Creating and Viewing Announcements

Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to create and view announcements in IQ.

Creating Announcements

1. Navigate to **Shortcuts > Announcements**.

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|---------------|---------------|-------------------------------|---------------|------------|--------------|----------|---------------------|-----------------|-----------------------------|------------------|
| Hon | ne Contacts • | Messages | Outreach 🗸 | Services 🗸 | Library 🗸 | Events 🗸 | Boards 🗸 | LegiStats 🗸 | Dashboards Announcements | |
| - | } | 6 | | | Welcome Lori | | | | Alerts Downloads | |
| | My Work | | Need Help? | | | | 10/26/2016 12:39 pm | Alerts | Trace What's New | |
| | Open | 41 | by IQ Support | | | | 1-Highest | Approval for 10 | IQ Marketplace | |

2. Click Add Announcement.

| ⊠ Anno | Announcements (6 Results) | | | | | | | | |
|--------|---------------------------|---------|------------------|----------|-------------------------------|--|--|--|--|
| | List | Analyze | Add Announcement | Report 📎 | Sort: Announcement ID (Asc) 📀 | | | | |

3. Select or enter information required in the Announcement window. In the example below, the option for **Specific Users, and Groups and Dept.** is selected.



| Announcement: New Interns Training | | | | | | | | | |
|------------------------------------|--|---------------------|-------------|---|--|--|--|--|--|
| Priority | 1-Highest | • | | | | | | | |
| Status | Active | • | | | | | | | |
| Owner | IQ Support | * * | | | | | | | |
| Title | Title New Interns Training | | | | | | | | |
| Message Text | Message Text There is a meeting for interns on November 1, 2021. | | | | | | | | |
| Activate On | 10/19/2021 | | | | | | | | |
| Deactivate After | 11/2/2021 | | | | | | | | |
| Announcement Access | Specific Users, Group | s and/or D | | | | | | | |
| Only d | isplay to these us | sers, groups and/or | departments | | | | | | |
| Users | | Groups | Departments | | | | | | |
| | 0 | X DC INTERN | • | 0 | | | | | |
| | L | Save Can | cel | | | | | | |

4. Click Save.

Viewing Announcements via Shortcuts

- **1.** Navigate to **Shortcuts > Announcements**.
- **2.** View the list of announcements.

Viewing Announcements via Home Module

1. Navigate to **Home > Announcements tile**.



2. View the list of announcements.