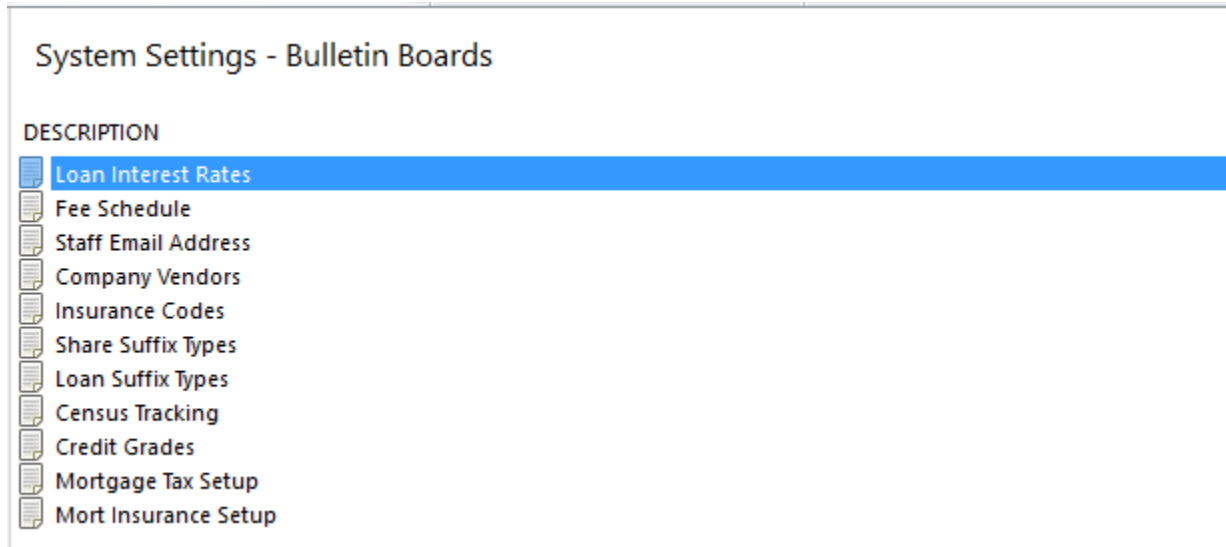


## Bulletin Boards

The Bulletin Boards selection is used to input information that employees can display quickly. This could be used for displaying interest rates, insurance codes, credit union uses for individual suffixes, special events or promotions, discretionary data fields or credit union defined loan security or purpose codes just to name a few.

This option can be used to offer a great source of information for employees to have at their fingertips.



**Figure 1**

To enter information for a new bulletin, select the **Add** icon on the ribbon.

The system displays.

The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a blue header area with the text "Add Bulletin Board" and two icons (a folder and a printer). The main area of the window is light gray and contains a "Title:" label followed by a text input field. Below this is a list of 14 rows, each preceded by a number from 1 to 14. Each row has a corresponding empty text input field. At the bottom right of the window is a "Save" button.

**Figure 2**

**Title:** Enter a title for the new bulletin. The title will appear on the Bulletin Boards window (see Figure 1) and also when an employee uses one of the following methods to view a bulletin.

- Ctrl + B
- [\[Main Ribbon > Tools > Bulletin Board\]](#)

**Description:** The description is used to enter the information for the bulletin. This is a free form area in which the credit union can enter whatever information that is desired.

After finished, select Save. The new bulletin is now added to the system.

To **edit** an existing bulletin, double click on the bulletin.

Title: Fee Schedule	
1:	Statement Copy Fee \$5.00
2:	Check Copy Fee \$2.50
3:	Stop Payment Fee \$15.00
4:	ATM Card Reorder Fee \$5.00
5:	
6:	
7:	
8:	
9:	
10:	
11:	
12:	
13:	
14:	

Save

**Figure 3**

Use the tab key to highlight the line to be edited or click on the spot that needs a change. Make the appropriate changes then select Save.

Select the **delete** icon on the ribbon to delete a bulletin board.

VIEW

Are you sure you want to delete 'Staff Email Address'?

Yes No

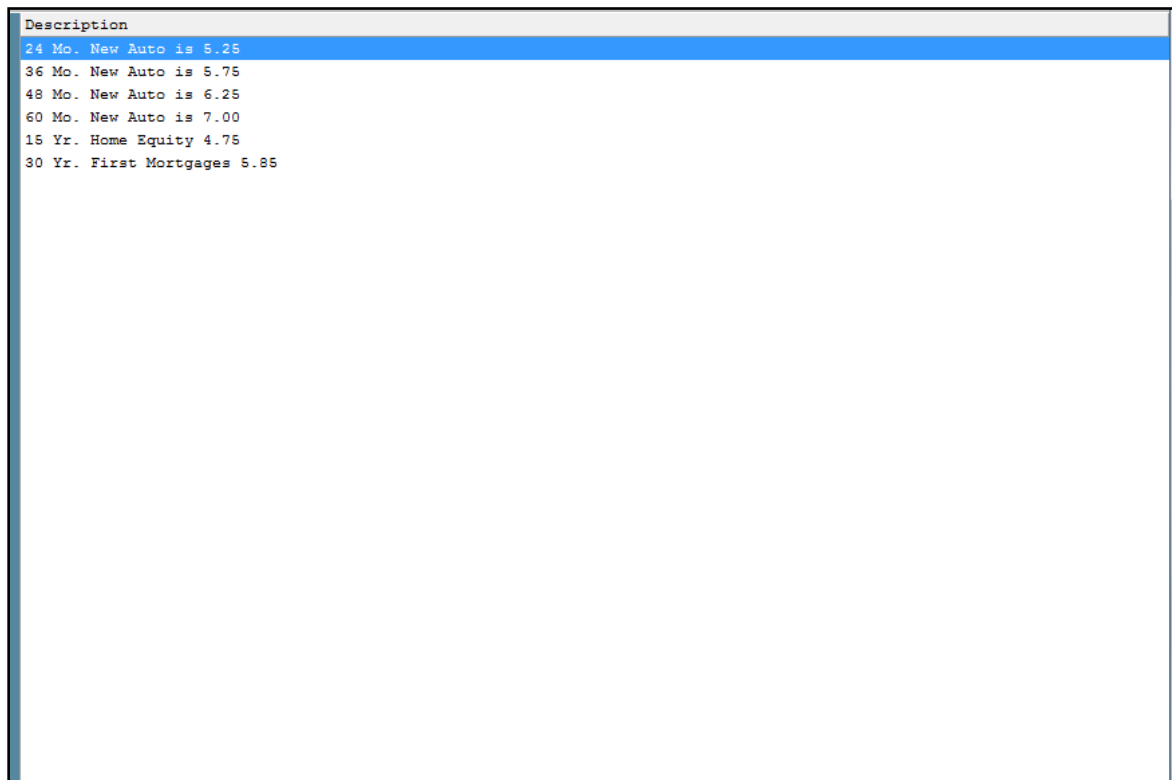
To proceed with deleting the bulletin board, select yes. Otherwise, select no.

Employees can display a bulletin, by one of the following methods:

- Ctrl + B
- [\[Main Ribbon > Tools > Bulletin Board\]](#)

A window will appear for the employee to make a selection. Use the up and down arrow keys and press enter or double click on a specific bulletin to select one to be viewed.

Example of a bulletin.



**Figure 4**

To return to the Bulletin Board selection window, select **Up One Level** on the ribbon.

Select **Ctrl + M** to go to the Standard Window Display.