

## Announcements

### Introduction To The Announcements Module

The Announcements Module produces a list of simple text announcements consisting of a title and brief description. Options include a read more link to a file, page or other site, announcement publish date and expiration date. Link click tracking and logging are also available. Announcements are ordered from newest to oldest; unless a view order is specified.



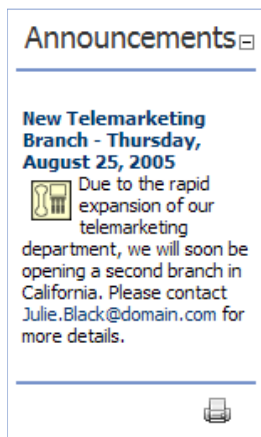
The Announcements Module

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### Add An Announcement Without A Link

Add an announcement without a link.

1. Add an **Announcements** module, or go to an existing **Announcements** module.
2. Select **Add New Announcement** from the Module Menu.
3. In the **Title** field, enter a title for the announcement.
4. At **Add Date?** select one of the following options:
  1. Check  the check box to add the current date and time, or
  2. Uncheck  the check box to remove the current day and date from beside the title.
5. In the **Description** field, enter a description for the announcement.
6. At **Expires** (optional) click Calendar and select the expiry date for the Announcement.
7. In the **View Order** field (optional), enter a number to indicate the position of this announcement. For example, **0** = First announcement; **1** = Second announcement, etc. This setting overrides the default order. By default, Announcements are listed from the most recently added or updated to the least recently updated or added.
8. Click Update.



Announcement (No Link)

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### Add An Announcement With A URL Link

A URL link can be set to any URL. The URL can be to a website, a web page, a file, an image, etc. The URL link will be represented as a 'read more' link after the description of the announcement.

1. Add an **Announcements** module, or go to an existing **Announcements** module.
2. Select **Add New Announcement** from the Module Menu.
3. In the **Title** field, enter a title for the announcement.
4. At **Add Date?** select one of the following options:
  1. Check  the check box to add the current date and time, or
  2. Uncheck  the check box to remove the current day and date from beside the title.
5. At **Description**, enter a description for the announcement.
6. At **Link / Link Type**, select **URL (A Link To An External Resource)**.
7. At **Link / Location: ( Enter The Address Of The Link )**, perform one of the following:
  - a. If this is the first time a link has been created to this URL, enter the URL; or
  - b. If a link to this URL has been created before click **Select An Existing URL** and select the URL from the drop down list.
8. At **Track Number Of Times This Link Is Clicked?** (optional), check the check box if required. Selecting this option will display the number of times this link is click on this screen once the record has been updated.
9. At **Log The User, Date, And Time For Every Link Click** (optional), check the check box if required. Selecting this option will add a Link Log to this screen once the record has been updated.
10. At **Open Link In New Browser Window?** (optional), check the check box to display the link in a new web browser, or uncheck to have the link will open in the existing web browser.
11. At **Expires** (optional) click Calendar and select the expiry date for the Announcement.
12. In the **View Order** field (optional), enter a number to indicate the position of this announcement. E.g. **0** = First announcement; **1** = Second announcement, etc. This setting overrides the default order. By default, announcements are ordered from the most recently added or updated to the least recently updated or added.
13. Click Update.



Announcement with a URL Link

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## Add An Announcement With A Page Link

Add an announcement with a link to a page on the site. The page link will be represented as a 'read more' link after the description of the announcement.

1. Add an **Announcements** module, or *go to* an existing **Announcements** module.
2. Select **Add New Announcement** from the Module Menu.
3. In the **Title** field, *enter* a title for the announcement.
4. At **Add Date?** select one of the following options:
  1. *Check*  the check box to add the current date and time, or
  2. *Uncheck*  the check box to remove the current day and date from beside the title.
5. At **Description**, *enter* a description for the announcement.
6. At **Link / Link Type**, *select Page ( A Page on your Site )*.
7. At **Link / Select A Web Page From Your Site**, *select* the page from the drop down box. Pages set as 'Hidden' without a Parent Page are displayed at the end of the list.
8. At **Track Number Of Times This Link Is Clicked?** (optional), *check* the check box if required. Selecting this option will display the number of times this link is click on this screen once the record has been updated.
9. At **Log The User, Date, And Time For Every Link Click** (optional), *check* the check box if required. Selecting this option will add a Link Log to this screen once the record has been updated.
10. At **Open Link In New Browser Window?** (optional), *check* the check box to display the link in a new web browser. If the box is unchecked the link will open in the existing web browser.
11. At **Expires** (optional) *click Calendar* and select the expiry date for the Announcement.
12. In the **View Order** field (optional), *enter* a number to indicate the position of this announcement. For example, **0** = First announcement; **1** = Second announcement, etc. This setting overrides the default order. By default, Announcements are listed from the most recently added or updated to the least recently updated or added.
13. *Click Update*.



