Add Agency News

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

Figure 1-1

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

Figure 1-2

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 1-3)
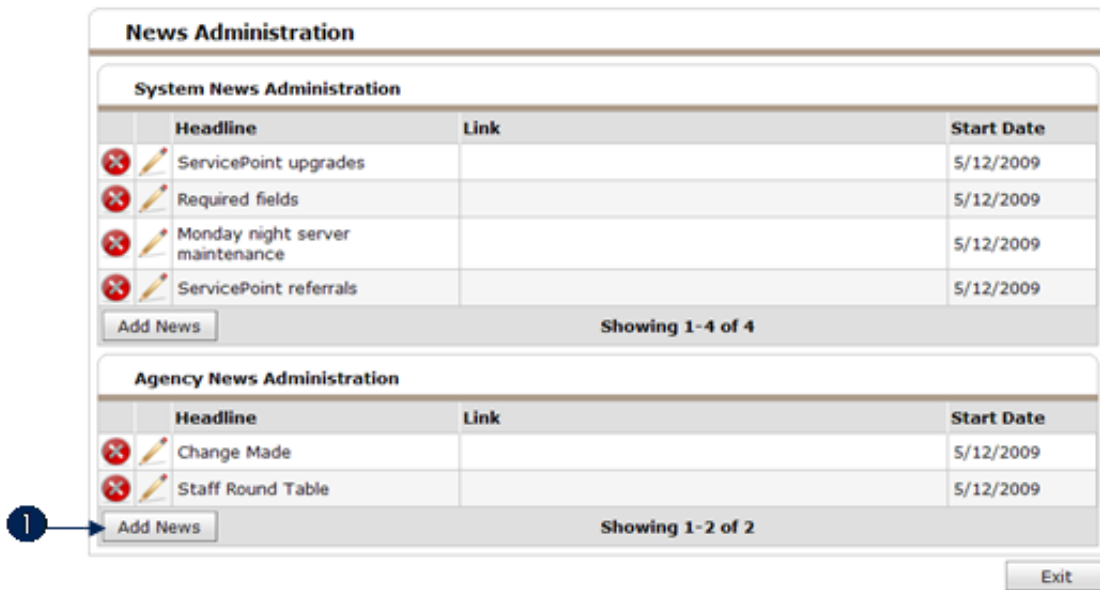
Figure 1-3

Note: *News items are sorted by provider, then date of the news item. Displayed on the user's home page will be the provider news first, then parent, and so on up the provider tree.*

4. Click the **Add News** button. **(1)** The **News Item Admin** screen will open. (See Figure 1-4)
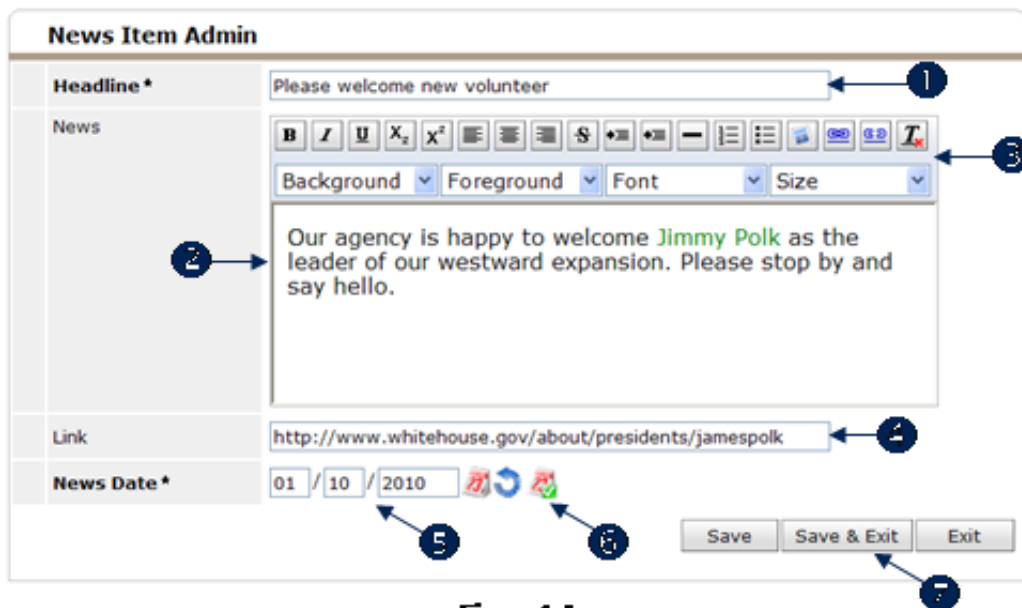

