

LEA News - DA1100

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This page allows LEA personnel to add and manage important news announcements or upcoming events, and display them on the ASCENDER Homepage dashboard for a specified timeframe and if needed a specified audience. Each news entry allows for a start and end date, a summary (topic), and a description.

Note: If there are no news entries to display for the date range or if the user does not have permission to a menu item or breadcrumb associated with the record, the following message is displayed: “No news is good news”.

Quick View Title	Type a unique title for the Quick View dashboard element. This field can be a maximum of 40 characters and is required. This field is set to **LEA News** by default but can be changed. If this element is not displayed on the main dashboard, the element is listed as **LEA News** under the **QV** sidebar column. You can use the drag-and-drop feature to move elements from the Quick View back to the main dashboard view.

View or edit a news entry record:

The grid displays a list of existing news entry records with the following information:

- **Start Date**
- **End Date**
- **Summary**
- Click to view the details of the selected record. The LEA News pop-up window is displayed.

Add a news entry record:

❑ Click **Add** to add a news entry. The LEA News pop-up window is displayed. Complete the following fields.

Field	Description
Start Date	Type the start date in the MM-DD-YYYY format to begin displaying the news entry on the dashboard. Or, select a date from the calendar. This field is required.
End Date	Type the end date in the MM-DD-YYYY format to end the display of the news entry on the dashboard. Or, select a date from the calendar. This field is required.
Summary	Type the summary or topic of the news entry. This is the first column of data displayed for the entry on the dashboard. This field can be a maximum of 100 characters.
Description	Type the complete description of the news entry. This is the second column of data displayed for the entry on the dashboard. This field can be a maximum of 600 characters.

Field	Description
ASCENDER Breadcrumb	Click ⌄ to select *All Users*, which displays the news entry to all users. Or, select the specific application and breadcrumb, which only displays the news entry to those users who have permission to the application and breadcrumb in Security Administration.

❑ Click **Save and Add** to save the record and clear the pop-up window to allow a new entry to be added.

❑ Click **Save and Close** to save the record and close the pop-up window.

❑ Click **Cancel** to close the pop-up window without saving any data.

❑ Click **Save** to save any changes to the **Quick View Title** and any rows marked for deletion.

Other functions and features:

	Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.


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