



# Your Company News, Front and Centre For All

Introducing 'Latest News', our new feature to help you share announcements, blogs, jobs and documents with your whole workplace. As a Super Admin, you can add fresh personalised content at any time to keep your workforce connected.

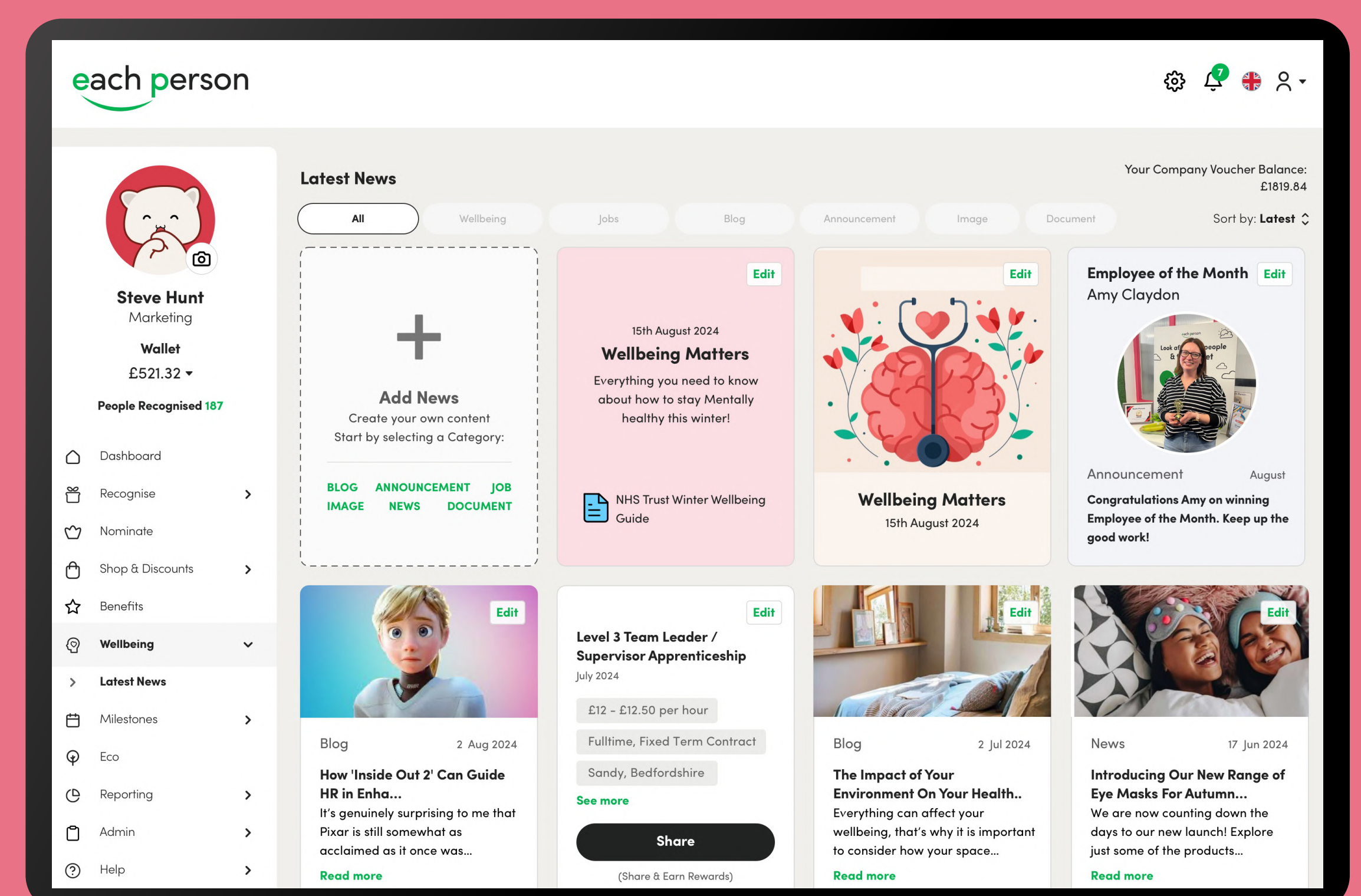
Find out exactly how this works below and share the moments that matter seamlessly and instantly using the button below.

Get started

1

Head to the 'Wellbeing Hub' Latest News section in your HR Dashboard to start sharing content with your team. Select 'Add News' and choose the type of material you would like to promote in the first form field.

