

Remove Agency News Items

1. Agency News is accessed via the **Admin** link on the navigation toolbar. (See Figure 3-1)

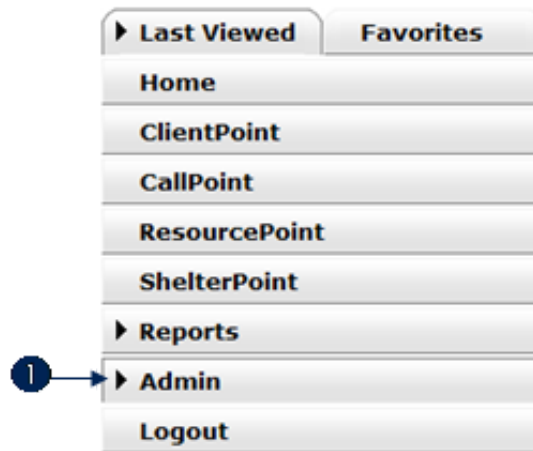


Figure 3-1

2. Click the **Admin** tab on the navigation toolbar. **(1)** The screen will refresh and display the **Admin Dashboard** screen. (See Figure 3-2)



Figure 3-2

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 3-3)

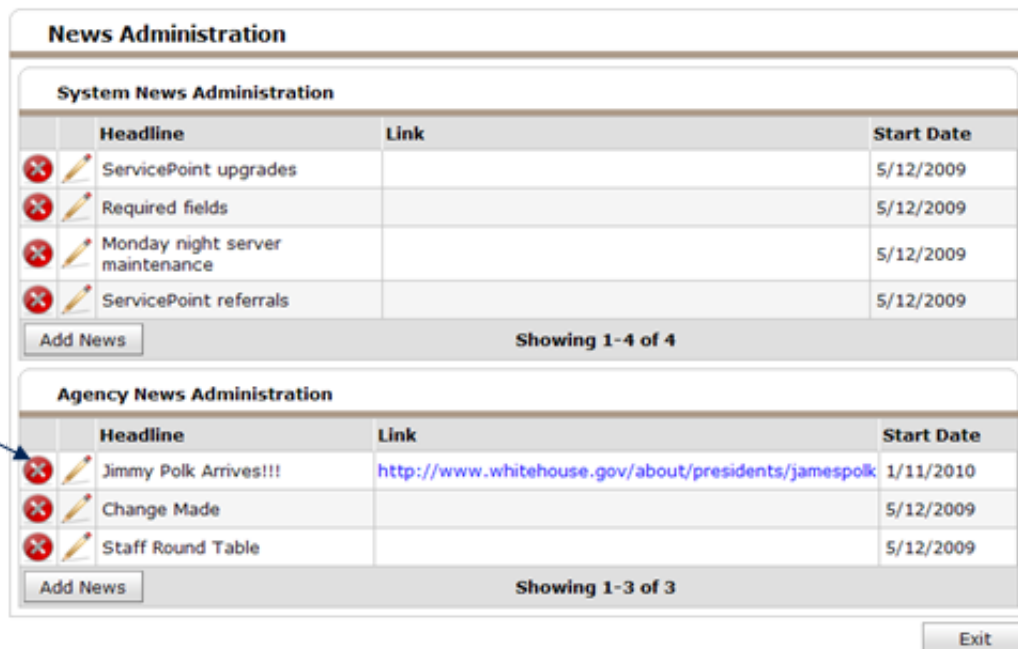



Figure 3-3

4. Click the **Delete** icon  next to the headline you wish to edit. **(1)** A delete confirmation window will open. (See Figure 3-4)

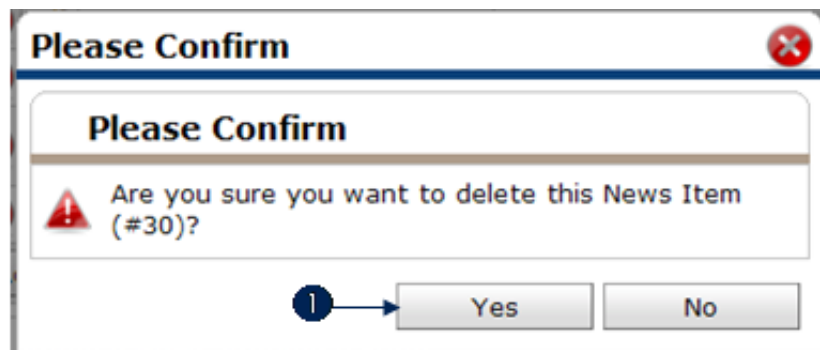










Figure 3-4

5. Click **Yes** to delete the news item. **(1)** The screen will refresh to show the updated news list. (See Figure 3-5)





News Administration

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
 	Change Made		5/12/2009
 	Staff Round Table		5/12/2009

Add News Showing 1-2 of 2

Figure 3-5