Figure 1-4

5. Enter the Headline. **(1)**

6. Enter the text in the **News** field. **(2)** Apply formatting using the toolbar. **(3)**

7. Enter a hyperlink if one is associated with the news item. **(4)**

8. Enter the date in the **News Date** field, **(5)**, or have use the auto-fill button. **(6)**

9. Click **Save & Exit** to save the news item and return to the previous screen. **(7)** (See Figure 1-5)
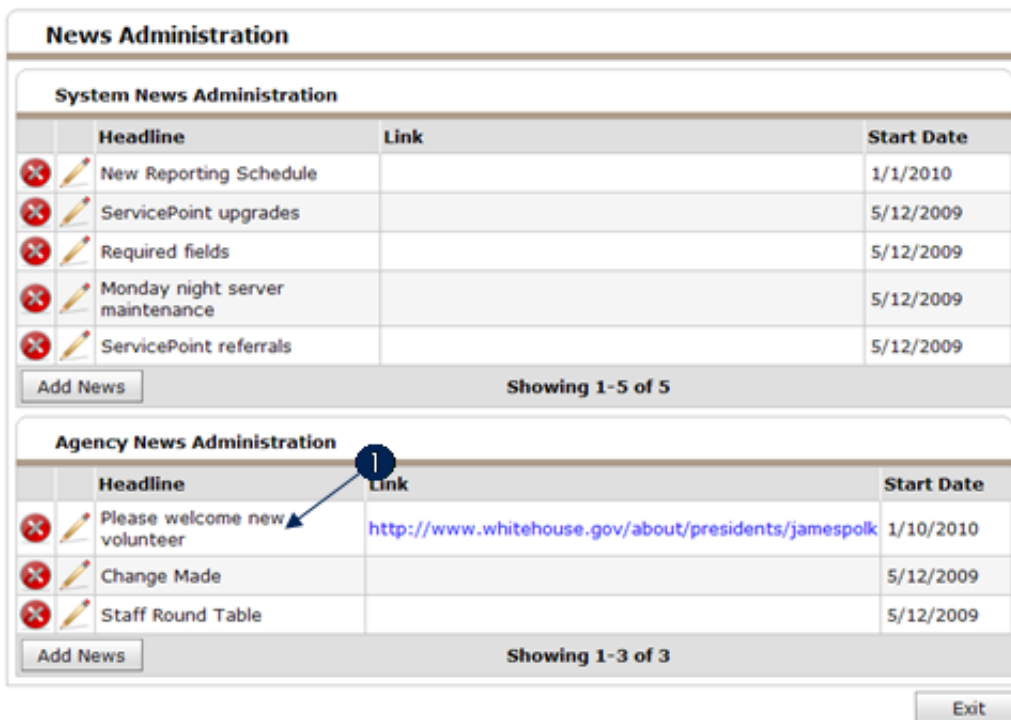
Figure 1-5