Announcement with a Page Link

## Add An Announcement With A File Link

Add an announcement with a link to a file located on the site. The file link will be represented as a read more link after the description of the announcement.

1. Add an **Announcements** module, or go to an existing **Announcements** module.
2. Select **Add New Announcement** from the Module Menu.
3. In the **Title** field, enter a title for the announcement.
4. At **Add Date?** select one of the following options:
  1. Check  the check box to add the current date and time, or
  2. Uncheck  the check box to remove the current day and date from beside the title.
5. At **Description**, enter a description for the announcement.
6. At **Link / Link Type**, select **File ( A File on your Site )**.
7. At **Link**, perform one of the following:
  - a. If the file has already been uploaded to the Admin > File Manager:
    - i. At **Link / File Location**, select the folder within the Admin > File Manager where the file was uploaded.
    - ii. At **Link / File Name**, select the file from the drop down list.
  - b. If the file has not been uploaded to the Admin > File Manager:
    - i. Click Upload New File.
    - ii. At **Link / File Location**, select the folder within the Admin > File Manager where the file will be uploaded to.
    - iii. At **Link / File Name**, click Browse.
    - iv. Locate the required file and double click on the file name to select.
    - v. Click Save Uploaded File.
8. At **Track Number Of Times This Link Is Clicked?** (optional), check the check box if required. Selecting this option will display the number of times this link is click on this screen once the record has been updated.
9. At **Log The User, Date, And Time For Every Link Click** (optional), check the check box if required. Selecting this option will add a Link Log to this screen once the record has been updated.
10. At **Open Link In New Browser Window?** (optional), check the check box to display the link in a new web browser. If the box is unchecked the link will open in the existing web browser.
11. At **Expires** (optional) click Calendar and select the expiry date for the Announcement.
12. In the **View Order** field (optional), enter a number to indicate the position of this announcement. For example, **0** = First announcement; **1** = Second announcement, etc. This setting overrides the default order. By default, announcements are order from the most recently added or updated to the least recently updated or added.

13. Click Update.




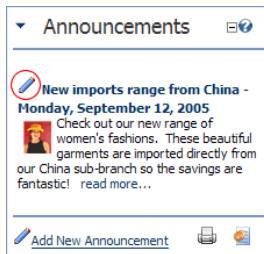
Announcement with File Link

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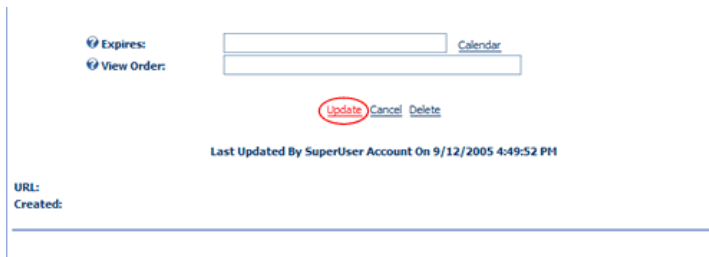
## Edit An Announcement

Edit an existing announcement.

1. *Click* the **Edit**  button beside the announcement to be edited.



2. *Edit* all fields as required.
3. *Click* Update.

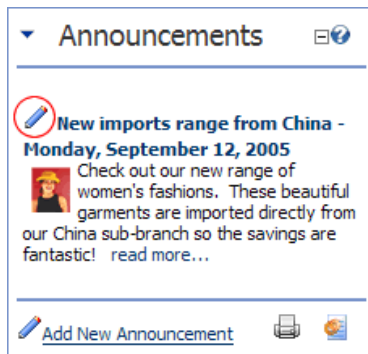


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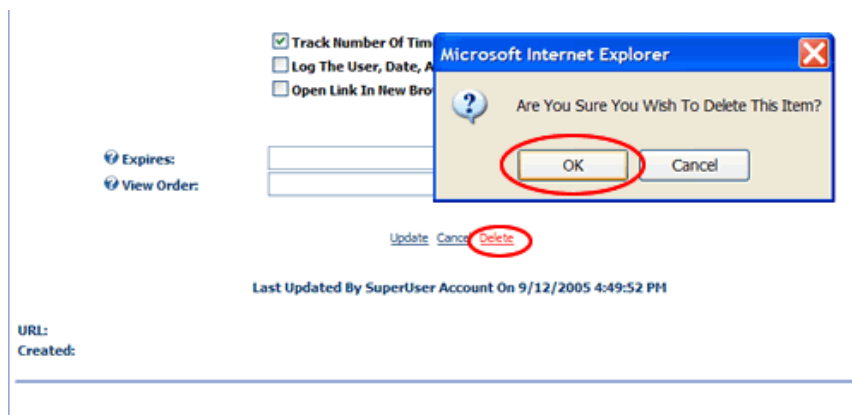
## Delete An Announcement

Delete a single announcement.

1. Click the **Edit**  button beside the announcement to be deleted.




2. Click **Delete**. A dialog box asking 'Are You Sure You Wish To Delete This Item?' will be displayed.
3. Click **OK** to confirm deletion or **Cancel** to cancel.

