Company Announcement

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

Introduction

There's a category of thing every agent in the office needs to know and nobody reads an email about. A commission deadline. A new form. A reminder that the office is closed Friday. The Company Announcement is where that goes.

It's one short message, written once in Company Settings, that sits at the top of the Home page for everyone in the account. That's the whole shape of it. It's a notice board rather than a mailing list, which is why it suits standing information better than something you need one particular person to act on, and why it's deliberately small.

News that wouldn't survive an email belongs here: the link your team keeps asking you for, the deadline they keep forgetting, the one line of context that saves you a dozen questions this week. When it stops being true, take it down and the Home page goes back to how it was.

How It Works

One announcement lives on the account at a time, and Pipeline shows it to everyone until you change it or take it down.

Where It Appears

The announcement sits at the top of the Home page. Users see it when they log in or visit Home. If nobody has posted one, nothing appears in that area.

Who Sees It

Everyone in your account sees the same announcement, agents and admins alike.

One at a Time

Your account holds a single announcement. Typing new text over the old one replaces it, so there's no list of past announcements to manage.

Keep It Short

The Home page shows a maximum of four lines, and the field has a character limit. The announcement area is a fixed size — it doesn't grow or scroll to fit more text.

Formatting You Can Use

Use the formatting options in the announcement field to add bold and italic text, a horizontal line, links, lists, and emojis. You can't change text color.

Hide It Until the Next One

Once someone has read an announcement, they can hide it so it's out of the way. Hiding is personal to that user and doesn't affect anyone else. When you post or update the announcement, it reappears for everyone, including users who had hidden the previous one.

Post a Company Announcement

Write your announcement in the Company Announcement section of Company Settings, then save.

Who Can Do This: Master admins.

To post a Company Announcement:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].
2. Scroll down near the bottom of the page to the **Company Announcement** section.
3. Type your announcement. Use the formatting options to add bold or italic text, a horizontal line, links, lists, and emojis.
4. Click [Save Settings].

The announcement appears at the top of the Home page for everyone in your account, including anyone who had hidden the previous one.

Remove a Company Announcement

Clear the announcement text and save, and the announcement area drops off the Home page.

Who Can Do This: Master admins.

To remove a Company Announcement:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].
2. Scroll down near the bottom of the page to the **Company Announcement** section.
3. Delete the announcement text. Clear the field completely — blank spaces count as content and keep the announcement showing.
4. Click [Save Settings].

The announcement area no longer appears on anyone's Home page. To swap one announcement for another instead of taking it down, type the new text over the old and save.

Hide or Show the Announcement on Your Home Page

Tuck a read announcement out of the way, and bring it back whenever you want another look.

Who Can Do This: Anyone in the account.

To hide or show the announcement on your Home page:

1. Click [Home] from the top menu.
2. Click **Hide Announcement** in the lower-right corner of the announcement to tuck it away.
3. Click **Show Announcement** to bring it back.

Your choice only affects your own Home page. A new or updated announcement from your admin appears automatically, even if you had hidden the last one.

Frequently Asked Questions

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.