



# ANNOUNCEMENT FEEDS

Keep your users informed by creating customizable feeds or quick messages  
& track their responses with feedback reports



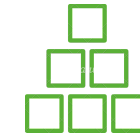
CREATE QUICK MESSAGES



DISPLAY ON 11 PLACES



ATTACH FILES



ORGANIZE IN FEEDS



RECORD USERS RESPONSES

## But... what does the title means?

We present the first app that will change your view on the information flow in your company!  
This practical guide will help you quickly and easily learn the tool, which will liberate you from e-mails, messengers or even paper information (e.g. regulations), for fast, effective and fully controlled content in your company's natural environment (JIRA).

## What exactly do the announcements look like?

Announcement Feeds allows you to place the information in up to 11 different places in your Jira.  
These are not only banners over your Top Menu, but also, among others, flags, footers, additional project panels in a project you are working on, or even a full screen.  
What's more, these messages will be displayed to the users as long as they make some decisions (click on e.g. approve or reject) and you have full access to the data at any time - who and how responded to the announcements!

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Below in 7 points you will find information on the possibilities of Announcement Feeds app.

MANAGE FEEDS

TYPES OF ANNOUNCEMENTS

PLACES

PERMISSIONS

ATTACHMENTS

RESPONSE BUTTONS

RECORDED RESPONSES

# MANAGE FEEDS

The screenshot shows the 'Manage Feeds' interface in Jira. It is divided into two main vertical sections. The left section, labeled 'FEEDS', contains a list of various feeds including 'Banner Global Jira', 'Global Feed', 'Active', 'Set', 'Done', 'App Announcement', 'Show updates', 'Top Menu ID', and 'Project Software'. The right section, labeled 'ANNOUNCEMENTS', displays a list of announcements, such as 'Banner announcement' and 'First announcement', with associated details like 'All users in Jira' and 'Content'. Two green callout boxes with arrows point to these sections: 'Feeds list' on the left and 'Announcement List' on the right.

Manage Feeds is divided into two vertical parts:

- Feeds (left column)
- Announcements (right column)

Each feed contains announcements which are similar to each other:

- they concern the same project,
- are in the same place (e.g. banner or flag),
- refer to Jira (Software) or Jira Service Desk,
- they have the same response buttons (e.g. [approve](#), [reject](#)),
- they are targeted at the same target group.

Placing announcements in feeds allows you to organize and manage them better.

# LIST OF FEEDS

Name and description

Filters which allow you to search the list of feeds quickly and efficiently

Background and text colour

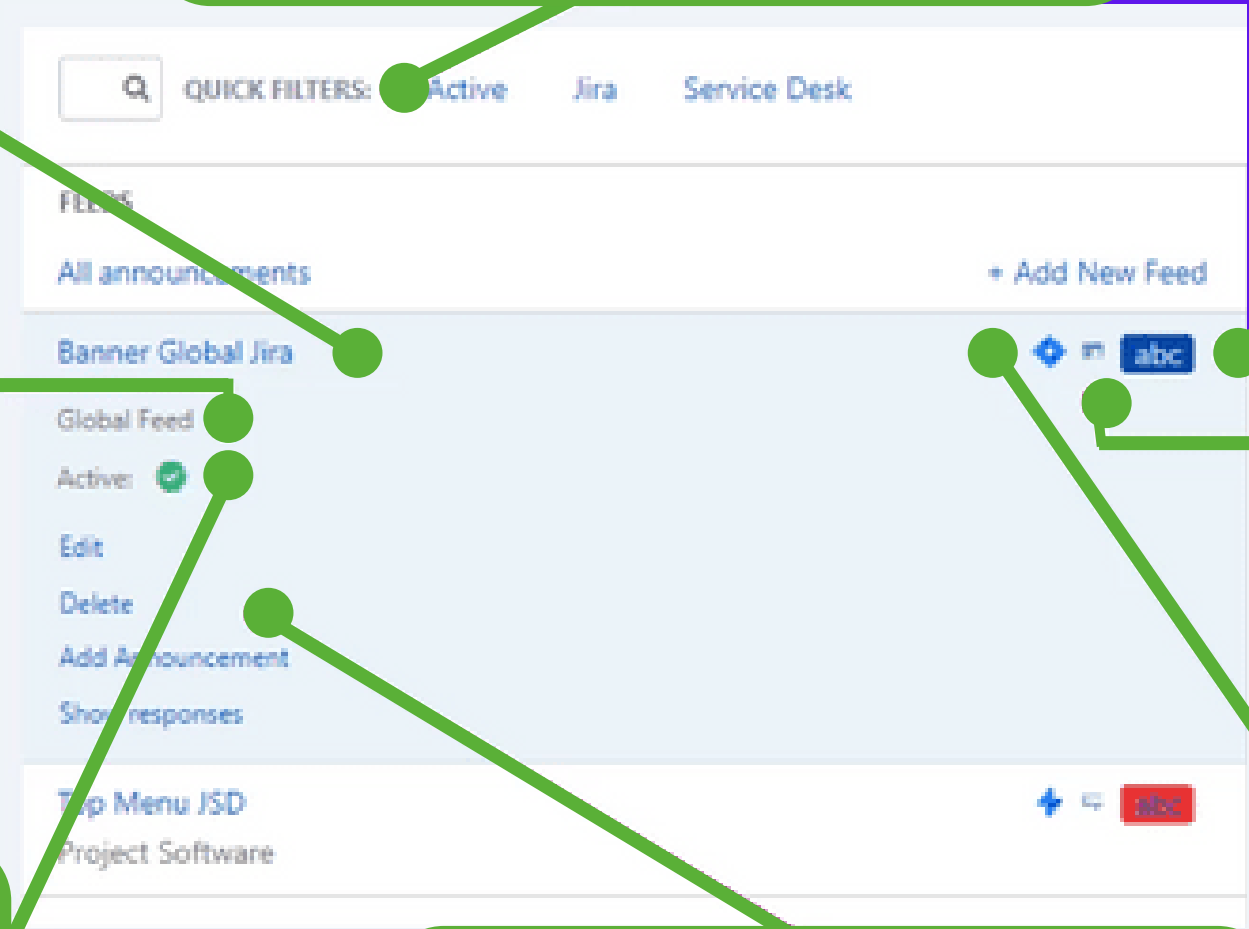
Global - all users in Jira  
Project - users assigne to selected project

