Copy Bulletin

From the Dashboard or Menu:

1. Select 'Bulletins'.

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

3. Select 'Copy' on the right.

4. Create a new name for your bulletin in the box provided.

5. Select 'Continue'.

6. You may update or edit your bulletin if you wish.

7. If you enter an expiration date, the system will automatically archive your bulletin on the date entered.

8. Choose if you would like to include any action buttons on this bulletin.

9. Choose whether you would like to display it on your App or keep it private for internal use by clicking the appropriate radio buttons.

10. If you choose Public you may choose a date to publish it.

11. If Category Level appears, choose an appropriate category from the drop down menu.

Category Level :   Missing Person at Risk ▼

12. If you choose to keep your bulletin Private click 'Save'.   Save   If you choose Public click 'Submit'.   Submit