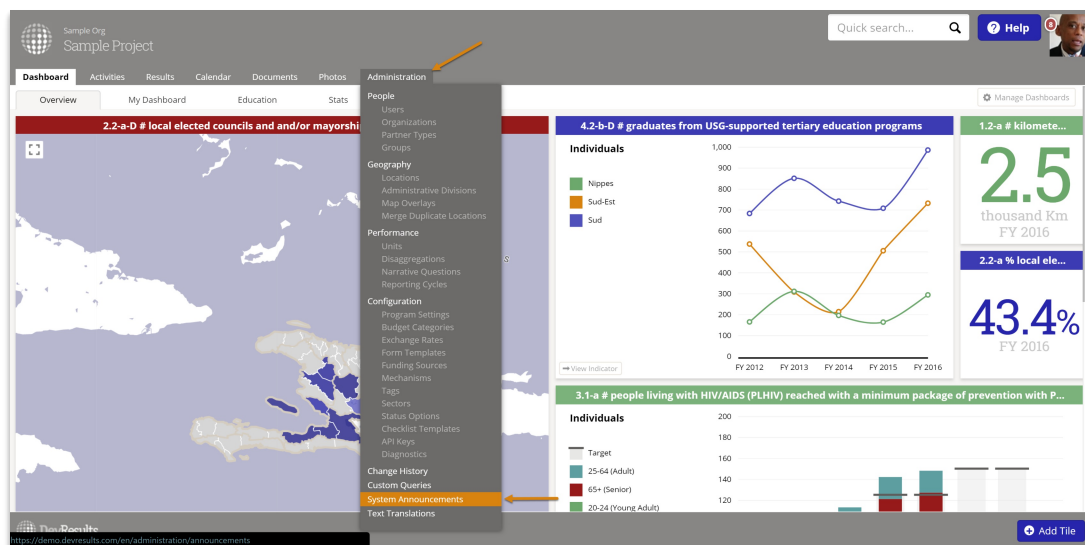# System Announcements

Ever notice how DevResults occasionally posts site announcements in banners at the top of your site?
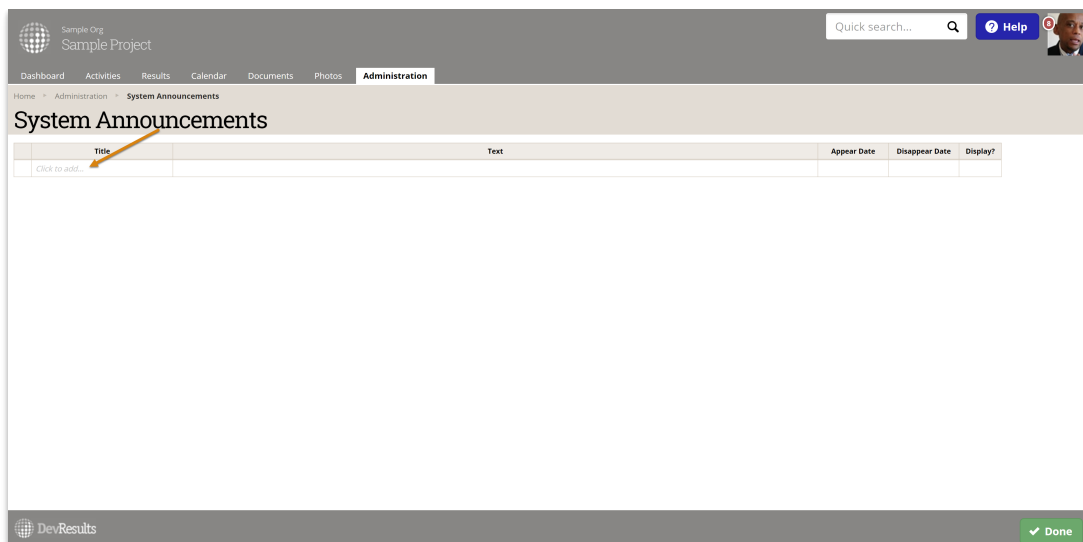

> **Pro Tip:** You can hide individual system announcements by clicking the **Got it** button on the right.

As a site administrator, you too can use system announcements to communicate major deadlines, milestones, or news to all of your DevResults users. Here's how:

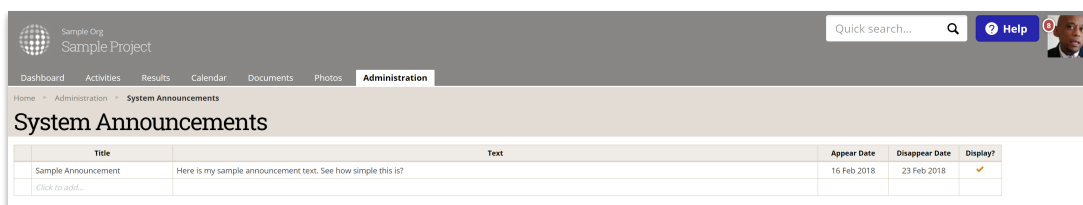First, hover over the **Administration** menu and select **System Announcements**:

This will the System Announcements Index page. To add a new system announcement, simply click where it says *Click to add...* in the **Title** column in an empty cell:
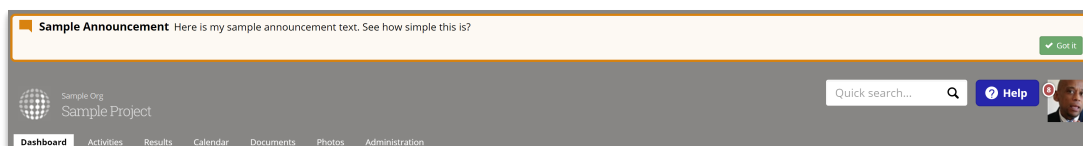
The **Title** will appear in bold on the left in the announcement banner bar; the **Text** will appear as regular text.

The **Appear Date** tells the system when to start displaying the announcement. The **Disappear Date** tells it when to stop to. You must check the **Display?** box to actually show the announcement. (By default, we will keep it hidden until you click this so you can make edits and get it exactly how you want before you release it to all your users!)

So here's what a sample configuration would look like:

And how it displays in the site:

Advanced Settings

You can also use regular html to embed links, email addresses, etc., directly in your system announcements. There are plenty of resources available online for html formatting, but here are a couple samples:

Add a hyperlink to your announcement:

```
Link text as you want it to appear to a reader
```

Sample:

So here's sample text from one of my system announcements with a link to a blog post:

```
Curious how we spent the last year? Check out our 2017 Retrospective  b
log post!
```

If you want the link to open in a separate window when someone clicks on it, you can add target="_blank":

```
Curious how we spent the last year? Check out our 2017 Retrospective  b
log post!
```

Include an email link:

```
Email link text
```

Sample:

```
Still have questions? Email Kate!
```

Didn't answer your question? Please email us at **help@devresults.com** .

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