System messages

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General information

System messages in the personnel cloud are used to pass on information within an organization.

Who can create system messages?

The authorization to create system messages is linked to the Admin function.

Who receives system messages?

The recipients of system messages can be all persons within the organization who are registered as active users of the personnel cloud.

It is possible to address individual persons, specific authorization groups, specific role holders or all active users of an organization.

As an admin, where can I find the system messages area?

Either by entering "System message" in the search field in the menu bar
or by default in the "Administration" area of the menu

When does an addressed user receive the system message?

Within the validity period (see field explanations), the system message appears on the start page of each addressed user as soon as this person logs into the personnel cloud.

The message is displayed until the validity period has expired.

Is it possible to delete a system message?

Yes, this is also possible. A system message that has already been created can also be deleted in edit mode.

System messages - list, edit

The list contains information on all archived system messages, sorted by creation date. Sorting by title and a search function are also available.

It is also possible to that have already been created and sent.
The changed version is displayed to the recipients the next time the personnel cloud is loaded.

The edit mode also offers the option of **deleting system messages** that have already been created and sent. They will no longer appear in the list.

Creating a new system message

Clicking on "**New system message**" opens the screen for creating a new message of this type.

- "**Heading**" field: enter the title of the system message here
- "**Reference**" field: for URLs, links etc.
- **Valid from/Valid to**: restricts the period during which the system message is displayed to recipients

- "**Hide from archive**" checkbox: if the system message should not appear in the overview list
- "**Text**" tab: free text input with formatting options
- "**Recipients**" tab: you can select persons and/or groups in your organization here. If you have access to several organizations as an admin, there are also selection options for clients.

Tags: System notification