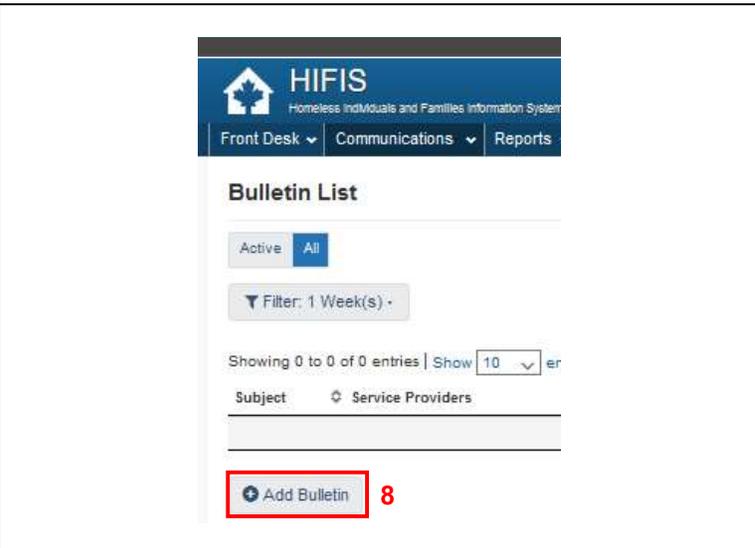# BC HOUSING

## Site Administrators – How to Add a Bulletin

Bulletins can be created to communicate information to all HIFIS users and will be displayed on user's home screen when a user logs in to HIFIS.

| | |
|---|---|
|  | 1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on "How to Log Into HIFIS and Change Service Provider". <br><br> ◆ **NOTE:** There are no steps 2 – 5, continue to step 6. |
|  | 6. Select **Communications**. <br><br> 7. Select **Bulletins**. |
|  | 8. Click the **Add Bulletin** button on the **Bulletin List** screen. |

9. Enter the **Subject**. This provides an idea of the purpose for the Bulletin.

10. Select the **Priority** from the drop-down list. This provides for ranking of importance.

11. Optional: Select the **Requested By**. This lets users know who requested the Bulletin.

12. Select the **Owner**. This will impact who can edit the Bulletin.

13. Select the **Service Providers** from the list who you wish to see the Bulletin.

14. Enter the **Start Date** of the Bulletin. This determines when the Bulletin is active for users to view.

15. Enter the **End Date** of the Bulletin. This determines when the Bulletin will no longer be active.

16. Enter the **Bulletin Content**. This is where the message of the Bulletin is placed.

17. Select **Save** to complete the creation of the Bulletin.