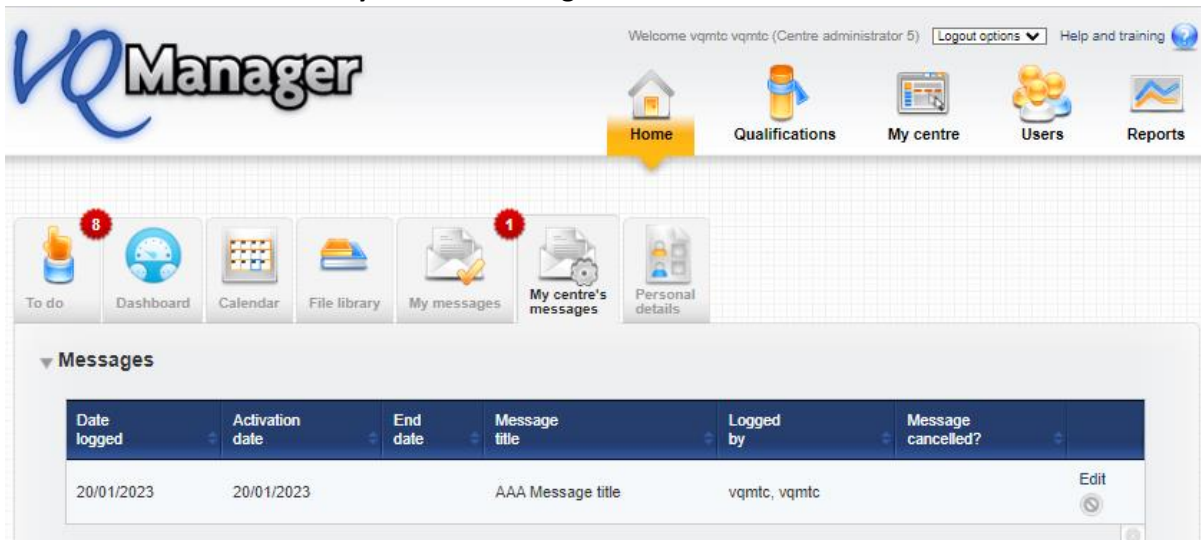


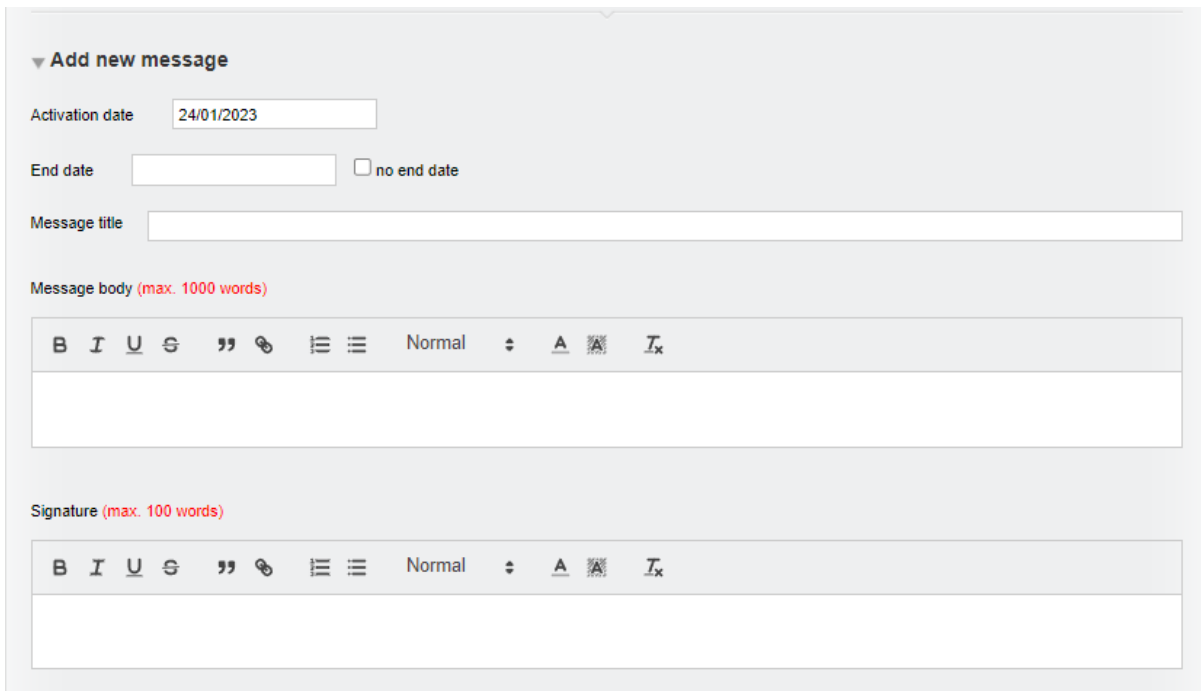
## Centre Admin to create Messages for other users in their centre

