



## Administrative Tasks

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This chapter describes how to create a broadcast message that will be displayed on the CJP Management Portal landing pages of specific tenants or all tenants, and how to upload release notes and make them available to specific tenants or to all tenants. Currently, the modules described in this chapter are available only to CJP Operations.

Topics covered in this chapter:

- [Broadcast Messages, on page 1](#)
- [Release Notes, on page 2](#)

## Broadcast Messages

The Broadcast Messages module provides an interface where CJP administrators can create and edit messages that will be displayed on the Management Portal landing page of specific tenants or all tenants. Typically, such messages inform users of scheduled system unavailability due to system maintenance.

To create a new message or edit an existing one:

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**Step 1** On the Service Provider Portal navigation bar, select Broadcast Messages.

**Step 2** On the Broadcast Messages page, do one of the following:

- To create a new message, click **New Broadcast Message**.
- To edit or delete an existing message, click the button to the left of a listed message and select **Edit** or **Delete**.

**Step 3** If you are adding or editing a message, specify or change the settings in the dialog box and then click **Save**. Settings are described in the following table.

Setting	Description
Type	If you want the message to be broadcast to all tenants, select the Global Message check box.
Tenants	Otherwise, select one or more tenants from the Tenants list
Description	Enter your message.

Setting	Description
Effective Date	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>Select the Activate Message on Save button.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Select the Activate Message at button, and then click inside the field and use the calendar controls to specify the time (in 24-hour format) and date you want the message to start being displayed.</li> </ul>
Expiry Date	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>Select the Expire Message after (Hrs) button and enter the number of hours after which you want the message to expire.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Select the Expire Message at button and then click inside the field and use the controls to specify the time (in 24-hour format) and date you want the message to expire.</li> </ul>

## Release Notes

The Release Notes module on the CJP Management Portal provides authorized users with access to global and tenant-specific release note files.

The Release Notes module on the Service Provider Portal provides an interface where CJP administrators can upload release note files and make them available to specific tenants or to all tenants.

To upload a new or edited release notes file or to delete a previously uploaded file:

**Step 1** On the Service Provider Portal navigation bar, select **Release Notes**.

- To upload a new file, click **Upload Release Notes**.
- To upload an edited file or to delete a file, click the button to the left of a listed file and select **Edit** or **Delete**.

**Step 2** If you are uploading a new or edited file, on the Release Notes Upload page, do one of the following:

- To upload a new file, specify the settings as described in the following table and then click **Upload**.
- To upload an edited file, click the button on the right of the **Upload File** field, navigate to the file on your system, click **Open**, and then click **Upload**.

Setting	Description
Type	If you want the release notes file to be available to all tenants, select the Global Message button.
Tenants	Otherwise, select the Tenant button and then select one or more tenants from the Tenants list
Upload File	Click the button on the right side of the Upload File field, navigate to the file on your system, and click <b>Open</b> .

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