WISBUY WISCONSIN'S PCARD MARKETPLACE

Admin-Editing the Message Board

Each Agency can edit and update the Message Board in the PCard Marketplace. The Department of Administration does keep the message board up to date with information on contracts in WISBuy. An agency can change this message and use this message board to communicate with PCard Marketplace users.

Access the Message Board.

1. To update or view the message click on the [update message] link in the bottom right corner of the message board.

2. The Message Board Setting will be displayed. BU Admin's can change the message, email and phone number that will be displayed for their agency. To edit the message on the shopping home page, click the override box on the right.
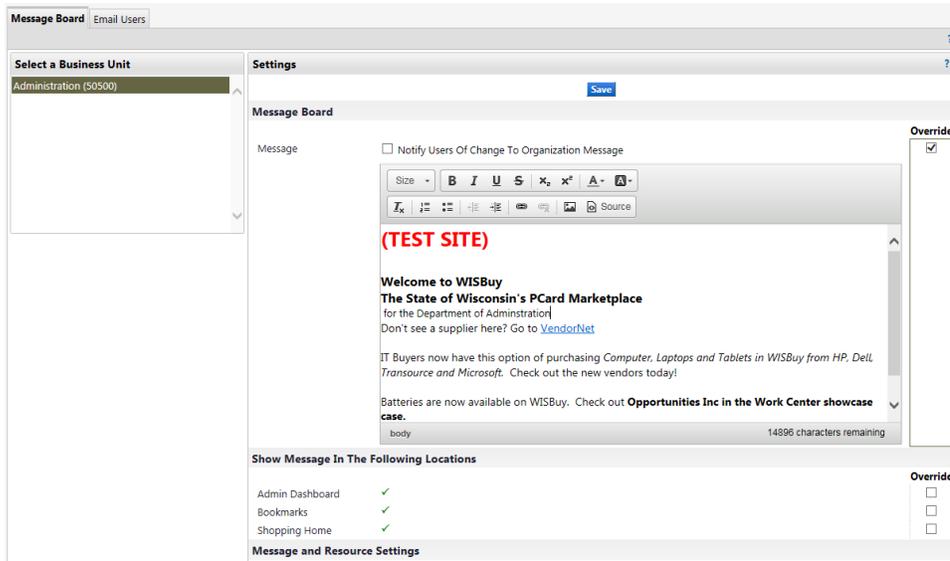
3. Click in the message text box and edit the message.
   a. The message can be formatted using the buttons on the top.
   b. Hyperlinks can be added in the message link button.
4. Once the message has been edited, scroll to the bottom of the screen and click the Save button.
5. To view the message click the home button, the new message will be displayed in the message board.

For further assistance, please contact doawispro@wisconsin.gov.