**Public Notice Versions**

How to Properly Publish & Retrieve Official Notices

(The following instructions are for the departmental web editor. Also, these instructions are shown using Chrome or Firefox as your web browser.)

**PUBLISHING PUBLIC NOTICES**

When adding the new notice to your website, follow these instructions when you publish the page (news.pcf):

1. Click “Publish” at top
2. For “Version Description”, type “official notice”
3. Click “Publish”

\*\*NOTE: Always keep the filename for the public notices as “news.pcf”…..so that you have all the versions of that file. Were you to delete the file “news.pcf”, you’d lose all your associated versioning.

**HOW TO ACCESS & RETRIEVE FORMER VERSIONS OF PUBLIC NOTICES**

1. Click “**Pages**” (upper right)
2. In your file listing, find the page you want to see versions of (for the public notices page, it’s “**news.pcf**”)
3. **On the line for news.pcf, click the lightbulb to make it yellow** (meaning you have it checked out)
4. **Click the 3 dots at the far right** (on the line for news.pcf)
5. **Click “Review”** and click “**Versions**”.
6. In the listing of versions, you’ll see all the ones you noted as “official notice” in the description field. There is a date by each one…which is the date the page/notice was published.
7. Choose which version of your published page you want to look at in the list. And to view a version, **click the 3-dots** and “**View**” and “**Page**”.
(It will show your page in a new browser window)
8. If you want to save the webpage that you are viewing….
IN CHROME: click the **3 vertical dots** (upper right) and choose “**More tools**” and “**Save page as**”
IN FIREFOX: click the **hamburger button/3-horizontal-lines** (upper right) and choose “**Save Page as**”
9. Enter a filename like “**Notice\_2020\_0628**”  (that way, your filenames will always sort in chronological-order on your PC)
10. **Choose where on your PC** you are saving the file to….and click “**Save**”.
11. Do steps 1-9 for each “official notice” file you are retrieving to save them to your PC…..if you need to present them to an auditing body.

**HOW TO VIEW THE DATE OF WHEN A PUBLIC NOTICE WAS PUBLISHED TO THE TSU WEBSITE**

Perform only Steps 1-6 above. Step 6 refers to the date-published.