

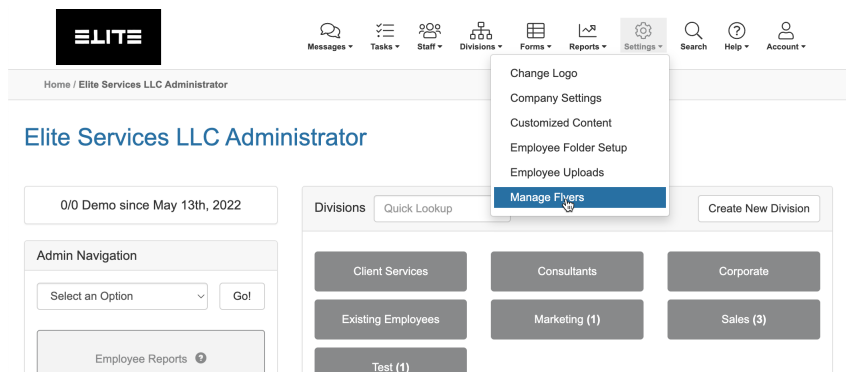
Adding Flyers/Informational Sheets

Introduction

How to add new flyers/informational sheets, as well as how to assign them to divisions, edit, and delete them.

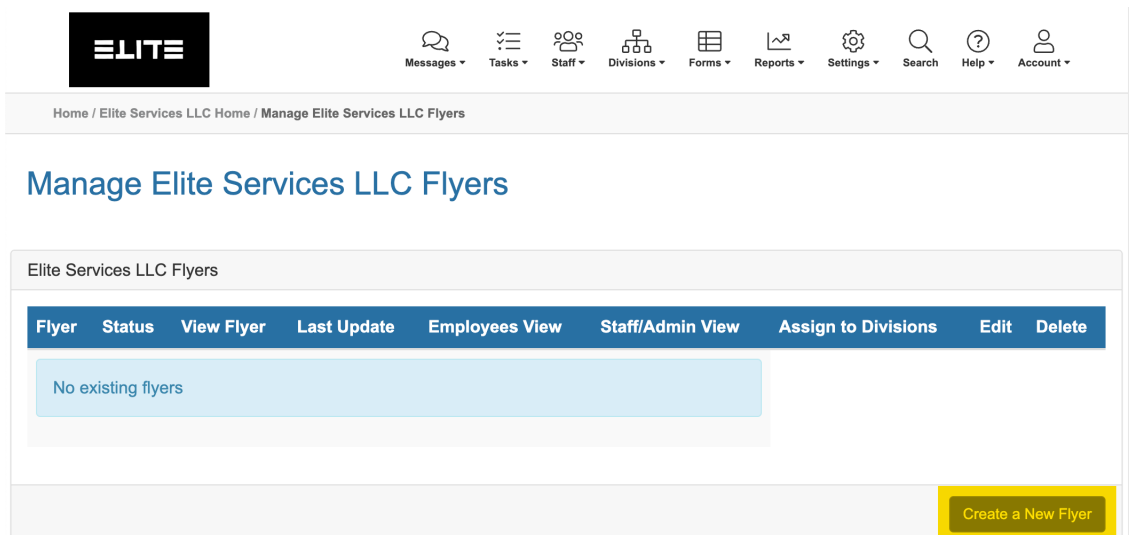
STEP 1

From the home screen, select Settings then “Manage Flyers”



STEP 2

Select “Create a New Flyer”



STEP 3

Give your flyer a name, and add a description if needed.

Be sure to check the “Active” box to activate your flyer.

Upload your flyer. It must be a PDF file.

In the “Viewable By” select whether you want this to be viewable by employees, staff/admin, or both.

Select “Submit”

The screenshot shows the 'Create a Flyer' form in the ELITE system. The breadcrumb trail is 'Home / Elite Services LLC Home / Create a Flyer'. The form includes a 'Return to Manage a Flyer' button. The 'Upload a Flyer' section contains the following fields:

- Flyer Name:** Employee Handbook
- Description:** 2022 version of the Employee Handbook
- Active:** This flyer is active
- File:** Choose File Employee_Handbook.pdf (valid file extensions: pdf)
- Viewable By:** Employees Staff/Admin

A yellow 'Submit' button is located at the bottom right of the form.

STEP 4

Choose which divisions you would like to be able to see the flyer.

Select “Submit”

The screenshot shows the 'Edit a Flyer' form in the ELITE system. The breadcrumb trail is 'Home / Elite Services LLC Home / Edit a Flyer'. A green success message states: "Employee Handbook' has been successfully created." The form includes a 'Return to Manage a Flyer' button. The 'Assign Employee Handbook to Divisions' section contains the following options:

- Client Services
- Consultants
- Corporate
- Existing Employees
- Marketing
- Sales
- Test

A 'Check/Uncheck All' button is located at the top right of the division list. 'Cancel' and 'Submit' buttons are at the bottom right.

STEP 5

Once done, you will be directed back to the “Manage Flyers” page.

Here, you can view the flyer, change the division assignment, edit (Name, Description, Active Status, and Viewable By), or delete the flyer.

You can create as many flyers as needed.

Home / Elite Services LLC Home / Manage Elite Services LLC Flyers

Manage Elite Services LLC Flyers

✓ This flyer has been assigned to indicated divisions.

Elite Services LLC Flyers

Flyer	Status	View Flyer	Last Update	Employees View	Staff/Admin View	Assign to Divisions	Edit	Delete
Employee Handbook	Active	View Flyer	Dec 9, 2022	Yes	Yes	Assign to Divisions	Edit	Delete

[Create a New Flyer](#)

