System messages

When irregularities are pending, such as system maintenance work or special events in the company, Webdesk users can be made aware of them by means of **system messages**.

These system messages are written by the system administrator; users see the message directly after logging in to Webdesk on their welcome screen.
The time of appearance, as well as the duration for which the message is to appear, can be parameterized as desired.

Before a system message is created, the following parameter should be set under the menu item **Setup --> System parameters**

:

- The parameter **daysToLive** specifies how long the system message is displayed. It must be greater than 0
  - if, e.g., 2 is set, the message is displayed for 2 days.

Creating a new system message

Menu item **Settings** > **System messages** > **New system message**

- **Heading**
  Heading for the system message
- **Link**
  e.g. a link to a web page
- **becomes active on**
  Specification of the date on which the message is to become active
- **Text**
  Entry of the desired text
- Save & Close

The system message then appears in the overview.

- **Created on**
  Date on which the message was created
- **Heading**
  Heading of the message
- **Message**
  The content of the message appears here
- **becomes valid from**
  Date of appearance
- **HTML link**
  Display of a possible link to an HTML page
- **created by**
  Display of the creator of the message

For the user, the message can be seen after logging in on the **welcome screen**.

Felder

Name	Wert
Modul	Portal & Organisation (po)
Webdesk Actionname	po_editSystemMessage

Artefakt-Typ	Action