

Posting Broadcast Bulletins (BB) on DGS Website

Step 1: General steps prior to actual posting process:

- ❖ Upon receiving the bulletins to be posted:
 1. Take ownership by assigning your name to the email received.
 2. Review the bulletin for font/size (Arial 12), grammar, date, and working links.
 3. Use Bullet only on main link in the BB (see step 2 below #6).
 4. If Americans with Disabilities Act (ADA) language is used in the bulletin's footer, review the ADA's foot note for font/size (Times New Roman 8).
 5. Open [Broadcast Log 2014](#) Excel file to rename the file as *PAC date & bulletin #*, i.e. **pac030114_p-04-14.doc** (See *previous formats*) and assign a number.
 6. If it is a contract bulletin, forward it to [Janice Yonekura](#) for her edits and final approval (put [Charleen](#) and [Ricardo](#) on CC).
 7. Forward the approved copy from Janice to Ricardo for final approval to post.
 8. Save bulletin as a Word doc in the Z (Interdocs) drive under "[Original BB in Word format.](#)"
- Save as broadcast date on bulletin & not current date. (See previous formats)**
9. Save the bulletin again in Y drive, this time as a PDF file under correct year ([2015](#)) folder (the MS Word & PDF file names are identical).
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Step 2: General steps in posting the BB onto the website:

- ❖ Sign into DGS Procurement Division website www.dgs.ca.gov/pd/login.aspx
Log in, using your Username, and Password.
 1. Go to PD Quick Links (lower Right) and click on "**Broadcast Bulletins**"
 2. Scroll down (lower left of your screen) and hover over 2014 "**manage**" and then click on "**edit Tabs**" and then on forward arrow.
 3. Click on "**pencil icon**" next to P, E, or K to start editing
 4. Be sure when inserting title to follow the previous post as your guide
 5. Highlight bulletin title, click on hyperlink button
 6. Enter after http:// the following:
 - http://www.documents.dgs.ca.gov/pd/delegations/broadcastbulletins/2015/pac010115_k-01-15.pdf insert the file name where is highlighted in yellow.

Later on we will use this link again in our email's body to link to BB.

- ✓ Click on "Update" to post/save BB.
- ❖ Open another tab on your internet browser, go to the DGS/PD/Broadcast Bulletins site, and click on the link to verify that your posted BB works.
 1. If it doesn't, go back and re-verify your steps and the link
 2. If it works, sign out of the Procurement Division website.

I.C.E. - Contact Michael Patterson at Michael.Patterson@dgs.ca.gov, or 375-4739.

Step 3: General steps in disseminating the BB email using ListManager:

- ❖ Sign into *LYRIS* ListManager website <http://dgslistsrv.ca.gov> to send out an email regarding the new bulletin. Log in, Username: Your Email Address - Password:
 1. Click on class-test-list, pd- broadcast-bulletin or pd- special-bulletin (top right).
 2. Select pd- broadcast-bulletin.
 3. Click on “Content” (left pane)
 4. Click on “View Content” (in drop down)
 5. Click on “Create Mailing” type/insert the Bulletin’s RE message in email’s subject line (XXXed), and inside the email’s message **(currently highlighted in yellow)**. This text will turn underlined-blue as a link and should no longer be highlighted in yellow.
 6. Open up your posted bulletin in a second window copy the web address and link this highlighted yellow message.
 7. Click on “Save and Test,” and then click on “Ok” check your email for final visual review before disseminating the email.
 - ❖ Click on “Mailing” then “Approval” then “Need Approval” pick your tested email and then send.
 - ❖ DO NOT LOG OFF, wait for email to send out/received in your Broadcast.Bulletins@DGS.ca.gov inbox first, then log off.

I.C.E. - Contact Bal DeCastro at Balgasme.DeCastro@dgs.ca.gov or 375-4757.
