

News: Front-end overview

Introduction

The News application allows users to follow and keep up-to-date with any news channels and articles made by content creators.

We will cover the following areas:

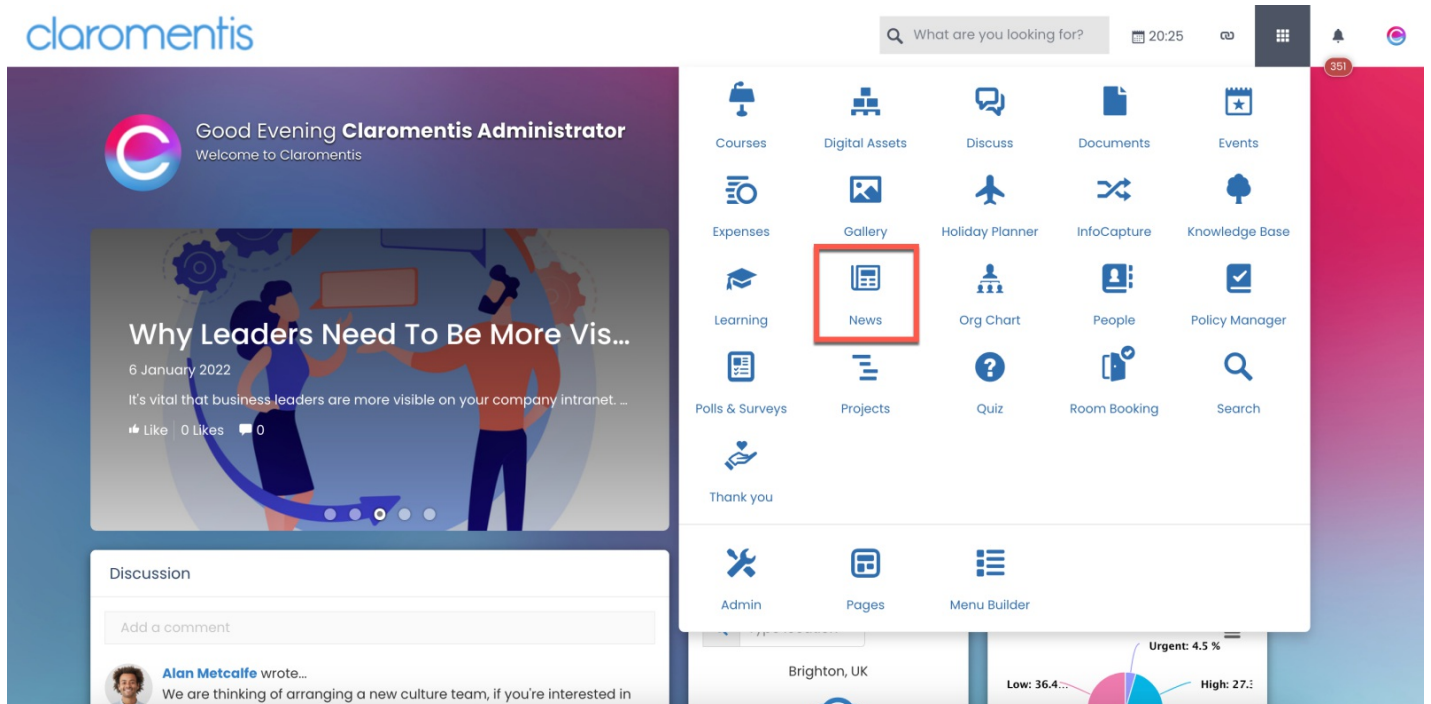
- Overview of News application
- How to create a News article
- Managing Draft articles
- How to subscribe to News channels

For all available permissions & configuration options, make sure to read our News: Admin Overview.

