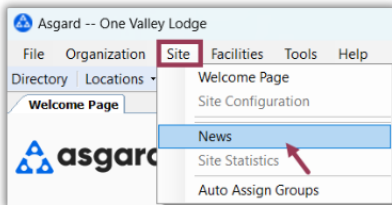
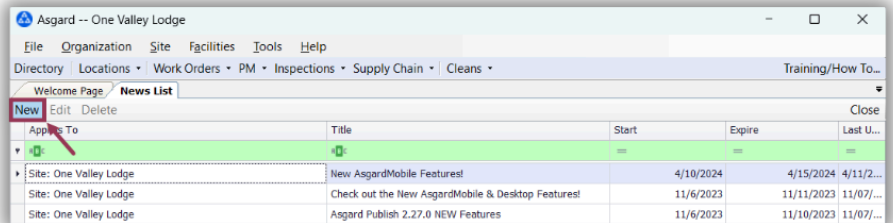


The 'News' feature on the Welcome Page allows for seamless information sharing among all departments. Access to add news is based on user permissions. If you lack this permission, please contact us at support@asgardsoftware.com.

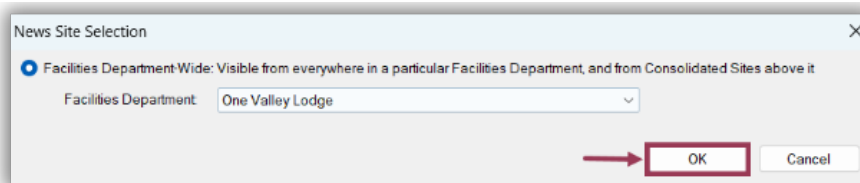
Step 1: From the Site drop-down menu, click **News**.



Step 2: Click **New** in the top left corner.

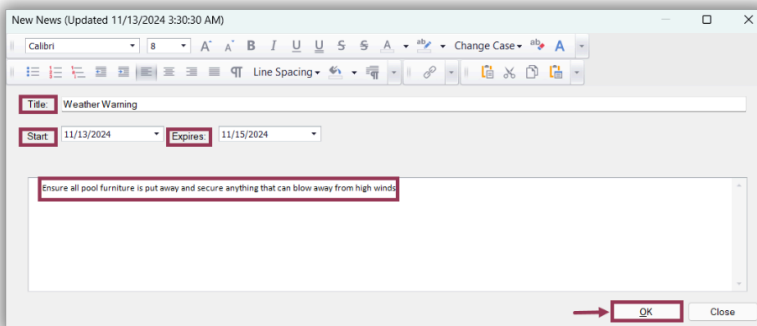


Step 3: Your Facilities Department will automatically set to your site. Click **OK**.



Step 4: Enter the information pertaining to the news item to the site news. Click **OK**.

- Title
- Expires date
- Start date
- Description



All the familiar features of Microsoft Word are readily accessible for your convenience.



If you want the News Item to expire automatically, enter a **Start** and **Expires** date. Note the Start and Expires date *cannot* be the same day.

Step 5: Confirm that News has updated on the **Welcome Page**.