Active - feed is visible to users  
Deactive - feed is invisible to users

Options for editing or deleting a feed, the ability to add an announcement and entry  
Ercorded Responses

Place (e.g. footer, banner, flag)

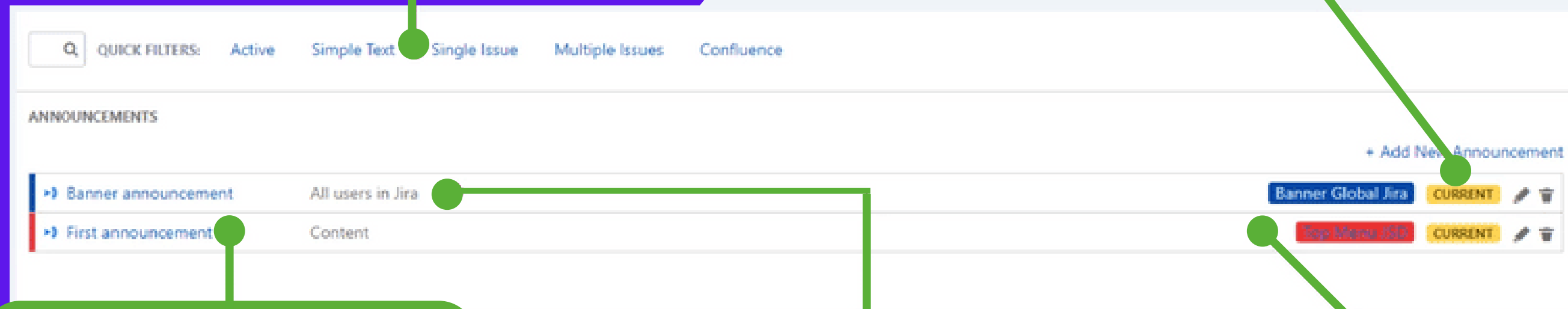
System (Jira Software, Jira Server, Desk)



