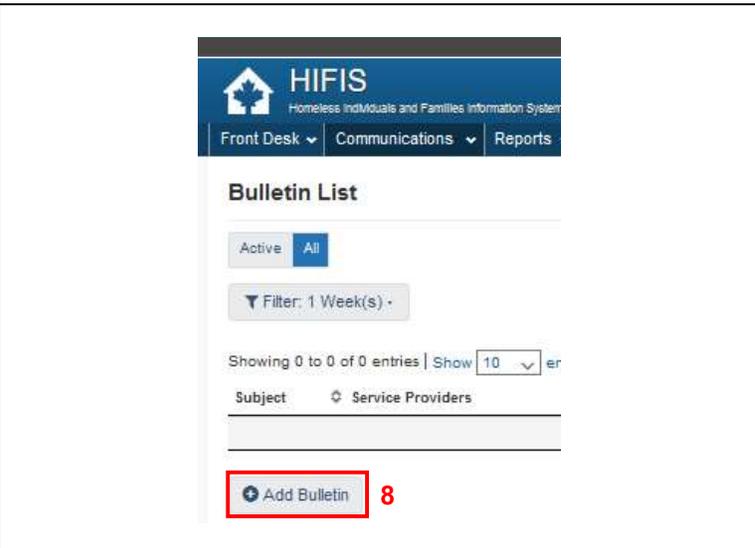


Site Administrators – How to Add a Bulletin

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.

 <p>The screenshot shows the HIFIS login page. At the top, there are logos for HIFIS (Homeless Individuals and Families Information System) and SISA (Système d'Information sur les Personnes et les Familles Sans Abri). Below the logos is a 'Log In / Connexion' section with two input fields: 'User Name / Nom d'utilisateur' and 'Password / Mot de passe'. A red star is next to the password field. A 'Log In / Connexion' button is below the fields. A link for 'Forgot Password? / Mot de passe oublié?' is at the bottom left.</p>	<ol style="list-style-type: none"> 1. Log-in to HIFIS. If you need assistance see the Quick Reference Guide on “How to Log Into HIFIS and Change Service Provider”. <p>◆ NOTE: There are no steps 2 – 5, continue to step 6.</p>
 <p>The screenshot shows the HIFIS navigation menu. The 'Communications' menu item is highlighted with a red box and labeled with a red '6'. A dropdown menu is open under 'Communications', with the 'Bulletins' option highlighted by a red box and labeled with a red '7'.</p>	<ol style="list-style-type: none"> 6. Select Communications. 7. Select Bulletins.
 <p>The screenshot shows the 'Bulletin List' screen. At the top, there are tabs for 'Front Desk', 'Communications', and 'Reports'. Below the tabs, there is a 'Bulletin List' section with a filter set to 'All' and a filter dropdown showing 'Filter: 1 Week(s)'. Below that, it says 'Showing 0 to 0 of 0 entries Show 10 per page'. There is a search bar with 'Subject' and 'Service Providers' options. At the bottom left, the 'Add Bulletin' button is highlighted with a red box and labeled with a red '8'.</p>	<ol style="list-style-type: none"> 8. Click the Add Bulletin button on the Bulletin List screen.

Add Bulletin

Subject ★ **9**

Priority ★ **10**

Requested by **11**

Owner **12**

Service Providers + - ★ **13**

Start Date ★ **14**

End Date ★ **15**

Bulletin Content

16

Edit • Insert • Format • View • Table •

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Words: 0

17

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.