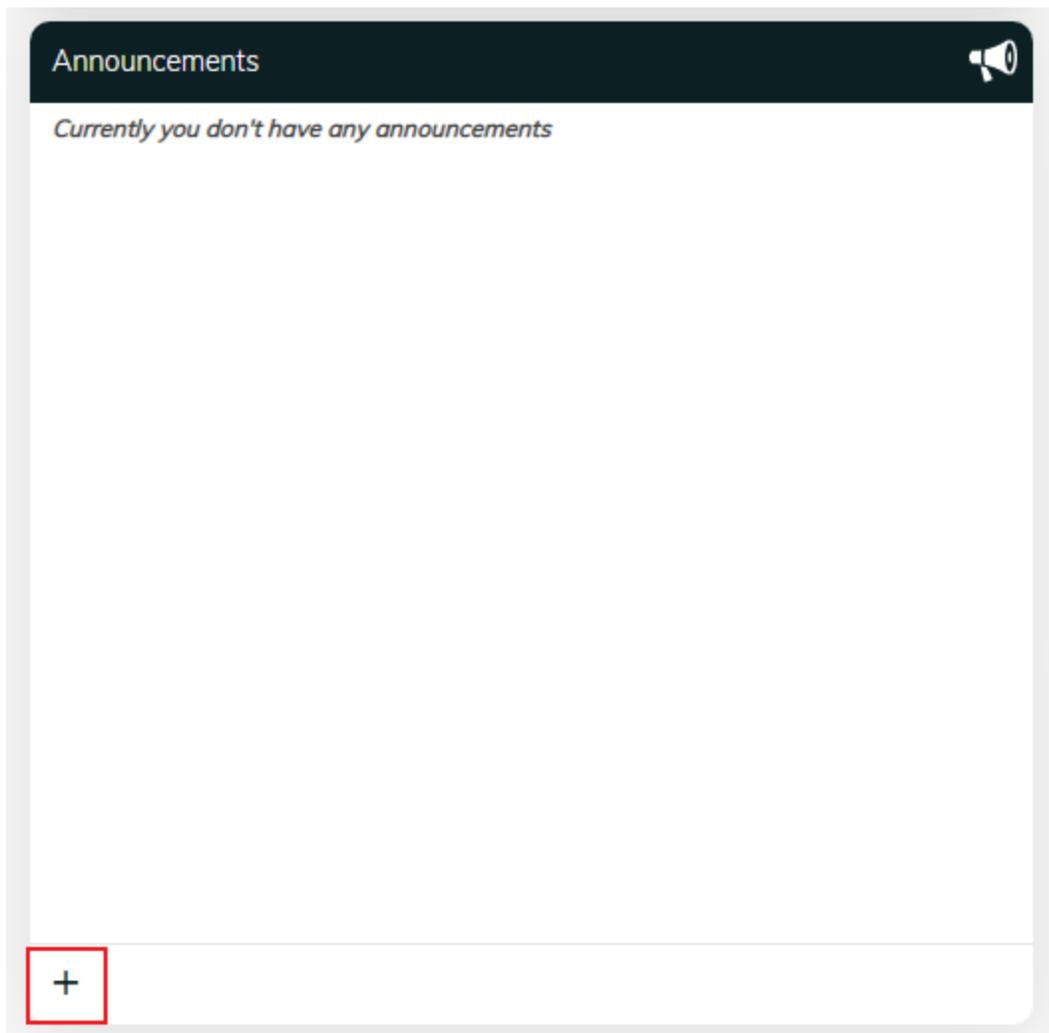


Lucidity 365 - Announcements Guide

Announcements Live Tile

The Announcements live tile is a simple and effective way to post important content and communicate with your employees. It can be used to notify staff about company news or updates, upcoming events/meeting, new successes or urgent information.

