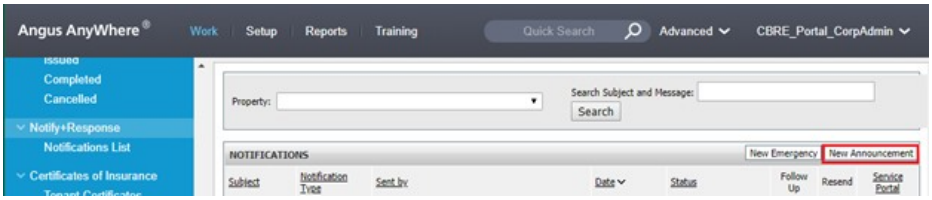
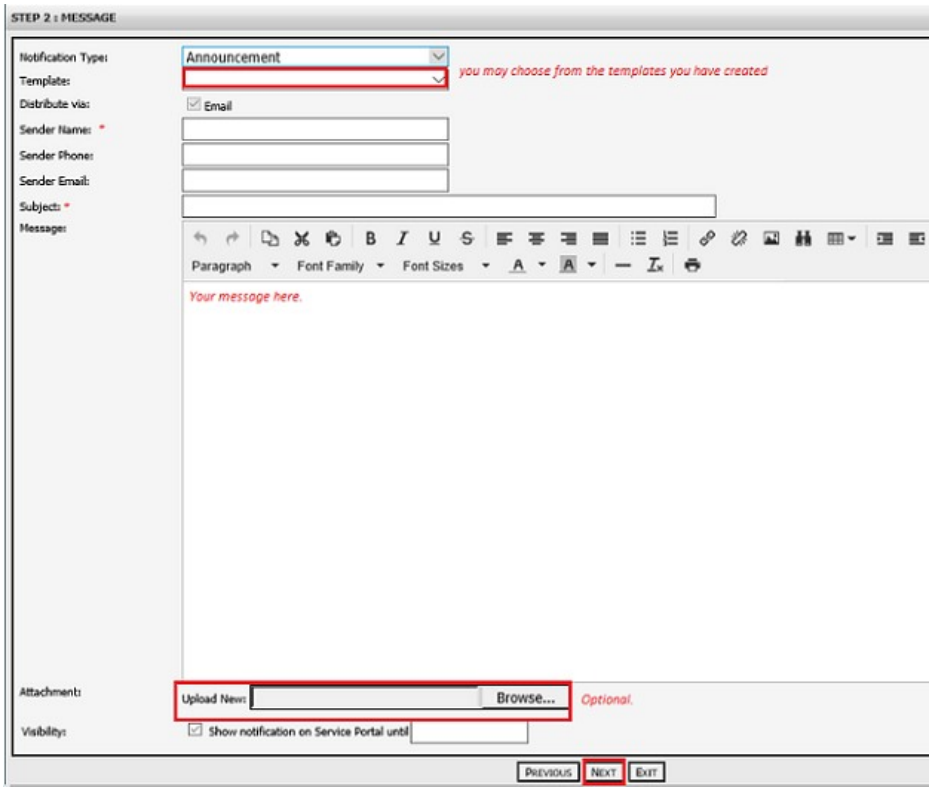
Sending an Announcement

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.**



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.