

19. Important Notices

In order to make it easier to put important notices on the Staff and Student areas of the website, an automated system has been created. This means that a notice only needs to be put in one place and a link to it will automatically be placed in the appropriate pages of the website.

A link to the notice will be included in the following locations:

- [the Staff 'Keeping You Informed' page](#)
- [the Student 'Keeping you Informed' page](#)
- [the main 'Important Information' page](#)

If there are no notices, then nothing will appear on these pages other than the standard text they already display.

Creating a New Notice

1. In the CMS Site Structure, find the Important Information section and click on the plus sign to the left to expand it.
2. Find the sub-section called 'Notices' and click on it.
3. Click on the Content tab.
4. Click on the 'Create content' button.
5. Chose the Content Type (template) 'General Content'.
6. Give the item a Name – this will be used as the link text on the various pages (listed above).
7. Give the item a Title – this will be displayed on the Notices page as the heading for this notice.

8. Add the text for the notice in the Body area. This should include the detail of the notice and can link to further information on other pages, or on external websites. If required, you can insert pictures and files just as you would on other CMS pages.
9. You must add a Publish Date to your notice.
 - a. Click on the Options tab.
 - b. Click in the Publish Date box and set the date and time for the notice.
 - c. You could also add an expiry date for the notice which will stop it being published after that date/time. Click in the Expiry Date box and set the time and date you require.
10. Click Save changes to save.
11. Preview your notice to make sure it looks as expected, and check any links are working correctly.
12. Go to the Approvals screen (Content Menu > Approve Content) and approve the notice content.
13. Repeat the process from 1-12 for the Welsh version of the notice.
14. You can either wait until the next scheduled publish and transfer, or if this is urgent or out-of-hours, you can run a manual publish and transfer of the appropriate areas.

Removing a Notice

1. If you set an expiry date when creating the notice, it will automatically stop getting published at that date, and all the links that were automatically created will be removed.
2. If you didn't set an expiry date, you will need to delete the content manually:
 - a. In the CMS Site Structure, find the Important Information section and click on the plus sign to the left to expand it.
 - b. Find the sub-section called 'Notices' and click on it.
 - c. Click on the Content tab.
 - d. Click on the Actions menu to the right of the item you wish to remove and select 'Delete'.
 - e. A pop-up will ask you if you are sure – click Delete content.
 - f. The notice will be marked for deletion and will have the Status 'Inactive'.
 - g. The notice will no longer be published and the links that were created automatically will be removed
3. You can either wait until the next scheduled publish and transfer, or if this is urgent or out-of-hours, you can run a manual publish and transfer of the appropriate areas.