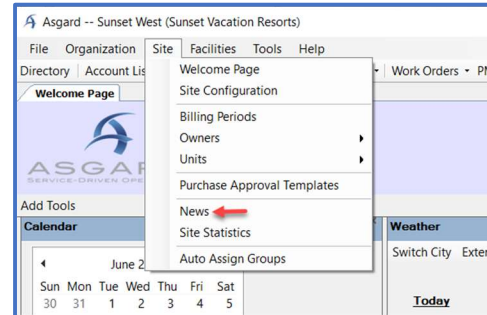


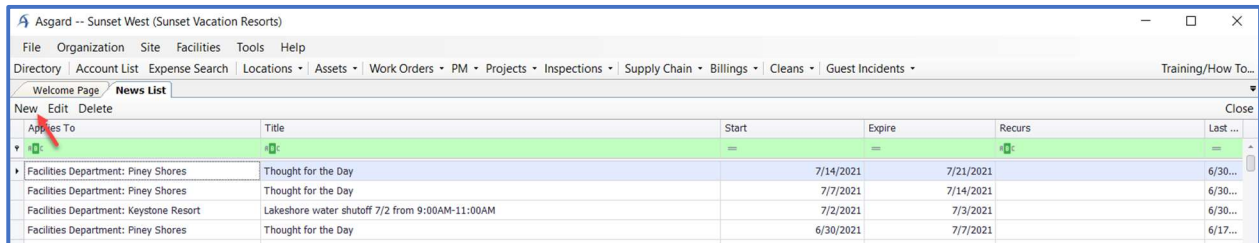
Welcome Page - News

The 'News' tool on the Welcome Page is used to easily share information across all departments. The ability to add News is permission based. If you do not have this permission contact us at support@katanasoft.com

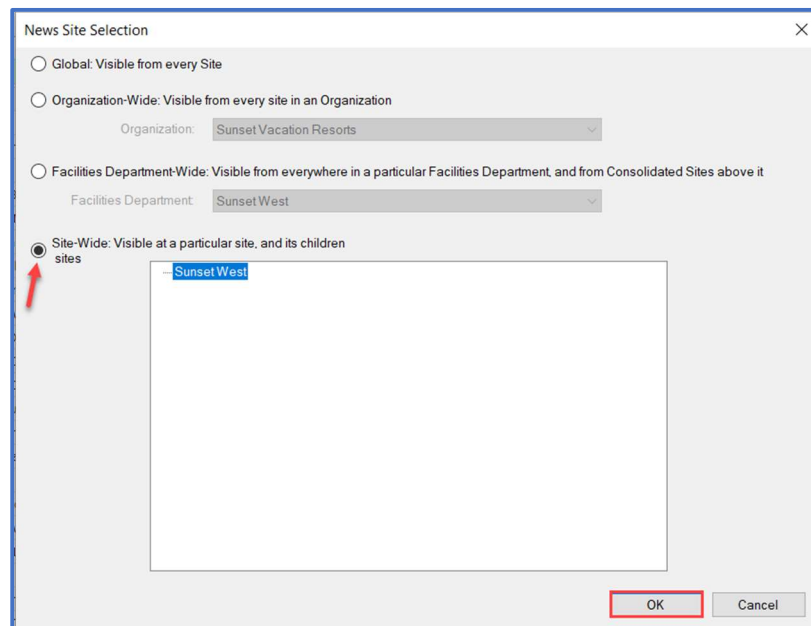
Step 1: From the 'Site' drop-down menu, click **News**



