



WORKFORCE ONE

Announcements and Events

CONTENTS

Announcements & Events	3
Create an Announcement	3
Upload a Document	6
Let's Create an Event	8

Announcements & Events

What's the difference between Announcements and Events Anyway? Aren't they the same thing? Well, no, they're not. Announcements allow you to broadcast information to your users en masse. Users may view this information from their Dashboards, the announcements page, or both.

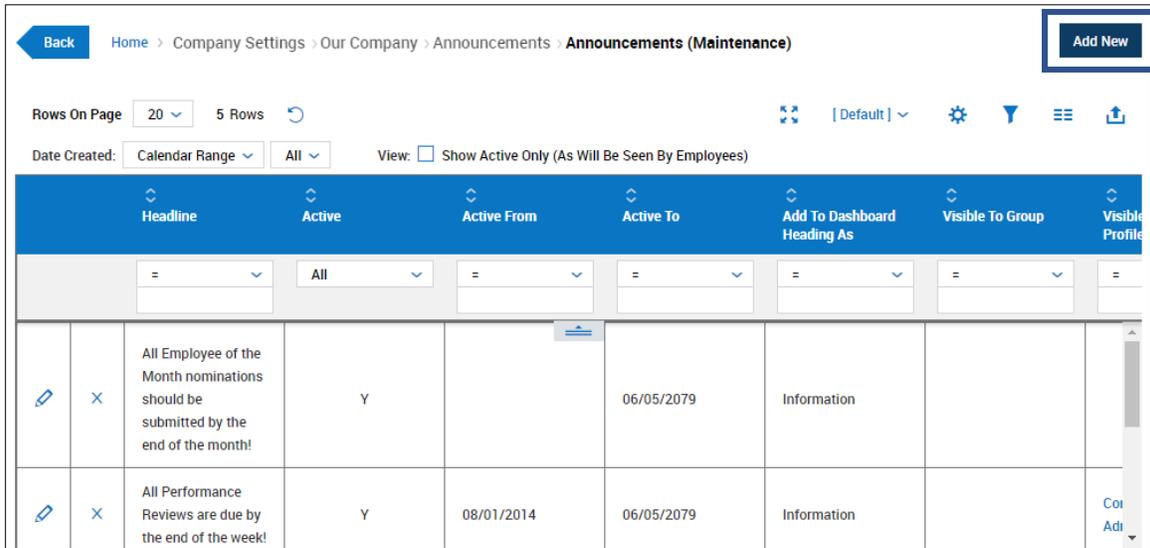
Events allows you to broadcast information to your users on their Dashboards. Sounds the same, right? Well, here's the difference--it is created for a single day and has a specific From and To time period.

This document will demonstrate how to set up one of each. First, we'll create an announcement.

Create an Announcement

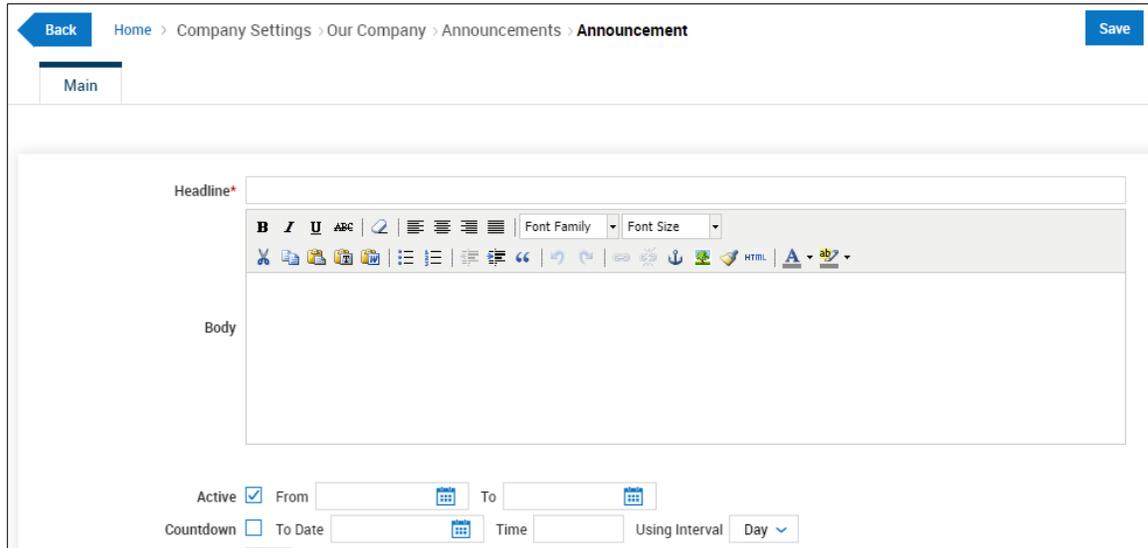
1. Select the **Hamburger Menu**.
2. Select **Company Settings**.
3. Select **Our Company**.
4. Select **Announcements**.

