Broadcasting Help Guide

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Overview

Broadcasting is a feature introduced in EIOBoard version 9 that allows organizations to send messages to the entire company at once. Users can make their own posts or respond to posts made by other users. This feature can be accessed from either the EIOBoard toolbar or from the EIOBoard system tray icon. Examples of both can be seen below.
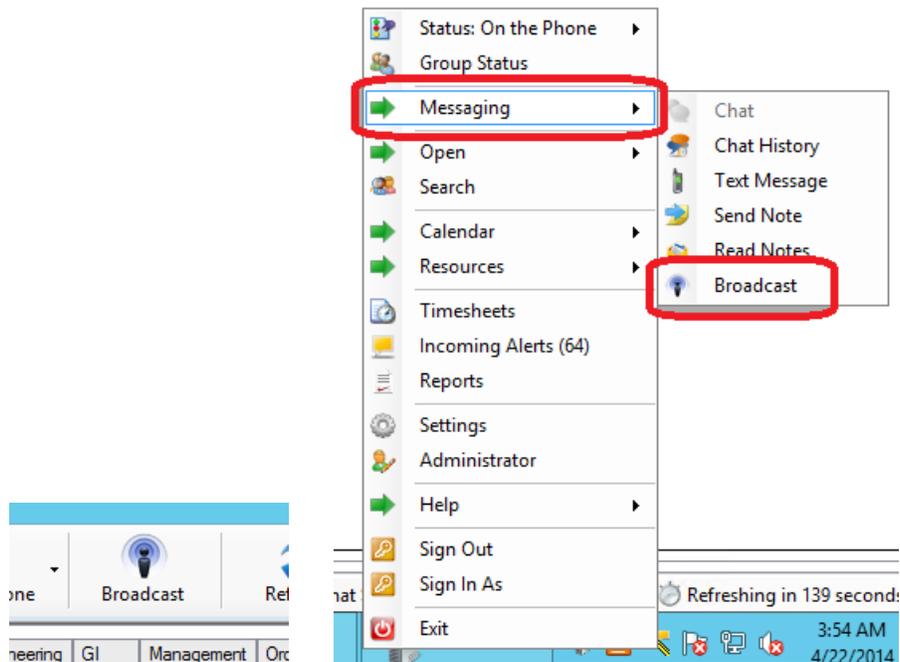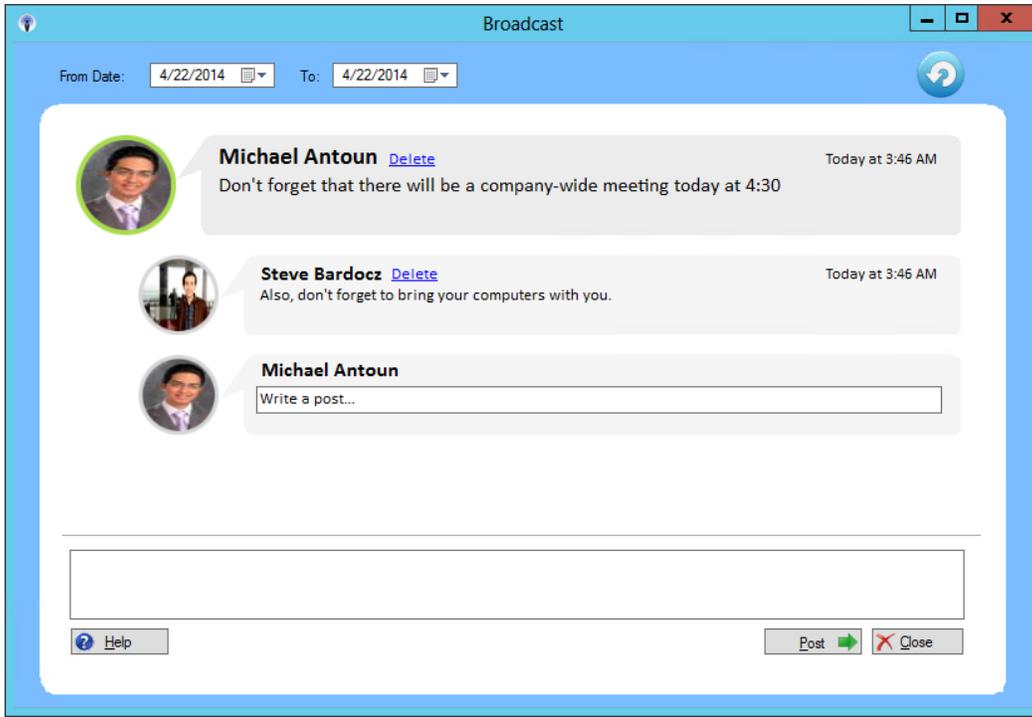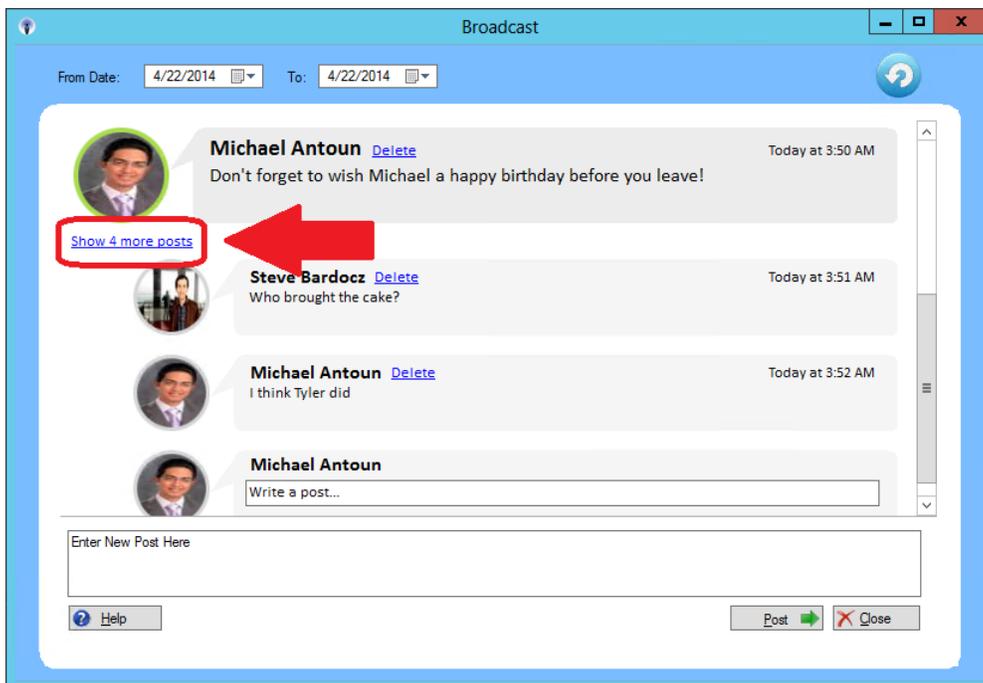