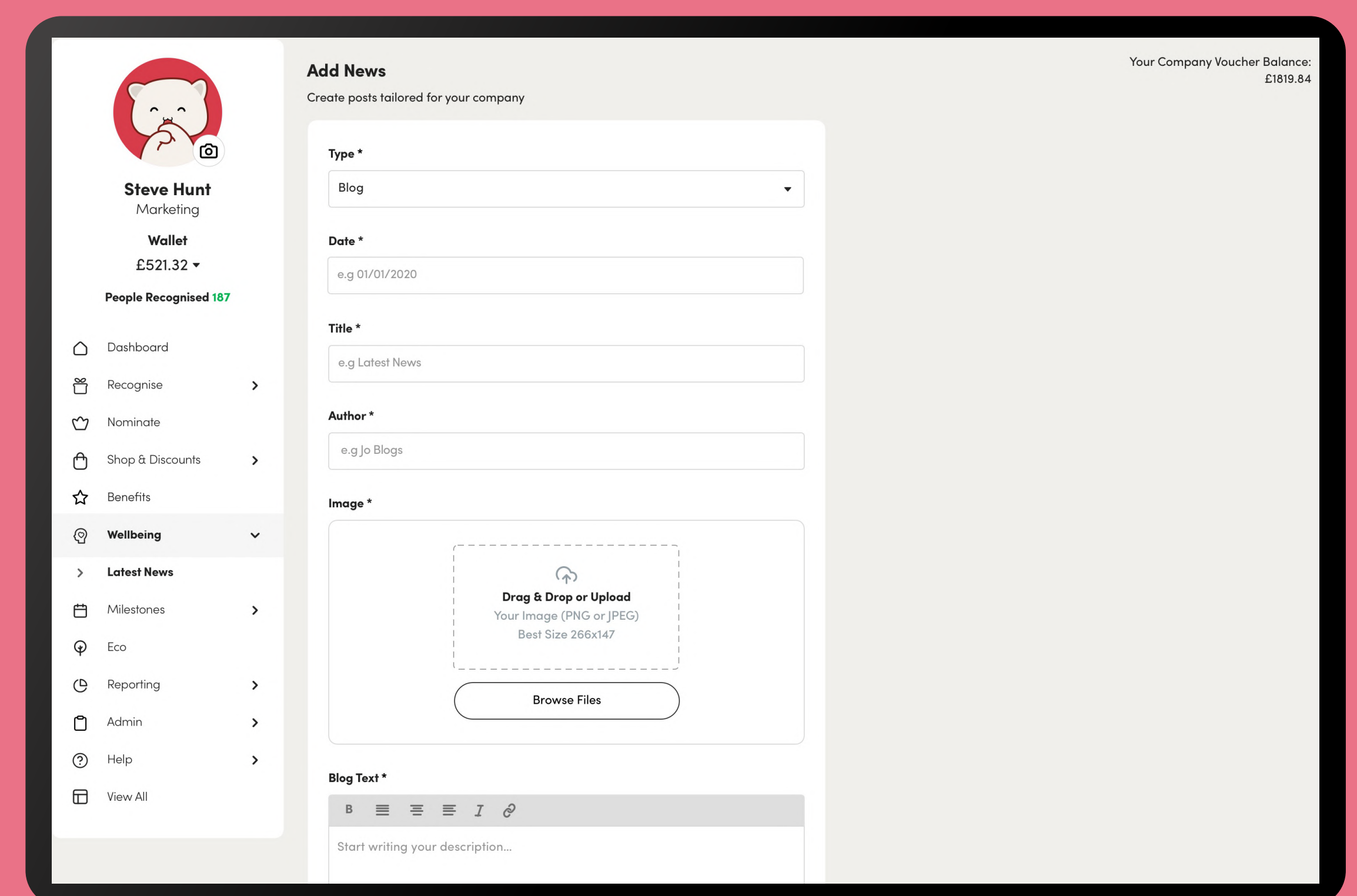
You can choose from blogs, announcements, images, news or to share a document.



2

After choosing the type of content you'd like to share, you'll be guided to a few handy form fields. This is your chance to tell the full story! Take a moment to fill in all the details your people might want to know.

Once you've added your magic touch, give everything a quick review to make sure it's just right.



3

It's time to publish!

Select 'Save' and your update will be live for everyone to see. Your latest news will be shown within the Wellbeing Hub and also within the HR Dashboard timeline, making it easy for teams and managers to stay in the loop.

