

# News

- Manager
  - Pinned News
    - Change and save order
  - Notes
    - Drafted
    - Shared
    - Expired
  - Actions
    - Preview
    - Edit
    - Clone
    - Expire
    - Delete
- Editor
  - Alternate Route
  - Add Document Link and Image
  - Rich Text Editor features
  - SEO for shareable image, title and description

# Alerts

- Manager
  - Inactive vs Active status
  - Actions
    - Edit
    - Expire
    - Delete
- Editor
  - Admin Title
  - Start and End date
  - Title
  - Description
  - Optional learn more route for Banner Alerts
  - DCT - so make sure to save the section