

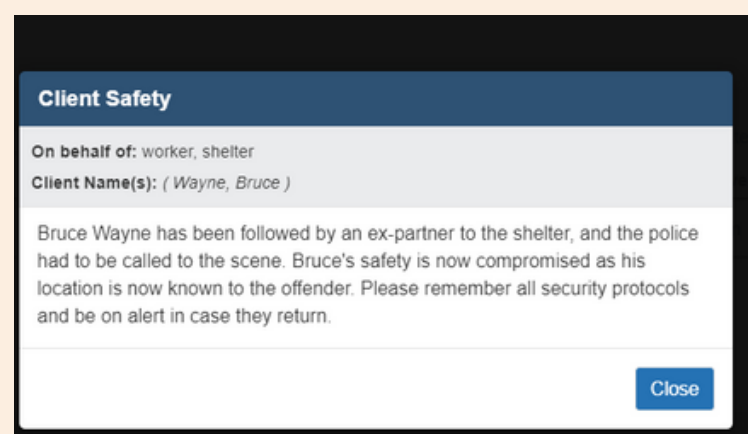
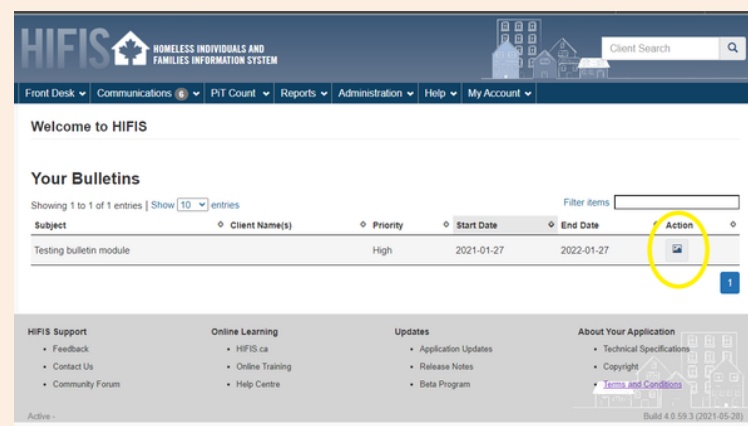
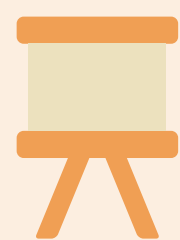
Creating a Bulletin in HIFIS

Bulletins are handy tools to get alerts out there to any staff at your shelter. Bulletins can be useful to alert for any Client situations to look out for, whether it be a dangerous situation, or simply to pass a message along to them. Remember to keep an eye out for any new bulletins on login!

1.) The Bulletins Menu

As soon as you log into HIFIS, you will be shown any current bulletins for your shelter.

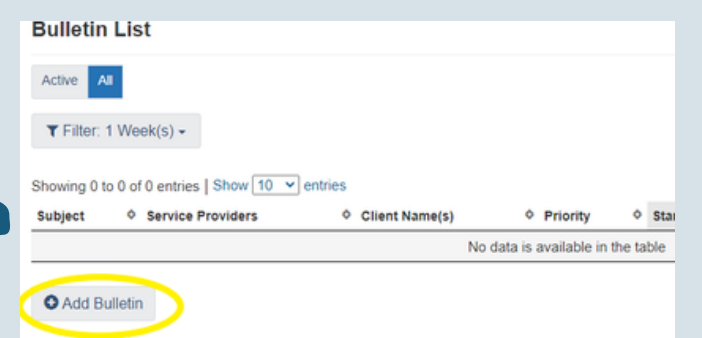
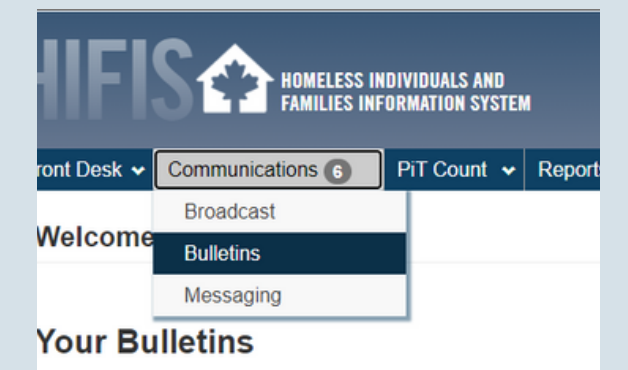
Click the picture option highlighted here to view more information about the Bulletin!



