

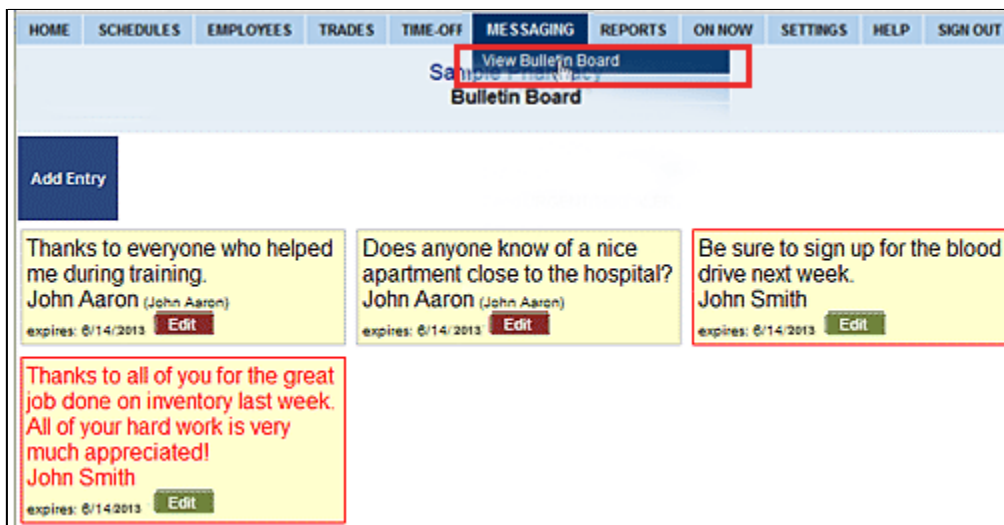
## Bulletin Board - - - - -

### Your Company Bulletin Board

WhenToWork provides (at no extra cost) the use of your own company Bulletin Board. Managers can post bulletins and have them remain posted for up to 1 year. You also can allow your Employees to post bulletins to the Bulletin Board. To stop employees from posting bulletins go to your [SETTINGS>Global Employee Permissions](#) page and change that option to No.

The Bulletin Board is viewable by Managers and Employees and when any user signs in they are notified in their "What's New" section if there are any bulletins on the board that they have not yet viewed. Each user can also use their **My Notifications** section to receive an email or text message when a new bulletin is posted.

The [Main Manager](#) can also edit/delete any bulletin.



#### To view/add a bulletin to the Bulletin Board:

- From the top menu hover over **MESSAGING** and choose **View Bulletin Board** to go to the Bulletin Board section
- To add a new entry click the **Add New Entry** button
- You can set when the bulletin will start appearing and for how long (up to 1 year), the color and whether it is high priority (will always appear at top of entries).

#### To edit any bulletin: (Main Manager only)

- Click the **Edit** button for the entry and make changes and click Save

DELETE this Entry      Edit Bulletin Board Entry

Thanks to everyone who helped me during training.

Signed: John Aaron

Start showing the entry: Sunday, 2/12

Show for: 7 days

Text Color: black

High Priority:

Save Changes

**To change your Bulletin Board option to allow/disallow employees to post entries on the Bulletin Board:**

- From the top menu hover over [SETTINGS](#) and choose [Global Employee Permission](#)
- Scroll down to the **Bulletin Board** option and set it.
- Click the **Save** button to save the change.

