# Home Page Announcement

Post an announcement on the Home page to keep agents and admins up-to-date and involved.

## Introduction

Home Page Announcements are an easy way to keep agents and admins in the loop. Located at the top of each of your team members' Home page, announcements allow you to share important news and training updates or add some fun to the workday.

New announcements are displayed when agents or admins log in or visit the Home page. Once an announcement is read, it can be hidden so it's not in the way, and it will reappear when a new announcement is made.

## Post a Home Page Announcement

Post a Home Page Announcement to share important news or information with agents and admins.

Who Can Do This? Master admins can post announcements.

#### To post an announcement:



**1** Go to Company Settings by clicking your name in the upper-right, then [Admin / Settings].



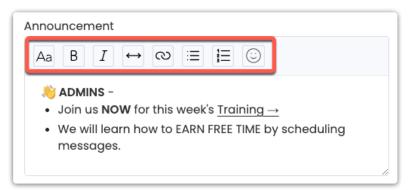
2 Scroll down to the Home Page Announcement section.

- 3 Make an announcement:
  - Type your announcement message.

Announcement	0
$Aa  B  I  \leftrightarrow  \bigotimes  \equiv  I \equiv  \bigcirc$	Post an announcement to appear on the Home page for all users in your account when they
Type your message here	login. Users may hide an announcement once they've seen it.
	Remove the announcement from this field once you'd like it to be removed from the Home page. Newly added/updated announcements // will be shown (unhidden) for all users, even if
earn how to format this message $\rightarrow$	they have hidden a previous announcement.

Use the formatting options to add bold and italic text, horizontal lines, links, lists, and

#### emojis.



Keep your announcement short. A maximum of four lines will be displayed on the Home page.

4 Click [Save Settings] to post the announcement.

#### Remove a Home Page Announcement

Remove an announcement when you no longer want it displayed on the Home page.

Who Can Do This? Master admins can remove announcements.

To remove an announcement:



- 2 Scroll down to the Home Page Announcement section.
- 3 Either remove the existing Announcement text or post a new one.
- 4 Click [Save Settings] to save the changes.

## View Your Company Home Page Announcement

View your company announcement to stay updated on important news or information your admin wants you to know.

Who Can Do This? Anyone can view announcements.

To view your company announcement:

#### 1 Go to the Home Page

• Click [Home] from the top menu.

2 View the Announcement From Your Admin. An announcement will only be displayed if your admin has posted one.

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PAPERLESS	Announcement from your admit: Feb 8
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<ul> <li>□ Frank's Tasks</li> <li>☆ Frank's Transactions</li> <li>☆ High Priority</li> <li>@ Photography Tasks</li> </ul>	Closing In 7 Days →
♥ Pinned	

Once you've read an announcement, you can:

- Hide it by clicking *Hide Announcement* in the lower right corner.
- Show it again by clicking Show Announcement.

3 New announcements will automatically appear whenever an admin updates or posts a new one (even if you have hidden a previous announcement).

### Pipeline Pro: Creative Ways to Use Announcements ?

This week, we'll cover several creative options for informing, directing, and educating your team via Pipeline's *Home Page Announcement*. Be sure to bring any creative ways you use *Announcements* to share with the group! (*February 15, 2023*)

#### 11:17