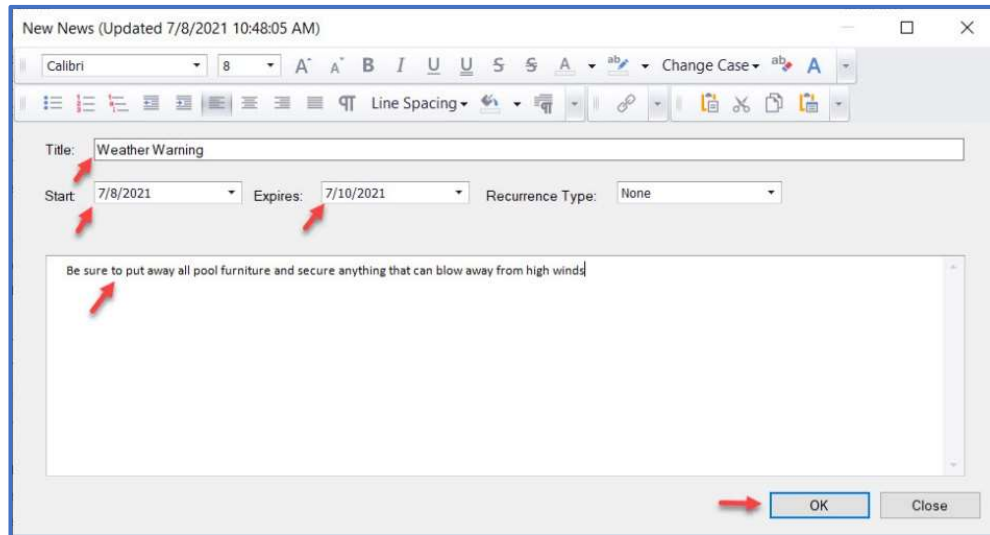
Step 2: Click **New** in the top left corner



Step 3: Select **Site-Wide** and the site which the news applies to. Click **OK**



Step 4: Enter all of the necessary information pertaining to the site news. For your convenience all of the usual Microsoft Word features are available. Click **OK**



New News (Updated 7/8/2021 10:48:05 AM)

Calibri 8 A⁺ A⁻ B I U U S S A ab Change Case ab A

Title: Weather Warning

Start: 7/8/2021 Expires: 7/10/2021 Recurrence Type: None

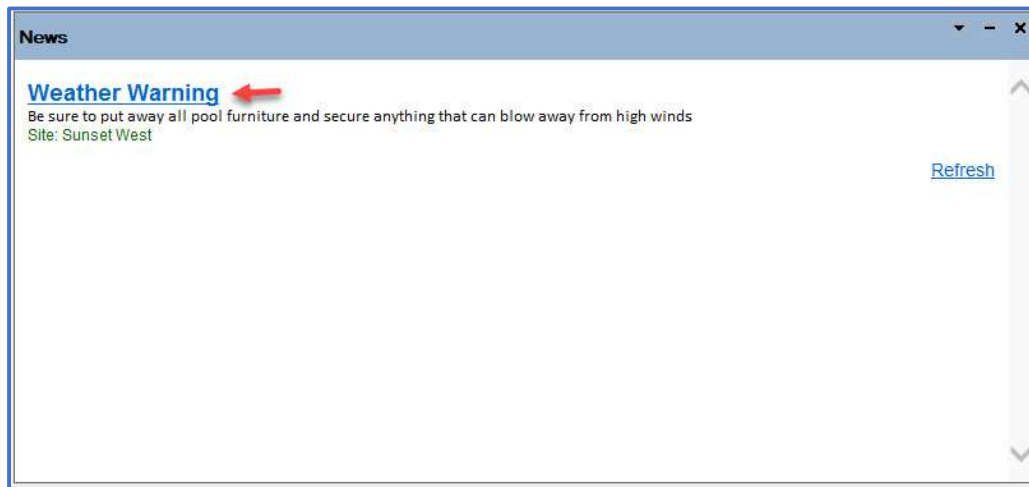
Be sure to put away all pool furniture and secure anything that can blow away from high winds

OK Close



The **Start** and **End** date cannot be the same day

Step 5: Confirm that News has updated on the **Welcome Page**



News

[Weather Warning](#)

Be sure to put away all pool furniture and secure anything that can blow away from high winds

Site: Sunset West

[Refresh](#)