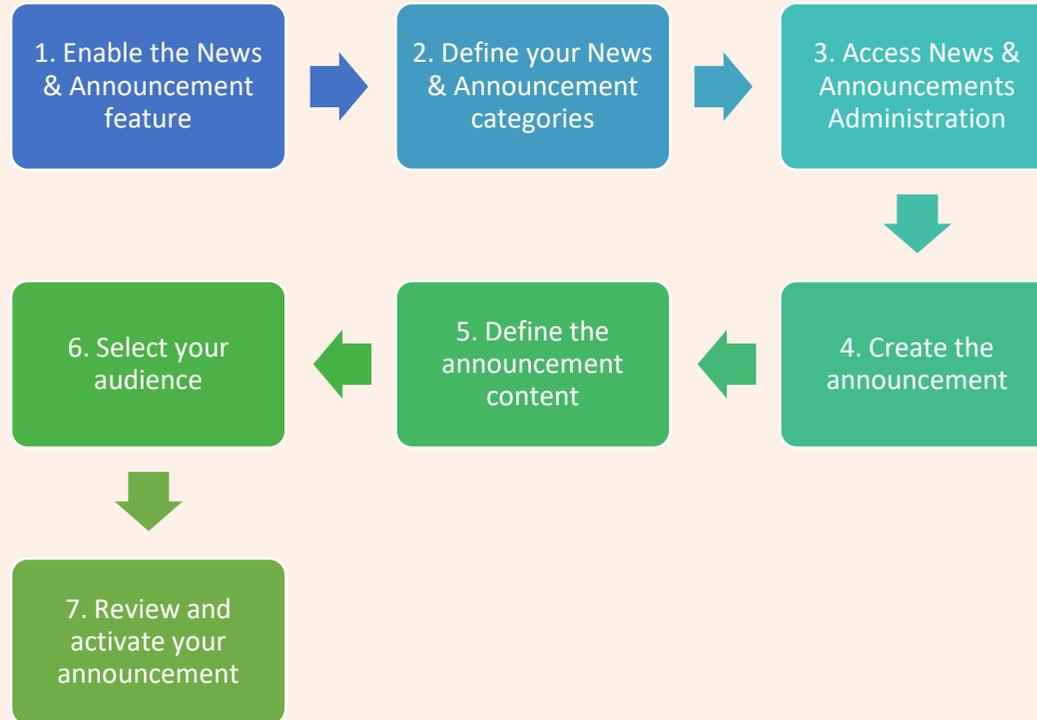


News and Announcements Administration Quick Steps

The high-level steps required to create new announcements. Each step includes sub-steps.

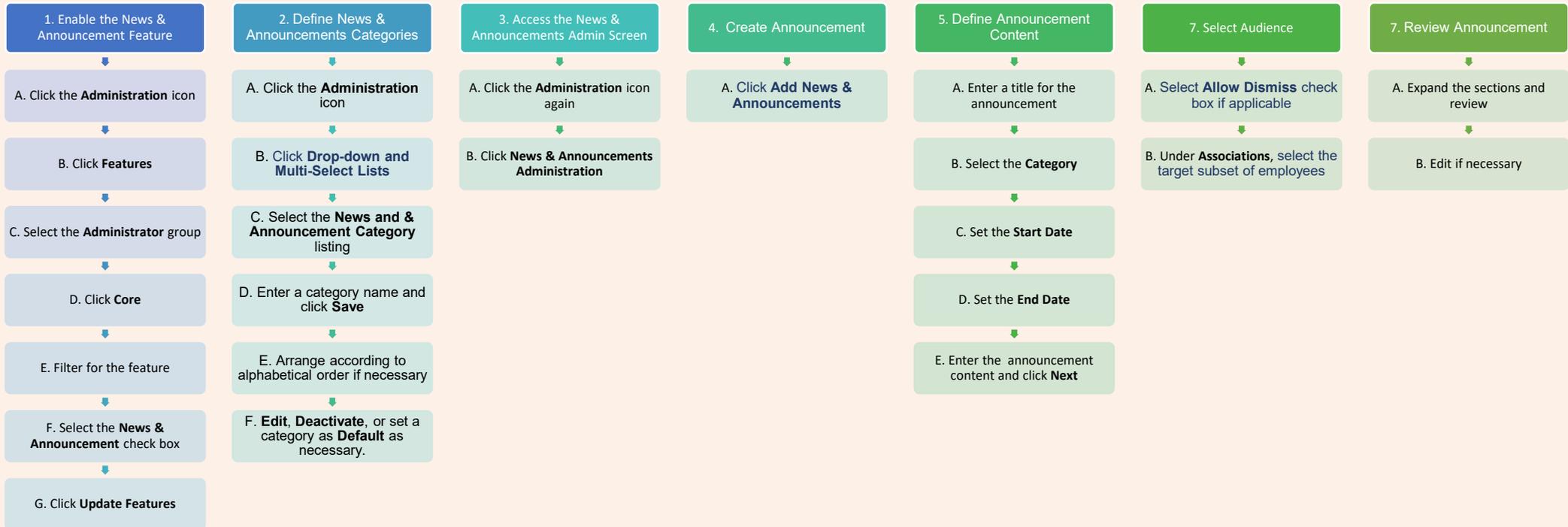


Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.

