

Public Announcement Administration

Download the PDF of this article.

In this Article

[Overview](#)

[Posting Announcements](#)

Related Articles

Overview

Public announcements allow you to broadcast important messages to your users within FormAssembly. You can use it to announce new features, system maintenance, and more.

Posting Announcements

Browse to: **Admin Dashboard | Announcements**

From here you can view your **Announcement List** or create a **New Announcement**.

Announcements will be displayed in a "splash" notification at the top of the form management interface after a user logs in.