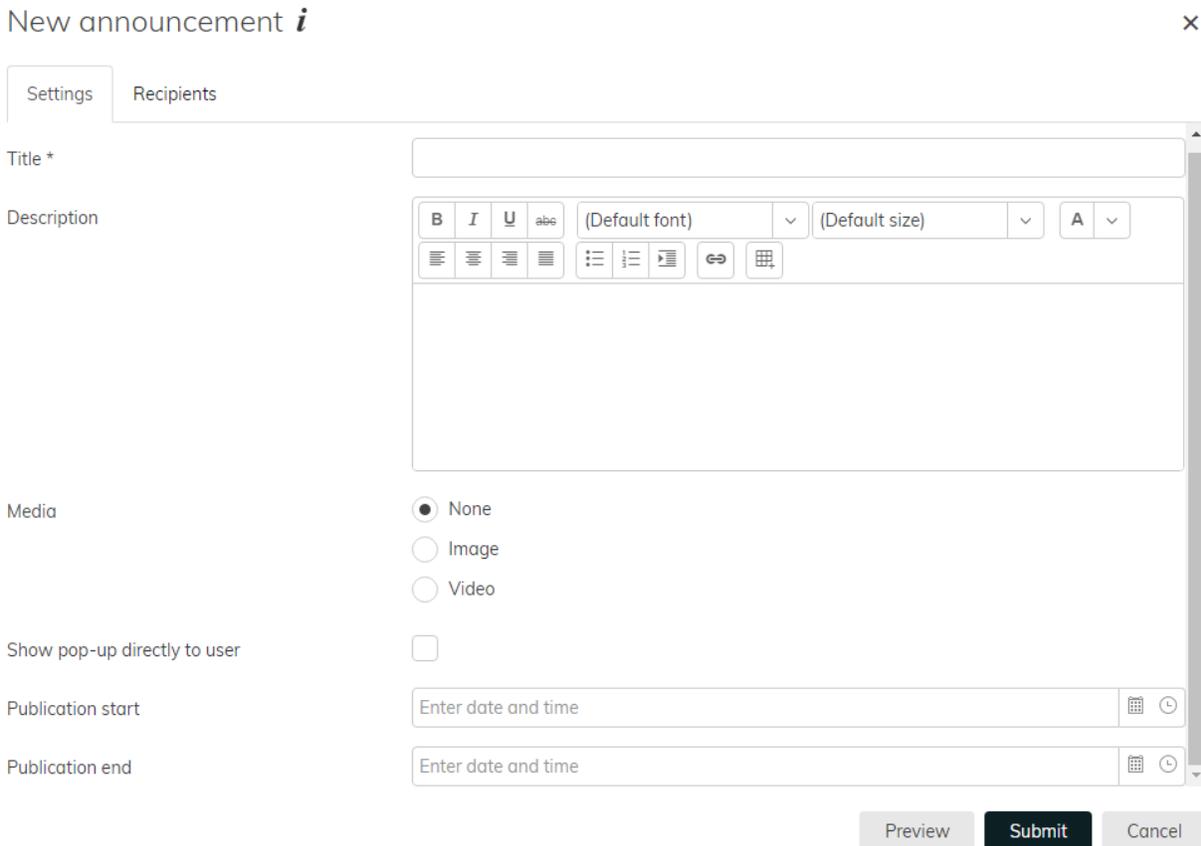
Admins can easily generate a new announcement by clicking on the plus symbol in the bottom left-hand corner of the tile.



You can give the announcement a title and description and optionally include photos or videos.

You can use the publication start and end date to schedule announcements, specify when they are released and how long they will appear in the live tile.

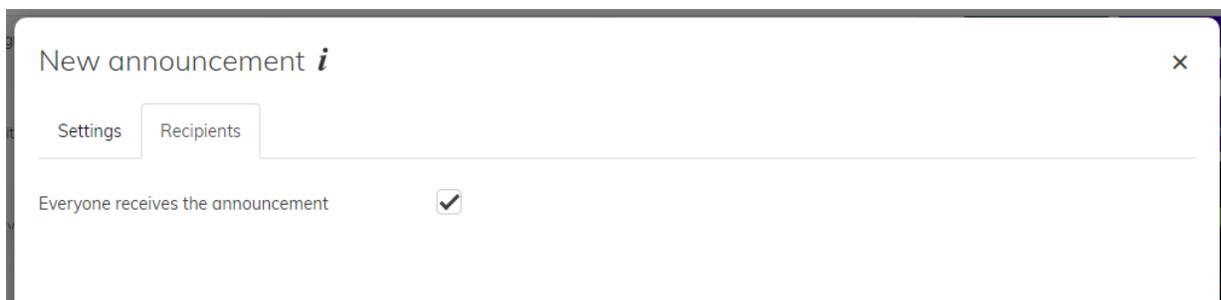
Announcements are displayed as a pop up which includes the announcement title, description and images/videos if media content has been included. When an announcement is published, a notification will be sent to the intended users. They can either open the announcement from the notification or view it from the live tile when ready. There is also an option to “show pop-up directly to user”. This will push out the pop up directly to the user(s) and will appear in their workspace immediately after opening or refreshing their workspace. This option is recommended for important or urgent announcements.