News and Announcements Administration Quick Steps

The high-level steps required to configure and add news and announcements are shown here. Each step includes sub-steps.



Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Employees Search...

Administration

Recruiting

Configuration

- Application Restriction Rules
- Diversity Data Collection
- External Front Ends
- Kiosks
- Teams
- Terms of Use
- Workflows

Onboarding

- Welcome Page
- Task Management
- Document Library
- Bundles
- Recipients

Cross-Posting

- Accounts
- Authorization Requests
- Site Selection

Vendors

- Accounts
- Charge Codes
- Distribution Lists
- Locations

Employee Referral Program

- Approve Earned Awards
- Pay Installments
- Manage Referral Awards
- Approve Award Plans
- Manage Award Plans by Requisition

Résumés

- Résumé Deletions

Benefits

- Benefit Packages
- Benefits

Development

- Career Path Templates
- Potential Rating Tips

Core HR

- Self-Service
- Additional Information Tab

Succession Planning

- Manage Succession Plans
- Configure 9 Box

Global Settings

System Administration

- Custom Menus
- Drop-down and Multi-Select Lists
- Dynamic Forms
- FAQs
- Features**
- Groups
- Languages

- Compendiums
- Documents
- Job Families
- Job Profiles
- Location Groups
- Locations

Click the **Administration** icon.

Scroll to the Global Settings, System Administration area and click **Features**.

1. Enable the Feature > Steps and B

Features

Groups

SELECT A GROUP *
Administrator

C Click the drop-down list and select the **Administrator** group.

Core

D Click **Core**.

SORT --

FILTER news

E Use the **Filter** field to quickly locate the News & Announcement feature. You can type all or part of the feature name.

Administration

This section houses several Administrative features.

News & Announcements Feature

This feature will provide permitted parties to create and post organizational news and announcements that will display on the dashboard for intended recipients.

F Select the **News & Announcements Feature** check box.

Recruiting

Performance

Development

Core 

SORT --  FILTER

Administration 

This section houses several Administrative features.

News & Announcements Feature

This feature will provide permitted parties to create and post organizational news and announcements that will display on the dashboard for intended recipients.

Recruiting

Performance

Development

Learning

CoreHR

Click Update Features.

G

Update Features

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Employees Search...

Main Dashboard

Click the **Administration** icon.

Alerts ✕

- [New Tuition Assistance Requests \(10\)](#)
- [Appraisal \(Mars wf full really\) for your employee Mars Mgr is awaiting your signature](#)

[Show All](#)



MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Administration

Recruiting

Configuration	Vendors
Application Restriction Rules	Accounts
Diversity Data Collection	Charge Codes
External Front Ends	Distribution Lists
Kiosks	Locations
Teams	Employee Referral Program
Terms of Use	Approve Earned Awards
Workflows	Pay Installments
Onboarding	Manage Referral Awards
Welcome Page	Approve Award Plans
Task Management	Manage Award Plans by Requisition
Document Library	Résumés
Bundles	Résumé Deletions
Recipients	Benefits
Cross-Posting	Benefit Packages
Accounts	Benefits
Authorization Requests	
Site Selection	

Performance

Appraisals	360s
	60 Workflows
	Goals

Development

- Career Path Templates
- Potential Rating Tips

Succession Planning

- Manage Succession Plans
- Configure 9 Box

Global Settings

System Administration	Your Organization
Custom Menus	Approval Chains
Drop-down and Multi-Select Lists	Competencies
Dynamic Forms	Documents
FAQs	Job Families
Features	
Groups	
Languages	
Notification Events	
Page Options	
System Settings	
License File	
News & Announcements Administration	View Off-Boarded Users

B Scroll to the Global Settings, System Administration area and click **Drop-down and Multi-Select Lists**.

Select Lists Management

SELECT LISTING

News & Announcements Category

C

In the **Select Listing** field, choose **News & Announcements Category**.

Add drop down item News & Announcements Category

NAME *

D

Enter a category name, then click **Save**. Each category you add displays in the list below.

Save Reset

E

Click **Alphabetical Order** if you want to arrange your list in ascending or descending order.

Alphabetical Order

F

You can also **Edit**, **Deactivate**, **Delete**, or set a category as **Default** necessary.

✎ 🔒 ✓ ✕

✎ 🔒 ✓ ✕

✎ 🔒 ✓ ✕

✎ 🔒 ✓ ✕

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees Search...

Administration / Global Settings / System Administration / Drop-down and Multi-Select Lists

Administration

Recruiting

Configuration
Application Restriction Rules
Diversity Data Collection
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Kiosks
Teams
Terms of Use
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Welcome Page
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Employee Referral Program
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Pay Installments
Manage Referral Awards
Approve Award Plans
Manage Award Plans by Requisition

Résumés
Résumé Deletions

Benefits
Benefit Packages
Benefits

Performance

Appraisals 360s

Appraisal Administration 360 Workflows

Development

Career Path Templates
Potential Rating Tips

Succession Planning

Manage Succession Plans
Configure 9 Box

Global Settings

System Administration
Custom Menus
Drop-down and Multi-Select Lists
Dynamic Forms
FAQs
Features
Groups
Languages
Notification Events
Page Options
System Settings
Licence File
News & Announcements Administration

Your Organization
Approval Chains
Competencies
Documents
Job Families
Job Profiles
Organization Groups

Support Tools

Click the **Administration** icon.

