

Bulletin Board





Bulletin Board

The bulletin board is a section of the website that allows the super users to inform purchasers about the website and order processes the company uses. The bulletin board is divided over three tabs. The first one is the **Customer Section**, which is moderated by the super user. The second tab **Messages Office Depot** is where we keep you informed about our current campaigns. The final tab is the **Global Section**, which we use to inform you about general issues such as changes in delivery dates because of holidays. The maximum capacity of all three tabs is 25 lines. If Office Depot wants to communicate something to you, you will find a message under one of the yellow bars titled **Important Update**.

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Customer Section

The tab 'Customer Section' is managed by the super user him or herself. Edit it as follows:

1. Click on **Edit** on the right.

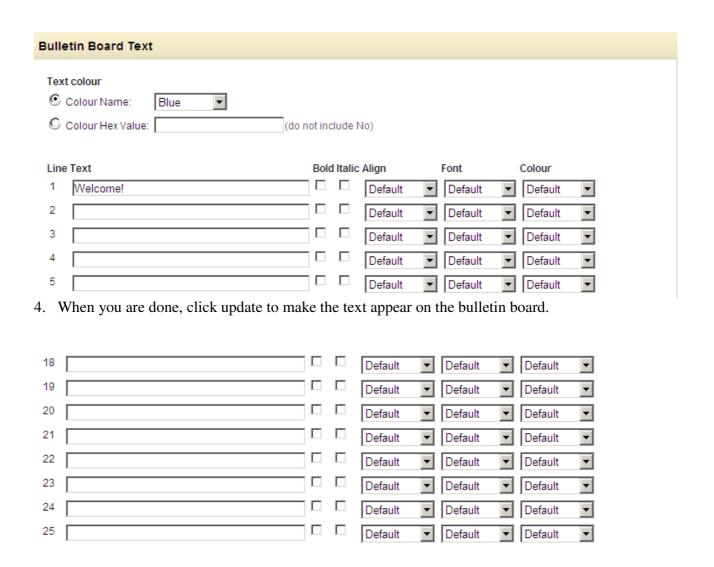
Bulletin Board

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- 2. You will be presented with several options to edit the texts in this section of the bulletin board. You can also display the text in a different color using the **Text Colour** option.
- 3. You can enter the text line by line and change the formatting of each line individually.



CANCEL UPDATE



The text will now be shown under the Customer Section on the bulletin board.

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CONTINUE