

## Create Bulletin Using Forms

From the Dashboard or Menu:

1. Select 'Bulletins'.



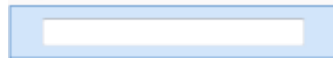
2. Select 'Create'.



3. Name your bulletin. Note: This will appear as the bulletin title on your

Step 1: Title

App.

A blue-bordered text input field for entering the bulletin title.

4. Scroll through the form choices and select a form by clicking 'Select'



under the one you have chosen.

Missing Person [Select](#)

5. Fill in the fields. Any box that is checked will display on the App. Refer to the Help Menu to add images.
6. You may enter an expiration date and the system will automatically archive your bulletin on the date entered.

Expiration Date & Time :

7. When you have completed your bulletin, choose whether you would like to display it on your App or keep it private by clicking the appropriate radio

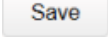

buttons. ☒ Private ☐ Public

8. If you have chosen Public you may pick a date to publish it.

\* Publish Date:  (MM/DD/YYYY)

9. Choose a category for your bulletin from the drop down menu.

Category Level :

10. If you have chosen to keep your bulletin Private click 'Save'.  If you chose Public click 'Submit'  and your bulletin will be displayed on the App.