Scroll to the Global Settings, System Administration area and click **News & Announcements Administration**.

3. Access the News & Announcements Administration Screen > Step A

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Employees Search...

News & Announcements Administration

Showing Active Only

Add News & Announcements View Deactivated

« < 1 > »

Displaying 1 - 1 of 1 10 25 50 100 per page

TITLE	CATEGORY	START	END	STATUS	ACTIONS
N&A Test 2	N&A Category 3	4/25/2021, 2:00 PM (PST)	4/30/2021, 1:00 AM (PST)	Active	 

A
Click **Add News & Announcements**.

4. Create Announcement > Step A

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Employees Search...

Administration / Global Settings / System Administration / Drop-down and Multi-Select Lists

News & Announcements Wizard

Step 1
News & Announcements Define Content

A TITLE *
[Text Input Field]

B CATEGORY *
-- Select --

C START *
[Calendar Icon] [Date Input] [01] [AM] (PST)

D END *
[Calendar Icon] [Date Input] [01] [AM] (PST)

CONTENT *
[Rich Text Editor]

A This is the first line of text that your audience will see. We recommend that you use a descriptive title that provides your employees quick-glance information about the contents of the announcement.

B Select a category. If you need to add a new category, return to Step 1.

C Set the date when the announcement will begin displaying to employees. You must select a value that occurs after the current date and time.

D Set the date when the announcement stops displaying to employees.

5. Define Announcement Content > Steps A, B, C, and D

-- Select --

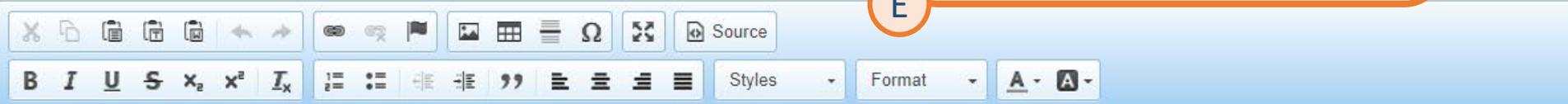
START *

01 AM (PST)

END *

01 AM (PST)

CONTENT *



Enter the contents of your announcement. You can apply rich text formatting, such as bold and italic font. You can also include elements such as images and hyperlinks. Click **Next** to proceed to the next step.

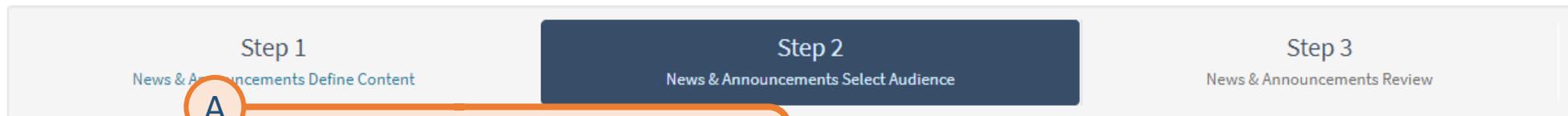
E



[← Previous](#) [Next →](#) [Cancel](#)

News & Announcements Wizard

Test Announcement



ALLOW DISMISSAL

Allow Dismiss

A Select the **Allow Dismiss** check box to set whether employees can dismiss the notification.

Associations

COMPANY/DIVISION

16F Automation Inc.
;<[;:"|_+)*&*(^%&\$%\$# \$#!@!
> @:"{})(*(&*% ^ \$ % # \$ # ! ` 1231~
AG - Health and Beauty Company
> Administration

B Use the Associations section to specify the subset of employees who are the target audience for the announcement. Select your options carefully, as this determines how broad or narrow the number of users will see your announcement. Click **Next** to proceed to the next step.

LOCATION

01 - Enterprise Center Tower 2, Makatu City, PH
AB - London, London, London, City of, GB
AB - Pennsylvania (CST), Pittsburgh, Pennsylvania, US 15:
AB - Texas (UTC), Austin, Texas, US 73301
AB - Washington (EST), Seattle, District of Columbia, US 9

JOB ROLE

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Employees Search...

Administration / Global Settings / System Administration / Drop-down and Multi-Select Lists

News & Announcements Wizard

Test Announcement

Expand the sections and review the content and audience for your announcement.

Step 1: News & Announcements Define Content

Step 2: News & Announcements Select Audience

Step 3: News & Announcements Review

- > News & Announcements Define Content
- > News & Announcements Select Audience

Click **Edit** to update the sections if necessary. Click **Finish** to complete the setup process. Your announcement will display on the users' dashboard as they log in to Deltek Talent Management.

< Previous > Finish Cancel

6. Review And Activate Your Announcement > Steps A and B