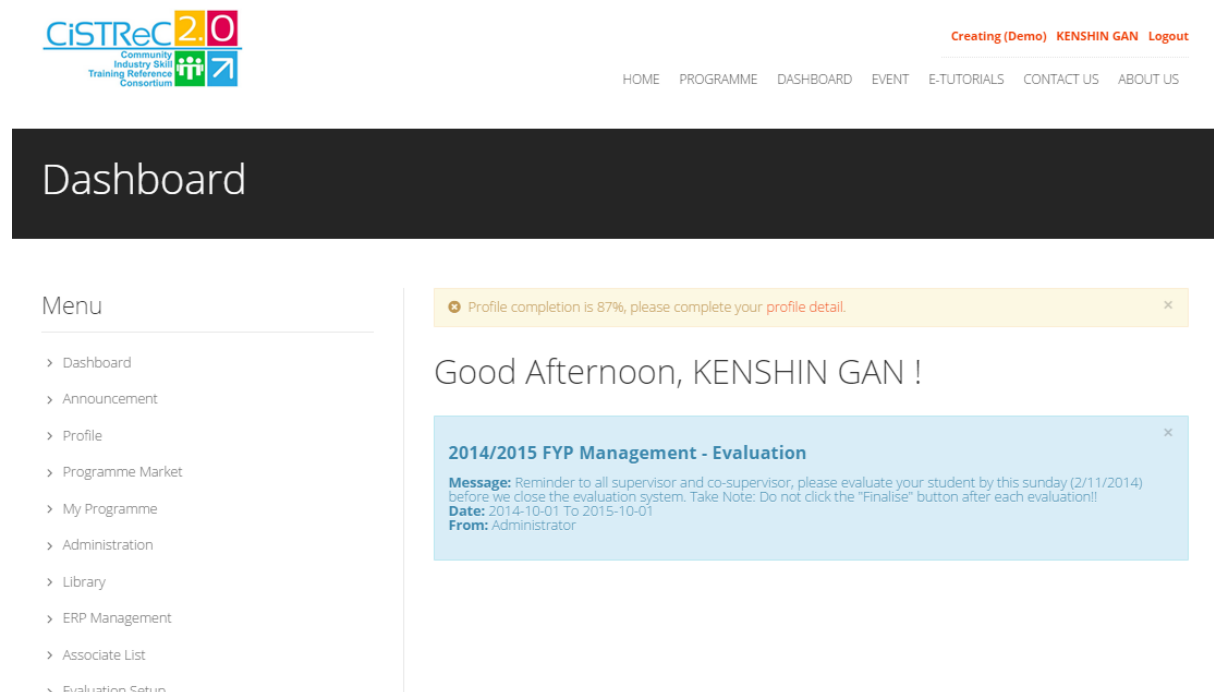


Title: How to view the Announcement

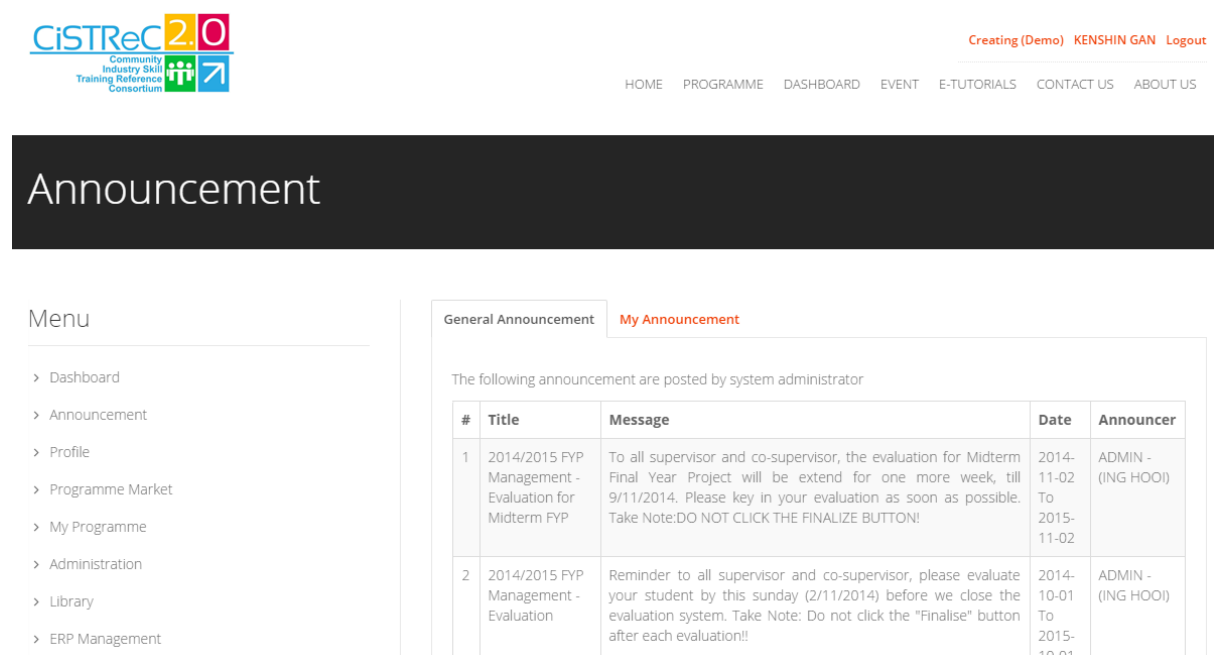
Description:

Step 1: Go to the side bar and click on Announcement.



The screenshot shows the CiSTReC 2.0 Dashboard. The header includes the CiSTReC 2.0 logo, the text "Community Industry Skills Training Reference Consortium", and user information "Creating (Demo) KENSHIN GAN Logout". The navigation menu includes HOME, PROGRAMME, DASHBOARD, EVENT, E-TUTORIALS, CONTACT US, and ABOUT US. The main content area has a dark header "Dashboard". On the left is a "Menu" sidebar with links: Dashboard, Announcement, Profile, Programme Market, My Programme, Administration, Library, ERP Management, Associate List, and Evaluation Setup. The main content area displays a notification: "Profile completion is 87%, please complete your profile detail." Below this is a greeting "Good Afternoon, KENSHIN GAN !". A blue box contains a message titled "2014/2015 FYP Management - Evaluation" with details: "Message: Reminder to all supervisor and co-supervisor, please evaluate your student by this sunday (2/11/2014) before we close the evaluation system. Take Note: Do not click the 'Finalise' button after each evaluation!!", "Date: 2014-10-01 To 2015-10-01", and "From: Administrator".

Step 2: Select the My Announcement tab and click on Add button.



