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## Service info and News sections on the home page of the service

### Intended use

This function is intended to be used to inform the ioLiving service users.

The service administrator ioLiving informs all service users about technical and functional issues of the system in the “Service news and info” section.

The News section is only available in large organizations with multiple units. For example, a hotel chain that includes several hotels. The user of the organization’s administrative unit publishes information in the News section for the units belonging to his/her organization.

### Service news and info

The messages concern, for example, service updates and new features, as well as possible service maintenance breaks. The service news is published by the administrator of the ioLiving service.

### News section

The function is part of an organization-level license. The administrative user of the organization can send messages to the units about various current issues.

The messages appear on the home page of the service, under the heading “News”. These messages can be used for example to remind and instruct the units to pay attention to any irregularities in the self-monitoring or to the observations made by the health inspector.

The News section is also a good place to discuss successes in using the service and provide tips on good practices. For example, measures that have led to a reduction in food waste in the unit.

### News management

The administrative user of the organization will see a “News Management” link at the bottom of the News section. Click the link to write and manage messages.

Select "Add new post" to write a message. In the window that opens, enter the title and content of the message. Specify the time when the message is displayed. The content of the message must be in text format. This function does not support adding media files (images or videos) or links.

You can select either the entire organization or individual units as the target audience for the message. Select “Save” and “Publish” when the post is complete.

The news will then be published to the units selected according to the schedule set for it. To unpublish the news, select "Hide".

Select the pencil icon in the news management to edit the post. Select the x symbol to delete.