

Force Broadcast

Last Modified on 05/09/2022 1:10 pm EDT

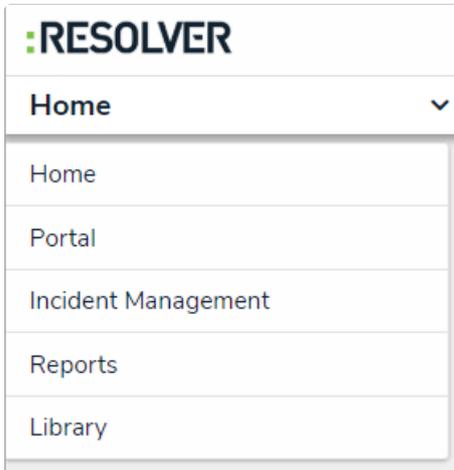
Announcements do not appear in the [Portal](#) until their **Start Date Time** matches the current date and time, but you can force an announcement to appear in advance.



The **Administrator (Incident Management)** user group can view incident objects and create library objects only. It is not to be confused with the [Core Administrator](#), who can add users.

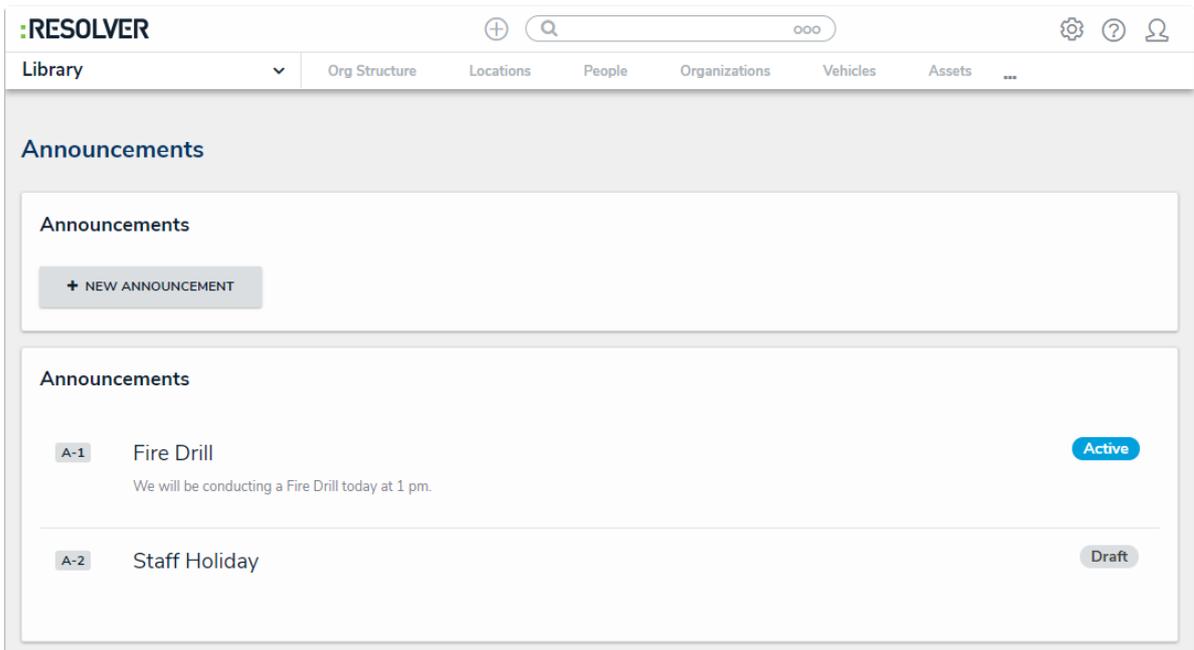
To display an announcement before its Start Date Time:

1. Log into a user account from the **Administrator (Incident Management)** user group.
2. Click the dropdown in the nav bar > **Library**.



The Library application in the nav bar.

3. Click the **Announcements** activity.



The Announcements activity in the Library application.

4. Click the announcement you want to broadcast.
5. Click **Force Broadcast** to display the announcement in the **Portal**.

The screenshot shows the Resolver interface for reviewing an announcement. At the top, there is a navigation bar with the Resolver logo and various menu items: Library, Org Structure, Locations, People, Organizations, Vehicles, and Assets. Below the navigation bar, the form contains several sections:

- File or URL:** A dashed box for uploading files or adding a web link. It contains the text "Drag files here or click to select..." and "Click to add a web link to a file...".
- End Date Time:** A date picker field.
- Notify Users:** A dropdown menu currently set to "No".
- Metadata:** A section showing "Created By", "Created On" (2019-12-04), "Modified By", and "Modified On" (2019-12-04).
- Buttons:** Two buttons are located at the bottom right: a blue "PENDING START" button and a grey "FORCE BROADCAST" button with a green border.

The Force Broadcast button on the Announcement Review form.