

Create an Announcement

Last Modified on 09/12/2025 1:21 pm EDT

Announcements can only be created by an administrator in the **Library** application. You can add pictures, attachments, and links to an announcement, or send an email notification. Active announcements are visible in the [Portal](#) application.

When an announcement's **Start Date Time** matches the current date and time, the announcement will move into the **Active** workflow state and will appear in **Portal > Announcements**. Announcements that have not yet started will be in the **Draft** state. To display an announcement before the **Start Date Time**, see [Force Broadcast](#).

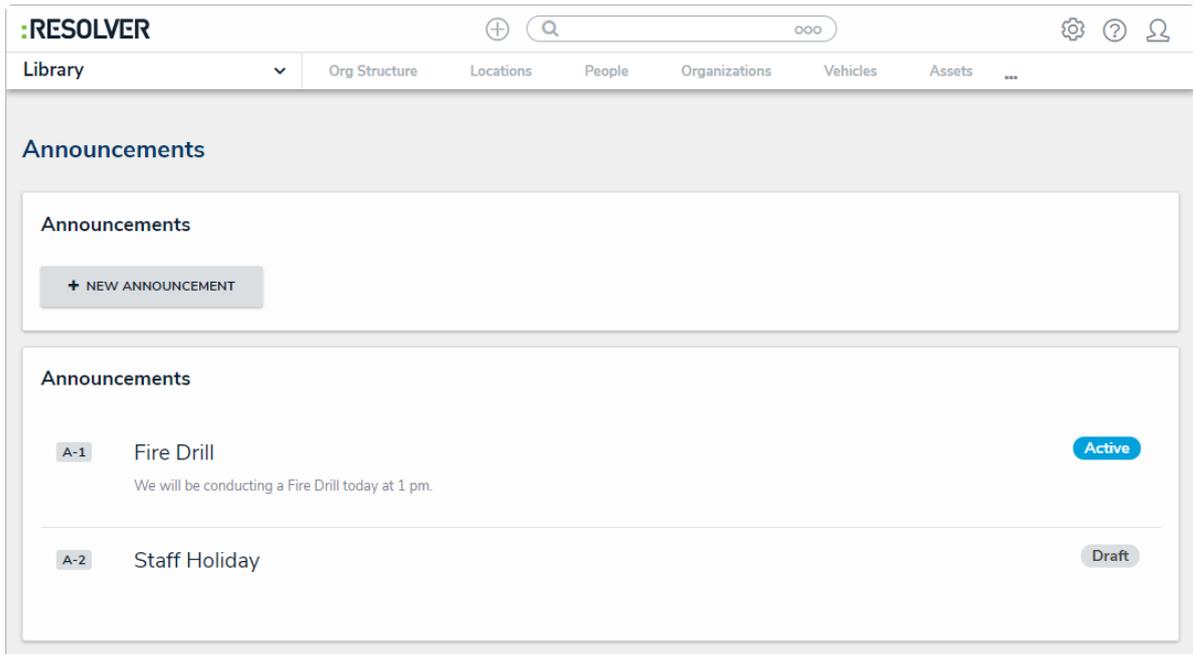
To create an announcement:

1. Log into a user account that's been added to the **Administrator (Incident Management)** user group.
2. Click the dropdown in the nav bar > **Library**.



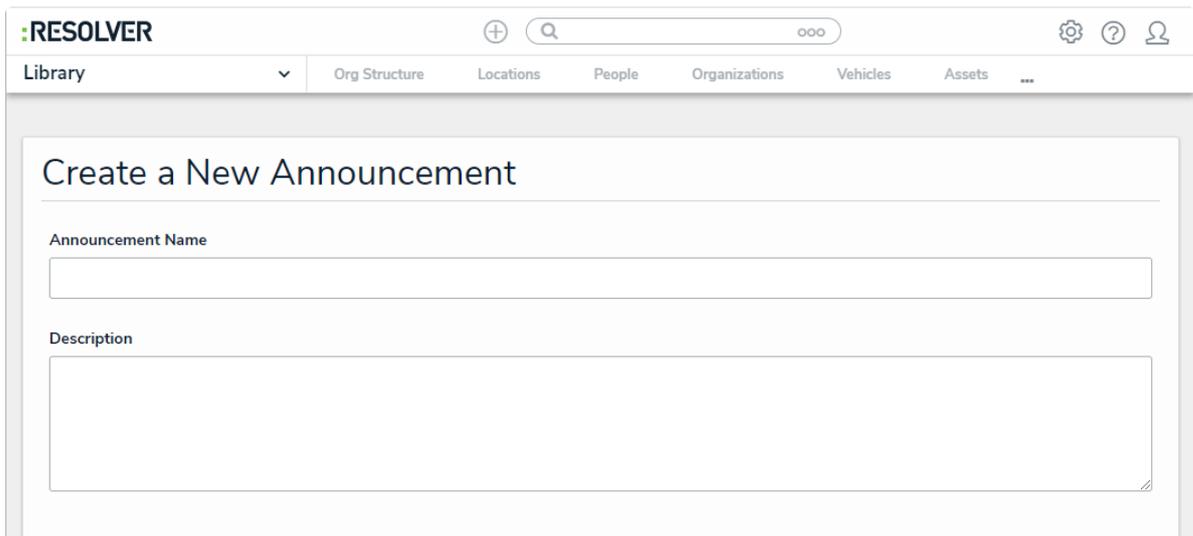
The Library application in the nav bar.

3. Click the **Announcements** activity.



The Announcements activity in the Library application.

4. Click **+ New Announcement** to open the **Create a New Announcement** form.



The Create a New Announcement form.

5. Enter a name for the announcement in the **Announcement Name** field.
6. Enter the announcement's text in the **Description** field.
7. Select an **Announcement Type** from the dropdown list.
8. Click **Start Date Time** to open the calendar, then select the date and time you want the announcement to appear. Click **End Date Time** to select the date you want the announcement to be removed from the **Announcements** page.
9. Click **Notify Users**, then select one of the following options:
 - **Yes**: Send an email to all users.
 - **No**: No email will be sent.

10. **Optional:** Click the **Photo** box to browse for images or drag an image to the box.
11. **Optional:** Click the **File or URL** box to browse for a file or add a web link or drag a file to the box.
12. Click **Create**.