Edit Bulletin

From the Dashboard or Menu:

1. Select 'Bulletins'.

2. Click the radio button by the bulletin you would like to edit.

3. Select 'Edit' on the right.

4. Select the 'Add/Edit' button next to the block you would like to edit.

5. Make your changes.

6. On forms if you wish to include a watermark that will appear across the form to indicate a resolved issue, check the appropriate box at the bottom of the form. ☐ Cleared ☐ Located

7. When you are satisfied, select 'Save & Publish' Save & Publish (or 'Submit' on forms) if you want to display it on the App; otherwise click 'Save'. Save