# LIST OF FEEDS

Filters which allow you to search the list of feeds quickly efficiently

Status: current, future or completed



Type of announcement: Simple Text, Single Issue, Multiple Issue, Confluence Page

Name and description

Lozagne indicates the attribution of the announcement to the feed

## TYPES OF ANNOUNCEMENTS

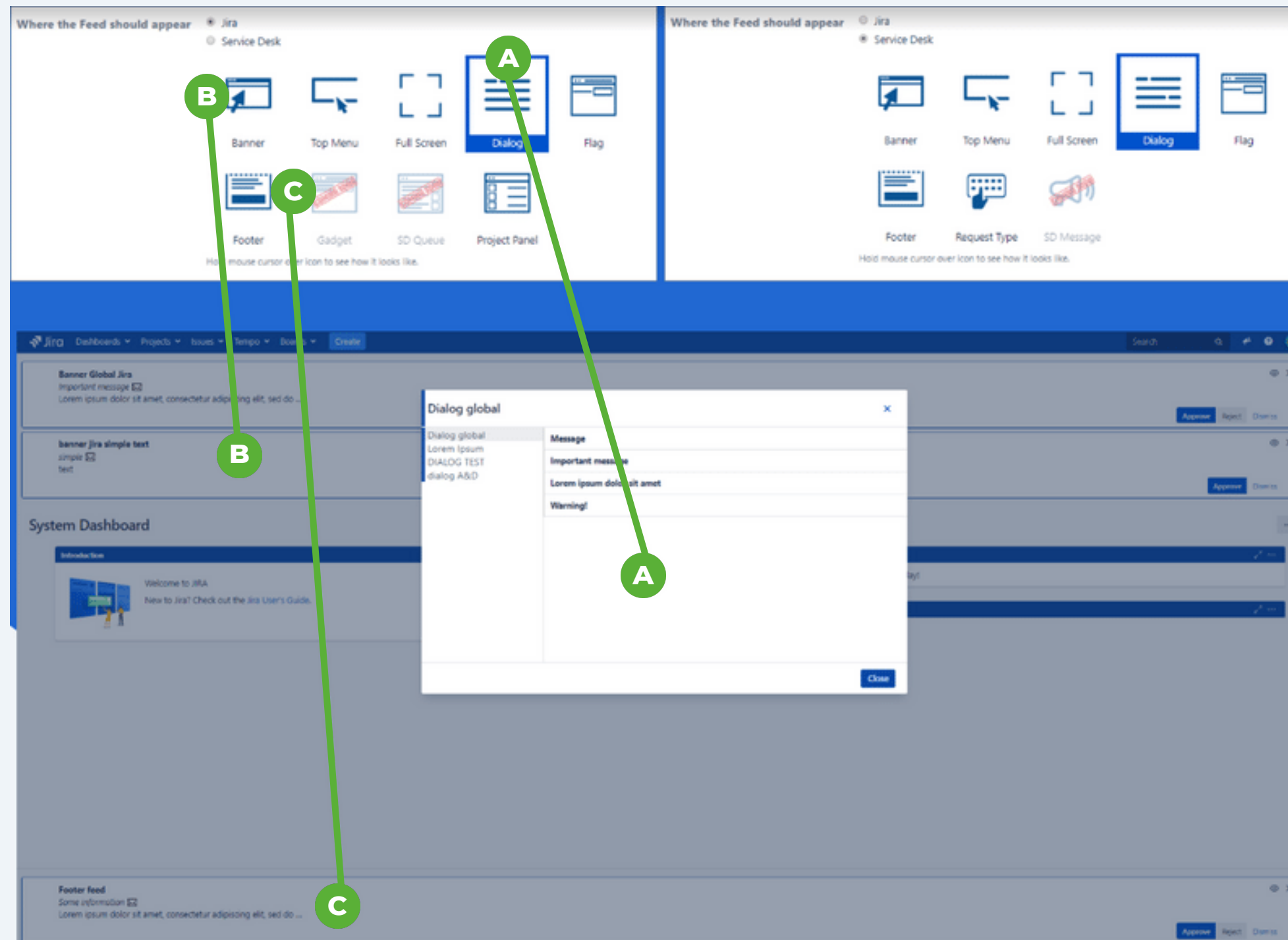
Due to content, there are four types of announcements:

1. Simple text - title and content of the announcement is entered manually.
2. Single Issue - title and content of the announcement is taken from the selected issue.
3. Multiple Issue - title and content of the announcement is taken from issues that have the requirements of the selected JQL query.
4. Confluence - title and content of the announcement is taken from the selected Confluence page.

# PLACES

Announcement Feeds allows you to build announcements in 11 different places, divided into Jira and Service Desk.

Below you have selected three sample locations.



# PERMISSIONS

<b>Manage feed</b>	Groups	<input type="text" value="Select user groups"/>	Select groups that will be able to manage feed.
	Project roles	<input type="text" value="Select project roles"/>	Select project roles that will be able to manage feed.
	Individuals	<input type="text" value="Start typing to get a list of possible matches"/>	Select individual users that will be able to manage feed.

<b>View feedback</b>	Groups	<input type="text" value="Select user groups"/>	Select groups that will be able to manage feedback details.
	Project roles	<input type="text" value="Select project roles"/>	Select project roles that will be able to manage feedback details.
	Individuals	<input type="text" value="Start typing to get a list of possible matches"/>	Select individual users that will be able to manage feedback details.

Determine who will be able to manage the feed

Determine who will be able to have access to users' responses

In both cases, we have a choice:

- a) Groups - user groups in Jira,
- b) Project roles - available only if the feed is project-based (only one project),
- c) Individuals - individuals from Jira.

# ATTACHMENTS

Announcement Feeds app allows you not only to add content in the form of text but also pictures or any files that the end user can download.

Pay attention to the number of situations in which you send files to users - now it is enough to designate groups or project roles and you can be sure that each person will receive your file.

