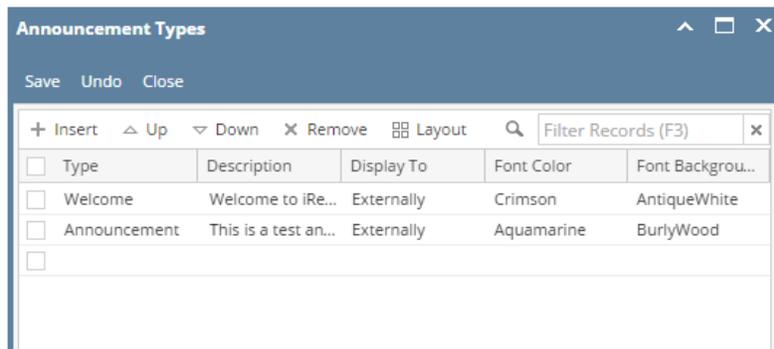
- Log in as **Admin user**

2. On user's menu panel, go to **Common Info** folder >> **Announcements** folder >> **Announcement Types**



3. Click the **Insert** button to add a new blank row

4. Enter the details of the Announcement (**Type**, **Description**, **Display To**, **Font Color** and **Font Background**)



Field	Description
Type	This will be a unique name for the type of announcement.
Description	A longer description of the Announcement Type.
Display To	This will determine who will see the Announcement. If Internally, only iRely employees will see the announcement. If externally, only customers will see the announcement. If Both, then both iRely employees and customers will see the announcement.
Font Color	Used to accentuate font for better visibility
Font Background	Used to accentuate background color for better visibility

5. Click the **Save** button to save the setup.