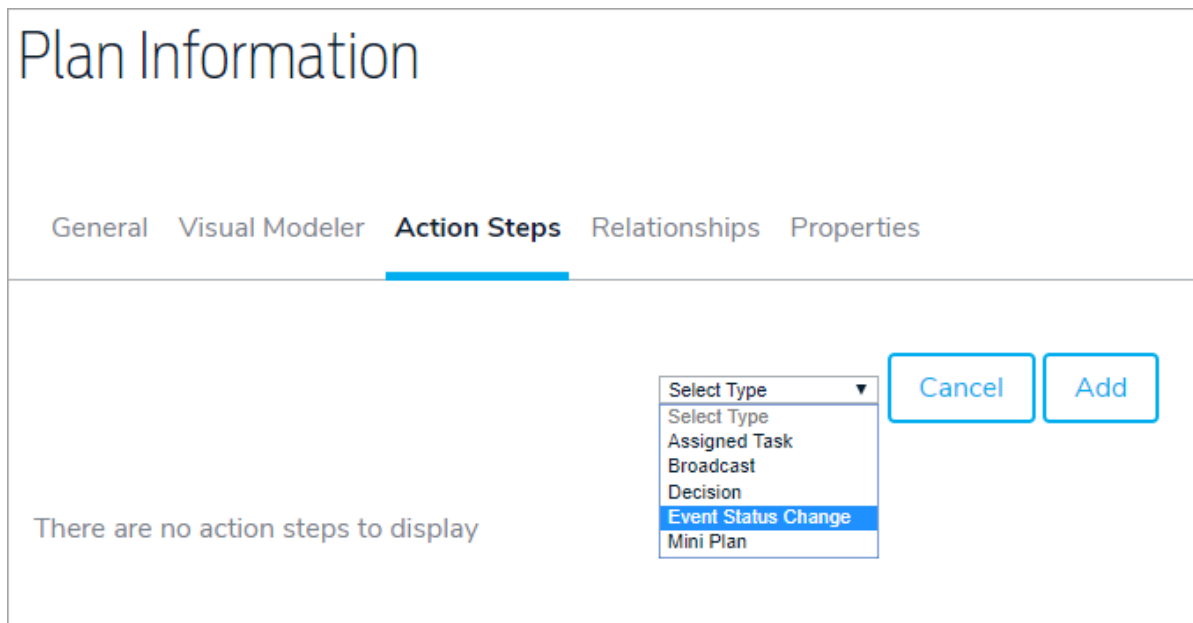


Add a Broadcast Message Action Step

1. To add a broadcast message action step, click the Plans icon in the navigation bar, then click to open the plan you wish to edit.
2. Click the Action Steps tab.
3. Click Add.
4. Select Broadcast in the Select Type dropdown menu.



The screenshot shows a web interface titled "Plan Information". At the top, there are five tabs: "General", "Visual Modeler", "Action Steps", "Relationships", and "Properties". The "Action Steps" tab is currently selected and highlighted with a blue underline. Below the tabs, there is a large empty area with the text "There are no action steps to display". To the right of this area, there is a "Select Type" dropdown menu. The dropdown menu is open, showing a list of options: "Select Type", "Assigned Task", "Broadcast", "Decision", "Event Status Change", and "Mini Plan". The "Event Status Change" option is currently selected and highlighted in blue. To the right of the dropdown menu, there are two buttons: "Cancel" and "Add".

5. Enter the title and any descriptions.
6. Enter a number in the Due (After Event Activation) field, then select a period of time from the dropdown menu.
7. Click Add & Continue.
8. Click the Messages tab to compose a message. See the [Send a Message](#) section for more information on composing messages. See the [Broadcast Message Substitutions](#) article for information on the SYSTEM, PROMPT, and FORM substitutions.