

Force Broadcast

Last Modified on 05/09/2022 1:10 pm EDT

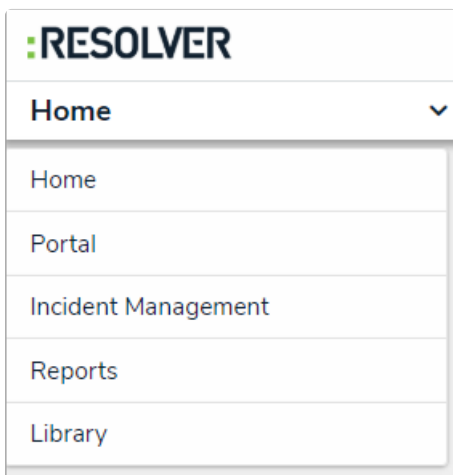
Announcements do not appear in the [Portal](#) until their **Start Date Time** matches the current date and time, but you can force an announcement to appear in advance.



The **Administrator (Incident Management)** user group can view incident objects and create library objects only. It is not to be confused with the [Core Administrator](#), who can add users.

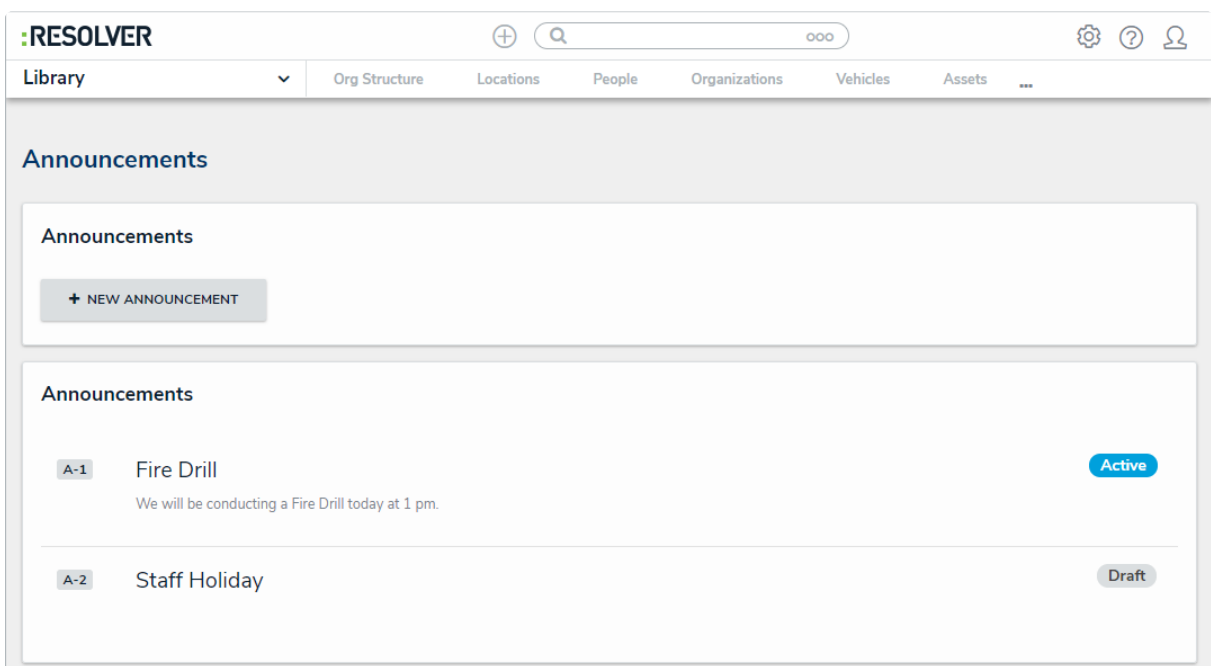
To display an announcement before its Start Date Time:

1. Log into a user account from the **Administrator (Incident Management)** user group.
2. Click the dropdown in the nav bar > **Library**.



The Library application in the nav bar.

3. Click the **Announcements** activity.



The Announcements activity in the Library application.

4. Click the announcement you want to broadcast.
5. Click Force Broadcast to display the announcement in the Portal.

The screenshot shows the 'Announcement Review' form in the RESOLVER application. The form is divided into several sections:

- File or URL:** A dashed box containing the text 'Drag files here or click to select...' and 'Click to add a web link to a file...'. Below this is a horizontal line with 'or' in the center.
- End Date Time:** A date picker field with a calendar icon.
- Notify Users:** A dropdown menu currently set to 'No'.
- Metadata:** A table-like structure showing 'Created By', 'Created On' (2019-12-04), 'Modified By', and 'Modified On' (2019-12-04).
- Buttons:** Two buttons are located at the bottom right: a blue 'PENDING START' button and a grey 'FORCE BROADCAST' button. The 'FORCE BROADCAST' button is highlighted with a green border.

The Force Broadcast button on the Announcement Review form.