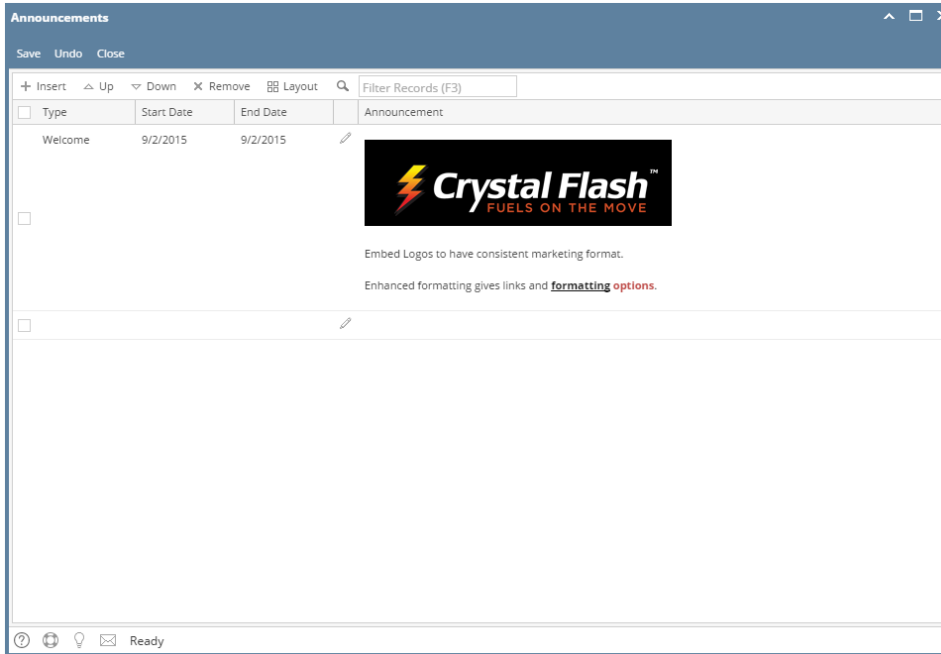
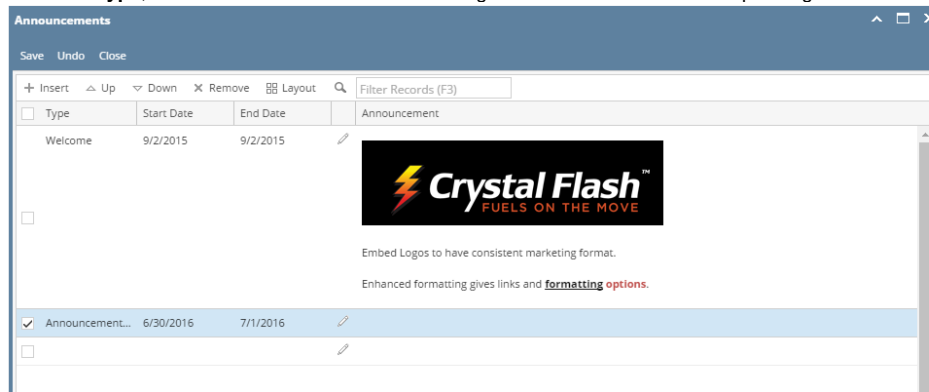


# How to Add an Announcement on the Maintenance Screen

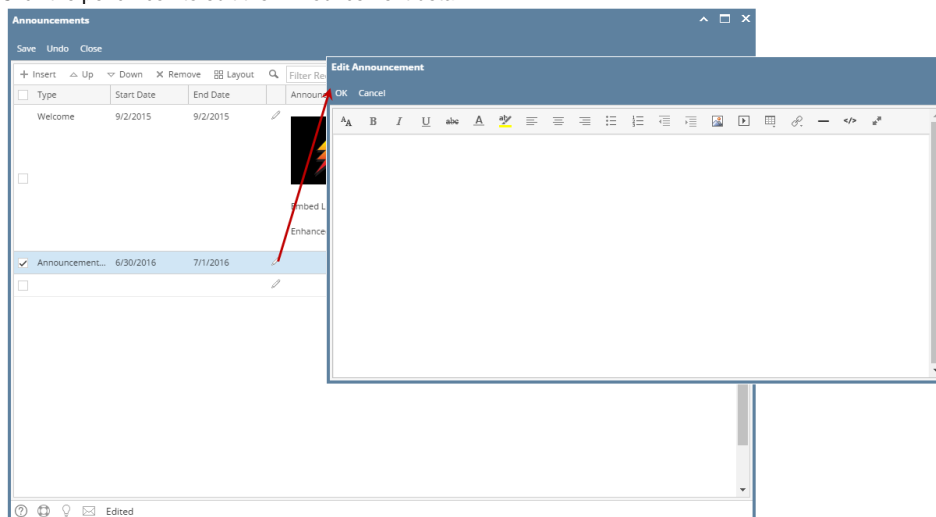
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder >> **Announcements** folder >> **Maintenance**



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.