Viewing Broadcasts

Once you open up broadcasting, you will be brought to the window seen below. If you would like to filter by a date range, simply change the **From Date** and **To Date** on the top left. If you change the date range or if you would like to see any new posts that have been made, click the refresh button on the top right to reload the screen.

If there are more than 2 sub posts, you will notice that not all of them will show up right away (in order to save space). If you click on **Show X more posts**, the rest of the posts will show up underneath the main post. An example can be seen below.
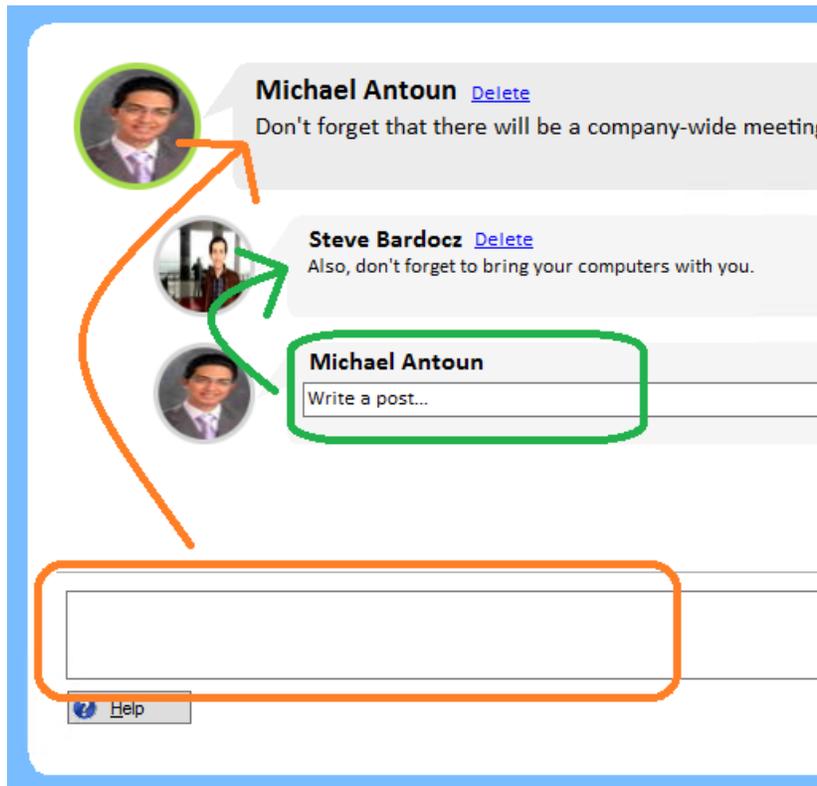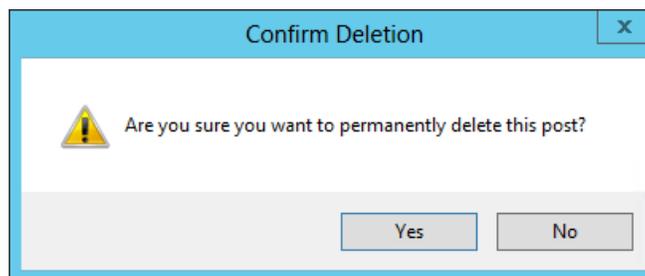
Creating Broadcasts

If you would like to broadcast to the whole company, post a message from the text box at the bottom of the screen. This is seen by the orange box and arrow below.

If you would like to post under an existing post, type your message in the text box under the message. This is seen by the green box and arrow below.

If you would like to delete one of your posts, click the **Delete** button next to the post. You will be asked to confirm if you want to delete:

NOTE: Administrators can delete anyone's posts, but regular users can only delete their own posts.

When you post, you'll notice that your picture shows up next to your post. If you would like to change your picture, you can right-click your name on the status board and click on **Administer User** (note that administrators can do this for all users). Then click on the **Pictures** button on the bottom left. You will see the following window, which will change your user picture for Broadcasting:
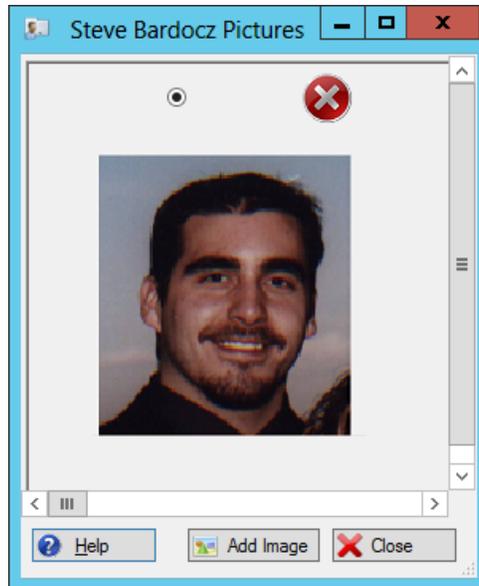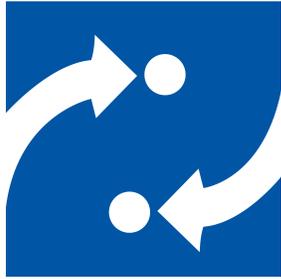
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