


Site Administrators – How to Add a Bulletin

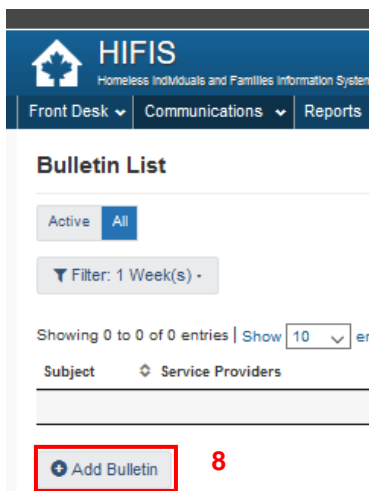
Bulletins can be created by site administrators to communicate important information to staff members, such as a safety concern or team meetings. Bulletins are displayed on the user’s home screen until acknowledged.



1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
 5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**



6. Select **Communications**.
7. Select **Bulletins**.



8. From the **Bulletin List** screen, select **Add Bulletin**.

Add Bulletin

Subject ★ **9**

Priority ★ **10**

Requested by ★ **11**

Owner ★ **12**

Service Providers + - ★ **13**

Start Date ★ **14**

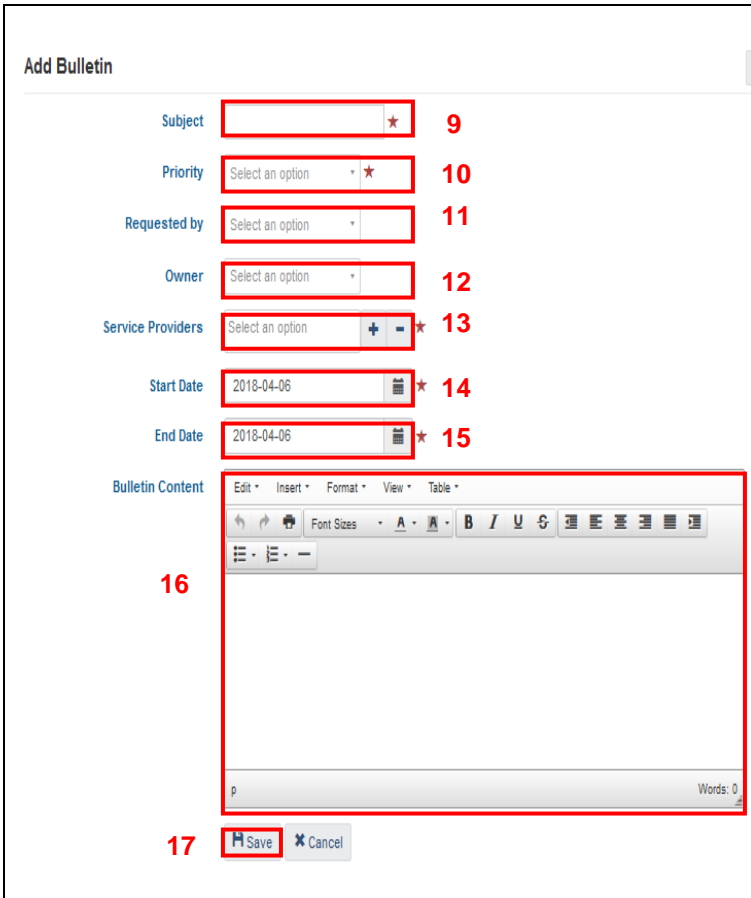
End Date ★ **15**

Bulletin Content

16

Words: 0

17

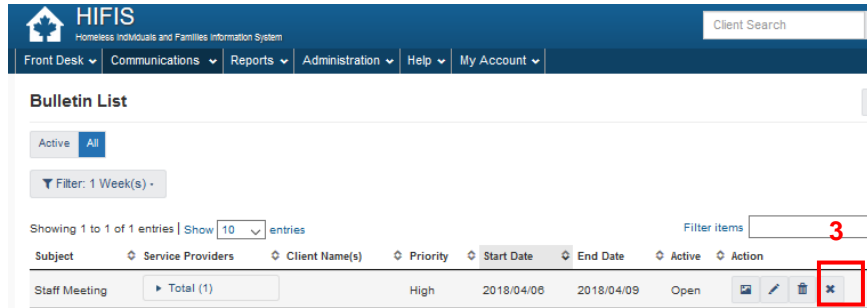


9. Enter the **Subject**.
10. Select the **Priority** from the drop-down list.
11. Optional: Select the **Requested By**.
12. Select the **Owner** (the service provider who is issuing the bulletin).
13. Select the **Service Providers** from the drop-down list who you wish to share the bulletin with.
14. Enter the **Start Date** of the bulletin.
15. Enter the **End Date** of the bulletin.
16. Enter the **Bulletin Content**. This will be the reason for the bulletin, e.g., details about an incident or contents of a team meeting.
17. Select **Save**.

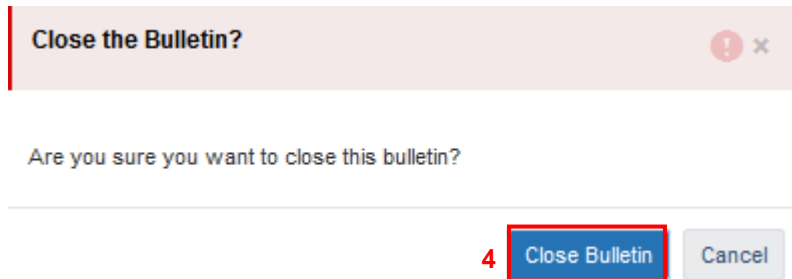
How to Acknowledge a Bulletin



1. Select **Communications**.
2. Select **Bulletins**.



3. Click on the **X (Close)** button beside the bulletin.



4. From the **Close Bulletin** window, select **Close Bulletin**.

⚠ **NOTE:** The bulletin will be removed from the home screen but will remain in the **Bulletin List** until it is deleted.