

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-32	Issue No: 01	Issue Date: 01.06.19

[Communication/ Safety Bulletin board](#)

Bulletin Board

Quick links Help

Admin

Date Seen Creator + Add

- Click **Admin** then the **+ Add** button to create a new safety bulletin.

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The screenshot shows the 'Add Bulletin' form. On the left is a vertical sidebar with icons for home, documents, shopping cart, calendar, chat, bar chart, and settings. The main form area has a 'Back to List' button at the top left. Below it are two input fields: 'Title*' and 'Text*'. To the right of these fields is a large dashed box for file upload, containing an upward arrow icon and the text 'Choose a file or drag it here'. Below the input fields is a toggle switch labeled 'Ends based on date' with 'No' selected. At the bottom left, there is a 'Users' dropdown menu currently showing 'None selected'. In the top right corner of the form area, there are 'Quick links' and 'Help' buttons. A green 'Save' button is located in the top right corner of the main content area.

Title = The name of the Safety Bulletin

Text = The actual content of the bulletin.

Ends based on date = You can set the bulletin to expire after a certain date if applicable.

Users = The people you would like to see the Safety Bulletin.

- Once you are ready to submit the bulletin, click the  tab.

Safety Bulletin

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- On the Bulletin Board home page, a list of all the current Safety Bulletin's can be accessed.

The screenshot shows the 'Bulletin Board' interface. At the top right, there are 'Quick links' and 'Help' buttons. Below the title, there are search filters for 'Date', 'Seen', and 'Creator' (currently set to 'None selected'). An '+ Add' button is also present. The main content area displays three bulletin cards:

- PPE INSPECTION** (Date-posted: 18.06.2019 13:56:42): Content: 'All PPE to be presented for inspection asap'. Users: 0/1.
- TEST** (Date-posted: 09.04.2019 13:46:24): Content: '1'. Users: 1/12.
- TEST4** (Date-posted: 26.02.2019 09:31:27): Content: 'test' with a small image. Users: 0/1.

- This can page can be filtered to show safety bulletins within a certain date range Date ,or those that have been seen by users. Seen

- Alternatively, you can search for bulletins made by a certain user Creator None selected