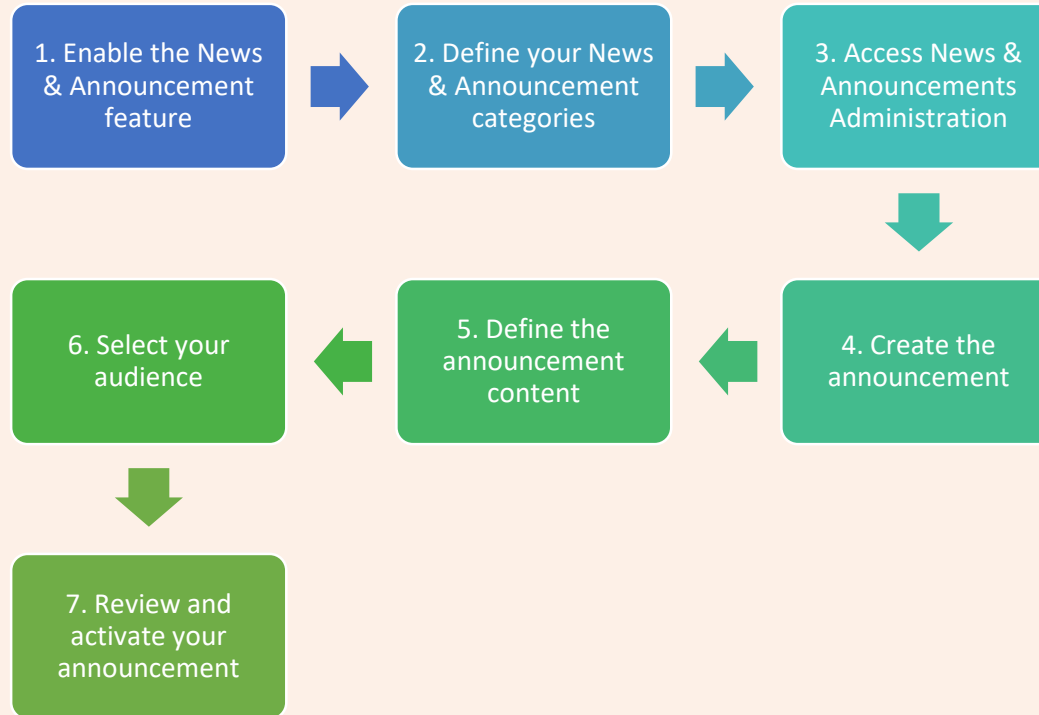


# News and Announcements Administration Quick Steps

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

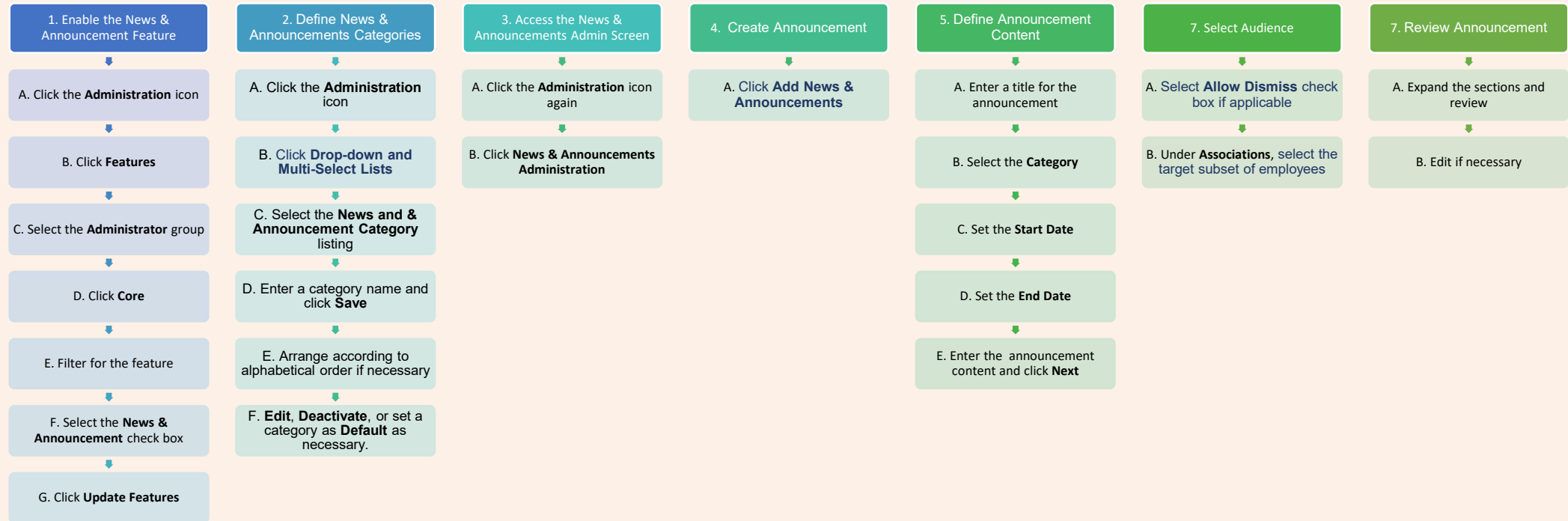


## Navigation:

- 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

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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  
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#### 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

### Performance

### 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

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.

☒ News & Announcements Feature

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


☒ Administration

This section houses several Administrative features.


☒ Recruiting

☒ Performance

☒ Development

Core 

SORT -- FILTER news

☒ 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



Click the **Administration** icon.

Get More Widgets

Tasks

## Alerts

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

Show All



Administration

Recruiting

Configuration

Application Restriction Rules

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Groups

Languages

Notification Events

Page Options

System Settings

License File

News & Announcements Administration

Your Organization

Approval Chains

Competencies

Documents

Job Families

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





↕ Alphabetical Order




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


F

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









■ N&A Category 1

■ N&A Category 2

■ N&A Category 3

■ N&A Category 4



Deltak Talent Management

Application Development Testing CompanyEnglish438Admin HRsmart

Dashboard

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Job Profiles

Organization Groups

Support Tools

A

Click the **Administration** icon.

B

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

3. Access the News & Announcements Administration Screen

> Step A

EmployeesSearch...

News & Announcements Administration

Showing Active Only

Add News & AnnouncementsView Deactivated

«<1>»

Displaying 1 - 1 of 1102550100per 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	<div></div>

v16.3.0  
Last sync: 2021-04-22 07:21:05



Dashboard

MY EMPLOYEES

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## News & Announcements Wizard

Step 1

News & Announcements Define Content

Step 2

News & Announcements Select Audience

Step 3

News & Announcements Review

-- Select --

START \*

  01 AM (PST)

END \*

  01 AM (PST)

CONTENT \*

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, insert link, insert code, source code, and other formatting options. The editor area is currently empty.



Previous

Next

Cancel

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

# News & Announcements Wizard

Test Announcement

Step 1  
News & Announcements Define Content

Step 2  
News & Announcements Select Audience

Step 3  
News & Announcements Review

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

Employees   Search...

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

### News & Announcements Wizard

Test 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

< Previous

> Finish

Cancel

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

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.

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