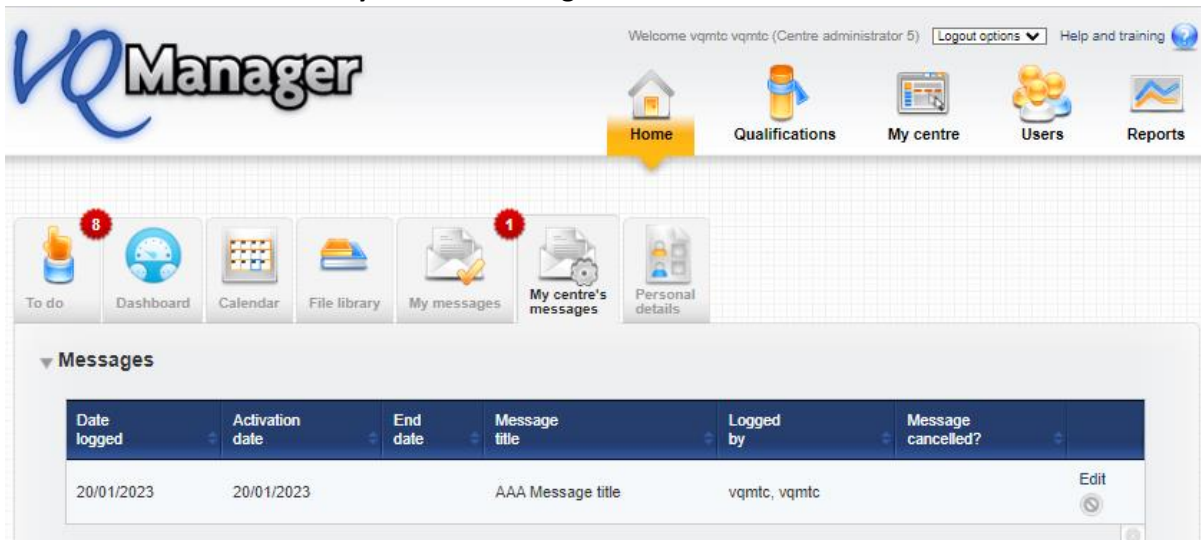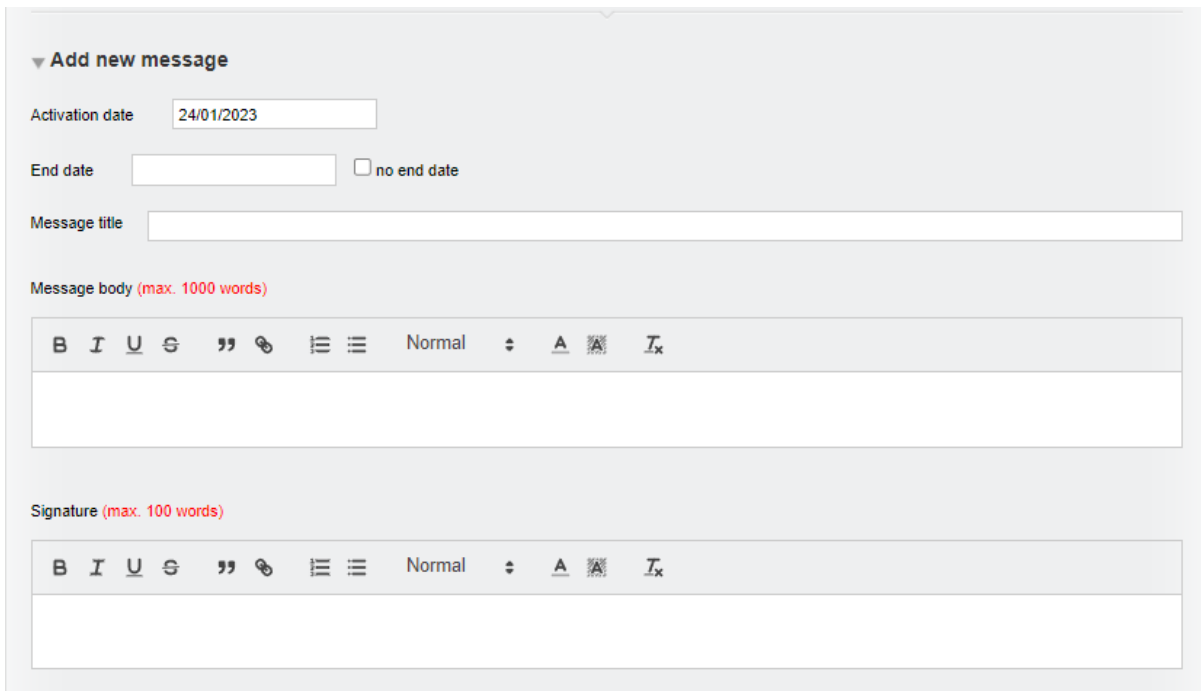# Centre Admin to create Messages for other users in their centre

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**

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

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 be 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 ☑ ☐	Show only when user logging in for the first time ☑ ☐	Show always until user ticks "don't show again" checkbox ☑ ☐	Show always until administartor cancels the message ☑ ☐
Learners	☐	☐	☐	☐
Assessors	☐	☐	☐	☐
IQAs	☐	☐	☐	☐
EQAs	☐	☐	☐	☐
Employers	☐	☐	☐	☐
OSUs	☐	☐	☐	☐
Centre administrators	☐	☐	☐	☐
Organisation administrators	☐	☐	☐	☐

Save   Cancel

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 ⊘

And click a box to cancel it.

To do (8)   Dashboard   Calendar   File library   My messages (1)   My centre's messages   Personal details
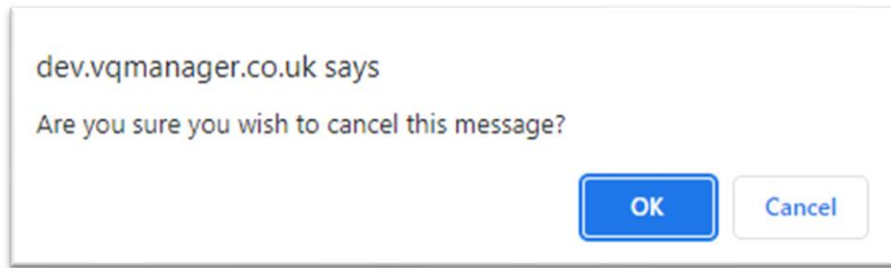
▼ Edit message

Activation date   2023/01/20

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.

dev.vqmanager.co.uk says

Are you sure you wish to cancel this message?

OK   Cancel

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.