The process is very simple: in the last stage of creating the announcement, instead of **Finish** select **Save & add files**

1 Define → 2 Preview

EXAMPLE

Some important message

Some important message

Approve Dismiss

Confirm the appearance of your announcement. Previous **Finish** Save & add files Cancel

and then load the files in a convenient way for you.

You are adding attachments to announcement: Some important message

Upload a file

Drop files here

Upload manually or drag and drop files which you want add to the announcement. Close

# RESPONSE BUTTONS

What are the „Response buttons“?

Each user has to choose one of the options:

a) agreement

b) rejection

c) dismiss (skip for later)

He can do this by selecting one of the buttons you set. By default, it look like this:

Feedback buttons  None  Dismiss only  Approve & Reject  Approve & Dismiss  Approve, Reject & Dismiss

Button captions can be customized later (using Advanced option link on last stage of the wizard).

Require re-authentication

Allow you to re-authenticate users when Accept or Reject button is selected.

Page size\*

Number of announcements to be shown at a time.

As you can see, there are a few combinations available.

However this does not mean that these are the only possible options. In the edition of the feed you will have the opportunity to set your own expressions. For example, when sending files to users, you can choose to let the user select Download or Not download.

**What is hidden under the other options?**

Require re-authentication means that you require a user to log in again. Otherwise, the answer will not be recognized. In the edition of feed you will also be able to indicate how many times the user will be able to skip the announcement.



# RECORDED RESPONSES

The table below shows all the information on the responses to the announcements in the feed.

The screenshot shows a web interface for 'Recorded Responses'. At the top, there are search filters: 'Type username to search' and 'Type announcement title'. To the right are buttons for 'Approve', 'Reject', 'Dismiss', 'Active', 'Deactivated', and 'Date: All'. An 'Export to csv' button is in the top right corner. The table below has columns for 'User', 'Announcement', 'Title', 'Date', 'Response', 'Dismiss count', 'Deactivate date', and 'Type'. The 'Response' column contains green checkmarks or red 'X' marks. The 'Type' column contains labels like 'CUSTOMER', 'ISSUE', and 'UNABLE TO...'. At the bottom right, there is a 'Show' dropdown menu with options 10, 100, 250, and 500.

User	Announcement	Title	Date	Response	Dismiss count	Deactivate date	Type
kip@kip.pl	text	text	05/04/19 4:25 PM	✓			CUSTOMER
kip@kip.pl	assigne	SD-1 (Na co patrz?)	05/04/19 4:24 PM	✓			ISSUE
kip@kip.pl	assigne	PROJ-2 (As a product ow...)	05/04/19 4:24 PM	X	1		ISSUE
kip@kip.pl	assigne	PROJ-16 (As a team, we c...)	05/04/19 4:24 PM	✓			ISSUE
kip@kip.pl	assigne	CUSTOMER-1 (Na co patrz?)	05/04/19 4:24 PM	✓			ISSUE
kip@kip.pl	assigne	PROJ-1 (As an Agile tea...)	05/04/19 4:24 PM	X	1		ISSUE
kip@kip.pl	assigne	PROJ-4 (As a team, I'd ...)	05/04/19 4:24 PM	✓			ISSUE
kip@kip.pl	assigne	PROJ-5 (As a team, I'd ...)	05/04/19 4:23 PM	✓			ISSUE
kip@kip.pl	assigne	PROJ-3 (As a product ow...)	05/04/19 4:23 PM	✓			ISSUE
kip@kip.pl	assigne	PROJ-15 (As a scrum mast...)	05/04/19 4:23 PM	✓			ISSUE
kip@kip.pl	assigne	PROJ-6 (As a scrum mast...)	05/04/19 4:23 PM	✓			ISSUE
kip@kip.pl	assigne	PROJ-8 (As a product ow...)	05/04/19 4:23 PM	X	1		ISSUE
kip@kip.pl	assigne	PROJ-12 (When the test ...)	05/04/19 4:23 PM	X	1		ISSUE
kip@kip.pl	assigne	SCESK-1 (What am I look...)	05/04/19 4:23 PM	✓			ISSUE
kip@kip.pl	simple	simple	05/04/19 4:23 PM	✓			CUSTOMER
kip@kip.pl	issue123	PROJ-9 (As a developer...)	15/May/19 12:35 PM	✓			UNABLE TO...

Through form and Quick filters, you are able to quickly and easily find responses regarding only the selected announcement or user, check which answers were most often, or even which announcements are skipped by users.

# VOILA!

We went through the main functions of Announcement Feeds.  
As you can see, the application allows very efficient and diverse display of messages that can be targeted precisely.  
In addition, you can easily control user responses in a simple way.

In future versions we plan to develop:

- charts - graphic reports in Recorded Responses
- Confluence Page - the ability to download data displayed to the user with Confluence
- extension of Bitbucket, Bamboo and Confluence applications