

Company Announcement FAQ

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A Company Announcement is an account-wide message a master admin posts to the top of everyone's Home page. Answers to the common questions about who can post one, how long it can be, and how it's formatted.

Who can post a Company Announcement?

Master admins. The announcement is set in Company Settings and applies to the whole account, so posting, editing, and removing it all sit with master admins.

Why don't I see the Company Announcement section in Company Settings?

Because the section only appears for master admins. If you need an announcement posted and don't have that access, ask a master admin on your account to do it.

How long can my announcement be?

Short — four lines are displayed on the Home page. The field also has a character limit, and the announcement area is a fixed size, so it won't grow or scroll to fit more text.

Can I put a link in my announcement?

Yes. Add a link with the formatting options, the same as anywhere else in Pipeline. Long URLs eat into the character limit quickly, so shortening one before you paste it leaves you room for the message.

Can I change the color of the announcement text?

No, text color isn't something you can set. Bold and italic are available, along with a horizontal line, links, lists, and emojis.

Can I add emojis to my announcement?

Yes. Emojis are part of the formatting options in the announcement field, and they're a compact way to draw the eye when you only have four lines to work with.

Can I have more than one announcement up at a time?

No, your account has one announcement. Typing new text over the old one replaces it, and everyone sees the new message the next time they visit their Home page.

If I hide the announcement, will I miss the next one?

No. Hiding it only tucks away the announcement you've already read, and it's personal to you. When your admin posts or updates the announcement, it reappears automatically, even if you'd hidden the previous one.

Why is an announcement showing when nothing is written in it?

There's probably a space left in the field. Blank spaces count as content, so Pipeline keeps showing the announcement area. Clear the field completely, then click [Save Settings].

Learn More

Post a short message to the top of everyone's Home page to share news, a reminder, or a link with your whole team.

See [Company Announcement](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
