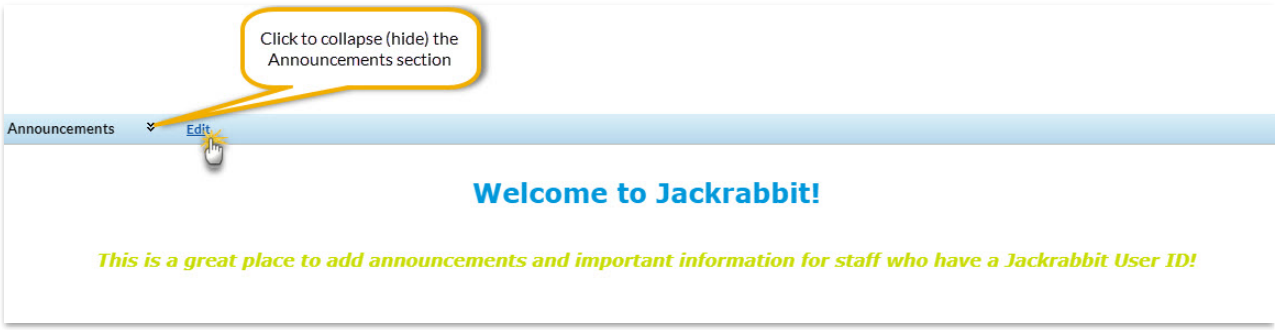
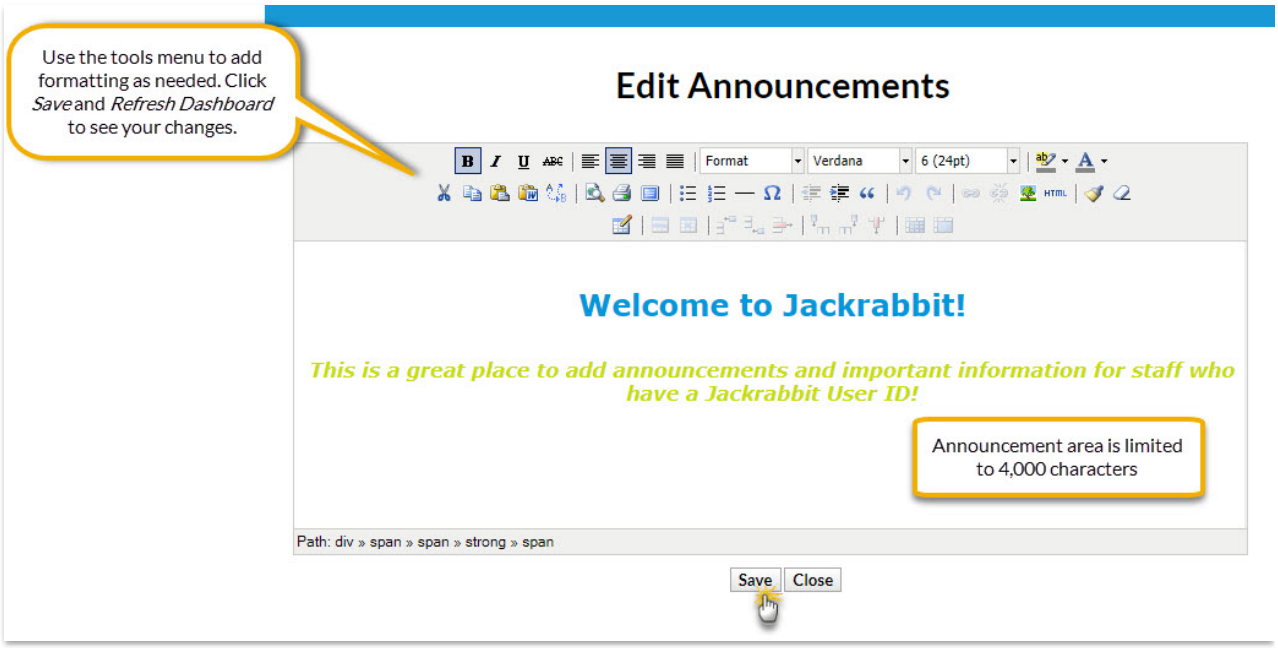
# Announcements on the Dashboard

Last Modified on 04/08/2019 4:26 pm EDT

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.




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.