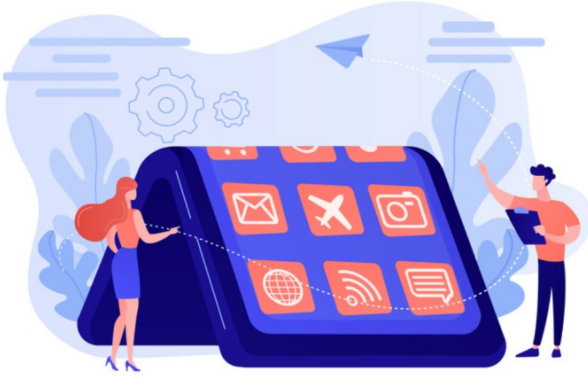
The below steps are outlined in the video above.

Front-end of news

Head to **Application > News**.



From the landing page, you will be able to view all news articles that you have permission to as well as the available news channels.



Claromentis Test

19 June 2023

General by Claromentis Administrator

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- 2021 **2**
- 2020 **7**
- 2019 **6**
- 2018 **4**
- 2015 **12**

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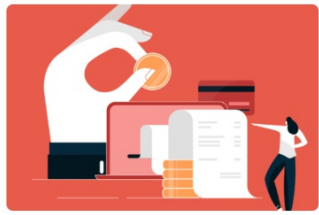
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Networking is a key skill

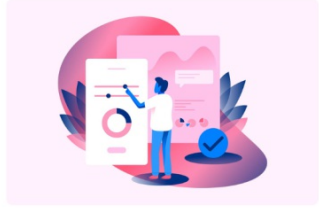
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Check out the new Polls & Surveys application, designed to help you gather employees feedback in an easy, intuitive way!

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For information on News channels, check out our guide on Channels and templates.

There are a variety of ways to search for a specific article.

News / All

+ Add news

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- **Search function:** Input keywords mentioned in the article.
- **Filtering option:** Choose from the available news channels.
- **Timeline:** Select a specific year and month the article was posted.
- **Tag cloud:** Filter between popular tags that have been used when creating the article.

Selecting an article will allow you to read it in its entirety, as well as see any related articles.

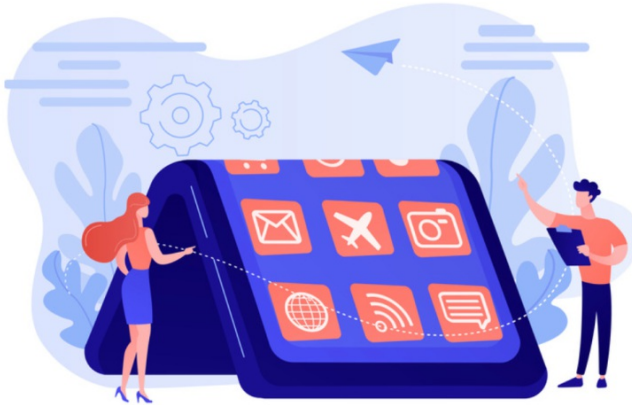
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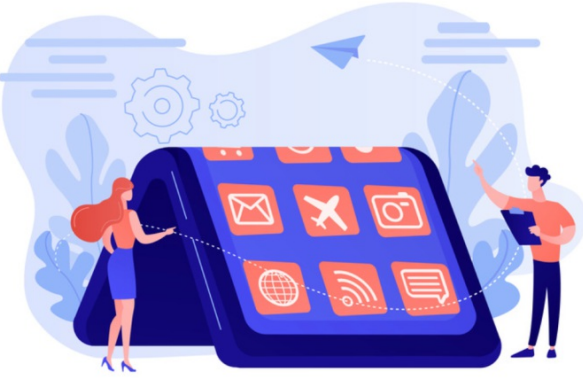
You will also have the ability to post a comment if the feature has been enabled.

Creating news articles

With the correct permissions, you will see the option to create a news article.

News / All ➔ + Add news 🗑️ 📡 ✖️

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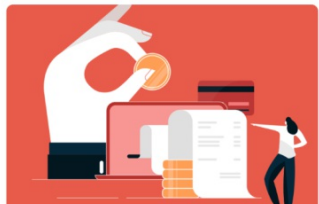
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Reminder: If you do not see the options, please check with your administrator that you have the permission needed to do so.