All current announcements (active or inactive) will display here.



		Headline	Active	Active From	Active To	Add To Dashboard Heading As	Visible To Group	Visible Profile
		All Employee of the Month nominations should be submitted by the end of the month!	Y		06/05/2079	Information		
		All Performance Reviews are due by the end of the week!	Y	08/01/2014	06/05/2079	Information		Co Ad

5. Select the **Add New** button to create an announcement.
The Announcement window will display.



Back Home > Company Settings > Our Company > Announcements > Announcement Save

Main

Headline*

Body

Active From To

Countdown To Date Time Using Interval

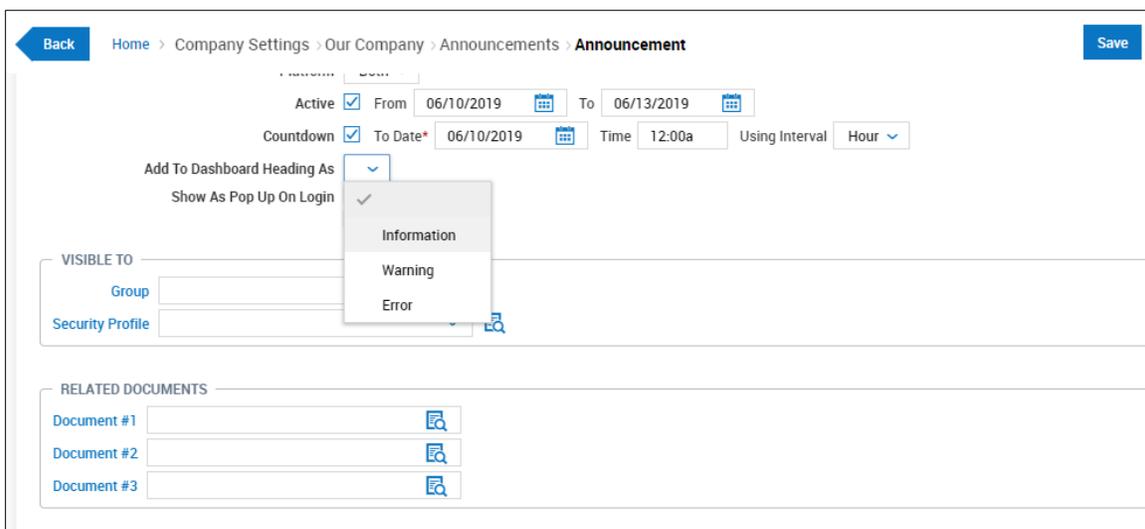
6. Enter all applicable information about the announcement like a title and description.

The Active checkbox makes the announcement active. Deselect it and the announcement remains in the system but is inactive.

7. Enter the dates to make the announcement viewable to the users.

Create a count-down timer for the announcement. The count-down will appear on user's dashboards. The **To** date will begin the counter and the **From** date will end the counter. The option of interval timing allows to select intervals (like days, hours, etc.).

