

Web Notice Guidelines & FAQs

Rules & Regulations

- All notices must be approved by the admin before publishing.
- Attachments should not exceed 10MB in size.
- Notices must be relevant to the organization or institution.
- Priority tags (Normal, Important, Urgent) should be used appropriately.
- Users must not post any content that violates copyright or privacy policies.
- The admin reserves the right to remove or edit any notice without prior consent.
- Notices should not contain offensive, discriminatory, or illegal content.
- All notices expire automatically after 30 days unless renewed.
- Only registered and verified users can submit or edit notices.
- Each notice should include a clear title and concise description.

Frequently Asked Questions (FAQs)

Q1: How do I post a new notice?

A: Go to the 'Create Notice' page, fill in the required details, and click 'Submit'. Your notice will be reviewed by the admin.

Q2: Can I edit a notice after posting?

A: Yes, you can edit your notice before it is approved or after it has been rejected for changes.

Q3: What is the difference between 'Important' and 'Urgent' notices?

A: 'Important' notices require user attention, while 'Urgent' ones indicate time-sensitive updates or emergencies.

Q4: Can I attach files or images to my notice?

A: Yes, attachments are supported but must be under the 10MB size limit.

Q5: Who can view my notice?

A: All registered users and site visitors can view approved public notices.

Q6: What happens when my notice expires?

A: It is automatically archived but can be reactivated by the admin.

Q7: How will users be notified of new urgent notices?

A: Users may receive in-app or email alerts based on their notification settings.

Q8: Can multiple users collaborate on one notice?

A: Currently, only one author per notice is supported, but collaboration features may be added later.

Q9: What if I find inappropriate content?

A: You can report it using the 'Report Notice' option, and admins will review it immediately.

Q10: Is there a mobile version available?

A: Yes, the platform is mobile-friendly and supports most devices.

Contact & Support

- Email: support@webnotice.com
- Phone: +91-9876543210
- Office Hours: Monday to Friday, 9:00 AM to 6:00 PM
- For urgent issues, contact the system administrator via the Admin Panel.

Additional Notes

This document outlines the guidelines and frequently asked questions related to the Web Notice system. Users are advised to follow the rules strictly to maintain the integrity and reliability of the platform. Any misuse or violation of these terms may result in temporary or permanent suspension of access rights.