Working With Announcements

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Follow the steps below to work with your Company Announcements.

A *Company Notification* is a message sent by email (or SMS) that is triggered by an event in Wurk, such as a new hire being added to the system, or a Cannabis Badge expiring. Your Administrator (and other authorized users) can edit and create these and configure *when* and *why* they trigger, and *who* they are sent to.

A *Company Announcement*, by contrast, is a message that can display in Wurk as a popup when the user first logs in (and or as on their dashboard), and is a more general announcement. Unlike Notifications, these are tied to users' Security Profiles. Your Administrator (and other authorized users) can edit and create these and configure *who* sees these at login and/or on their dashboard. Announcements are often used to ensure that employees get Company Documents.

START HERE

1. From the main menu, search for *Announcements* and click the **Announcements (Our Company)** search result (or navigate to **Admin>Our Company>Announcements**). The announcements typically included with your system are shown here, and your company may have created additional ones.

You can filter the list by All Announcements or just the Active ones.

2. To work with an existing Announcement, click the Edit icon next to it.

3. To create a new Announcement, click **ADD NEW**. In the next window, create your message and set where it displays and to whom.

Headline*

[Body editor toolbar: B I U S Iₓ align left align center align right justify Times New R... 12pt]

[cut copy bullet list numbered list outdent indent quote undo redo link unlink image code table text color highlight]

Body

Template ☐

Active ☑ From [   ] 📅 To [   ] 📅

Countdown ☐ To Date [   ] 📅 Time [   ] Using Interval Day ∨

Add to Announcements Listing As ∨

Show As Pop Up On Login ☐

Show Marketplace Link ☐ (Classic Only)

VISIBLE TO

Group [   ] 🔍

Security Profile [   ] ∨ 🔍

Dashboard Layout Profile [   ] 🔍

Setting the **Platform** field to **Classic** means that the Announcement will not display to users on the New UI. We do not recommend using this setting, instead use **New UI** or **Both**.

4. SAVE your changes, and be sure to select the **Active** checkbox if you want it to display to users. The new Announcement will then show in the list of Company Announcements.