Announcements on the Dashboard

Located on the *Executive Dashboard*, this area can be used to keep your Jackrabbit Users advised of announcements and important information. Click the **Edit** link to edit the *Announcements* area.
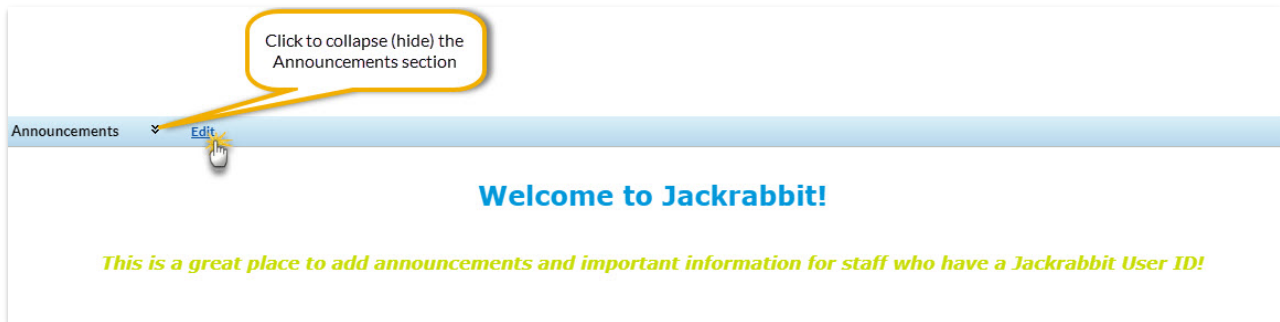
Use the editing tools to add formatting as desired and be sure to click the **Save** button. Click the **Refresh Dashboard** button to see your changes.
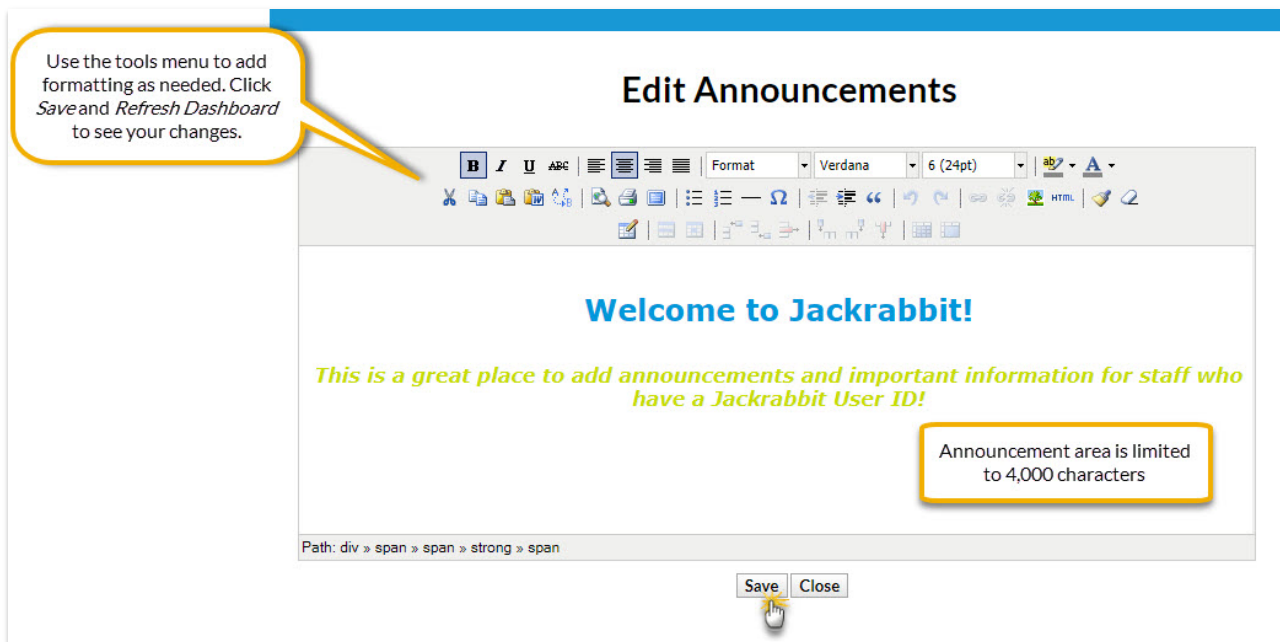
Dashboard Announcements can also be edited from the *Gear (icon) > Settings > General > Dashboard Announcements (left menu)*. Click the **Edit Announcements** button to open the editor to format your announcement.