



News Permissions

In the News application, **Permissions** are linked to News channels.

You can assign permissions by the news channel that will allow you to direct news articles to specific users.

This is a good tool to use if you have departmental articles that aren't suited to all users. This enables each user's intranet to be more personal to themselves.

The admin side & news permissions

News permission can only be viewed & managed by a News application admin.

For more information on how to assign application administrators, head to our article [here](#).

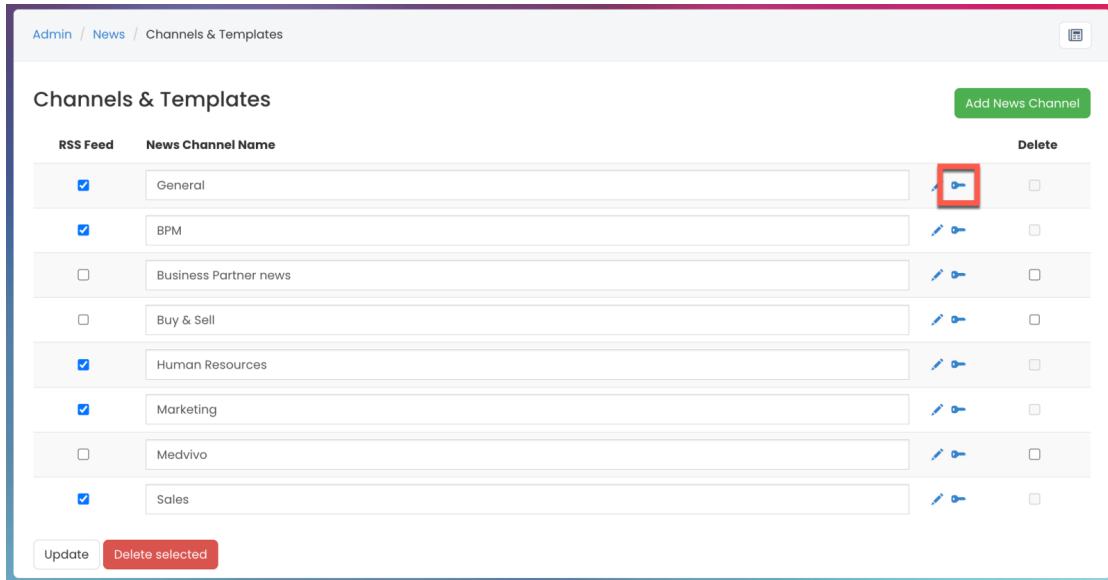
1. Navigate to **Admin > News > Channels & Templates**.

The screenshot shows the 'Admin / News' interface. The left sidebar has 'Channels & Templates' highlighted. The main content area shows a search bar and a table of news items. The table has the following data:

Title	Date	Language	News channel	Status	Creator
<input type="checkbox"/> Annual Performance Reviews	12 June 2023	🇬🇧	Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/> 3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Why Leaders Need To Be More Visible On The Company Intranet	6 January 2023	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Networking is a key skill	16 October 2022	🇬🇧	Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/> Claromentis Newsletter	5 May 2022	🇬🇧	General	Draft	Claromentis Administrator
<input type="checkbox"/> How a Requirements Gathering Template Saves You Time & Money	27 April 2021	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Why Online Collaboration Is Important and How To Get It Right	27 April 2021	🇬🇧	General	News approved	Claromentis Administrator
<input type="checkbox"/> Online Collaboration	27 April 2021	🇬🇧	General	Draft	Claromentis Administrator

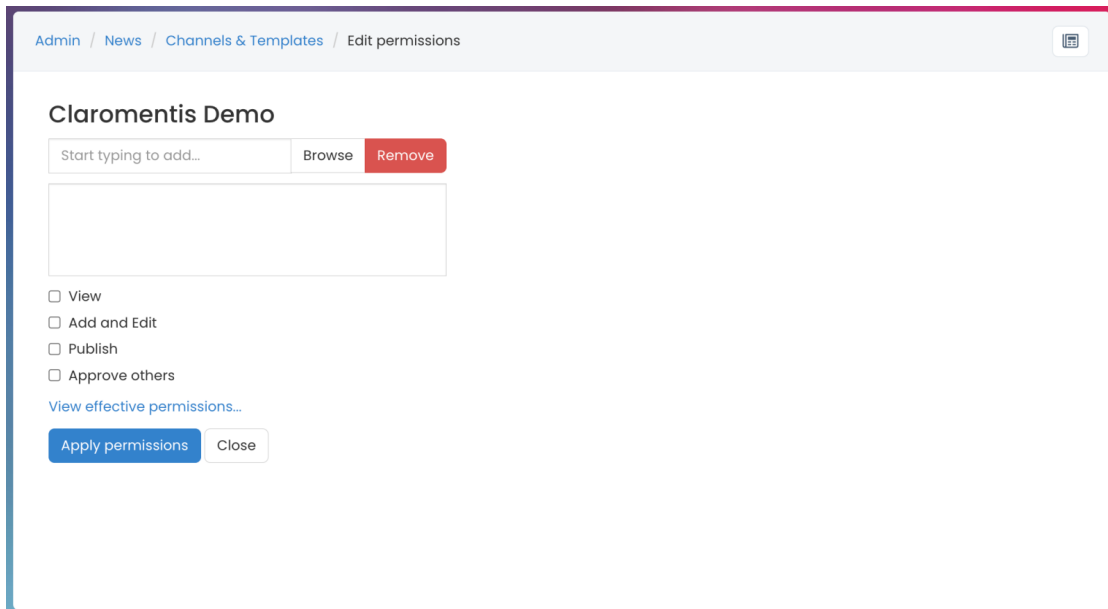
At the bottom of the table, there is a pagination control showing '1 2 3 4' and a 'Delete selected' button.

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



Reminder: Permissions are assigned to News channels, not individual news articles.

3. Add the appropriate User, Role, and/or Group and assign the permission options.



- **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.

Please note: An approval process can be set up using the permissions options. This feature allows users to submit articles for approval before publication. Setting up an approval process on channels is optional.

For more information on News approval process, check out our guide on [How to set up news approval process](#).

For additional information on New channels, check out our guide on [News channels and templates](#).

Last modified on 1 December 2023 by [Hannah Door](#)

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Tags: [user guide](#), [news](#), [channels](#), [permissions](#)