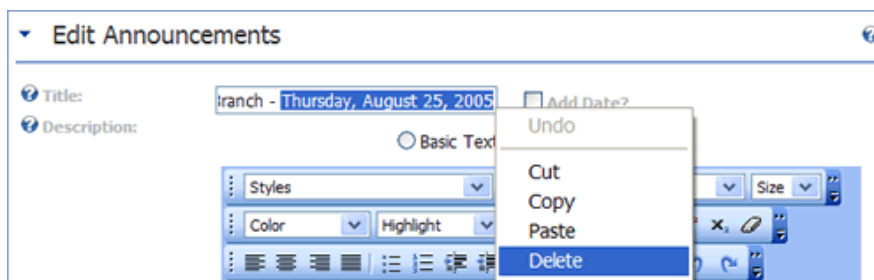


Delete Announcement

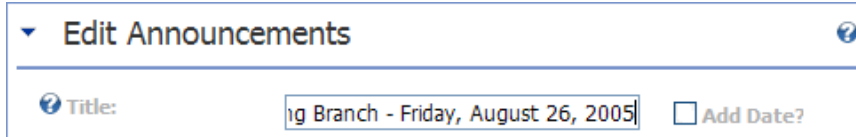
## Edit Announcement Date

The below tutorial explains how to change the date displayed beside the title of an announcement to any other date.

1. Click the **Edit**  button beside the announcement to be edited.
2. In the **Title** field, *delete* the existing date.




3. To add a new date, type in the new date. (Tip: Use the same format as the Add Date option (weekday, month date, and year) for a consist format. E.g. Tickets for sale - Thursday, February 19, 2004).

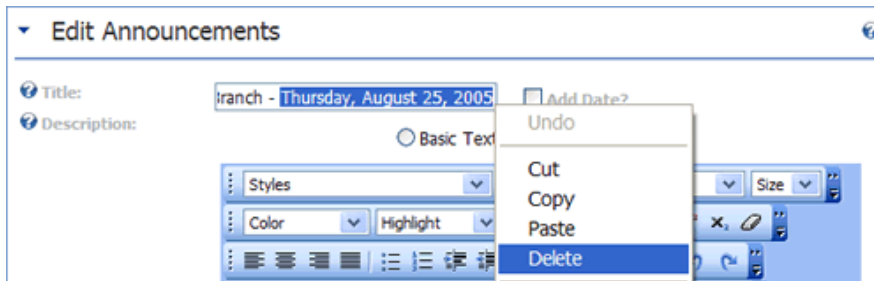


4. Click Update.
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### Delete Announcement Date

The below tutorial explains how to change the date displayed beside the title of an announcement to any other date.


1. Click the **Edit**  button beside the announcement to be edited.
2. In the **Title** field, *delete* the existing date.

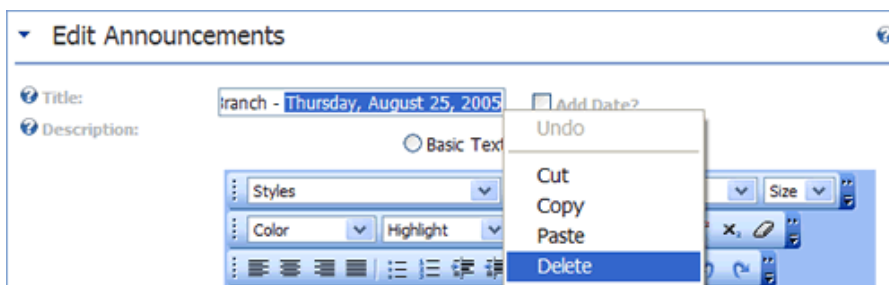


3. Click Update.
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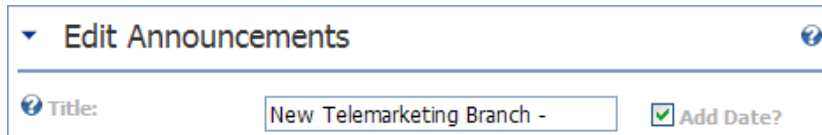
### Reset Announcement Date

The below tutorial explains how to change the date displayed beside the title of an announcement to today's date.

1. Click the **Edit**  button beside the announcement to be edited.
2. In the **Title** field, *delete* the existing date.



3. To insert today's date, *check*  the **Add Date** check box.



The screenshot shows a web form titled "Edit Announcements". Below the title bar, there is a "Title:" label followed by a text input field containing "New Telemarketing Branch -". To the right of the input field is a checked checkbox labeled "Add Date?".

4. *Click* Update.

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### **Known Issue: Extra Line Break Between Announcement Title And Description**

An extra line break sometimes appears between the title and description when adding a new announcement. This occurs because a Break ( <BR> ) is being added between these fields.

After much experimentation, I have yet to find a solution to this issue.

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