The screenshot shows the CiSTReC 2.0 Announcement page. The header is identical to the dashboard. The main content area has a dark header "Announcement". On the left is the same "Menu" sidebar. The main content area has two tabs: "General Announcement" and "My Announcement" (which is selected). Below the tabs, it says "The following announcement are posted by system administrator". A table displays the announcements:

#	Title	Message	Date	Announcer
1	2014/2015 FYP Management - Evaluation for Midterm FYP	To all supervisor and co-supervisor, the evaluation for Midterm Final Year Project will be extend for one more week, till 9/11/2014. Please key in your evaluation as soon as possible. Take Note:DO NOT CLICK THE FINALIZE BUTTON!	2014-11-02 To 2015-11-02	ADMIN - (ING HOOI)
2	2014/2015 FYP Management - Evaluation	Reminder to all supervisor and co-supervisor, please evaluate your student by this sunday (2/11/2014) before we close the evaluation system. Take Note: Do not click the "Finalise" button after each evaluation!!	2014-10-01 To 2015-10-01	ADMIN - (ING HOOI)

Announcement

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management

General Announcement

My Announcement

ADD

No Announcement

Step 4: Insert the content based on your requirements and click Send after done.

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management
- > Associate List
- > Evaluation Setup

Add Announcement

Title

Duration To

Send To

Message

SEND