



Announcement

User Guide

V4.00

Table of Contents

1.0.	Module Overview	3
2.0.	Using the Module.....	4
2.1.	Announcement Summary Page.....	4
2.1.1.	Announcement Filter and Search	4
2.1.2.	Announcement Type and Status.....	5
2.1.3.	Announcement Summary Table	5
2.2.	Announcement Details.....	8
2.3.	Add/Edit Announcement and Comments	9

Figures

Figure 1:	Announcement Summary Page.....	4
Figure 2:	Announcement Type and Status Header	5
Figure 3:	Default Summary Table	6
Figure 4:	Add Announcement Page.....	9

Tables

Table 1:	Definition of Terms Used in the Announcement Filter: Advanced Search Mode	5
Table 2:	Definition of Terms Used in the Announcement Details	9

1.0. Module Overview

Announcement Module, a feature of Teczo.com Online Business Solutions, is an electronic substitute for traditional bulletin boards used by many companies.

Announcements falling under different categories, namely, Congratulations, Event and Notice Board are posted through this module. With this, users can easily publish news, events, notices, promotions or any other appropriate announcement for the organization, and group them into the abovementioned categories to differentiate the types of announcements for the right occasions.

This section contains the descriptions of the unique features and user interfaces of the Announcement module, as well as its corresponding terminologies.

2.0. Using the Module

2.1. Announcement Summary Page

Upon clicking the Announcement link in the Teczo homepage, the user will be directed to the Announcement Summary Page, which mainly contains the Announcement Filter and Summary Table.

Figure 1: Announcement Summary Page

2.1.1. Announcement Filter and Search

The table contains the definition of terms used in the Announcement Filter:

TERM	DEFINITION
AN	Announcement ID A unique announcement item number
Quick Search	Allows the user to enter and search for keywords of any character string, except date-type keywords
Announcement Type	A list of available announcement types Values: (Default Value: All) <ul style="list-style-type: none"> All Congratulations Event Notice Board
Department	Indicates the department/s concerned with the announcements Values: (Default Value: All) <ul style="list-style-type: none"> All (departments) List of departments

TERM	DEFINITION
Date	<p>Allows users to search for announcement items within a specific date range</p> <p>Values: <i>(Default Value: All)</i></p> <ul style="list-style-type: none"> • All (instances) • Submitted On • Updated On • All (days) • Today • Last 7 days • Last 30 days • Last 90 days • Last 360 days
Person	<p>Allows users to search for announcement items involving specific users</p> <p>Values: <i>(Default Value: All)</i></p> <ul style="list-style-type: none"> • All (roles) • Announced By • Person In Focus • Announcement Member • Updated By • Submitted By • All (persons) • List of users
Status	<p>Indicates the current status of the announcement item</p> <p>Values: <i>(Default value: All checked)</i></p> <ul style="list-style-type: none"> • Read • Unread • Flag

Table 1: Definition of Terms Used in the Announcement Filter: Advanced Search Mode

2.1.2. Announcement Type and Status

The Announcement Type and Status Headers show the total number of announcement items, as well as the corresponding number of announcement items for each announcement type, namely, Notice Board, Events and Congratulations. Clicking any of these headers allows Users to filter the contents of the announcement summary table based on the chosen announcement type.

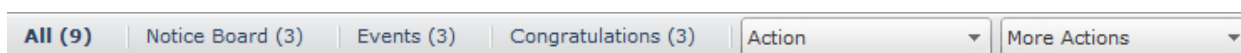


Figure 2: Announcement Type and Status Header

2.1.3. Announcement Summary Table

The Announcement Summary Table displays all the announcement items where users have access rights.

All (9) Notice Board (3) Events (3) Congratulations (3) Action More Actions Add Announcement								
Updated On	Updated By	AN ID	Announcement Subject	Dept	Announcement Type	Announced By	Person In Focus	
Notice Board								
20Nov2009	Suresh Singh	AN000009	Server Maintenance on Nov 24, 2009	IT	Notice Board	Suresh Singh		
17Nov2009	Barbara Miller	AN000003	Thanksgiving Holiday (All US offices)	HRA	Notice Board	Barbara Miller		
17Nov2009	Barbara Miller	AN000002	New Engineer (Bangalore, India)	HRA	Notice Board	Barbara Miller	Suresh Singh	
Events								
18Nov2009	Meimei Wang	AN000005	Birthday Celebration - November	HRA	Events	Meimei Wang		
18Nov2009	Meimei Wang	AN000004	Annual Operations Meeting at Skyside Hotel	MGT	Events	Meimei Wang		
17Nov2009	Barbara Miller	AN000001	Annual Family Sports Day	HRA	Events	Barbara Miller		
Congratulations								
20Nov2009	Barbara Miller	AN000008	Mr. Joseph Johnson Wins Entrepreneur of the Year Award	MGT	Congratulations	Barbara Miller	Joseph Johnson	
18Nov2009	Oliver Smith	AN000007	Salesman of the Quarter - Q3, 2009	SLS	Congratulations	Oliver Smith	Lucas Müller	
18Nov2009	Mary Williams	AN000006	ISO 9001 Audit (Shanghai office)	MGT	Congratulations	Mary Williams		