The screenshot shows the 'New announcement' dialog box with the 'Settings' tab selected. The 'Recipients' tab is also visible. The form includes the following fields and options:

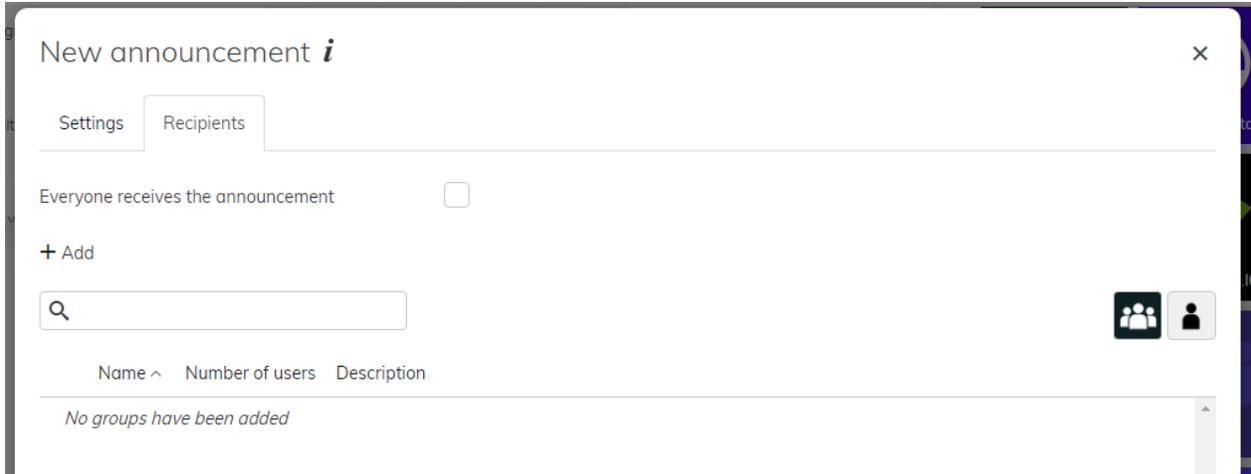
- Title ***: A text input field.
- Description**: A rich text editor with a toolbar containing bold (B), italic (I), underline (U), font color (abc), font family (Default font), font size (Default size), text color (A), bulleted list, numbered list, link, unlink, and table icons.
- Media**: Radio buttons for None, Image, and Video.
- Show pop-up directly to user**: An unchecked checkbox.
- Publication start**: A date and time picker with a calendar icon and a refresh icon.
- Publication end**: A date and time picker with a calendar icon and a refresh icon.
- Buttons**: Preview, Submit, and Cancel buttons at the bottom right.

The Recipients tab controls who the announcement is presented to. Here you can choose whether the announcement is to be sent to all users or select which users or groups the announcement applies to.



