

Adding and Managing Announcements



Archives

You are using phpFox version earlier than 4.6.0? Please refer instructions for this article [here](#).

This tutorial will show you how to add and manage Announcements for your site. These are on-site announcements and are not sent out by emails (Newsletter). These show based on the settings you set when creating the Announcement.

- [Adding an Announcement](#)
- [Editing, Deleting, Enabling or Disabling Announcements](#)
- [Allowing Users to Close Announcements](#)

To manage Announcement, please go to your AdminCP, Click Apps >> Installed >> Announcement.

Adding an Announcement

- To make a new announcement, click New Announcement tab. Fill in the Subject for this Announcement for each language you have installed. Fill in the Intro text, for each language you have installed, which is usually just a short introduction to the announcement.

The screenshot shows the phpFox AdminCP interface. On the left is a sidebar with navigation links: Dashboard, Apps, Installed, Purchase History, Find More, Globalization, Appearance, Members, and Settings. The main content area has tabs for 'User Group Settings', 'Manage Announcement', and 'New Announcement' (which is highlighted with a red box). Below the tabs is a form titled 'Add An Announcement'. It contains two text input fields: '*Subject in English (US)' and '*Intro in English (US)'.

- Fill in the Announcement main text now for each language installed.

Announcement Content in English (US)

The screenshot shows the announcement content editor. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, image, table, and other functions. Below the toolbar is a large, empty text area for entering the announcement content.

- Toggle button to Activate/Deactivate Display options, select style.


The screenshot shows the 'Display Options' section. It includes a toggle switch for 'active:' which is currently turned on (YES). Below this is a 'Style' dropdown menu with options: info, info (selected), danger, warning, and success.

- Toggle button if an announcement can be closed then select the starting date

The screenshot shows the 'Can Be Closed' toggle switch, which is turned on (YES). Below it is the 'Start Date' section, which includes a date picker showing '4/10/2018', a time selector showing 'at 05:27', and a dropdown for the time zone.

- Set the Start Date and Time.

Start Date:

5/3/2018  at 04 : 34

- Target Viewers - select from the drop-down menu which user groups you want to be shown this announcement or leave it to All User Groups.

Target Viewers

User Groups:

All User Groups

- Location - choose which country you want this to show to or you can keep it at Any to show to all.

Location:

Any

- Gender - choose which gender should see this or leave it at Any.

Gender:

Any

- Age Group Between - choose the ages that should see this or leave it at All.

Age Group Between:


All and All

- Submit when done and [clear cache](#).

Editing, Deleting, Enabling or Disabling Announcements

- To Edit or Delete an announcement, Go to Manage Announcement, click the setting icon of the announcement you want to modify. Toggle button to disable

Announcements

User Group Settings <u>Manage Announcement</u> New Announcement			
Manage Announcements			
Subject		Since	active
<div>  Welcome to our demo! <div> Edit Delete </div> </div>		September 24, 2017	<div>ON</div>

- To enable/disable an announcement, click the button to the far right of the announcement. Red is enabled and gray is disabled.

Allowing Users to Close Announcements

In order to allow users to close the announcements after they view it, go to UserGroup settings Tab then select the Group. Toggle button to allow users to close and browse announcements. the SAVE Changes.

- Set to Yes or No the setting **Are members of this user group allowed to close the announcements block on the dashboard?**
- Set to Yes or No the setting **Can browse and view announcements?** (this setting totally disables them from seeing any announcements if you set it to No)

User Group Settings Manage Announcement New Announcement

Groups

Registered User

User Group Settings

Are members of this user group allowed to close the announcements block in the dashboard? ☐ NO

Can browse and view announcements? ☒ YES

Save Changes