Menu > Admin > Company > Broadcast

Broadcast allows users to send messages to specified users' dashboards for a certain amount of time (reminders, questions, etc.).

- 1. Select the user(s)/group(s) you would like to send a message to.
- 2. Enter your expiration date and time.
- 3. Enter your message, then click "Add". The message will then be visible on the specified users' "Regular Dashboard".