8. Scroll down the window to see additional features.



Back Home > Company Settings > Our Company > Announcements > Announcement Save

Active From 06/10/2019 To 06/13/2019

Countdown To Date* 06/10/2019 Time 12:00a Using Interval Hour

Add To Dashboard Heading As

Show As Pop Up On Login

VISIBLE TO

Group

Security Profile

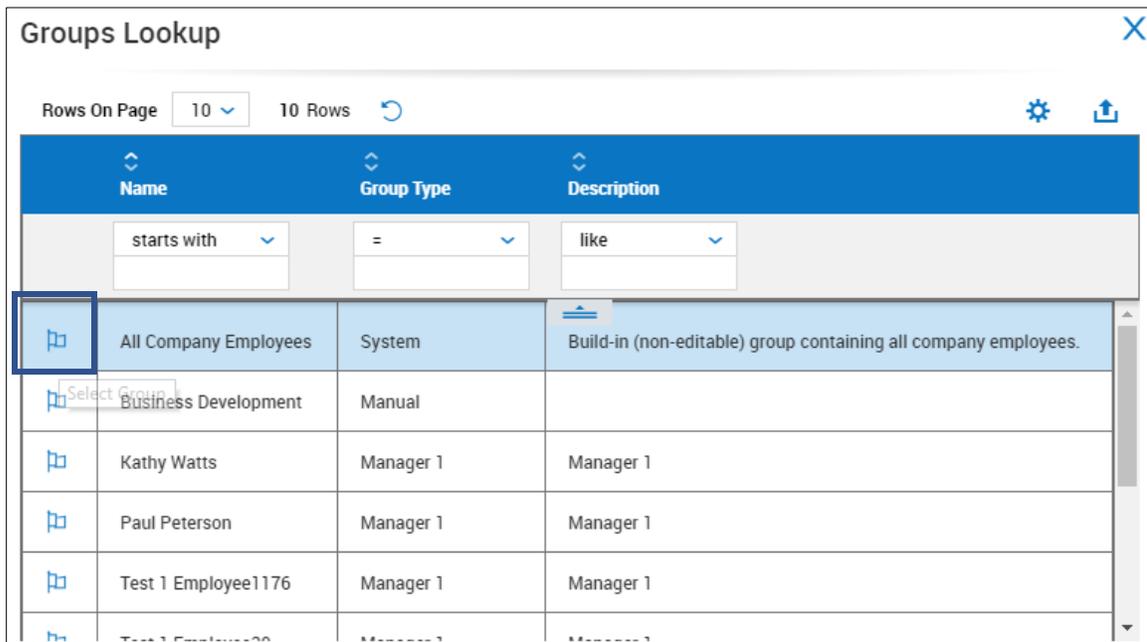
RELATED DOCUMENTS

Document #1

Document #2

Document #3

9. Select the **Add To Dashboard As** drop-down to mark the announcement to display as information, a warning, or an error.
10. Check the box next to **Show As Pop Up On Login** box if you want it to be the first thing the person sees when they log in to the system.
11. In the Visible To pane, select the **Group** icon to select either certain people to see the announcement or the entire company.
The Groups Lookup window will display.



The screenshot shows a 'Groups Lookup' window with a table of results. The table has three columns: Name, Group Type, and Description. The first row is highlighted, and a flag icon is visible next to it.

Name	Group Type	Description
All Company Employees	System	Build-in (non-editable) group containing all company employees.
Business Development	Manual	
Kathy Watts	Manager 1	Manager 1
Paul Peterson	Manager 1	Manager 1
Test 1 Employee1176	Manager 1	Manager 1
Test 1 Employee20	Manager 1	Manager 1

