



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.

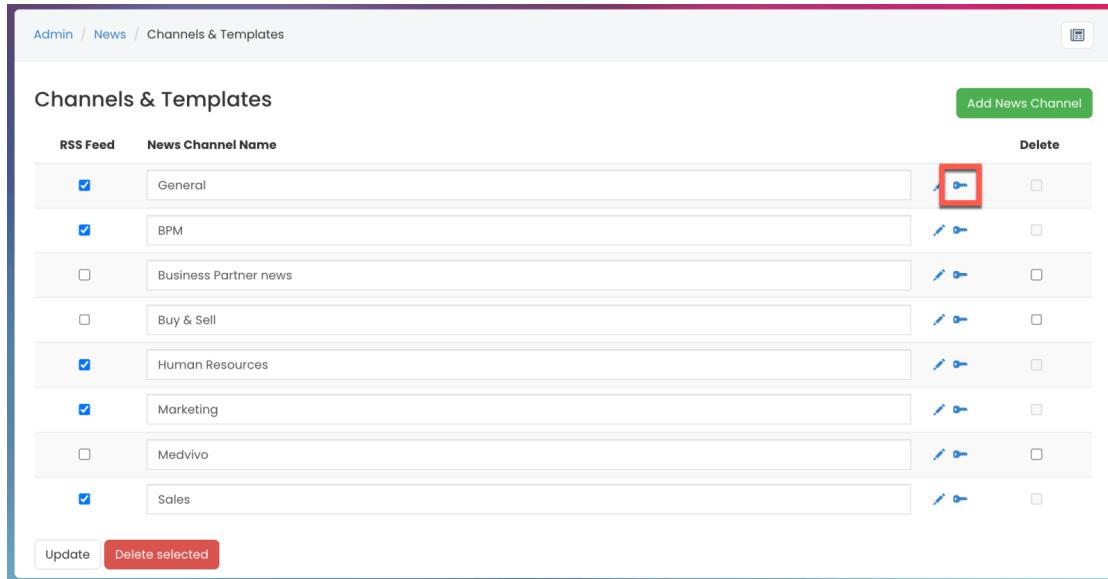
For more information on how to assign application administrators, head to our article[here](#).

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

A screenshot of the Claromentis Admin interface. The top navigation bar shows 'Admin / News'. Below it, a sidebar on the left has 'News' selected. The main content area shows a table of news items with columns: Title, Date, Language, News channel, Status, and Creator. A red box highlights the 'Channels & Templates' link in the sidebar. A red button at the bottom left says 'Delete selected'. The table data is as follows:

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

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

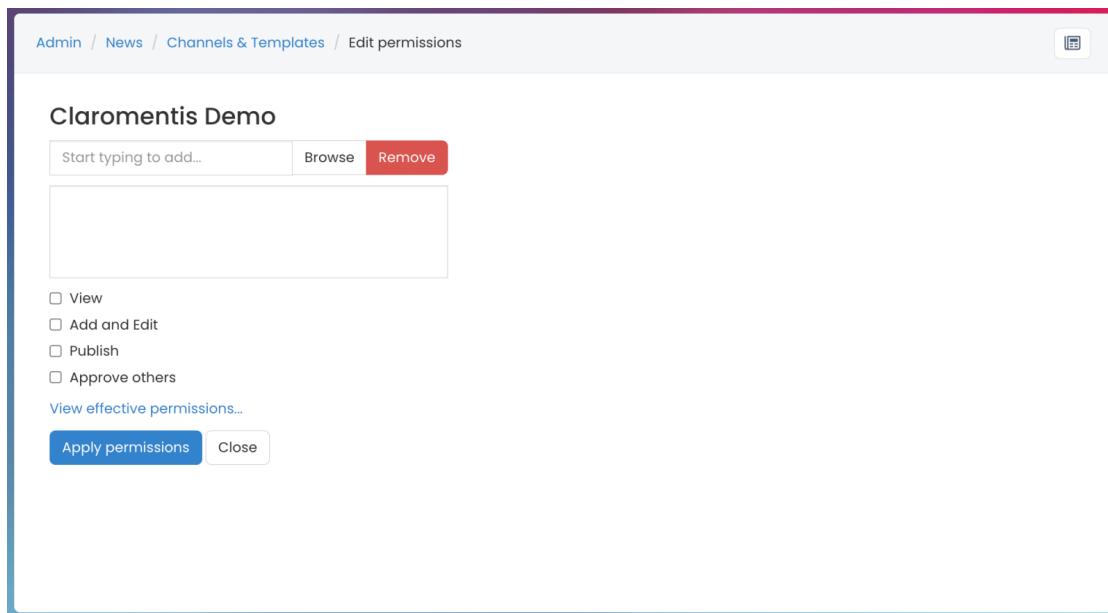


The screenshot shows a list of news channels in a table format. The columns are 'RSS Feed' (checkboxes), 'News Channel Name' (text input fields), and 'Delete' (a key icon with a red box around it). The channels listed are: General, BPM, Business Partner news, Buy & Sell, Human Resources, Marketing, Medvivo, and Sales. At the bottom are 'Update' and 'Delete selected' buttons.

RSS Feed	News Channel Name	Delete
<input checked="" type="checkbox"/>	General	
<input checked="" type="checkbox"/>	BPM	
<input type="checkbox"/>	Business Partner news	
<input type="checkbox"/>	Buy & Sell	
<input checked="" type="checkbox"/>	Human Resources	
<input checked="" type="checkbox"/>	Marketing	
<input type="checkbox"/>	Medvivo	
<input checked="" type="checkbox"/>	Sales	

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.



The screenshot shows the 'Edit permissions' dialog for the 'Claromentis Demo' channel. It includes a search bar, a 'Start typing to add...' button, a 'Browse' button, and a 'Remove' button. Below is a list of permissions with checkboxes: View, Add and Edit, Publish, and Approve others. There is also a 'View effective permissions...' link and 'Apply permissions' and 'Close' buttons.

- **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](#).

