

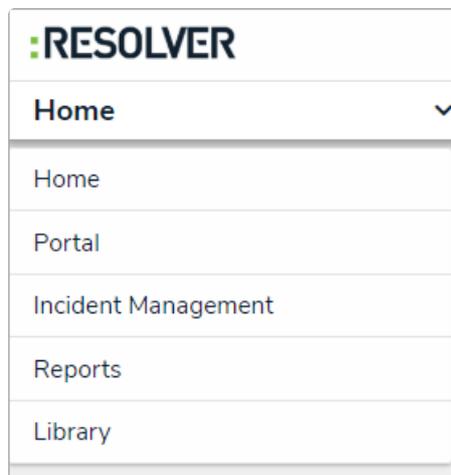
Force Broadcast

Last Modified on 04/04/2022 1:07 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.

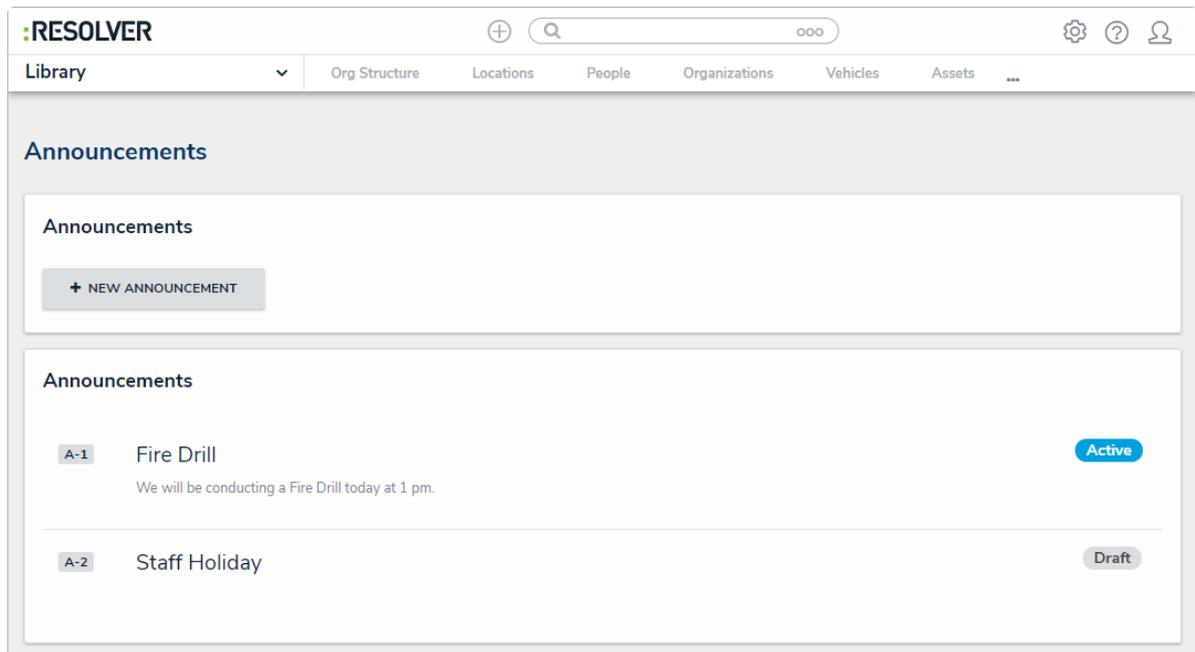
To display an announcement before its Start Date Time:

1. Log into a user account that's been added to 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 displays the Resolver web application interface. At the top left is the Resolver logo with the tagline 'A KROLL BUSINESS'. The main header includes the Resolver logo, a search bar, and navigation icons for settings, help, and user profile. Below the header is a navigation menu with tabs for Library, Org Structure, Locations, People, Organizations, Vehicles, and Assets. The main content area is a form for reviewing an announcement. It features several input fields: a date field for 'End Date Time', a dropdown for 'Notify Users' (set to 'No'), and a 'File or URL' section with a dashed border for file uploads and a link input. Below the form, a table shows metadata: 'Created By' (blurred), 'Created On' (2019-12-04), 'Modified By' (blurred), and 'Modified On' (2019-12-04). At the bottom right of the form are two buttons: a blue 'PENDING START' button and a grey 'FORCE BROADCAST' button with a green border.

The Force Broadcast button on the Announcement Review form.