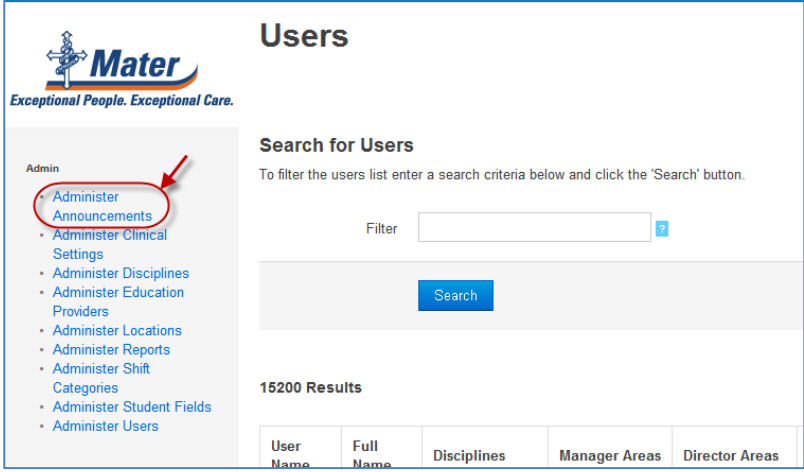
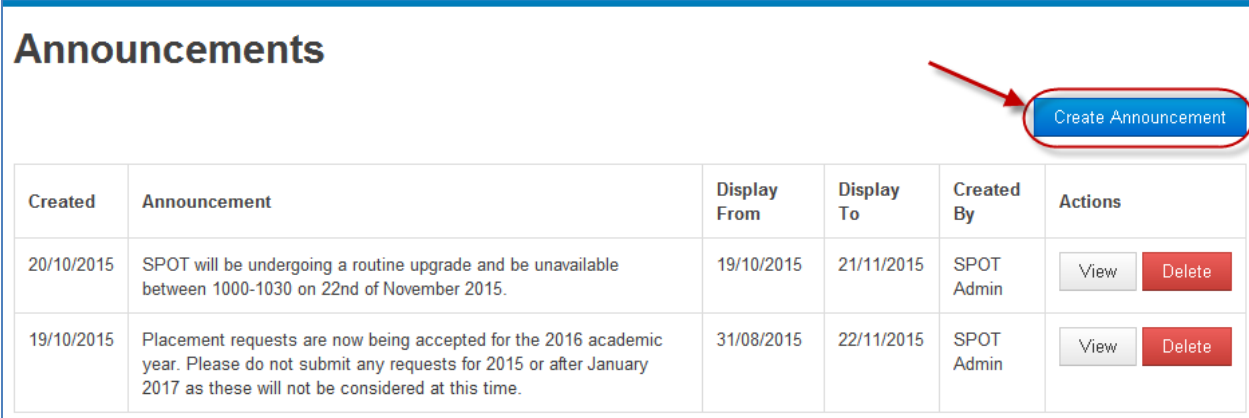


## ARef-12 - Administrator Reference Sheet – How to Administer Announcements.

Steps	Action	What it looks like																		
1.	<p>Click on the <b>Administer Announcements</b> link in the side bar.</p> <p>This navigates to the <b>Announcements</b> screen.</p>	 <p><b>Users</b></p> <p>Search for Users</p> <p>To filter the users list enter a search criteria below and click the 'Search' button.</p> <p>Filter <input type="text"/></p> <p><b>Search</b></p> <p><b>15200 Results</b></p> <table border="1"> <thead> <tr> <th>User Name</th> <th>Full Name</th> <th>Disciplines</th> <th>Manager Areas</th> <th>Director Areas</th> </tr> </thead> </table>	User Name	Full Name	Disciplines	Manager Areas	Director Areas													
User Name	Full Name	Disciplines	Manager Areas	Director Areas																
2.	<p>The <b>Announcements</b> screen shows a list of all Announcements that have been created, by which User and their display period.</p> <p>You can:</p> <ul style="list-style-type: none"> <li>- Create a new Announcement by clicking on the <b>Create Announcement</b> button.</li> <li>- Delete an Announcement by clicking the corresponding <b>Delete</b> button and then clicking <b>Yes</b> when prompted.</li> <li>- Edit an existing Announcement by clicking the <b>View</b> button.</li> </ul> <p>Clicking the Announcement <b>View</b> or <b>Create Announcement</b> buttons navigates to the Announcement Details page.</p>	 <p><b>Announcements</b></p> <p><b>Create Announcement</b></p> <table border="1"> <thead> <tr> <th>Created</th> <th>Announcement</th> <th>Display From</th> <th>Display To</th> <th>Created By</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>20/10/2015</td> <td>SPOT will be undergoing a routine upgrade and be unavailable between 1000-1030 on 22nd of November 2015.</td> <td>19/10/2015</td> <td>21/11/2015</td> <td>SPOT Admin</td> <td><a href="#">View</a> <a href="#">Delete</a></td> </tr> <tr> <td>19/10/2015</td> <td>Placement requests are now being accepted for the 2016 academic year. Please do not submit any requests for 2015 or after January 2017 as these will not be considered at this time.</td> <td>31/08/2015</td> <td>22/11/2015</td> <td>SPOT Admin</td> <td><a href="#">View</a> <a href="#">Delete</a></td> </tr> </tbody> </table>	Created	Announcement	Display From	Display To	Created By	Actions	20/10/2015	SPOT will be undergoing a routine upgrade and be unavailable between 1000-1030 on 22nd of November 2015.	19/10/2015	21/11/2015	SPOT Admin	<a href="#">View</a> <a href="#">Delete</a>	19/10/2015	Placement requests are now being accepted for the 2016 academic year. Please do not submit any requests for 2015 or after January 2017 as these will not be considered at this time.	31/08/2015	22/11/2015	SPOT Admin	<a href="#">View</a> <a href="#">Delete</a>
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3. In the Announcement Details page you can:

- Type in the text of an Announcement you wish to create, or modify the text of an Announcement you wish to edit, in the **Announcement** field.
- Select the dates between which the Announcement should be displayed by clicking the date in the pop-up calendar in the **Display From** and **Display To** fields.
- Select which User Roles will see the Announcement by clicking the tick box(es) in the **Visible To** field.

Once you've created/edited the Announcement, click the **Save** button to display it.

### Create Announcement

**Announcement Details**

Announcement:

Display From:

Display To:

Visible To:

- Admin
- CPC
- Director
- EducationProvider
- Facilitator
- Manager
- RosteringManager
- SelfAssigningSupervisor
- Staff
- Student
- Supervisor
- Tableau

4. The Announcement will display on the **Dashboard** page (i.e. the first one seen when logging in) of the User Roles selected.

### Education Provider Dashboard

**Announcements**

- Placement requests are now being accepted for the 2016 academic year. Please do not submit any requests for 2015 or after January 2017 as these will not be considered at this time.

Placement Requests

Search

Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status
922	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved