

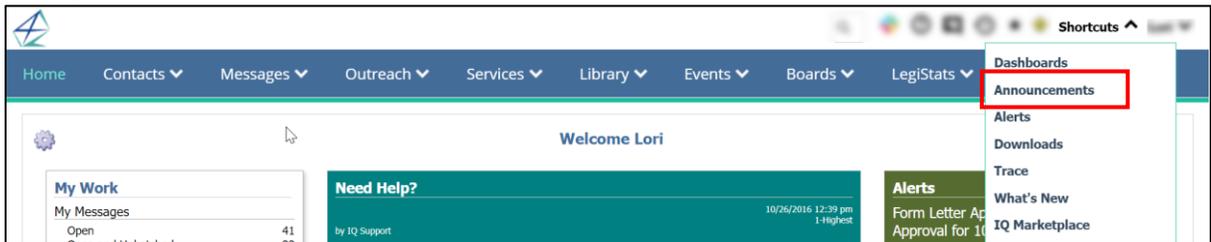
Creating and Viewing Announcements

Market: Federal/State/Local, House, Senate

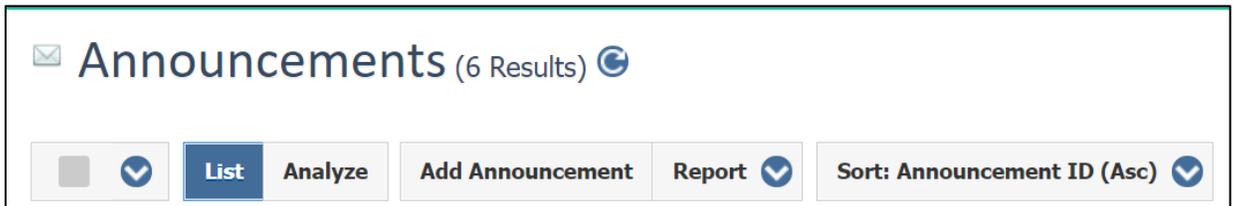
Description: These instructions teach users how to create and view announcements in IQ.

Creating Announcements

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



2. Click **Add Announcement**.



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 New Interns Training

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, Groups and/or D...

Only display to these users, groups and/or departments...

Users

Groups * DC INTERN

Departments

Save **Cancel**

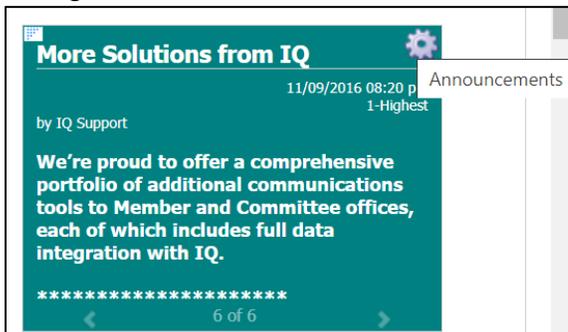
4. Click **Save**.

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.