

Announcements

Announcements can be displayed on your User Home page and on Study Home pages.

Announcements are an effective way to communicate system-wide and study-wide messages such as:

- Notice of upcoming audits, sponsor visits and study events
- Reminders of updates to processes and required training
- Guidance to direct work towards specific studies, sites or milestones

On a Study Home page, the top-center area can be toggled to display Study Announcements or My Study Notes. If toggled to display study announcements, the area shows all announcements related to that study only.

On User Home pages, the Announcements area shows all system-wide announcements, as well as the study-specific announcements for your studies.

Related: [Announcement and Note Editor](#)

To view an announcement in its entirety, click on the announcement text. This action highlights the announcement and displays icons for editing, dismissing, or deleting the announcement (based on your permissions).

Toggle Between General and All Announcements on the User Home Page

Use the “Show General” and “Show All” options from the Actions menu in the Announcements section of the User Home page to toggle between seeing All Announcements and only General (Not Study-Specific) Announcements.

Dismiss Single Announcement

You can dismiss an announcement to remove it from **your** display.

Dismissing a study-specific announcement will remove it from both the Study Home and your User Home.

If you are an announcement author and want to delete your announcement for everyone, use the [Announcement and Note Editor](#).

To remove an announcement from your display:

1. Click once on the Announcement to display icons for available actions.
2. Click the “X” to dismiss the announcement.

Dismiss All Announcements

To clear your Announcement area of all announcements:

1. Click the Actions menu icon in the Announcement area.
2. From the Actions menu, select “Dismiss All.”

This action can be undone using the “Restore All” option.

Restore Announcements

To restore all dismissed announcements:

1. Click the Actions menu icon in the Announcement area.
2. From the Actions menu, select “Restore All.”

Print Announcements

To print all announcements in your display:

1. Click the Actions menu icon in the Announcement area.
2. From the Actions menu, select “Print.” A PDF file will open in a separate window.

3. Print the PDF.