

Events and Announcements Tool

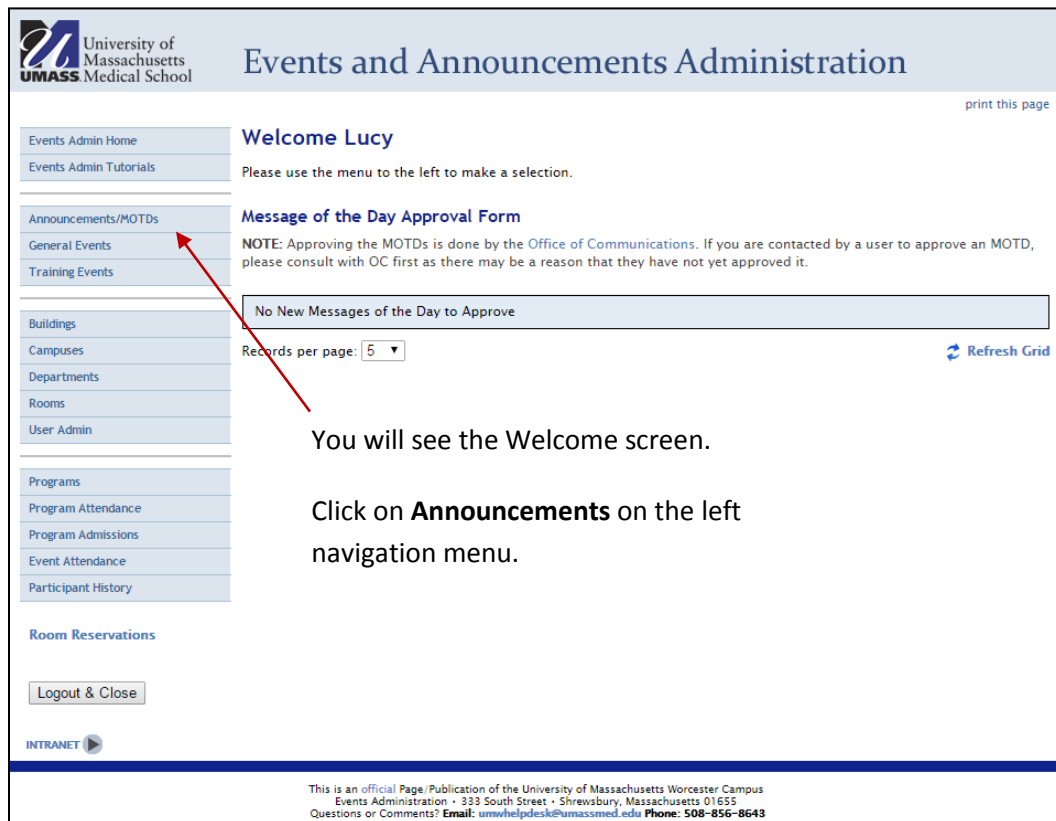
Announcements Tool

For account access to the *Events and Announcements Tool*, please contact the UMMS Information Services Help Desk at umwhelpdesk@umassmed.edu.

- [Add Announcement](#)
- [Search Announcement](#)
- [Delete Announcement](#)
- [Edit Announcement](#)

Access the Events and Announcements Tool one of two ways:

1. Clicking on **Events Admin Tool** link at the bottom of the UMMS Intranet Home page left nav.
2. Going to: <http://i.umassmed.edu/EventsAdmin/welcome.aspx> (you may wish to bookmark this page).



University of Massachusetts Medical School

Events and Announcements Administration

print this page

Events Admin Home

Events Admin Tutorials

Announcements/MOTDs

General Events

Training Events

Buildings

Campuses

Departments

Rooms

User Admin

Programs

Program Attendance

Program Admissions

Event Attendance

Participant History

Room Reservations

Logout & Close

INTRANET

Welcome Lucy

Please use the menu to the left to make a selection.

Message of the Day Approval Form

NOTE: Approving the MOTDs is done by the Office of Communications. If you are contacted by a user to approve an MOTD, please consult with OC first as there may be a reason that they have not yet approved it.

No New Messages of the Day to Approve

Records per page: 5

Refresh Grid

You will see the Welcome screen.

Click on **Announcements** on the left navigation menu.