5. Click the pencil icon to edit the Announcement detail

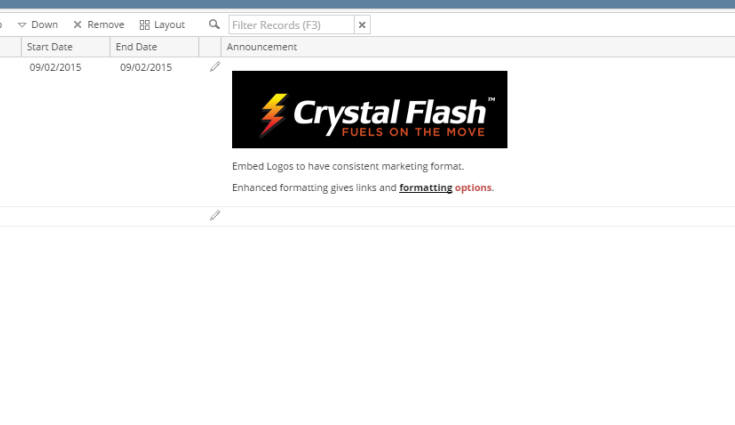


6. Enter the Announcement details on the screen then click **OK** button when done

- Click the **Save** button on the Maintenance screen to save the setup.

1. Log in as **Admin user**
2. On user's menu panel, go to **Common Info** folder >> **Announcements** folder >> **Maintenance**

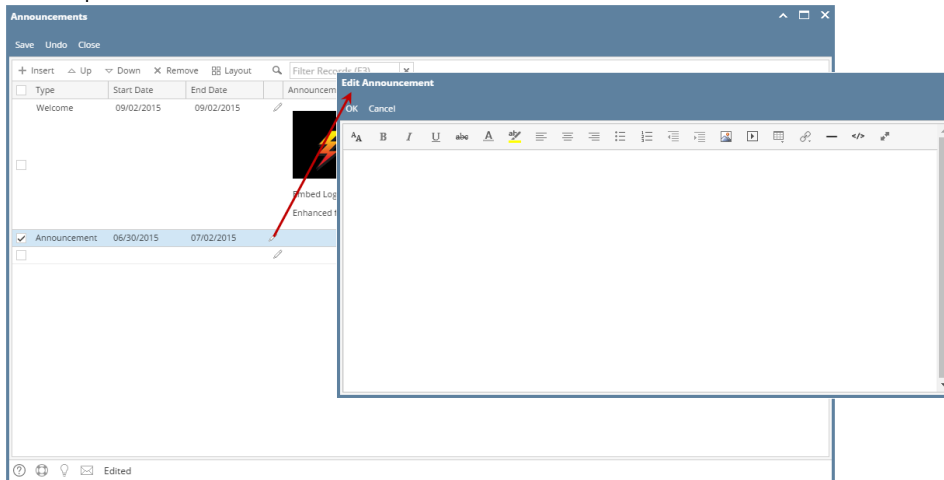
In the left-hand pane, go to **Common Info** folder > **Announcements** folder > **Announcements** folder.



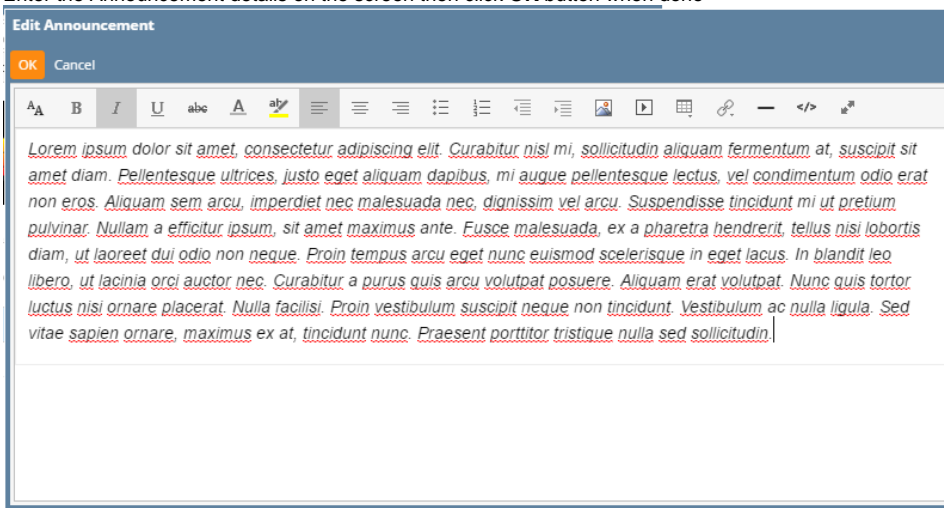
The screenshot shows the 'Announcements' folder in the 'Common Info' section of the software interface. The interface displays a table with the following columns: Type, Start Date, End Date, and Announcement. The first row contains the text 'Welcome', the date '09/02/2015', the date '09/02/2015', and a logo for 'Crystal Flash™ FUELS ON THE MOVE'. Below the table, there is a text area with the text 'Embed Logos to have consistent marketing format. Enhanced formatting gives links and formatting options.' and a 'Ready' status bar at the bottom.

4. Select the **Type**, **Start Date** and **End Date**. Note though that End Date should be equal or greater that the Start Date.

5. Click the pencil icon to edit the Announcement detail



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



7. Click the **Save** button on the Maintenance screen to save the setup