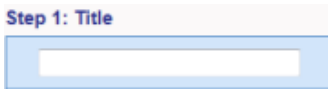


Create Bulletin Using Templates & Forms



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

your App. The screenshot shows a form titled "Step 1: Title" with a single text input field for naming the bulletin.

Using a Template:

2. Click 'Select' under your chosen template.





3. Refer to the Help  to add text and images.
4. You may save your progress as you work by periodically clicking 'Save'.  Go to step 7.

Using a Form:

5. Scroll through the form choices and select a form by clicking



- 'Select' under the one you have chosen.  **Missing Person** **Select**
6. Fill in the fields. Any box that is checked will display on the App.
- Refer to the Help  to add images.

7. You may enter an expiration date and the system will automatically archive your bulletin on the date entered.

Expiration Date & Time :

8. 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

9. If you chose Public you may pick a date to publish it.

* Publish On:
(MM/DD/YYYY)

10. Choose the category to display your bulletin.

Category Level :

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