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Figure 3: Default Summary Table

A. Terminology

The table contains the definition of terms used in the Announcement Summary Table:

TERM	DEFINITION
Default Fields	
Updated On	Indicates the date when the announcement item was last updated
Updated By	Indicates the name of the last user who updated the announcement item
AN ID	Announcement ID A unique announcement item number
Announcement Subject	Indicates the title of the announcement item
Dept (Department)	Indicates the department code of the department that issued the announcement item
Announcement Type	Indicates the type of the announcements item Values: <ul style="list-style-type: none"> • Congratulations • Events • Notice Board
Announced By	Indicates the name of the user who created or posted the announcement item
Person In Focus	Indicates the name of the user who is the focus of the announcement item

B. Summary Table

A user is only allowed to view all the announcement items where he or she has access

rights. By default, the user can view the summary table with the following fields:

- Updated On
- Updated By
- AN ID (Action ID)
- Announcement Subject
- Dept (Department)
- Announcement Type
- Announced By
- Person In Focus

Note: Other general features of the summary page are documented in Section 3.0 of the Essential Features User's Guide.

2.2. Announcement Details

The table contains the definition of terms used in the Details portion of each announcement item.

TERMS	DESCRIPTION
AN ID	Indicates the Announcement ID and its corresponding Announcement Subject
Announcement Type	Indicates the announcement type of the item Values: <ul style="list-style-type: none"> • Congratulations • Event • Notice Board
Message	Contains the descriptions of the announcement item
Department	Indicates the department concerned with the announcement item Values: <ul style="list-style-type: none"> • List of departments
Submitted By	Indicates the name of the user who submitted the announcement item
Submitted On	Indicates the date when the announcement item was submitted
Announced By	Indicates the name of the user who created or posted the announcement item
Updated By	Indicates the name of the last user who updated the announcement item
Updated On	Indicates the date when the announcement item was last updated
Person in Focus	Indicates the name of the user who is the focus of the announcement item
Update History	Indicates recent changes made on the details of the announcement item <ul style="list-style-type: none"> • Last Update – Date and time when details were last updated or edited • Fields – Fields that were edited or changed on the latest update

Update History List	Link to view the update history list of all the changes made in the announcement item details
Attachments	Displays the file names of files uploaded as attachments to the announcement item
Comments	Comments added by users who have access rights to the announcement item
Quote	Quoted statements taken from a user's particular comment
Access Rights	Indicates the list of users who are allowed to access the announcement item

Table 2: Definition of Terms Used in the Announcement Details

Note: Other general features of the details portion of an announcement item are documented in Section 4.0 of the Essential Features User's Guide.

2.3. Add/Edit Announcement and Comments

The Module Administrator, Announcement Submitter and Creator can edit all the fields indicated in the Edit details page of a technical issue.

The full features of the Add/Edit Action and Comments sections are documented in the Essential Features User's Guide, parts A and B of Section 5.0, respectively.

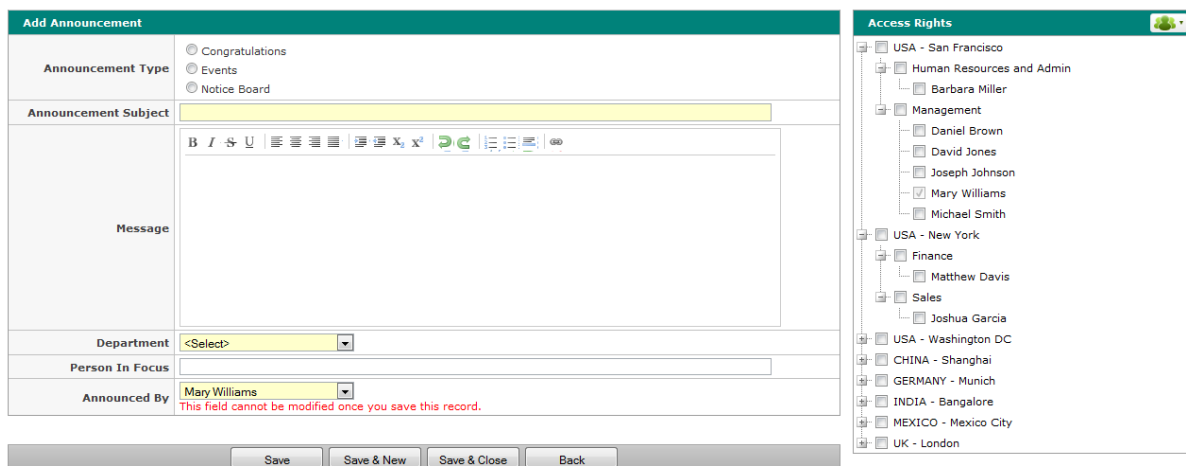


Figure 4: Add Announcement Page