## How to Add an Announcement on the Maintenance Screen

- Log in as Admin user
   On user's menu panel, go to System Manager folder >> Announcements folder >> Maintenance

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- 3. Click the Insert button to add a new blank row
- 4. Select the Type, Start Date and End Date. Note though that End Date should be equal or greater that the Start Date.

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5. Click the pencil icon to edit the Announcement detail

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6. Enter the Announcement details on the screen then click OK button when done

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- 7. Click the Save button on the Maintenance screen to save the setup
- Log in as Admin user
   On user's menu panel, go to Common Info folder >> Announcements folder >> Maintenance

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