System Messages

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General

What can system messages be used for in Personalwolke?

- System messages are used to pass on information within an organization. If, for example, you want to remind your colleagues of an upcoming deadline, or send an invitation to a company event to two departments, or you want to alert people who use a certain IT program to a license expiration, a system message is the right tool for this.

Who can create system messages?

- The permission to create system messages is tied to the admin function.

Who receives system messages?

- Recipients of system messages can be all persons within the organization who are registered as active users of Personalwolke.
- It is possible to address individual persons, specific permission groups, specific role holders or all active users of an organization.

Where can admins find the System messages area?

- Either by entering "System message" in the search field of 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 descriptions), the system message appears on the home page of each addressed user as soon as this person logs in to Personalwolke.
  The message is displayed until the validity period has expired.

Can a system message be deleted?

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

System messages - list, edit

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

Here you can also **edit system messages** that have already been created and even **sent** (see the edit icon marked with the arrow in the following screenshot).
Recipients will see the changed version the next time Personalwolke loads.

Edit mode also gives you the option to **delete system messages** that have already been created and even already sent. They then no longer appear in the list.

Creating a new system message

Clicking "**New system message**" opens the form for creating a new message of this kind.

- Field "**Heading**" : enter the title of the system message here
- Field "**Link**": for URLs
- **Valid from/Valid to**: limits the period during which the system message is displayed to the recipients
- Checkbox "**Hide from archive**": if the system message should not appear in the overview list
- Tab "**Text**": free text entry with formatting options
- Tab "**Recipients**": here you can select persons and/or groups of your organization. If you have access to several organizations as an admin, there are also selection options for clients - see the marking in the following screenshot

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