

# Announcements Module

The **Announcements** module allows you to **view**, **create** and **send** building-wide announcements to your residents. You can **view** an **existing Announcement** by **selecting** it from the list. To **create** an **Announcement**, select **New Announcement**.

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**Announcements** [+ New Announcement](#)

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Date	Time	Recipients	Subject	Category	Status	Posted By
01-05-26	16:58	Building-wide Recipients	Community Reminder	General Announcements	Sent	Michael Cuni
10-31-25	15:16	Building-wide Recipients	HVAC Servicing Announcement	General Announcements	Sent	Michael Cuni
10-28-25	13:44	Building-wide Recipients	Community Reminder	General Announcements	Sent	Super Admin
10-28-25	13:43	Building-wide Recipients	Package Room Update	General Announcements	Sent	Super Admin
10-28-25	13:42	Building-wide Recipients	Temporary Water Interruption	General Announcements	Sent	Super Admin
10-15-25	19:29	Building-wide Recipients	Building-Wide Notice	General Announcements	Sent	Super Admin
09-05-25	06:43	Building-wide Recipients	HVAC Filter Servicing	General Announcements	Sent	John Smith
09-05-25	06:42	Building-wide Recipients	Amenity Booking Reminder	General Announcements	Sent	John Smith
09-05-25	06:42	Building-wide Recipients	Scheduled Maintenance	General Announcements	Sent	John Smith
08-05-25	13:21	Building-wide Recipients	Amenity Booking Reminder	General Announcements	Sent	Super Admin

Showing 1 to 10 of 15 entries

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# Announcements Module

When creating a **New Announcement**, you can enable **Include Pending Invites**, add an **Attachment**, choose the **Recipients**, set the **Announcement Subject**, and enter an **Announcement Message** (when inputting information here, be sure to *paste as plain text* and use the in-app formatting tools (**B**, **I**, **U**, etc.). When selecting **Recipients**, you can choose to select **Building-Wide**, a **Specific Floor**, **Specific Roles** or a **Custom Group**. Once you have entered the details, select **Send Announcement** (to save the current announcement as a template, select save as template).

The 'New Announcement' form contains the following fields and options:

- Category**: A dropdown menu with the text 'Select Category'.
- Include Pending Invites**: A checkbox that is currently unchecked.
- Add Attachment (Max: 8 MB)**: A button labeled 'Choose File' and a text field showing 'No file chosen...'.
- Recipients**: A button labeled 'Choose Recipients'.
- Announcement Subject**: A text input field with the placeholder text 'Subject'.
- Date**: A date picker field with the placeholder 'yyyy-mm-dd'.
- Time**: A time picker field with the placeholder '--:-- --'.
- Announcement Message**: A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List. The text area contains the placeholder 'Enter a description of the Announcement here....' and a character count '0/5000' at the bottom right.
- Note**: A yellow highlighted box at the bottom states: 'Note: If you are pasting information from a different location, please "Paste as Plain Text" by right-clicking in the box after you have copied the text and selecting Paste as plain text.'
- Buttons**: 'Cancel', 'Save As Template', and 'Send'.

The 'Recipients' dialog is titled 'Specify who will receive this Alert' and includes the following options:

- Select Alert Recipients**: A section header.
- Building-Wide**: A checkbox with a person icon, labeled 'Send to every resident in the building'.
- Specific Floors**: A checkbox with a floor icon, labeled 'Send to specific floors'. Below it is a dropdown menu labeled 'Select Floors'.
- Specific Roles**: A checkbox with a person icon, labeled 'Send to specific roles'. Below it is a dropdown menu labeled 'Select User Roles'.
- Custom Group**: A checkbox with a briefcase icon, labeled 'Send to a specific group of suites'. Below it are two buttons: 'Create New Group' and 'Select Existing Group'.
- Buttons**: 'Cancel' and 'Select'.