

Announcements: Stay Informed and Connected

1. Executive Summary

The Announcements feature keeps you informed with important updates, events, and alerts. You can quickly find, view, and manage announcements, ensuring you never miss critical information. This tool allows for seamless communication by providing a central place to view system-wide messages.

2. Introduction

Are you tired of missing important updates or struggling to find key information? The Announcements feature in the Communication module addresses these pain points by providing a centralized, easy-to-use system for viewing and managing important messages. It ensures everyone stays informed about essential updates, events, and alerts. This guide will walk you through how to use this feature effectively, making communication smoother and more efficient.

3. Main Content (User-Focused Sections)

- **What This Means for You**
 - ■ Stay updated on important information, ensuring you never miss critical announcements.
 - ■ Easily find relevant announcements.
 - ■ Less time spent searching for updates.
 - ■ Improved communication and coordination.
- **How It Works**
 1. **Access Announcements:** Navigate to the Communication module, then select Announcements.
 2. **View Announcements:** The system displays a list of current announcements.
 3. **Filter Announcements (Optional):** Use the available filters (e.g., date, title) to narrow down the list and find specific announcements.
 4. **View Details:** Click on an announcement to view its full content.
 5. **Create Announcements(Optional):** Click on **Add Announcement** button to create a new announcement.
 6. **Edit/Delete Announcements (If Authorized):** Click on the three dots menu and select **Edit** or **Delete** to modify or remove an announcement, respectively.
- **Getting Started**
 1. Go to the **Communication** module.
 2. Open the **Announcement** submodule.
 3. To create a new announcement, click the **Add Announcement** button located at the top-right corner.
 4. Fill in the required fields such as **Announcement Title, Type, and Content Type**.
 5. To view an announcement, simply click on it from the list.
 6. To edit or delete an existing announcement, click on the three dots menu next to the announcement and select **Edit** or **Delete**.
 7. To filter announcements, use the filter options available, such as date ranges or title search.
 8. Click **Submit** to finalize your announcement.
- **Key Features You'll Use**
 - **Announcement List:** A display of all current announcements.

- **Filtering:** Options to filter announcements by title, date, or content type, helping you find what you need quickly.
- **Add Announcement Button:** Located at the top right, this button allows you to create new announcements.
- **Edit/Delete Options:** Available via the three dots menu, these options allow authorized users to modify or remove existing announcements.
- **Availability Calendar:** View announcements by date on a calendar interface.
- **Export:** Export announcements to PDF or Excel files.
- **Common Scenarios**
 - **Creating a New Announcement:** You need to inform all drivers about a road closure. Click **Add Announcement**, enter the title "Road Closure," select the type as "Urgent," choose content type "Text," and enter the details.
 - **Filtering Announcements:** You want to see all announcements related to vehicle maintenance. Enter "Maintenance" in the title filter to view relevant announcements.
 - **Updating an Announcement:** The date of an event has changed. Find the announcement, click the three dots menu, select **Edit**, update the date, and click **Submit**.
 - **Removing an Announcement:** An outdated announcement needs to be removed. Find the announcement, click the three dots menu, and select **Delete**.
 - **Exporting Announcements:** Generate report by exporting announcements data.
- **What to Expect**
 - When creating a new announcement, expect the system to save and display it in the announcement list, visible to all relevant users.
 - When filtering announcements, expect the system to display only those announcements that match your filter criteria.
 - When updating an announcement, expect the changes to be saved and reflected immediately in the announcement list.
 - When removing an announcement, expect it to be deleted from the system and no longer visible in the announcement list.
 - When filtering by date range, expect only announcements within that date range to appear.
 - When exporting announcements, expect a file (PDF or Excel) to be generated and downloaded with all the announcement data.

4. Visual Elements & Supporting Information

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100 Vehicles Online

+ Add Audio

Announcement Title

09/23/2025

Clear Filter

Audio Title

Title of Audio

Image Announcement

Announcement Date

20-01-2023

Audio Title

Title of Audio

Image Announcement

Announcement Date

20-01-2023

Audio Title

Title of Audio

Image Announcement

Announcement Date

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Announcement Date

20-01-2023

>

100 Vehicles Online

Edit Audio

Announcement Title *

Enter Audio Title...

Announcement type *

No file chosen

Content Type

Select Preview Option

Choose Images *

Choose Files

No file chosen

Preview

0:00 / 4:34

Cancel

Update

Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Announcement Title	Yes	Text	String	255	Yes	The title of the announcement.
Type	Yes	Text	String	255	Yes	The type of the announcement (e.g., Urgent, Info).
Content Type	Yes	Dropdown	String	N/A	Yes	Type of content (Image, Audio, Text)
Date	Yes	Date	Date	N/A	Yes	Date of the announcement
Start Time	No	Time	Time	N/A	Yes	Start Time of the announcement
End Time	No	Time	Time	N/A	Yes	End Time of the announcement
Target Group	No	Text	String	255	Yes	Specific groups targeted by the announcement
Upload Content (if applicable)	No	File	File	N/A	Yes	Upload Image or Audio Files

5. Summary & Benefits

The Announcements feature simplifies how you stay informed, saving you time and ensuring you never miss critical updates. By providing a centralized location for important messages, it enhances communication and coordination within your organization. Whether it's creating, filtering, or managing announcements, this tool helps you stay connected and informed.