10. The news item you entered appears in a date-sorted list. **(1)** Now when any user opens the **Home** screen in *ServicePoint*, they will be able to see the news item. (See Figure 1-6)
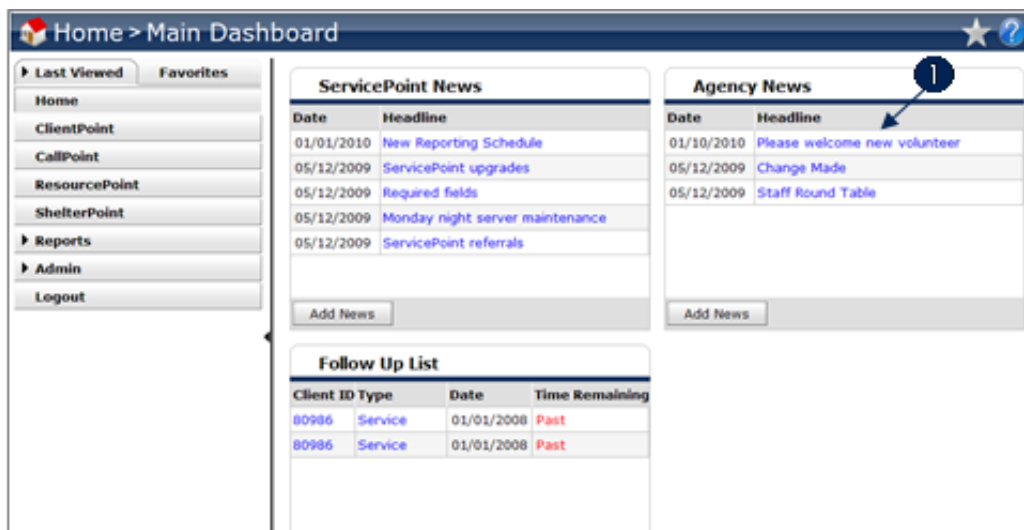

Figure 1-6

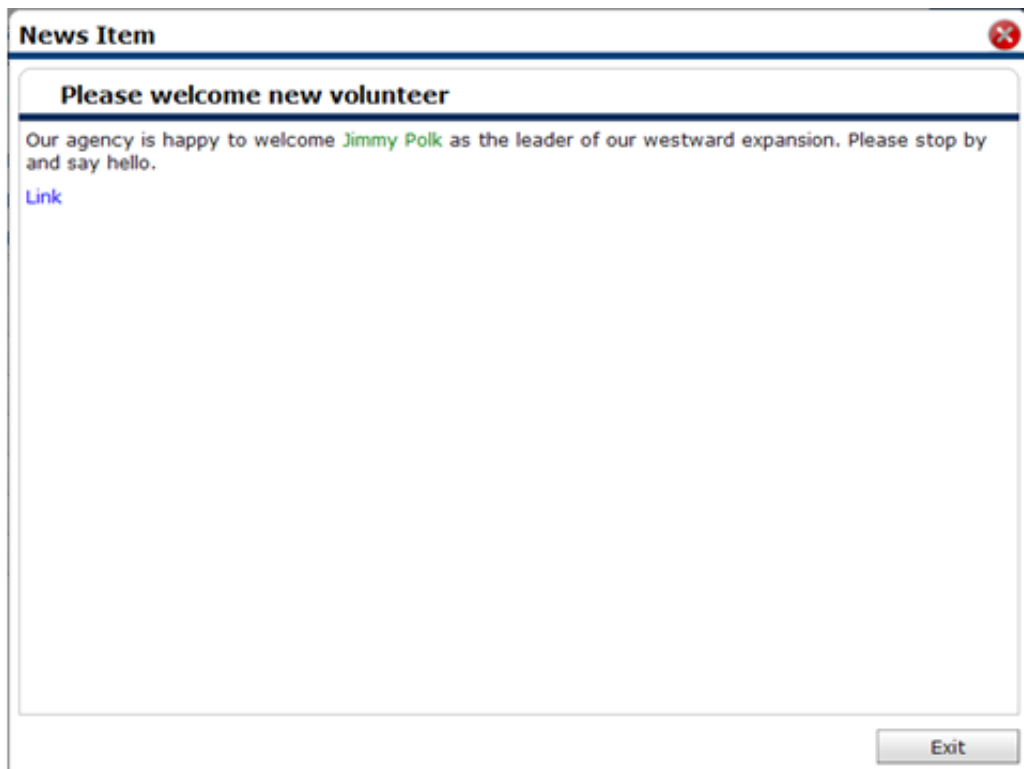11. To view the news item, click the headline. **(1)** (See Figure 1-7)

News Item

Please welcome new volunteer

Our agency is happy to welcome Jimmy Polk as the leader of our westward expansion. Please stop by and say hello.

Link

Exit

Figure 1-7

Our agency is happy to welcome Jimmy Polk as the leader of our westward expansion. Please stop by and say hello.

Link