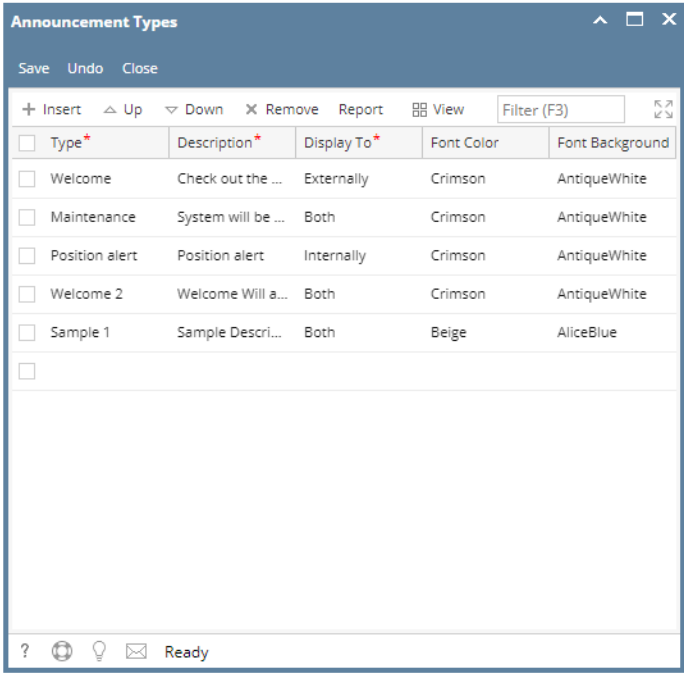


How to Add an Announcement Type

- 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**)

Type*	Description*	Display To*	Font Color	Font Background
<input type="checkbox"/> Welcome	Check out the ...	Externally	Crimson	AntiqueWhite
<input type="checkbox"/> Maintenance	System will be ...	Both	Crimson	AntiqueWhite
<input type="checkbox"/> Position alert	Position alert	Internally	Crimson	AntiqueWhite
<input type="checkbox"/> Welcome 2	Welcome Will a...	Both	Crimson	AntiqueWhite
<input type="checkbox"/> Announcemen...	Internal Annou...	Internally	AliceBlue	AntiqueWhite
<input type="checkbox"/> Announcemen...	External Anno...	Externally	AliceBlue	AntiqueWhite
<input type="checkbox"/> Announcemen...	External Anno...	Both	AliceBlue	AntiqueWhite
<input type="checkbox"/>				

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**

The screenshot shows a window titled "Announcement Types" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a toolbar with buttons for "+ Insert", "Up", "Down", "Remove", "Layout", and a search icon with the text "Filter Records (F3)". The main area contains a table with the following columns: "Type", "Description", "Display To", "Font Color", and "Font Background". The table has one row with the following data: "Welcome", "Welcome to iRe...", "Externally", "Crimson", and "AntiqueWhite". Below the table is a status bar with icons for help, refresh, lightbulb, and email, followed by the text "Ready".

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**)

The screenshot shows the same "Announcement Types" window. The table now has two rows. The first row is "Welcome" with description "Welcome to iRe...", display to "Externally", font color "Crimson", and font background "AntiqueWhite". The second row is highlighted and has a checkmark in the "Type" column. The data for the second row is: "Announcement...", "This is a test an...", "Externally", "Firebrick", and "Aquamarine".

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 **Common Info** folder >> **Announcements** folder >> **Announcement Types**

The screenshot shows a window titled "Announcement Types" with a menu bar containing "Save", "Undo", and "Close". Below the menu bar is a toolbar with buttons for "Insert", "Up", "Down", "Remove", "Layout", and a search icon. A search box labeled "Filter Records (F3)" is also present. The main area contains a table with the following columns: "Type", "Description", "Display To", "Font Color", and "Font Backgrou...". The table has one row with the following data: "Welcome", "Welcome to iRe...", "Externally", "Crimson", and "AntiqueWhite".

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**)

The screenshot shows the same "Announcement Types" window, but now with two rows in the table. The second row has the following data: "Announcement", "This is a test an...", "Externally", "Aquamarine", and "BurlyWood".

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.