

Bulletin Board -----

Your Company Bulletin Board

WhenToWork provides (at no extra charge) 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>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 viewed. Each user can also use their My Notifications section to set if they receive an email or text message when a new bulletin is posted.

The Main Manager can edit any bulletin.

The screenshot shows the WhenToWork.com Bulletin Board for 'Sample Pharmacy'. The top navigation bar includes links for HOME, SCHEDULES, EMPLOYEES, TRADES, TIME-OFF, MESSAGING, BULLETINS, REPORTS, ON NOW, SETTINGS, and HELP. The current date and time are 09/24/05 at 08:46pm. A 'SIGN-OUT' button is visible in the top right. On the left, there is an 'Add Entry' button. The main content area displays four bulletin entries, each with an 'Edit' button and an expiration date of 8/14/2007. The entries are: 1. 'Thanks to everyone who helped me during training.' by John Aaron. 2. 'Does anyone know of a nice apartment close to the hospital?' by John Aaron. 3. 'Be sure to sign up for the blood drive next week.' by John Smith. 4. 'Thanks to all of you for the great job done on inventory last week. All of your hard work is very much appreciated!' by John Smith.

To view/add a bulletin to the Bulletin Board:

- From the top menu click **BULLETINS** 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 click **SETTINGS** to open the Settings section
- Click the **Employee Permission** tab
- 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 click **HOME** to go to your manager home page
- Click **Add/Edit Employee Notice** to open the Notice window
- Type the notice that you would like to show on the Employee home page (Note you can use HTML to make the message have colors or bold, large font size etc. See [Adding Notes to the Schedule Week](#) 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

WhenToWork.com HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING BULLETINS REPORTS ON HOW SETTINGS HELP

Sample Pharmacy
Acct. #247117

Welcome
John Smith, Manager

Live Chat Support
HAVE A QUESTION?
SIGN-OUT

What's New!
Mar 14, 2007 08:02pm
1 trade waiting for your approval
1 time off request

SEND URGENT ALERT

Employee Home Page Notice **Add/Edit Notice**

Don't forget to sign up for the free trip to Disneyland in July!
Bring the whole family.

Click here for details about our latest new feature

SCHEDULES

EMPLOYEES

Add/Edit Notice on Employees' Home Page

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<center>  
<p>Don't forget to sign up for the  
free trip to Disneyland in July!  
Bring the whole  
family.</p></center>
```

Text Color: black

Save

Related Topics:

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