

# Processes Online User Guide

## Notice Board

### 1 ANNOUNCING A ROCK CONCERT

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A club wishes to announce a rock concert by Priyanka Chopra and Nick Jonas for the exclusive pleasure of its club members. The entry fee is USD 10.00 only.

The club's Notice Board Administrator is Burt Lancaster. Burt clicks EMPLOYEES in the Main Menu, logs in and sees the following sub menu:-

Welcome, Burt Lancaster

ELECTRONIC OFFICE

FILING CABINETS

BUILT-IN APPLICATIONS

SERVICES PORTAL

RELATIONSHIP MANAGEMENT

NOTICE BOARD

MAKE PAYMENT

VIEW STATEMENT

Figure 1

He clicks **NOTICE BOARD**, whereupon he sees the following screen:-

## NOTICE BOARD

Post a notice:-

INITIATE THE PROCESS

Figure 2

He clicks the button, **INITIATE THE PROCESS**, whereupon he sees the following screen:-

Please enter the Subject, then click **SUBMIT**.

Subject	Rock Concert by Priyanka Chopra and Nick Jonas
<input type="button" value="SUBMIT"/>	

Figure 3

He enters "Rock concert by Priyanka Chopra and Nick Jonas" (see Figure 3), and clicks **SUBMIT**, whereupon he is presented with the following screen:-

A Broadcast skeleton with subject,  
**Rock Concert by Priyanka Chopra and Nick Jonas,**  
has now been created.  
You can immediately select it below, flesh it out, then  
launch it:-

Select the broadcast instance	Rock Concert by Priyanka Chopra and Nick Jonas ▾
<input type="button" value="SELECT"/>	

Figure 4

He clicks **SELECT**, whereupon he sees the following screen:-

Select a file to upload, then click SUBMIT  No file chosen

Please select one or more Entity Types for whom you are creating this broadcast:-

Design the Broadcast using Design Studio  
Then copy / paste the design into the field below.  
Finally, click SUBMIT.

Figure 5

Burt uses the above facilities, completes the design, and launches the notice, whereupon all Member entities receive email alerts. (Note:- A fundamental knowledge of HTML and CSS comes in handy In creating attractive looking notices; such knowledge can be acquired by visiting [w3schools](http://www.w3schools.com)).

When a member clicks **MEMBERS** in the Main Menu, and logs in, he / she sees the following sub menu:-

SERVICES PORTAL

RELATIONSHIP MANAGEMENT

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Figure 6

When he / she clicks **NOTICE BOARD**, he / she sees the following (which includes the current notice regarding the rock concert, and a previous notice:-

NOTICE BOARD

Access a Notice Board:-

- Notice Board No. 10 -- Subject: Rock Concert by Priyanka Chopra and Nick Jonas
- Notice Board No. 8 -- Subject: Thermodynamics -- video lectures

SELECT

Figure 7

And when he / she selects Notice Board No. 10, this is what he / she sees:-

## Rock Concert by Priyanka Chopra and Nick Jonas

Venue: Center for the Performing Arts, San Jose

6 p.m. - 9 p.m., Sunday, 20th September, 2020

Entry Fee: US\$ 10.00



Figure 8