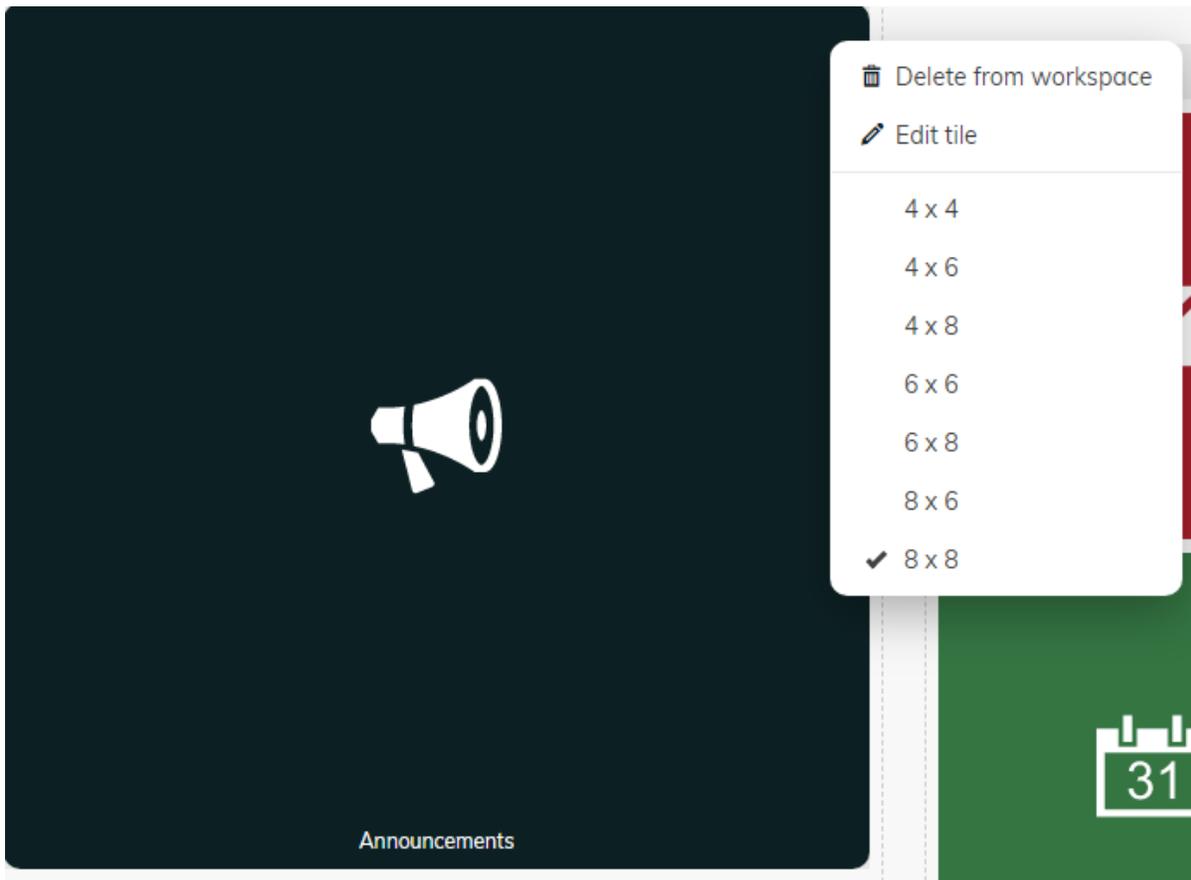
The screenshot shows the 'New announcement' dialog box with the 'Recipients' tab selected. The 'Settings' tab is also visible. The form includes the following field and option:

- Everyone receives the announcement**: A checked checkbox.



