

Billboard user guide

Edition One - BY RICHARD EASTON

Billboard notices is a web based system that allows multiple members of an organisation to publish important information to a centralized information page with little or no experience in web publishing.

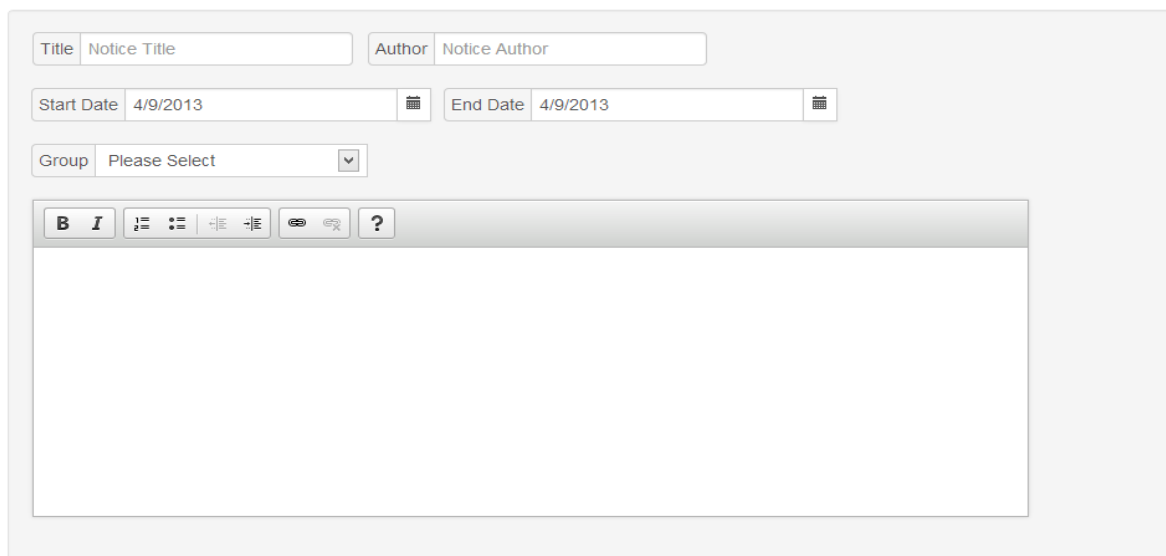
How do I submit an information notice?

On the main page of the Billboard Notices system, there is a



Button, click this

and fill out the following form (see below)

A screenshot of the "New Notice" form. It includes input fields for "Title" (with placeholder "Notice Title"), "Author" (with placeholder "Notice Author"), "Start Date" (with placeholder "4/9/2013" and a calendar icon), "End Date" (with placeholder "4/9/2013" and a calendar icon), and a "Group" dropdown menu (with placeholder "Please Select"). Below these fields is a rich text editor with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, and a help icon (?). The editor area is a large empty box.

✓ Submit New Notice

Note: if you select a start date in the future, the notice will not display until that date, this is useful for future events that will be happening

Once submitted, your notice will not be shown until it has been approved by the designated staff member responsible for this task.

I only want to see the notices without a logo/bar.

If you require to display the information notices without a logo or navigation bar, you can either select either "**Headerless Slider**" or "**Headerless Scroller**" from the "**Filter notices**" menu.

The main difference between the two options, is that the **slider** scrolls horizontally and the **scroller** moves vertically.