2.) Click on the Communications tab.

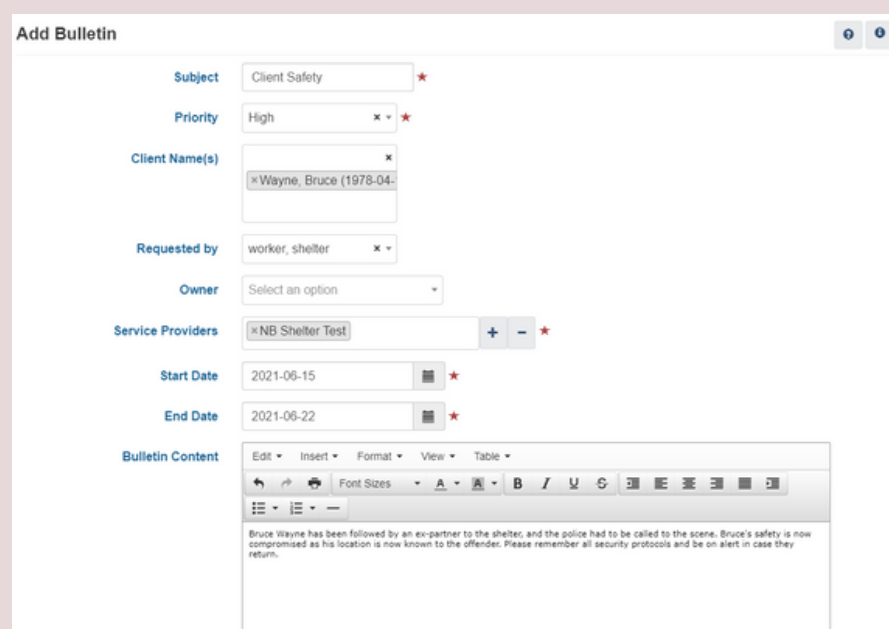
Then click Bulletins.

Once in the Bulletins list, click the Add Bulletin button on the bottom left.



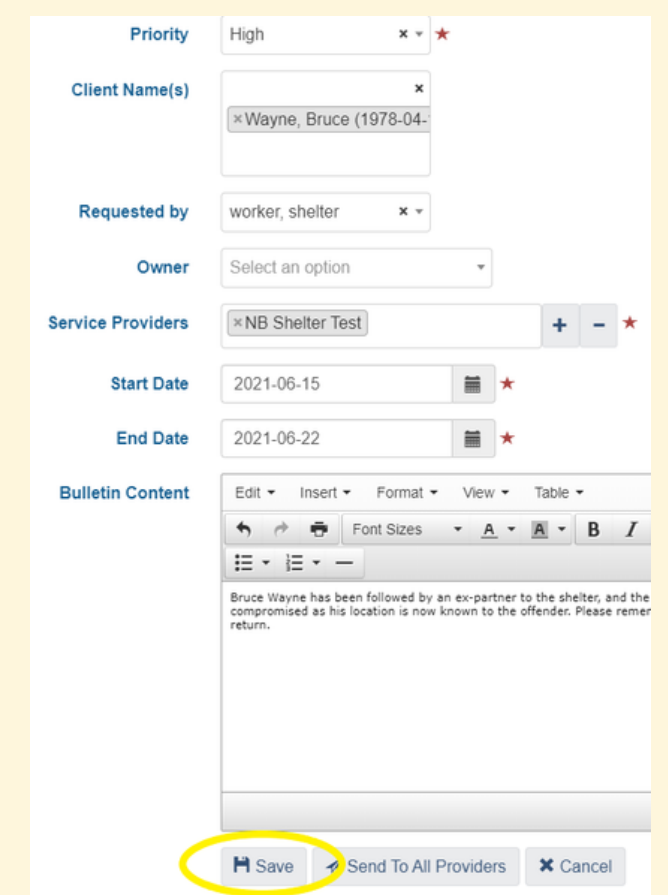
3.) Adding the Bulletin.

