

 <h1 style="margin: 0;">UAHuntsville</h1> <p style="font-size: small; margin: 0;">THE UNIVERSITY OF ALABAMA IN HUNTSVILLE</p> <h2 style="margin: 0;">Technical Assistance Group</h2>	<p>Salmon Library 8 a.m. - 6 p.m. Monday - Friday (256) 824-2639 helpdesk@uah.edu</p>
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Reading and Deleting Announcements in ChargerNet

Step 1: Click on the announcement you want to read.



The screenshot shows the UAHuntsville ChargerNet interface. At the top, there is a navigation bar with links for 'My Account', 'Content Layout', and 'Portal Admin'. Below this, a 'Welcome Sheila Knight' message indicates the user is logged in. A secondary navigation bar contains tabs for 'Welcome', 'ChargerNet Tutorials', 'Library / IT', 'My Tab', 'Student', 'Teaching', 'Employee', and 'Test'. The main content area is divided into several sections: 'Personal Announcements' (with a black arrow pointing to it), 'Why Not Forum', 'Emergency 911', 'Campus Announcements', and 'Angel'. The 'Personal Announcements' section contains two items: 'This is a notice about the free pizza at noon.' and 'Hello Welcome to the TAG Group'.

Step 2: After reading the announcement, you can delete it by selecting the **Delete** button below the displayed announcement.



The screenshot shows the 'Personal Announcements' page. At the top, there is a 'Back to Welcome Tab' link and navigation icons for 'E-mail', 'Calendar', 'Groups', 'Admin', 'Logout', and 'Help'. The page title is 'Personal Announcements'. Below the title, it says 'Number of announcements: 2'. A table lists the announcements with columns for 'Subject', 'Delivery Date', 'Expiration Date', and 'Author'. Below the table, there is a 'Delete' button and a 'Refresh List' button. A detailed view of the first announcement is shown below, including its ID (8486), subject, date, from, and to fields. A black arrow points to the 'Delete' button at the bottom right of the announcement details.

Subject (click to display details)	Delivery Date	Expiration Date	Author
<input type="checkbox"/> This is a notice about the free pizza at noon.	Oct 28, 2008	Nov 4, 2008	Roger Haley
<input type="checkbox"/> Hello Welcome to the TAG Group	Oct 28, 2008	Nov 4, 2008	Roger Haley

Delete **Refresh List**

ID: 8486
Subject: This is a notice about the free pizza at noon.
Date: Oct 28, 2008 10:15:36 AM
From: Roger Haley
To: Old-style audience: GroupStudio = TAG Group

There is to be free pizza at noon some day soon.

Delete

To delete multiple announcements, click on the check boxes beside the announcements and then click on the **Delete** button below the list.

The screenshot shows the UA Huntsville ChargerNet interface. At the top, there is a navigation bar with the UA Huntsville logo and 'ChargerNet' text. Below the logo, there are links for 'Back to Welcome Tab' and a set of utility icons: E-mail, Calendar, Groups, Admin, Logout, and Help. The main heading is 'Personal Announcements'. Below this, it says 'Number of announcements: 2'. A table lists two announcements:

	Subject (click to display details)	Delivery Date ↓	Expiration Date	Author
<input checked="" type="checkbox"/>	This is a notice about the free pizza at noon.	Oct 28, 2008	Nov 4, 2008	Roger Haley
<input checked="" type="checkbox"/>	Hello Welcome to the TAG Group	Oct 28, 2008	Nov 4, 2008	Roger Haley

Below the table, there is a 'Delete' button on the left and a 'Refresh List' button on the right. A large black arrow points to the 'Delete' button. Below the table, the details of the first announcement are shown:

ID: 8486
Subject: This is a notice about the free pizza at noon.
Date: Oct 28, 2008 10:15:36 AM
From: Roger Haley
To: Old-style audience: GroupStudio = TAG Group

There is to be free pizza at noon some day soon.

At the bottom right of the details section, there is a 'Delete' button.

Note: If you do not delete an announcement, it will stay in your list until the Expiration Date indicated for the message.

Step 3: Read additional announcements by selecting them from the list.

Step 4: Once you are finished reading your announcements, click on the **Back to** link in the top-left corner to return to your ChargerNet tabs.

This screenshot is identical to the one above, but the checkboxes next to both announcements are now unchecked. A large black arrow points to the 'Back to Welcome Tab' link in the top-left corner of the navigation bar.