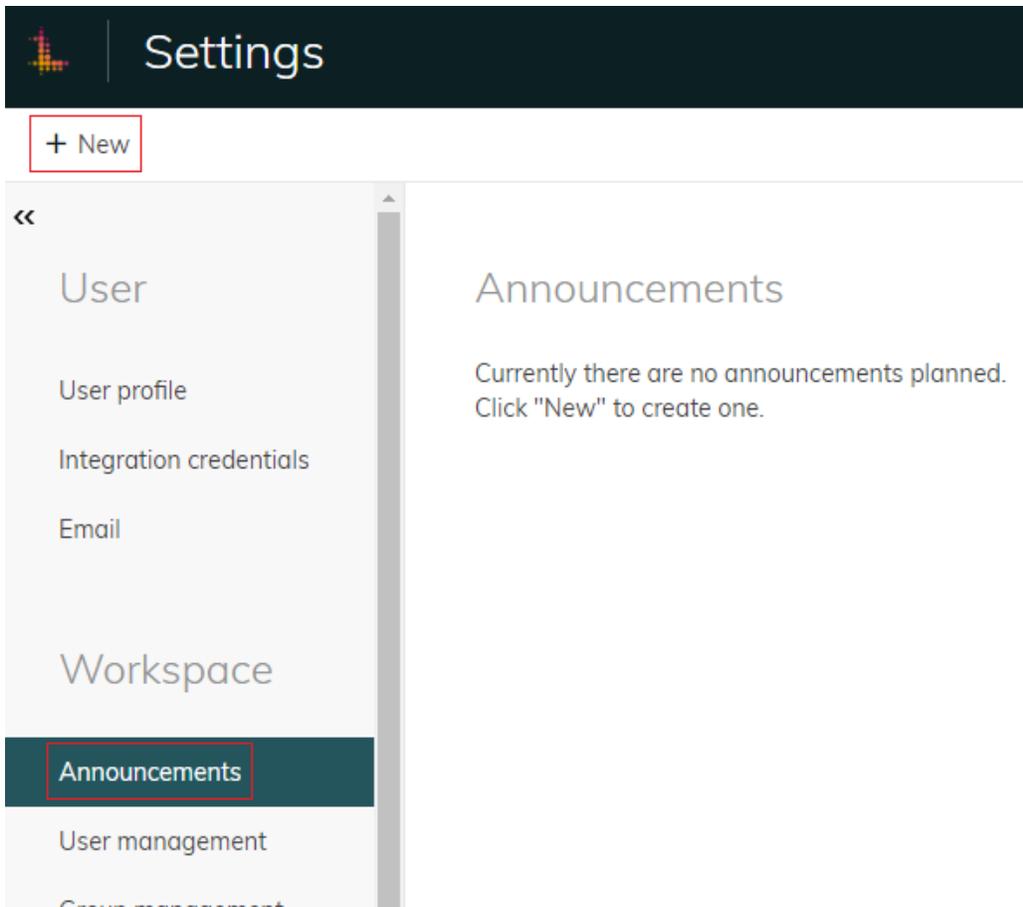
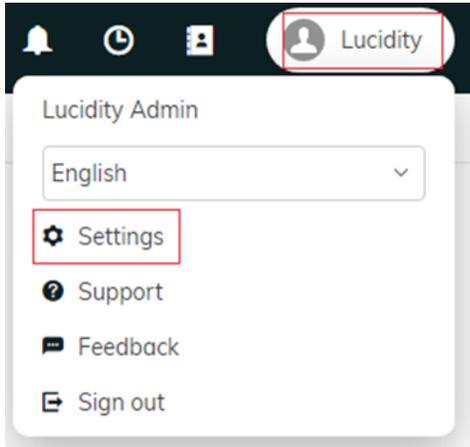
Before publishing your announcement, you can select the preview button to view the announcement format.

The announcement live tile is available in multiple formats ranging from 4x4 to 8x8. If the tile size is smaller than 4x8, images and video content won't be displayed in the live tile previews. To change the tile format, right-click the tile and select the desired size.

