



News Permissions

This guide details the permissions available in News, which can be given to users/[roles/groups](#) per channel.

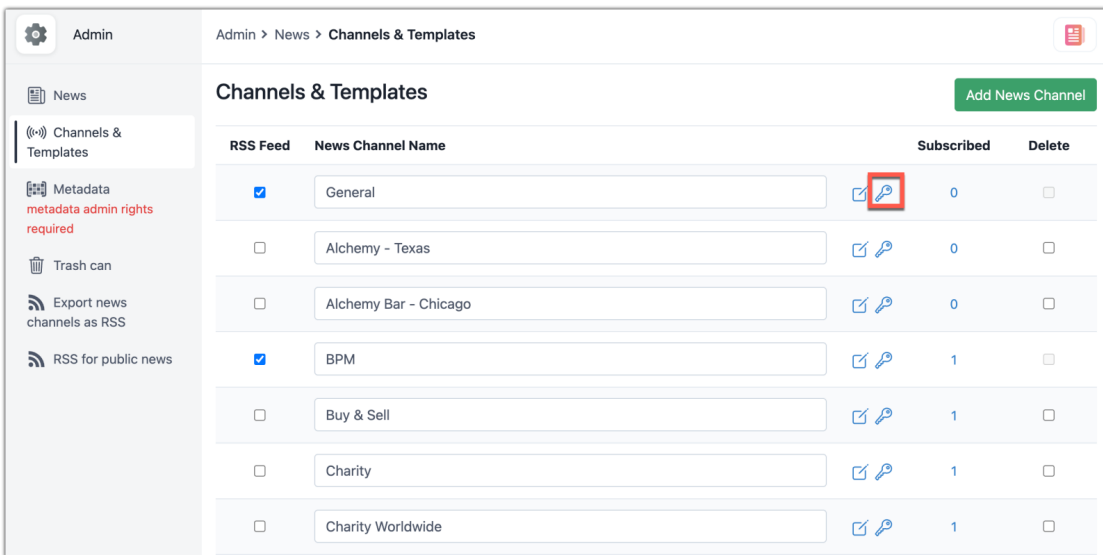
Channels are created and managed by [application administrators](#) of News from the admin side.

1. Open Admin > News > Channels & Templates

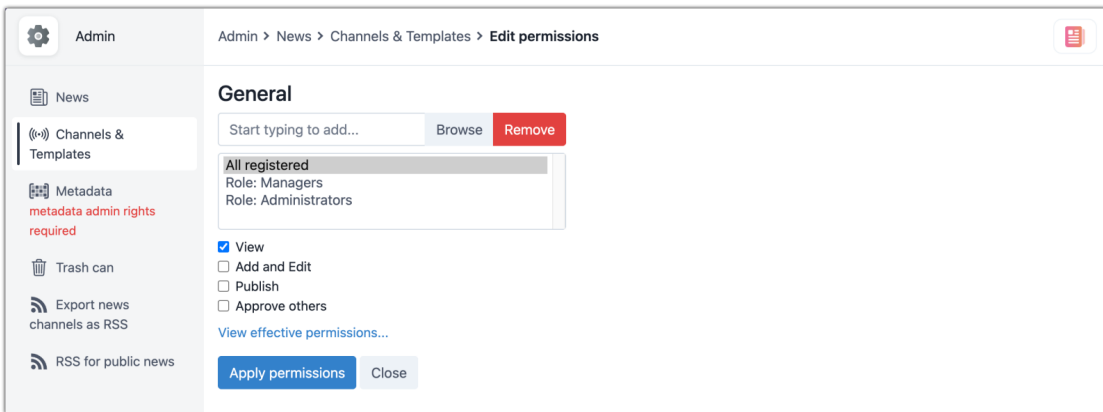
A screenshot of the Admin interface. The top navigation bar shows 'Admin > News > Channels & Templates'. The left sidebar has a menu with 'Channels & Templates' highlighted in a red box. The main content area is titled 'Channels & Templates' and contains a table with columns for 'RSS Feed', 'News Channel Name', 'Subscribed', and 'Delete'. A green 'Add News Channel' button is in the top right. The table lists several channels with their respective RSS feed status and subscriber counts.

RSS Feed	News Channel Name	Subscribed	Delete
<input checked="" type="checkbox"/>	General	0	<input type="checkbox"/>
<input type="checkbox"/>	Alchemy - Texas	0	<input type="checkbox"/>
<input type="checkbox"/>	Alchemy Bar - Chicago	0	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BPM	1	<input type="checkbox"/>
<input type="checkbox"/>	Buy & Sell	1	<input type="checkbox"/>
<input type="checkbox"/>	Charity	1	<input type="checkbox"/>
<input type="checkbox"/>	Charity Worldwide	1	<input type="checkbox"/>

2. Select the key (permissions) icon located next to the News channel to edit its permissions.



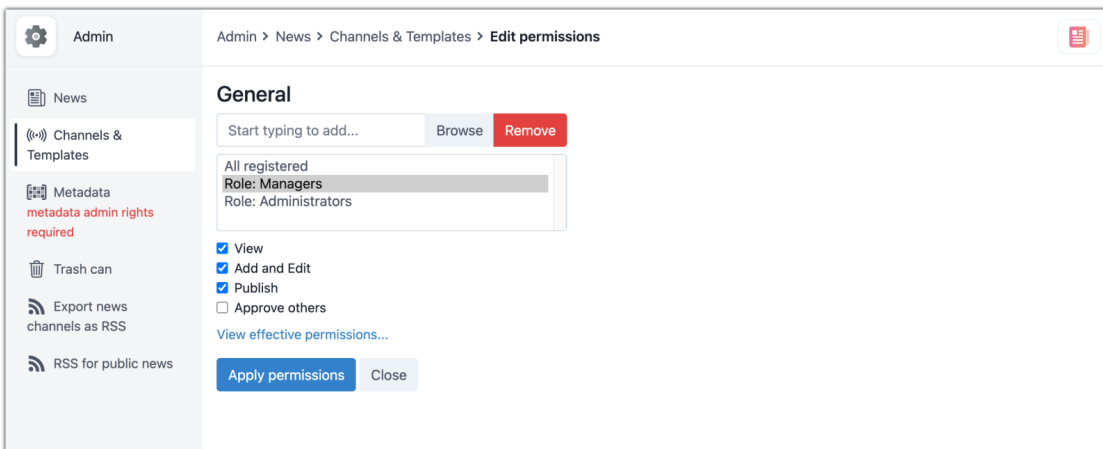
3. Enter users/roles/groups into the box and check each permission you wish for them to have for this channel and the articles within it:



- **View:** Users can view articles in the channel.
- **Add and Edit:** Users can add and/or edit existing articles in the channel.
- **Publish:** Users can publish articles and make them live straight away.
- **Approve others:** Users can edit and interact with other users' submitted articles, approving them to make them live.

Generally, 'all registered', or other group are going to be given 'view' rights so they can see all articles, but cannot add or edit any articles within it.

Anyone you want to be able to add articles to a channel, give them 'view', 'add & edit' and 'publish' permissions.



They will be able to post their own articles to the channel.

The 'approve others' permission only needs to be given if you wish to set up an [approval process](#) in the channel, but this is an optional feature.

Created on 20 February 2026 by [Hannah Door](#)
Tags: [user guide](#), [news](#), [channels](#), [permissions](#)