

Communication/ Safety Bulletin board



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

SPUD Start Processing Useful Data	Safety Bulletin	
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-32	Issue No: 01	Issue Date: 01.06.19



Title = The name of the Safety Bulletin

Text = The actual content of the bulletin.

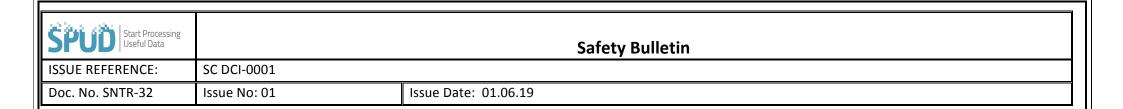
Ends based on date = You can set the bulletin to expire after a certain date if applicable.

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

Once you are ready to submit the bulletin, click the

Save

tab.



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



- This can page can be filtered to show safety bulletins within a certain date range those that have been seen by users.
- Alternatively, you can search for bulletins made by a certain user

Creator None selected >