

Configure the bulletin period

Define which days "this week" covers in bulletin blocks and save the setting for future issues.

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Before you begin

- ✓ Open Bulletin in the correct scope.
 - ✓ Agree on the first and last day of the editorial week.
- ✓ You need Manage bulletin access.

1 STEP 1 OF 4 • 1 MIN

Open Bulletin settings

Open Bulletin from the dashboard and select Settings in the page header.

These settings belong to the active bulletin scope. Before changing them, check that you are working in the correct community or pastoral unit.

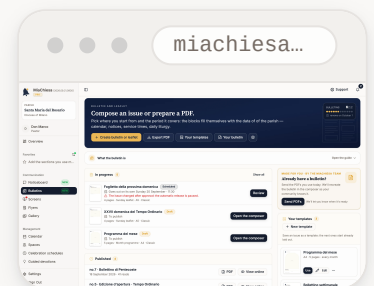


Fig. 1 Settings opens the shared rules used by future issues in the active scope.

2 STEP 2 OF 4 • 1 MIN

Find the bulletin week

On the Bulletin settings page, go to The bulletin week. First day and Last day define what “this week” means for data-linked blocks.

The summary below the fields shows the resulting range and number of days. This rule is separate from a custom period selected for one issue.

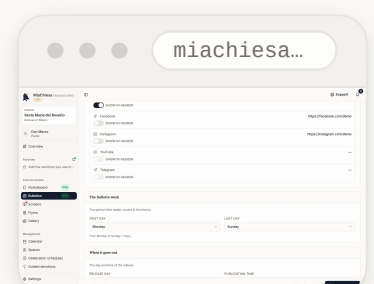


Fig. 2 The two fields define the weekly window used by blocks that follow the issue period.

3

STEP 3 OF 4 · 1 MIN

Choose the range

Select the first day. Open First day and choose when the editorial week begins.

Select the last day. Open Last day and choose when it ends. The range may cross Sunday.

Review the summary. Read the From ... to ... line and check that the day count matches the intended window.

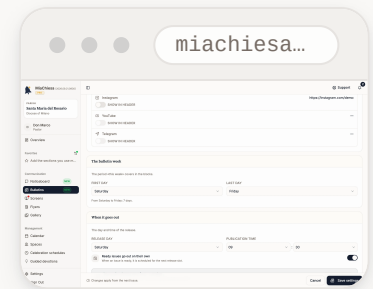


Fig. 3 The Saturday–Friday range is selected and the summary shows seven days; the change has not been saved yet.

4

STEP 4 OF 4 · 2 MIN

Save for future issues

Select Save settings in the page footer. The interface states that the changes apply from the next issue.

When you create the next issue, review the proposed period. A template or custom choice may use a different rule from the default week.

Release timing and period are separate

Release day and Publication time control when a ready issue is scheduled. First day and Last day control which dates belong to the editorial week.

What you have achieved

- ✓ The editorial week has a verified first and last day.
- ✓ The new window is saved for future issues in the active scope.
- ✓ The proposed period is reviewed when the next issue is created.

Troubleshooting

The fields are disabled

The page remains readable with Bulletin · view access, but Manage bulletin is required to change and save values.

An existing issue did not change

The settings page says the change applies from the next issue. Open the existing issue and review its period in the composer if it needs a separate correction.

Schedules or notices do not match the expected dates

Check the issue period first, then the individual block setting: some blocks can use their own selection or rule.