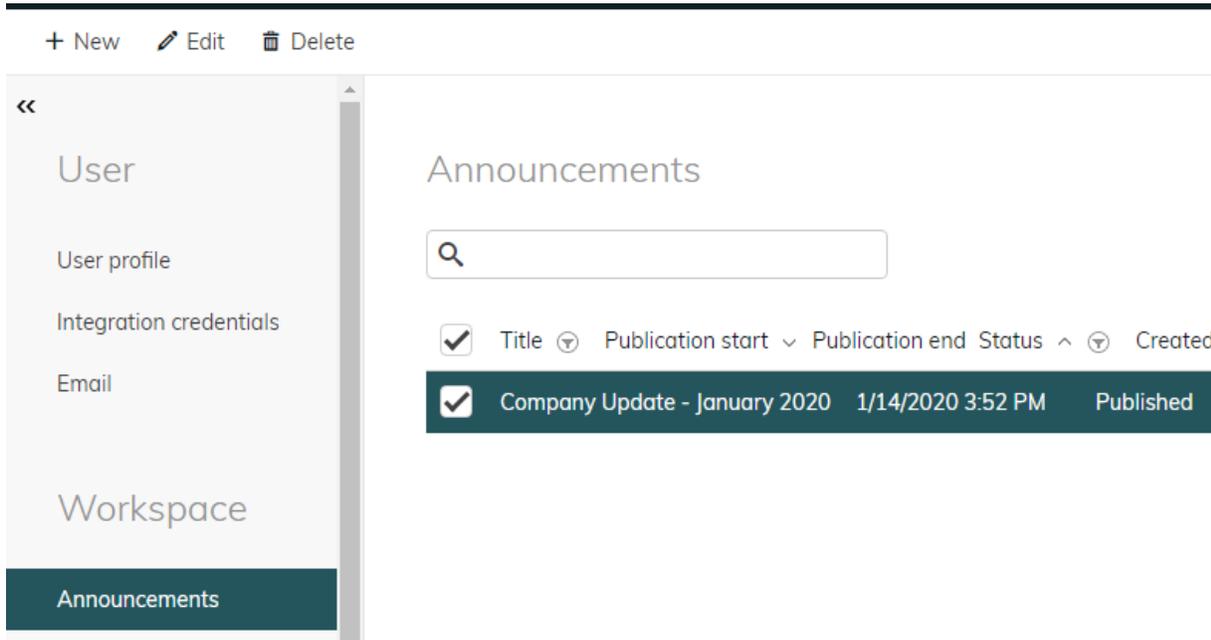


Creating/modifying an Announcement (Settings)

Announcements can also be created through settings. To do this, click on your name on the top right-hand corner of the page and select settings. Click on the Announcements tab in settings and select new.

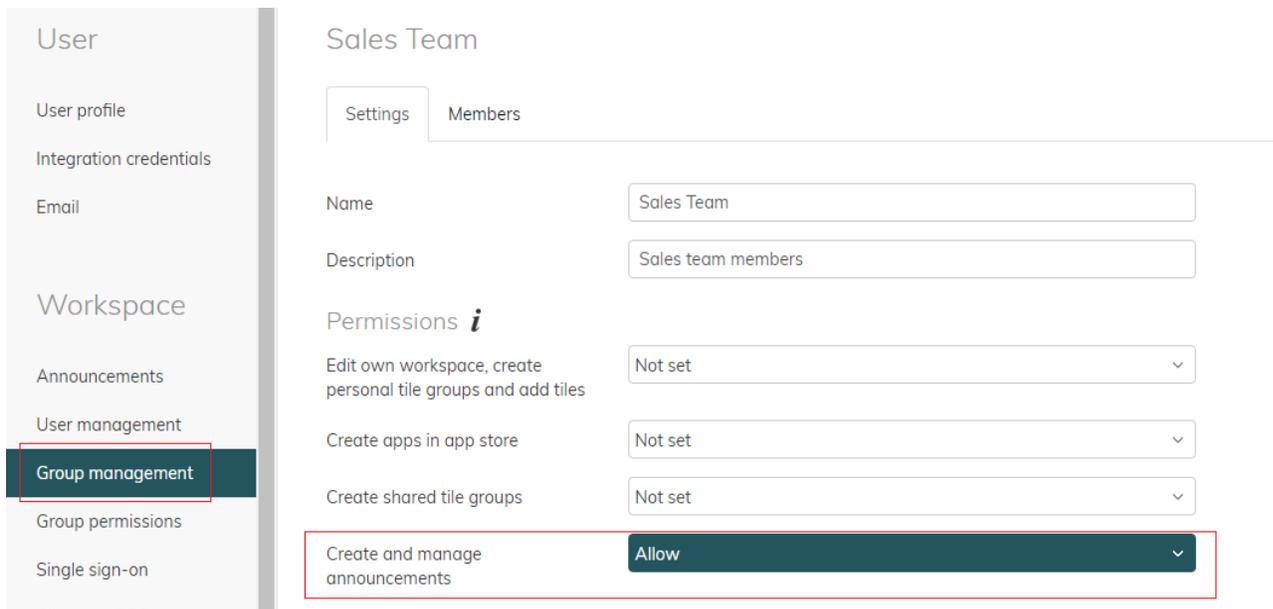


In the Announcements settings you also have the option to edit or delete announcements.



Announcement Permissions

By default, only workspace admins will have access to publish announcements. To give other users permission, you can create a new workspace group (or modify an existing groups permissions) and set the permissions to allow “create and manage announcements”.



Employee Interaction – Workspace Announcements

Workspace announcements have a function where users can “like” announcements, allowing employees to acknowledge the announcement. The announcement also displays the number of views the post has had. This gives management insight to the effectiveness of announcements as a form of internal communication and keep track of how many people have read each post.

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