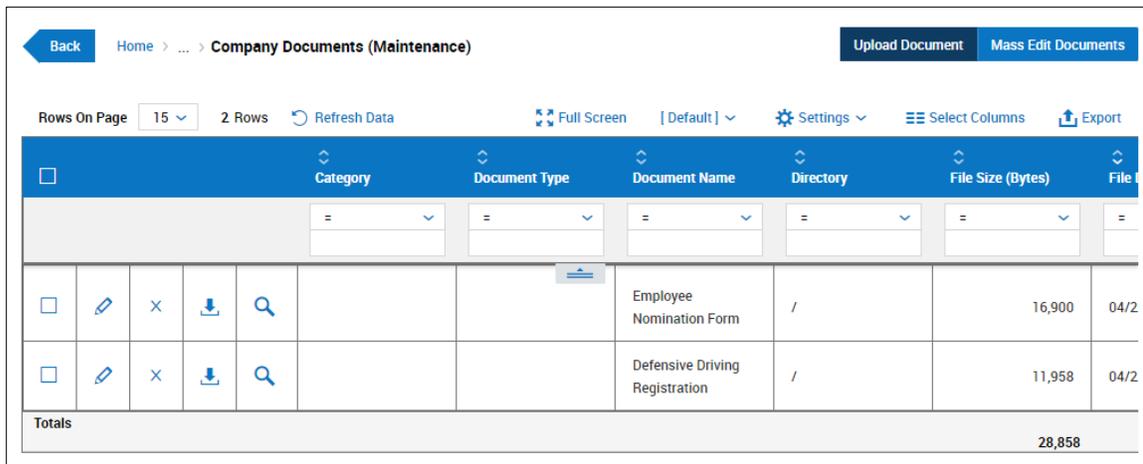
12. Select a flag next to a group or individual. In our case, we will select all employees.
13. Select the X at the top of the pane to close the lookup window.
14. Select a Related Document, if appropriate, from the **Related Documents** area.

You have completed your announcement.

Upload a Document

1. Select the hamburger menu.
2. Select **Company Settings**.
3. Select **Our Company**.
4. Select **Document Upload**.

The following window appears.



The screenshot shows a web application interface for managing company documents. At the top, there is a breadcrumb trail: 'Home > ... > Company Documents (Maintenance)'. To the right of the breadcrumb are two buttons: 'Upload Document' and 'Mass Edit Documents'. Below the breadcrumb, there are several utility options: 'Rows On Page' (set to 15), '2 Rows', 'Refresh Data', 'Full Screen', '[Default]', 'Settings', 'Select Columns', and 'Export'. The main content is a table with the following columns: 'Category', 'Document Type', 'Document Name', 'Directory', 'File Size (Bytes)', and 'File Date'. The table contains two rows of data:

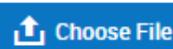
Category	Document Type	Document Name	Directory	File Size (Bytes)	File Date
		Employee Nomination Form	/	16,900	04/2
		Defensive Driving Registration	/	11,958	04/2
Totals				28,858	

Each row in the table has a set of action icons: a checkbox, a pencil (edit), a cross (delete), a download arrow, and a magnifying glass (search). A small blue button with a plus sign is visible above the 'Employee Nomination Form' row, which is the button mentioned in step 5 of the instructions.

5. Select the **Upload Document** button.
The following pop-up displays.

Select File

Please select document you want to upload.

File  No file chosen

EXTRA SETTINGS

Display Name

Category

Document Type 

Description

Extra Info #1

Extra Info #2

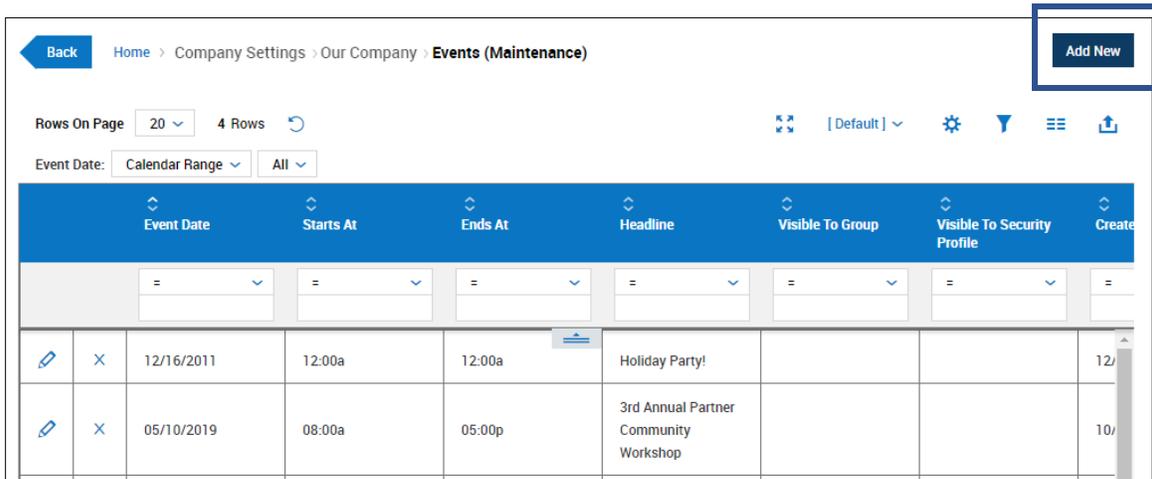
6. Fill out all the appropriate information on the pane about the document.
7. Select the **Choose File** button.
8. Select the file you want to include.
9. Select the **Upload** button.

