How to Create a News Channel



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

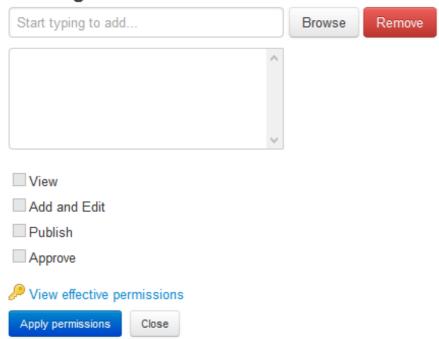
(metadata admin rights required)

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: 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.



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.

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