

How to Create an Announcement in i21

1. Go to System Manager | Announcements Menu | Announcements Types.

The 'Announcement Types' window displays a table with the following columns: Type, Description, Display To, Font Color, and Font Background. The 'i21' type is selected, showing a description of 'Hard Refresh' and a display to 'Internally' with a font color of 'AliceBlue' and a font background of 'AntiqueWhite'.

Type*	Description*	Display To*	Font Color	Font Background
<input type="checkbox"/> Welcome	Check out the new port...	Externally	Crimson	AntiqueWhite
<input type="checkbox"/> Maintenance	System will be down	Both	Crimson	AntiqueWhite
<input type="checkbox"/> Position alert	Position alert	Internally	Crimson	AntiqueWhite
<input type="checkbox"/> Welcome 2	Welcome Will and Keith ...	Both	Crimson	AntiqueWhite
<input checked="" type="checkbox"/> i21	Hard Refresh	Internally	AliceBlue	AntiqueWhite

Type – Enter unique type of announcement.

Description – Enter any user-defined Description.

Display To

Internally – This will display on i21 Users only.

Externally – This will display on i21 portal users (customer).

Both – This will display on i21 user and portal users.

Font Color - Select font color.

Font Background – Select font background color.

2. Go to System Manager | Announcements Menu | Maintenance

The 'Announcements' window displays a table with the following columns: Type, Start Date, End Date, and Announcement. The 'Position alert' announcement is selected, showing a start date of '10/03/2016' and an end date of '10/04/2016'.

Type*	Start Date*	End Date*	Announcement*
<input type="checkbox"/> Position alert	10/03/2016	10/04/2016	Please Download the affloat position for month end process.
<input type="checkbox"/> Welcome 2	11/06/2016	11/09/2016	Welcome Will and Keith to your i21 Demonstration.
<input type="checkbox"/> Welcome	10/11/2018	10/11/2018	Welcome to iRely's portal Demo, where your customers can have real-time information at their fingertips.
<input type="checkbox"/> Welcome	10/11/2018	10/11/2018	Hi - Welcome to THE portal.
<input type="checkbox"/> Sample 1	12/12/2016	12/12/2016	This is a sample Announcement

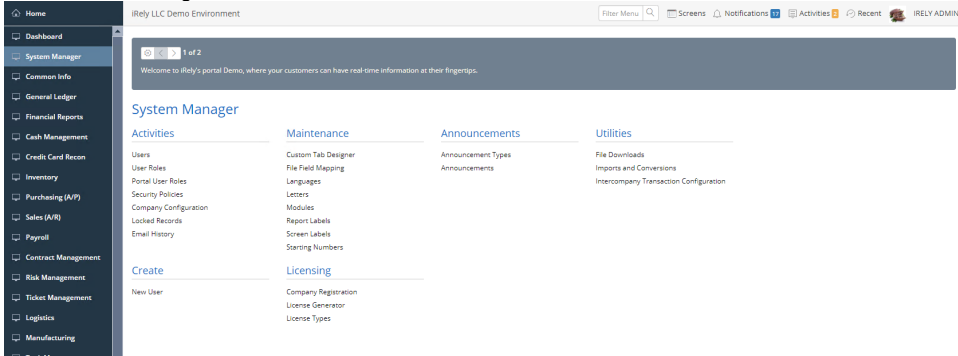
3. **Type** - Select the Announcement Type created.

Start Date - Enter Date in which the announcement should start displaying.

End Date – Enter Date in which the announcement should stop displaying.

Announcement - Click on pencil button to enter the detail of Announcement.

Once the user re- logs in, this notification will show in the i21 menu header.



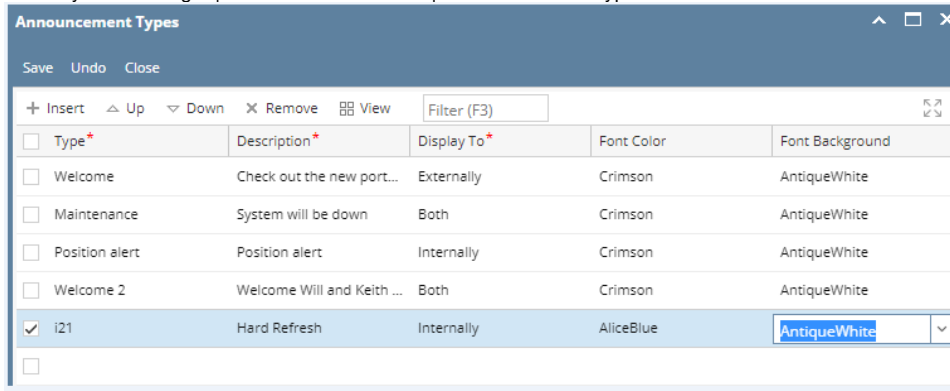
The user will have an option to View, Dismiss and Remind me later.

View – This will open the Announcement Detail.

Dismiss - This will turn off the particular Announcement for the user.

Remind me later – This will keep on displaying on relogin.

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Description – Enter any user-defined Description.

Display To

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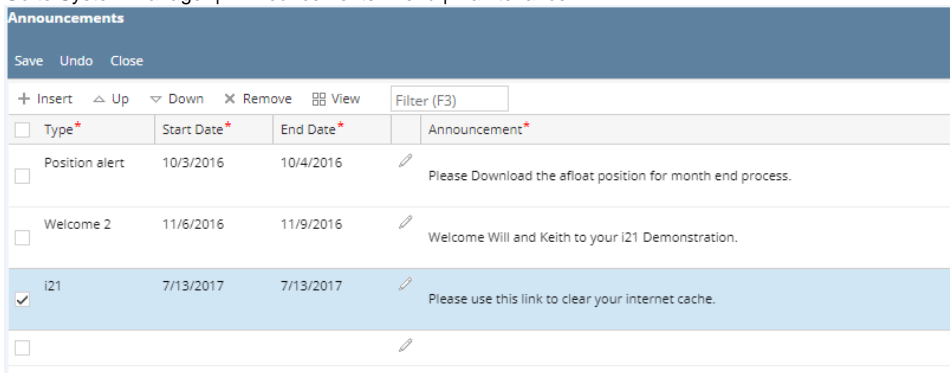
Externally – This will display on i21 portal users (customer).

Both – This will display on i21 user and portal users.

Font Color - Select font color.

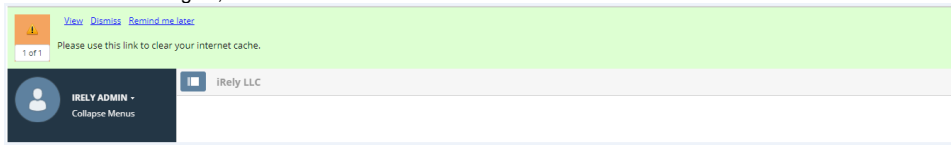
Font Background – Select font background color.

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