The file will now be listed on the company documents page.

Let's Create an Event

Like we said earlier, announcements and events sound like they are the same thing. The key difference between the two is that an event allows you to broadcast information to users on their dashboards for a single day and has a specific From and To time period. While you can include documents to download you cannot include an image like you can with announcements, either. Let's create one now.

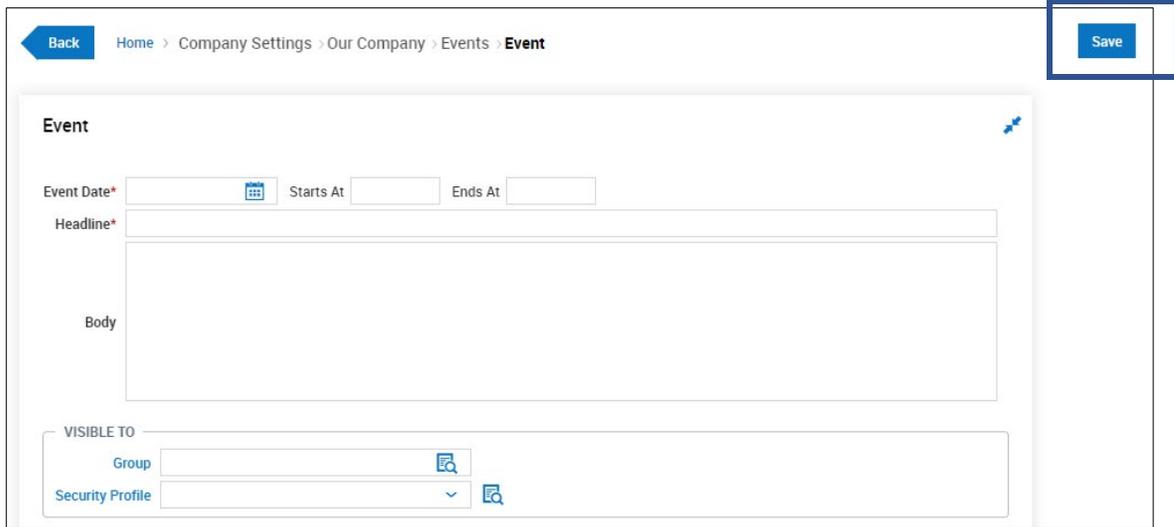
1. Select the hamburger menu.
2. Select **Company Settings**.
3. Select **Our Company**.
4. Select **Events**.



The screenshot shows the 'Events (Maintenance)' page. The breadcrumb trail is 'Home > Company Settings > Our Company > Events (Maintenance)'. The 'Add New' button is highlighted with a red box. The table below shows two existing events.

		Event Date	Starts At	Ends At	Headline	Visible To Group	Visible To Security Profile	Create
		12/16/2011	12:00a	12:00a	Holiday Party!			12/
		05/10/2019	08:00a	05:00p	3rd Annual Partner Community Workshop			10/

5. Select **Add New**.
The following window displays.



6. Fill out all appropriate information like we did with the announcement pane.

The announcement feature allows formatting of the body font and adding a photo where events do not. There is no pop-up feature either and it will only show up in their events pane where an announcement would show on the home dashboard (and pop up if chosen).

7. If a document is necessary, you can upload one for the event for the user to download later.
8. Select the **Save** button.

Your event has now been created.