

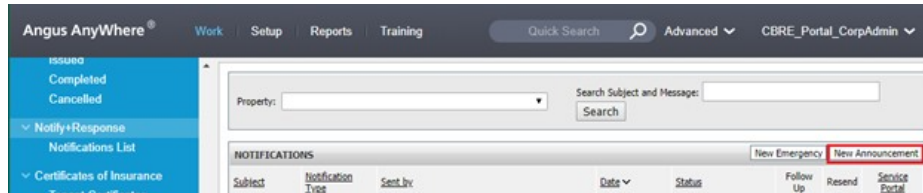




# Sending an Announcement

Work > Notify+Response > New Announcement

## Sending an Announcement:



1. Click **New Announcement**.
2. Select the properties you would like to send the Notification to.
3. Determine which contacts you would like to send the Notification to. You can specify which buildings, floors, and tenants will receive the Announcement when only one property is selected.
4. The Employees section allows you to determine which Property Employees you would like to transmit the Announcement to.
5. Click **Next**.

The screenshot shows the 'STEP 2: MESSAGE' form. On the left is a sidebar with labels for 'Notification Type', 'Template', 'Distribute via', 'Sender Name', 'Sender Phone', 'Sender Email', 'Subject', and 'Message'. The main area contains the corresponding input fields. 'Notification Type' is a dropdown menu with 'Announcement' selected. 'Template' is a dropdown menu with a red rectangle around it and a red text hint: 'you may choose from the templates you have created'. 'Distribute via' has a checked checkbox for 'Email'. 'Sender Name', 'Sender Phone', and 'Sender Email' are text input fields. 'Subject' is a text input field. 'Message' is a large text area with a rich text editor toolbar above it. At the bottom, there is an 'Attachments' section with an 'Upload New' button and a 'Browse...' button, both highlighted with red rectangles. To the right of these buttons is the text 'Optional.'. Below the attachments is a 'Visibility' section with a checked checkbox for 'Show notification on Service Portal until' followed by a date input field. At the very bottom are three buttons: 'PREVIOUS', 'NEXT' (highlighted with a red rectangle), and 'EXIT'.

1. Select a **Notification Type** from the drop-down menu provided.
2. Select a **Template** from the corresponding drop-down menu. Selecting a template will automatically populate any fields that were filled out by the template creator.
3. The **Sender Name** and **Sender Email** fields must be filled in. You may also enter a **Sender Phone** number in the field provided.
4. The **Subject** and **Message** fields are also required. You may enter any graphics (company logo) and text

that you would like to appear. If a template was selected, review the default text and modify it as necessary to suit the specifics of your announcement.

5. You may also attach a file to a Notification. If you wish to do so, click the **Browse** button. A window will open, allowing you to browse for and select the file you wish to attach. If you selected a template, an attachment may have already been included.
6. Once you are satisfied with the content of your Announcement, click **Next** to be taken to Step 3.
7. The details that were entered in all previous steps of the wizard are summarized on this page. If any of the information entered is incorrect, use the **Previous** button to go back and make notifications as needed. If all information entered appears correct, click **Finish**. Your announcement has been sent and you will see it in the summary screen.