This is an official Page/Publication of the University of Massachusetts Worcester Campus
Events Administration • 333 South Street • Shrewsbury, Massachusetts 01655
Questions or Comments? Email: umwhelpdesk@umassmed.edu Phone: 508-856-8643

Add Announcement

The Announcements page defaults to **search** functionality. If you want to search for or edit an announcement you will use this page. If you want to **add a new announcement**, click **Add a New Announcement**:



There are two kinds of announcements:

1. **Departmental Announcement** – these announcements appear only to members of the department to which the announcement was assigned. They can be found below the Weather Widget in the right column on the UMMS Intranet Home Page.
2. **Message of the Day (MOTD)** – an MOTD will appear to the entire UMMS community in the left column on the UMMS Intranet Home page. Once you submit an MOTD, it will be approved by the Office of Communications prior to going live.

Announcement Administration Form

New Announcement

Item information

Announcement Type * Alert Announcement MOTD

Campus * Please Select

Department * Please Select

Title *

Teaser
125 character limit. This text appears on the intranet homepage.

Announcement *
If no teaser is added above, the first 125 characters of the Announcement will be used. This text appears on the detail page.

Start Date * 12/13/2010

End Date * 12/13/2010

Web Site
Optional. Enter full URL (ex: http://www.link.com)

Status * Active

NOTE: HTML tags cannot be used in text fields

Save Cancel

Fill in the appropriate information in the **New Announcement** window – note that the headings listed in **red** are mandatory.

1. Choose Departmental Announcement (**Announcement**) or **Message of the Day (MOTD)** by clicking on the appropriate radio button.
2. Choose at which **campus** the announcement should be displayed.
3. Choose which **department** should be receiving this announcement. **NOTE:** If you selected MOTD, the department field *will not appear* since the announcement is for the entire UMMS community.
4. **Title** your announcement.
5. (Optional) Add **Teaser** text – this text will appear next to the title on the Intranet homepage.
6. Add the **announcement text**, including any relevant dates regarding your announcement. If you do not enter Teaser text in the previous field, the first 125 characters of this text will appear next to the title on the Intranet homepage.
7. Enter a **start and end date**. Your announcement will begin and end displaying on the intranet homepage on the dates you select. Note that these dates are different from the actual date of your event, which should be included as part of your description in the previous field.
8. (Optional) Add a **website URL** where viewers can go for more information. **NOTE:** It must be a full URL, beginning with http://.
9. Choose the **status** of the announcement – active or inactive. Inactive announcement will not display until you change the status to Active.
10. Click **Save** when you are finished.

If you failed to complete any of the required fields you will be prompted:

Please check required fields above and resubmit.

If successfully submitted, you will return to the default Search page, the bottom of which you will see:

Announcement successfully added

Search Announcements

To **search** for an announcement, click on **Announcements** on the left navigation menu if you are not already at the Announcement Search page.

If you know the title of the announcement for which you are searching, type it into the **Announcement Title** field.

If not, you can use the drop-down menus to search by

- **Department**
- **Type** (*Announcement or Message of the Day*)
- **Date**
- **Status** (Active or Inactive)

Announcements

Filter Results + Add a New Announcement

Announcement Title: Department: Graduate School of Biomedical Sciences Search

Type: All Types Starts After: 9/5/2010 End Before: 1/3/2011 Status: Select

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 11/4/2010

Click the **Search** button to see results.

Records per page: 5

You can control the number of search results to view at one time by choosing the **Records per page** dropdown.

Delete Announcement

To delete the announcement, click on the **delete icon**.

A window will pop up asking "Are you sure you want to delete this?" If yes, click OK. If no, click Cancel.

Edit Announcement

To edit the announcement, click on the **details icon**.

Announcements

Filter Results + Add a New Announcement

Announcement Title: Department: Information Services Search

Type: All Types Starts After: 1/1/2010 End Before: 1/14/2011 Status: Select

Title	Type	Start Date	End Date	Department	Status	ID
"Loaner" Air Cards	MOTD	3/24/2010	4/9/2010	Information Services	Active	2794
Learn to Create Interactive Lectures with Polling Technology	MOTD	4/30/2010	6/3/2010	Information Services	Active	2854
UMass Medical School users targeted.	Alert	5/3/2010	5/7/2010	Information Services	Active	2860
SharePoint Services Brown Bag Lunch	MOTD	5/6/2010	5/21/2010	Information Services	Active	2869
University portals (like HR Direct) targeted by criminals	Alert	6/8/2010	6/14/2010	Information Services	Active	2912

1 2

The **announcement form** will open so you can edit text or settings.

When you have finished editing, click **Save**.