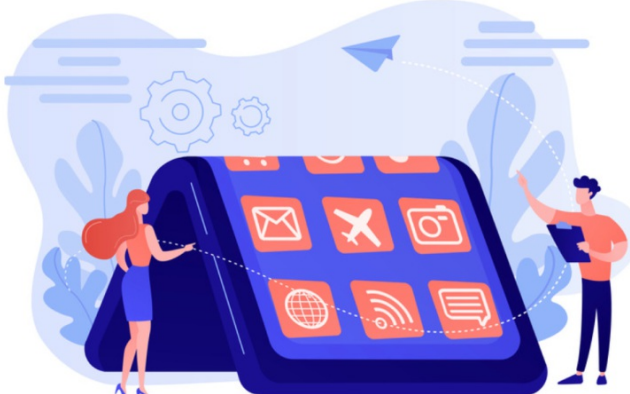
Adding a news article

You can add a new article to the news channel you have permission to.

News / General / **Article details** ➔ + Add news 🗑️ 📡 ✖️

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General | 31 August 2023 by Claromentis Administrator ✎



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For more information, please refer to our guide on [Creating a news article](#).

Editing a news article

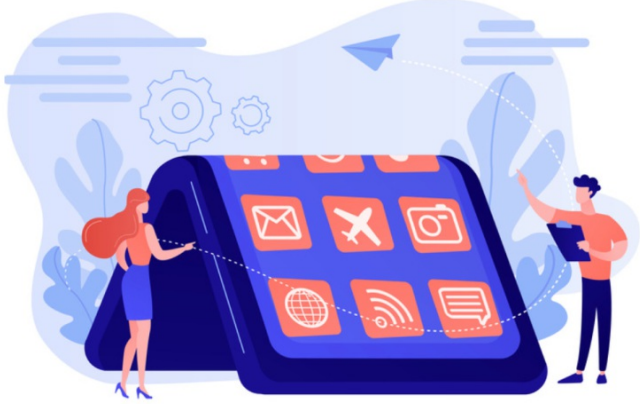

You can also edit existing news articles using the pencil (edit) button.

News / General / **Article details**

[+ Add news](#)   

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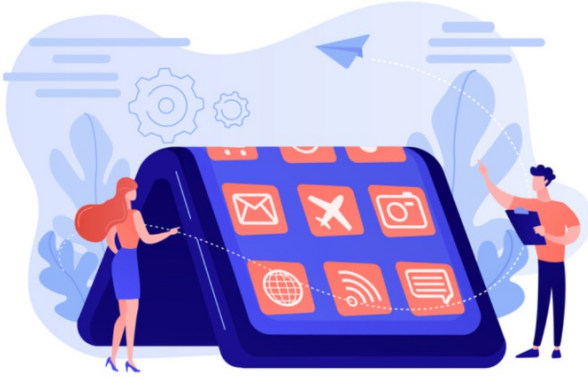
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Draft news articles

News articles in **Draft** status will only be visible to users with permissions.

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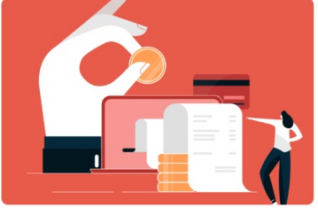
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An approval process can be set up to allow select users to review & publish draft articles.




For an overview of News permissions, check out our article on News permissions.

To find out more about the News approval process, check out our article on How to set up news approval process.

Subscribing to a news channel

From a News channel, you can make use of the **Subscribe** feature.

The Subscribe feature allows you to follow and keep up-to-date with any news channels and articles you have permission to view.

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Annual Performance Reviews

12 June 2023

Human Resources by Claromentis Administrator

All annual performance reviews will now be carried out using our new online form

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16 October 2022

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Users who are subscribed to a news channel will get notified of any new content published and/or updated within the channel they are subscribed to.

Please note: News subscriptions are chosen by the users themselves. Users can also unsubscribe from the channel at any time using the same button.

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Tags: intranet, news, user guide