Centre Admins can create messages for the **Messages** tab for all users themselves. There is a new tab located in **Home** called **My Centre's messages**



The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo on the left and a welcome message 'Welcome vqmtc vqmtc (Centre administrator 5)' on the right. Below the navigation bar, there are several tabs: Home (highlighted), Qualifications, My centre, Users, and Reports. Below the tabs, there is a row of icons for various functions: To do (with a red notification badge '8'), Dashboard, Calendar, File library, My messages (with a red notification badge '1'), My centre's messages (highlighted), and Personal details. Below this row, there is a 'Messages' section with a table. The table has columns for Date logged, Activation date, End date, Message title, Logged by, and Message cancelled?. The table contains one row with the following data: Date logged: 20/01/2023, Activation date: 20/01/2023, End date: (blank), Message title: AAA Message title, Logged by: vqmtc, vqmtc, and Message cancelled?: (blank). There is an 'Edit' button next to the last row.

At the bottom of the page is an area where a new message can be added – **Add new message**.



The screenshot shows the 'Add new message' form. It has a title 'Add new message' and a dropdown arrow. Below the title, there are several input fields: 'Activation date' with a date picker showing '24/01/2023', 'End date' with a date picker and a checkbox labeled 'no end date', and 'Message title' with a text input field. Below these fields, there is a section for 'Message body (max. 1000 words)' with a rich text editor toolbar containing icons for Bold (B), Italic (I), Underline (U), Link, Unlink, Quote, Unquote, Bulleted list, Numbered list, Normal, Text color, Background color, and Strikethrough (T<sub>x</sub>). Below the message body, there is a section for 'Signature (max. 100 words)' with a similar rich text editor toolbar.

The 'activation date' will default to today's date but can be altered.

The admin can set an end date, or tick the box to leave this field blank.

We have included separate fields for the title, body and signature of the message. These fields are all compulsory. Messages are easier for users to read and understand if they have a clear title, and information on who the message is from.

The admin will be able to select one option per row for each user role in the table at the bottom. There are 'select all' options for ease of use.

Apply to roles

User role	Show once if user has not seen this message before <input type="checkbox"/>	Show only when user logging in for the first time <input type="checkbox"/>	Show always until user ticks "don't show again" checkbox <input type="checkbox"/>	Show always until administrator cancels the message <input type="checkbox"/>
Learners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IQAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSUs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Messages remain editable after they are saved, so admins can correct any details or mistakes if necessary.


The admin will be able to open a message from the table by selecting **Edit**


▼ Messages


Date logged	Activation date	End date	Message title	Logged by	Message cancelled?	
20/01/2023	20/01/2023		AAA Message title	vqmtc, vqmtc		Edit <input type="button" value="✕"/>


And click a box to cancel it.


  
To do


  
Dashboard

  
Calendar

  
File library

  
My messages

  
My centre's messages

  
Personal details

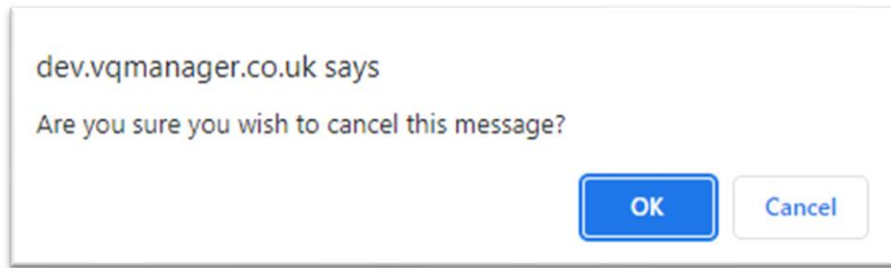
▼ **Edit message**

Activation date

End date   no end date

Cancel this message and remove it from all users

Clicking 'cancel' and saving will give a pop-up 'are you sure' message.



We have completed the first part of this development which is to build the function. The second part will include the ability to add images to the messages too.