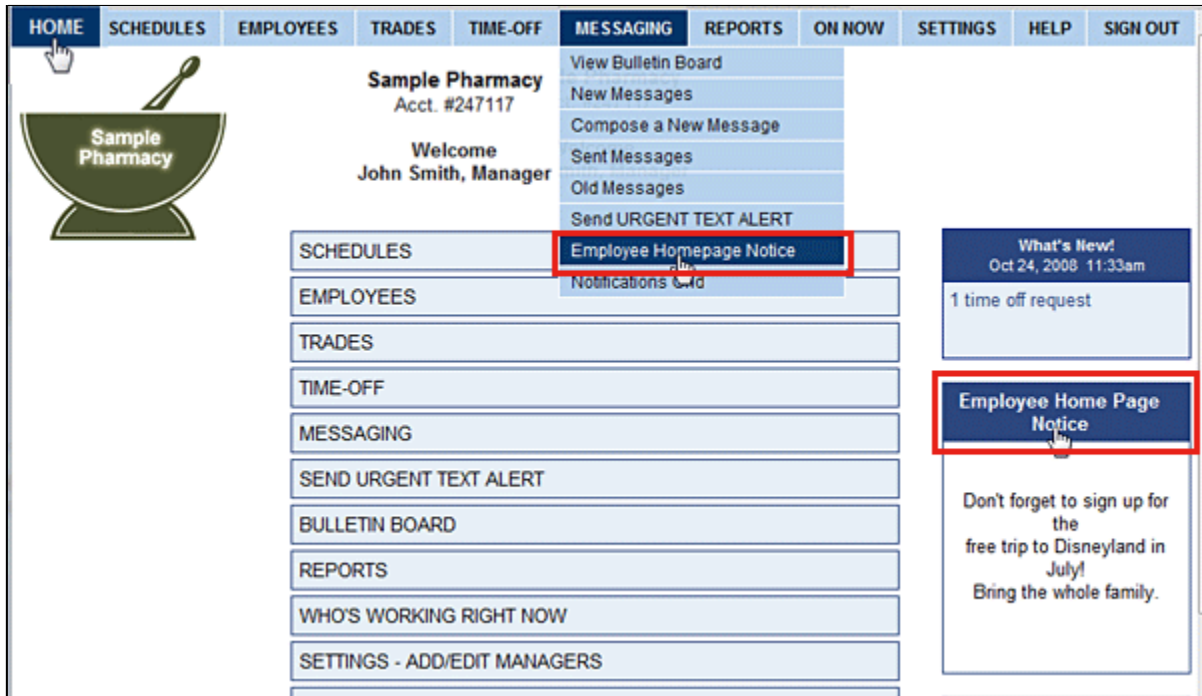
**Related Topics:**

- What is a position?
  -
-

## Employee Home Page Notice -----

### Add/Change the Employee Home Page Notice

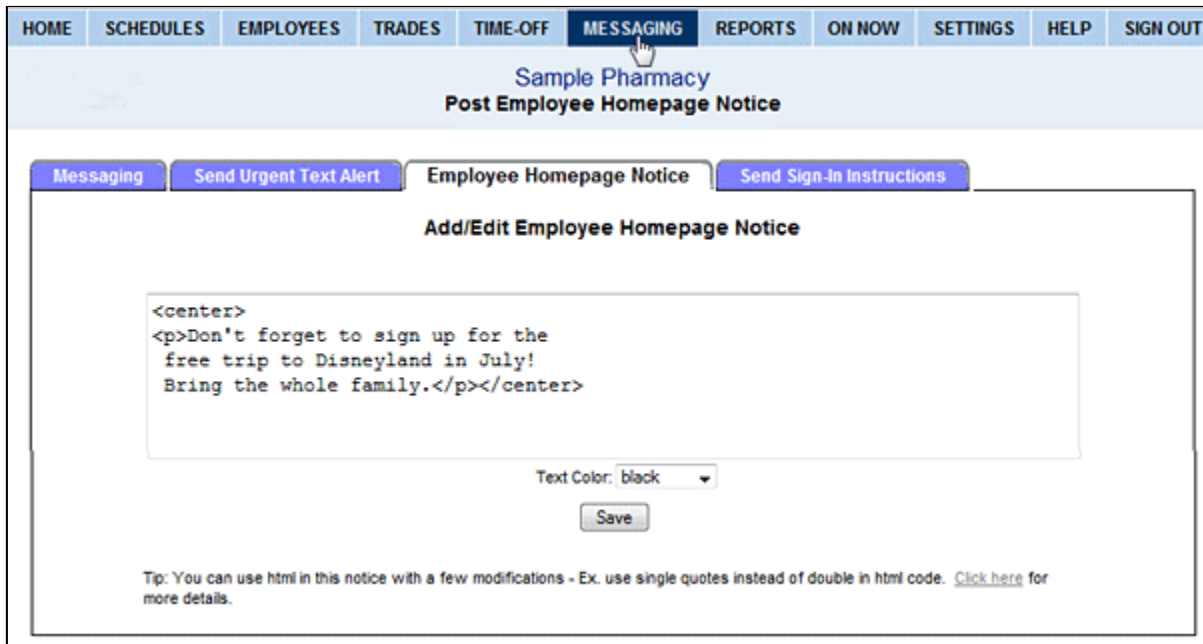
A notice to Employees can be added and will appear for all Employees on their home page when they sign in.



### To add a Notice to Employee Home page

From any page

- In the top menu hover click **HOME** and click **Add/Edit Employee Notice** to open the Notice window
- **OR** in the top menu hover over **Messaging** and choose **Employee Homepage Notice**
- Type the notice that you would like to show on the Employee home page (Optional - you can use HTML to make the message have colors or bold, large font size etc. (See below for more details about using html.)
- Click **Save**
- The message will appear on the employee and manager home page and will remain viewable until it is changed or removed



**Examples of using html code to format your notes:**

```
normal text
<b>this is bold</b>
<span style="color:red;">this is red</span>
<span style="color:red;font-size:150%;">this is red and larger</span>
<span style="color:blue; font-size:150%;font-weight:bold;"> this is blue, large and bold</span>
this is back to normal text
```

You can try highlighting, copying and pasting the code above into your notes section to see how it appears. It should appear similar to this:

normal text  
**this is bold**  
this is red  
**this is red and larger**  
**this is blue, large and bold**  
this is back to normal text

**Related Topics:**

- [Sending Manager Sign-In Instructions](#)
- [Managers Who are Also Employees](#)
- [Receiving E-mails but not Messages](#)