

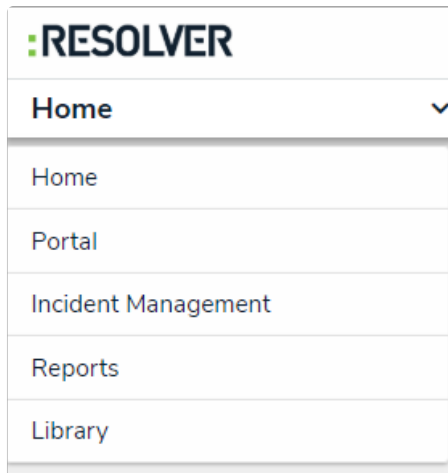
## Force Broadcast

Last Modified on 04/04/2022 1:07 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.

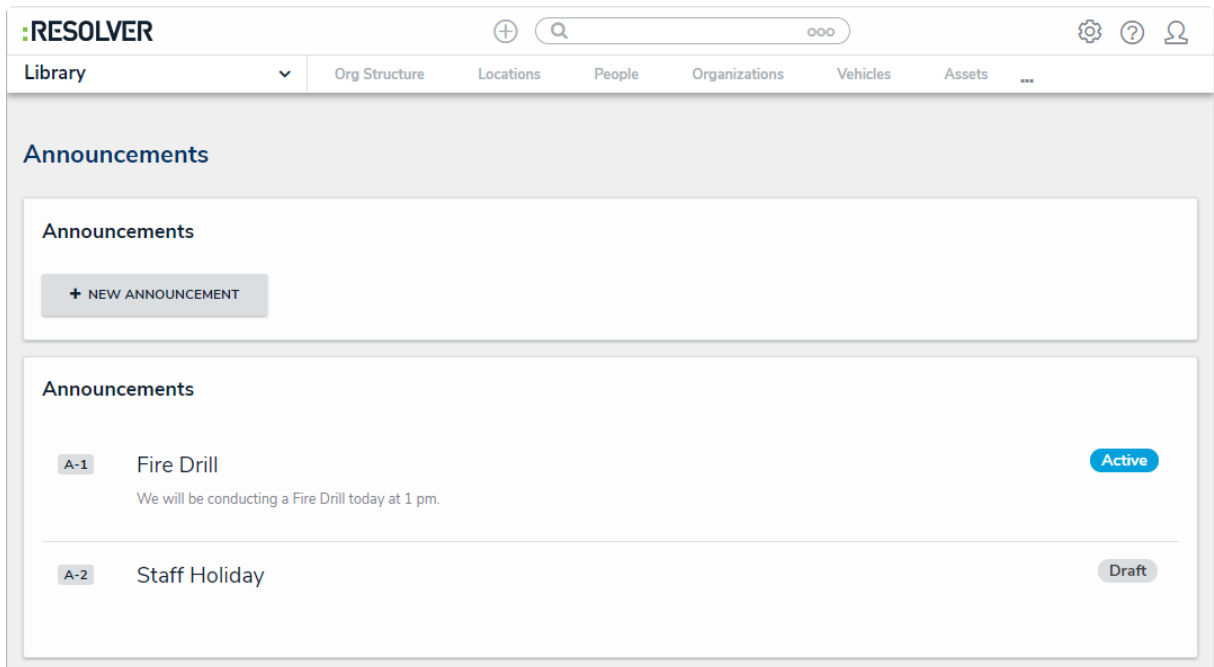
### To display an announcement before its Start Date Time:

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

RESOLVER +  ooo ⚙️ ? 👤

Library ▼ | Org Structure | Locations | People | Organizations | Vehicles | Assets | ...

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▼ **File or URL**

Drag files here or click to select...

or

Click to add a web link to a file...

**End Date Time**

▼

**Notify Users**

▼

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<b>Created By</b>	<b>Created On</b>	<b>Modified By</b>	<b>Modified On</b>
<input type="text" value=""/>	2019-12-04	<input type="text" value=""/>	2019-12-04

The Force Broadcast button on the Announcement Review form.