

# News Posts - Admin

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**Description:** In this topic, the user will learn about news posts in DCI. News posts are a way to notify groups of system users of important announcements. Examples of news posts would include notifying employees that a mobile app update is required or notifying clients that the office is closed due to a holiday. News posts appear on the dashboard of all profiles and/or can also appear on a splash screen during logon, meaning the employee must acknowledge it. Multi-language functionality is available for news posts for employee profiles (without any added roles or permissions, also known as base users) and client profiles. Users with a preferred language selected will only receive the news post if it is sent in their preferred language.

\*Please note: Preferred language is an instance-level setting. Please contact DCI for assistance.

**Role Required:** Super User, Supervisor

**Permission Required:** News Posts Admin

## Create News Posts

1. Log in to DCI with personal profile
2. Select **Settings** from the main menu
3. Select **News Posts** from the submenu
4. Click **Actions**
5. Select **Add News Post** from the drop-down menu
6. Complete the **Add News Post** page
  - i. The splash screen is displayed after the user logs in, but before reaching the dashboard. The user must acknowledge it.
  - i. An example of using the Every Login display frequency may be an attestation or acknowledgment that the user is accessing protected health information
  - a. Profile Type: Specify the profile type of the users that will receive this news post. There is no way to select all profile types. Create a customized news post for each profile type that should receive the news post.
  - b. Display Location: Select Dashboard, Splash Screen, or Both. The default is Dashboard.
  - c. Display Frequency: Only becomes editable when Splash Screen or Both is selected in Display Location. Select Next Login or Every Login for the system to display the news post on the splash screen.
  - d. News Post Subject: The subject header that displays on the dashboard. Enter for each language used in the organization, if applicable, and click the blue Translate button.
  - e. News Post Body: Enter the content of the news post. Ensure content is appropriate for the selected profile type. Enter for each language used in the organization, if applicable, and click the blue Translate button.
7. Click **Save** and **Yes** to confirm

## Deactivate News Posts

1. Log in to DCI with personal profile
2. Select **Settings** from the main menu
3. Select **News Posts** from the submenu
4. **Click anywhere on the row of the news post** to be deactivated to open the details page
5. Click **Actions**
6. Select **Deactivate News Post** from the drop-down menu
7. Click **Yes** to confirm
  - a. The news post is deactivated and cannot be reactivated

## Edit News Posts

1. Log in to DCI with personal profile
2. Select **Settings** from the main menu
3. Select **News Posts** from the submenu
4. **Click anywhere on the row of the news post** to be edited to open the details page
5. Click **Actions**
6. Select **Edit News Post** from the drop-down menu
7. Update the news post as needed on the Edit News Post page
8. Click **Save** and **Yes** to confirm

## View Events Log for News Posts

Created news posts display on the profile type to which they were assigned. View users who have acknowledged the news post to ensure that the news post is reaching the intended profile type.

1. Log in to DCI with personal profile
2. Select **Settings** from the main menu
3. Select **News Posts** from the submenu
4. **Click anywhere on the row of the news post** to open the details page
5. Click the **Events** tab to see who has acknowledged the news post

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