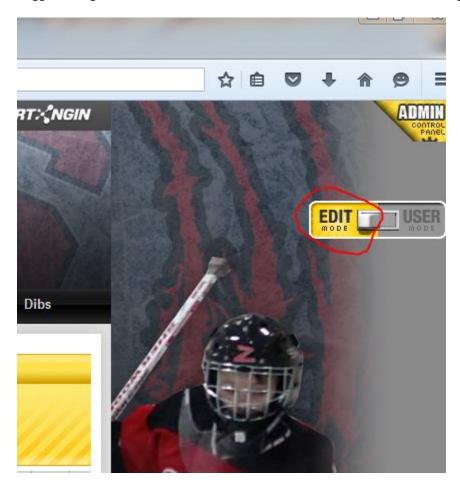


Unco

Toggle the light switch icon to "Edit" Note that colors of the screens change to Yellow

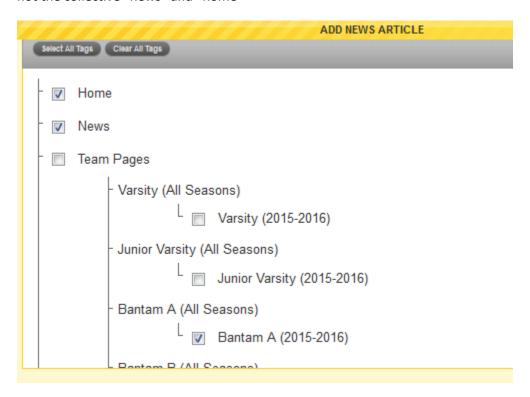


To add a new article, click the + icon noted below



Tags simply state where the News Article will show up – on the news sections for each team, for example. The default settings should be simply "news" and "home" unless there's a specific team article that impacts the entire organization.

For managers that wish to notify their teams, the setting should be ONLY the specific team in question – not the collective "news" and "home"



Make sure to change the status to "published"

Title and Author are mandatory fields

Scroll down to see the "create this news article" button (not pictured)

