

## Edit Agency News

1. Agency News is accessed via the **Admin** link on the navigation toolbar. (See Figure 2-1)



Figure 2-1

2. Click the **Admin** tab on the navigation toolbar. **(1)** The screen will refresh and display the **Admin Dashboard** screen. (See Figure 2-2)



Figure 2-2

**Note:** *The options available on your System Administration screen depend on your ServicePoint user level and the ServicePoint modules installed with your application.*

3. Click the **News Admin** button. **(1)** The **News Administration** area will open. (See Figure 2-3)

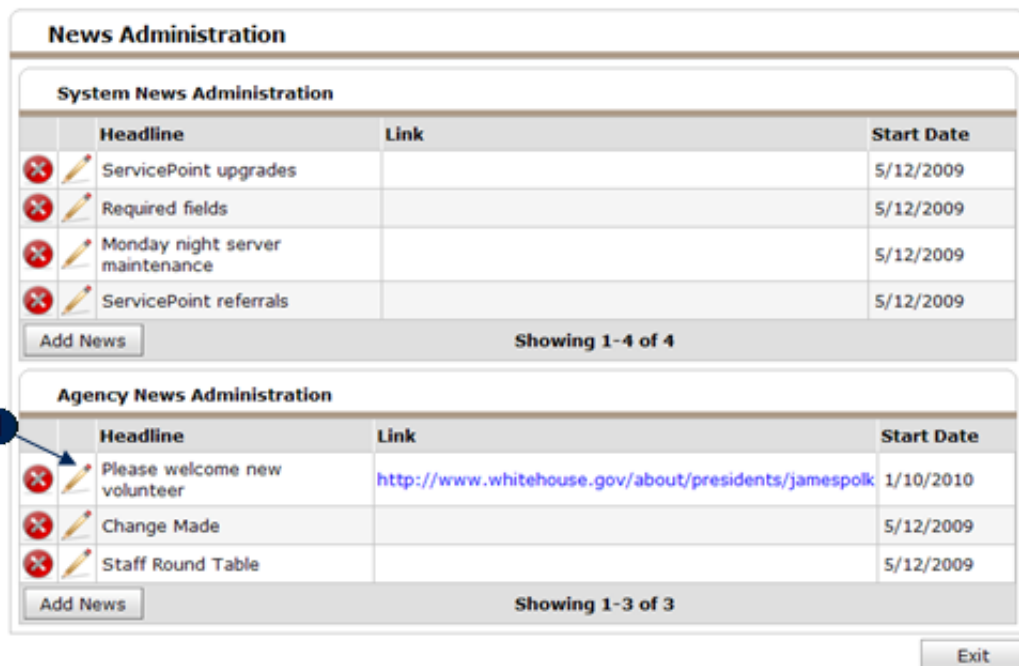



Figure 2-3

- Click the **Edit** icon  next to the headline you wish to edit. **(1)** The **News Item Admin** screen will open. (See Figure 2-4)

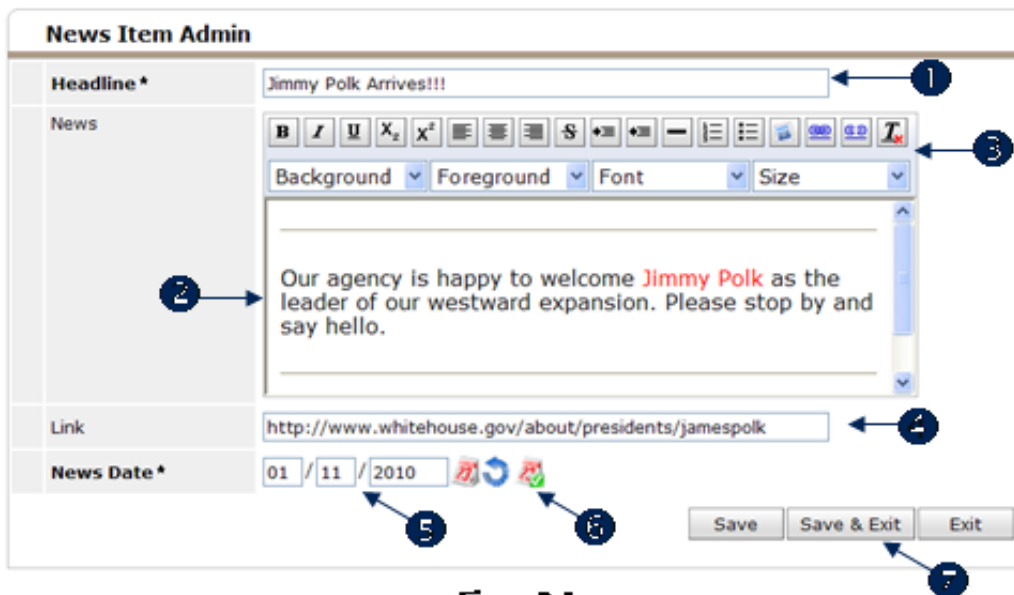










Figure 2-4

- Make any necessary changes to the **Headline**. **(1)**
- Make any necessary changes in the **News** field. **(2)** Apply formatting using the toolbar. **(3)**
- Enter a hyperlink if one is associated with the news item. **(4)**
- Enter the date in the **News Date** field, **(5)**, or have use the auto-fill button. **(6)**
- Click **Save & Exit** to save the news item and return to the previous screen. **(7)** (See Figure 2-5)

**News Administration**

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**System News Administration**

	Headline	Link	Start Date
 	ServicePoint upgrades		5/12/2009
 	Required fields		5/12/2009
 	Monday night server maintenance		5/12/2009
 	ServicePoint referrals		5/12/2009

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**Agency News Administration**

	Headline	Link	Start Date
 	Jimmy Polk Arrives!!!	<a href="http://www.whitehouse.gov/about/presidents/jamespolk">http://www.whitehouse.gov/about/presidents/jamespolk</a>	1/11/2010
 	Change Made		5/12/2009
 	Staff Round Table		5/12/2009

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**Figure 2-5**