## **Dashboard Announcements**

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Located on the *Executive Dashboard*, this area can be used to keep your Jackrabbit Users advised of announcements and important information. Click the **Edit** link to edit the *Announcements* area.

Click to collapse (hide) the Announcements section
Announcements ¥ Edit
Welcome to Jackrabbit!
This is a great place to add announcements and important information for staff who have a Jackrabbit User ID!

Use the editor tools menu to add formatting as desired and be sure to click the **Save** button. Click the **Refresh Dashboard** button to see your changes.



Dashboard Announcements can also be edited from the *Tools* menu > *Edit Settings* select **Dashboard Announcements**. Click the **Edit Announcements** button to open the editor to format your announcement.