Fill in the information as it applies to the Bulletin you wish to post. All of the Areas with a Red Star are required, but try and keep the Bulletin as detailed as possible!



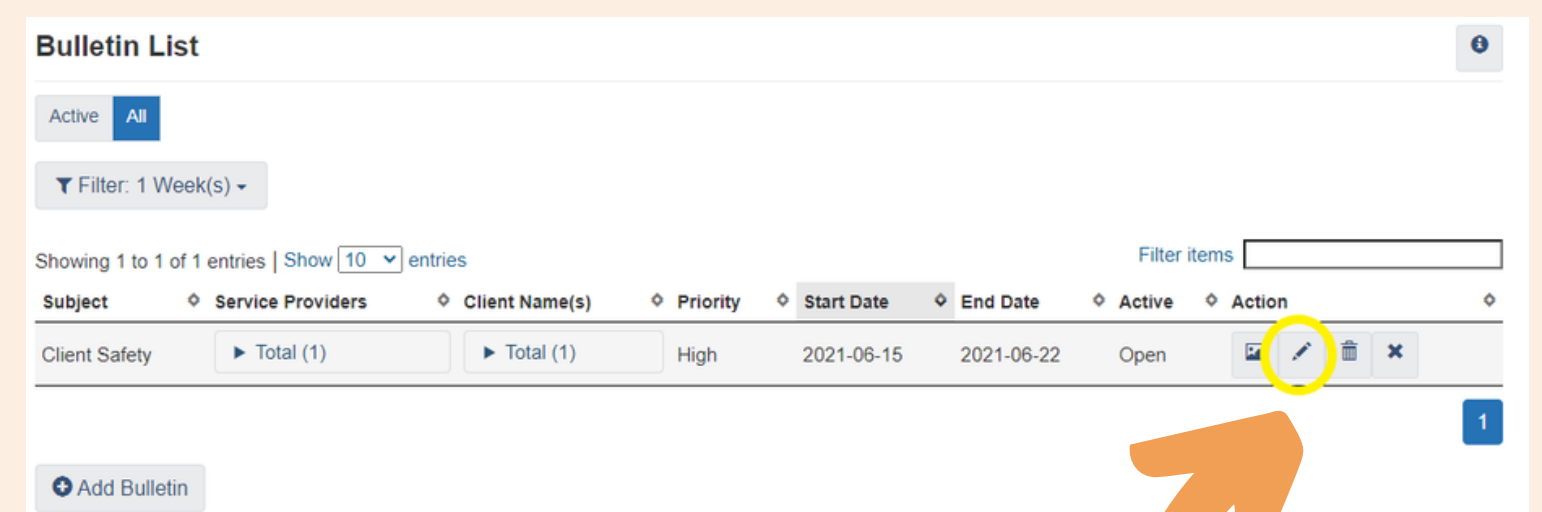
4.) Save your Bulletin

Once filled out, you can click the Save button at the bottom to save and post your Bulletin. You can also click Send to All Providers if need be.



Back to the Bulletin List.

You should see your new Bulletin appear in the list! If something seems incorrect, click the pencil icon to edit your Bulletin.



Questions or Concerns? Email the team at hifis@sjhdc.ca