

How to Create a News Channel

Archived

How to create a news channel

Go to Applications > Admin > News. On the right hand side, under Configuration, click on News Channel & Templates.

CONFIGURATION

[News Channel & Templates](#)

[Export news channels as RSS](#)

[Metadata](#)

(metadata admin rights required)

In the Add field, enter the name of your new channel. If you want users to be subscribed to the new channel as soon as it's created, check the "Subscribe users upon creation" option. Click Submit.

News channel

Add

Submit

☒ Subscribe users upon creation

Once your channel has been created, you will be shown a page where you enter permissions for which users can access it, and what level of rights they have. You can specify the level of access for roles, groups, and individual users.


Training

☐ View

☐ Add and Edit

☐ Publish

☐ Approve

 [View effective permissions](#)

- **View:** Users will be able to view news articles.
- **Add and Edit:** Users can add and edit news articles.
- **Publish:** Users can add news articles immediately without having to wait for approval from a user with Approve permissions.
- **Approve:** Users can approve articles added by users who do not have Publish permissions.

Once you have selected the relevant permissions, click Apply Permissions.

You can specify if you want users to have a mandatory subscription to a particular news channel. To do this, check the box under the Mandatory column next to the relevant news channel, and click Update.

News channel

Add

☒ Subscribe users upon creation

Mandatory	News Channel Name	Template	Permissions	Delete
<input checked="" type="checkbox"/>	<input type="text" value="default"/>	Edit	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="HR"/>	Edit	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Finance"/>	Edit	Edit	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Training"/>	Edit	Edit	<input type="checkbox"/>

Update

Delete selected

To delete a news channel, check the box under the Delete column next to the channel you wish to delete, and then click Delete Selected.

Last modified on 16 September 2022 by Hannah Door

Created on 28 April 2014 by Kerensa Johnson

Tags: news