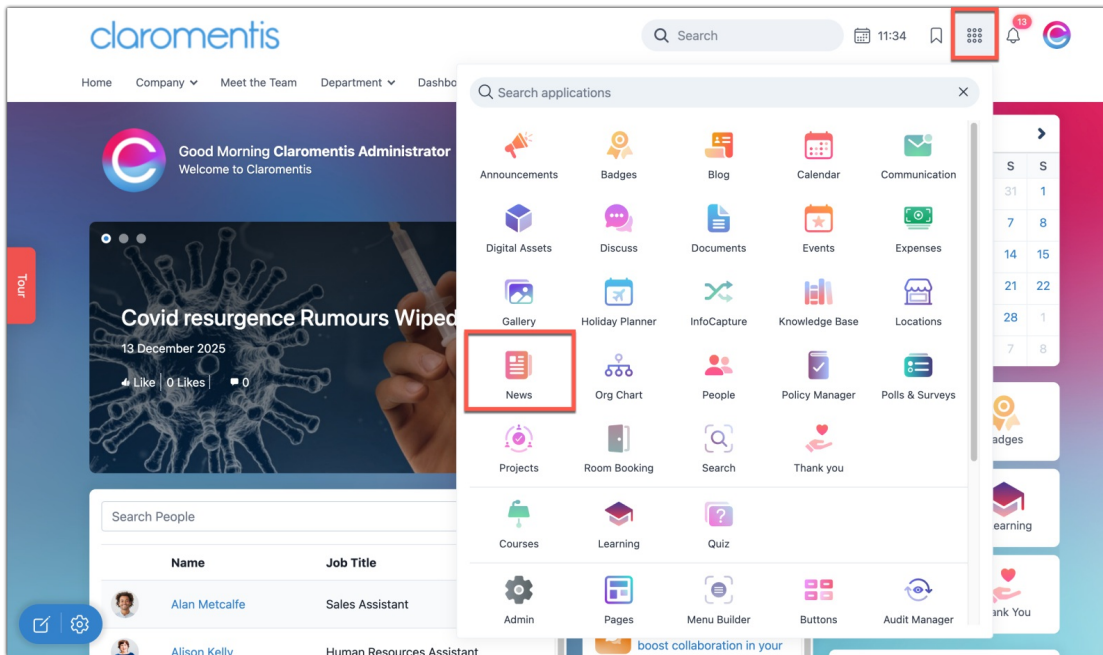




News: Front-end overview

The front end of News can be opened from Applications > News:



A variety of actions can be carried out from the landing page.

Read News

In the centre of the screen, all articles that have been posted (that a user has [permissions to view](#)) will be listed.


The user can click on an article to open it fully and read it.

News > All

News


All

- General
- Alchemy - Texas
- Alchemy Bar - Chicago
- BPM
- Buy & Sell
- Charity
- Charity Worldwide
- Claromentis Training
- Franchisee News
- Human Resources
- Marketing
- Product News
- Sales
- Software Training



Covid resurgence Rumours Wiped us in May
13 December 2025
Alchemy Bar - Chicago by Playground Admin


Like | 0 Likes | 0



Record Month here in Chicago!
3 December 2025
Alchemy Bar - Chicago by Playground Admin

Excited to share that by every measure we had our very best month since we

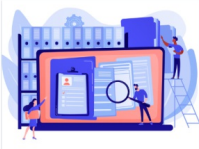
Like | 1 Like | 0



Small Incident
3 December 2025
Alchemy - Texas by Playground Admin

Incident at Austin Bar: Attempted Robbery Security Alert


Like | 0 Likes | 0



Claromentis Test
27 October 2025
General by Claromentis Administrator

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et


Like | 0 Likes | 0



Local Partner Shortlisted for UN SDG Action Award 2025
20 June 2025
Charity Worldwide by Claromentis Administrator

Recognition of Commitment to


Like | 0 Likes | 0



Our Bristol Centre Launches New Foodbank Outreach
20 June 2025
Charity by Claromentis Administrator

Bristol Centre Launches New Foodbank Outreach


Unlike | 1 Like | 0




New Safeguarding Policy Now in Effect
20 June 2025
Charity by Claromentis Administrator

Charity Connect Implements New Safeguarding Policy

Like | 0 Likes | 0



MyStore



Search

Search news channels

Include comments

Search Reset

Unpublished News

test article
Pending Approval

Archive

- 2025 11
- 2024 4
- 2021 1
- 2020 7
- 2019 6
- 2018 4
- 2017 2
- 2015 12

Tags

- CMS
- Christmas
- Compliance
- ISO27001
- active directory
- apps
- audit
- blog
- bpm
- business
- calculations
- events
- example
- health
- hipaa
- hr
- infocapture
- intranet
- learning
- meeting
- microsoft
- mobile
- partner
- plugins
- policy
- powerpoint
- process
- product
- sales
- security
- social
- software
- sport
- supplier
- support
- sustainability
- team
- this is a test
- triggers
- workplace

40 tags shown, click to view all


Any [News metadata](#) that was filled out by the creator of the article will be shown at the end of the article.

Users can 'like' the content or share the content, and if comments are enabled, they will see a field at the end of the article to type into.

News > Alchemy Bar - Chicago > Article details

Record Month here in Chicago!

Alchemy Bar - Chicago | 3 December 2025 by Playground Admin



Excited to share that by every measure we had our very best month since we opened 9 months ago! Number of customers, revenue, margin all 10% better than previous records!

Like | 1 Like | Share

Comments

Type your message...

Playground Admin wrote...
Amazing - great job @Alan Metcalfe and team

Reply | Like | Edit | Delete | 03-12-2025 12:19


Browse Channels

On the left of the landing page, all [Channels](#) that a user has permission to view will be listed.

These act as filters; clicking on each will open articles posted in just that channel.


News > All

- All
- General
- Alchemy - Texas
- Alchemy Bar - Chicago
- BPM
- Buy & Sell
- Charity
- Charity Worldwide
- Claromentis Training
- Franchisee News
- Human Resources
- Marketing
- Product News
- Sales
- Software Training



Covid resurgence Rumours Wiped us in May
13 December 2025
Alchemy Bar - Chicago by Playground Admin


Like | 0 Likes | 0



Record Month here in Chicago!
3 December 2025
Alchemy Bar - Chicago by Playground Admin

Excited to share that by every measure we had our very best month since we

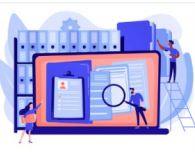
Like | 1 Like



Small Incident
3 December 2025
Alchemy - Texas by Playground Admin

Incident at Austin Bar: Attempted Robbery Security Alert

Like | 0 Likes



Claromentis Test
27 October 2025
General by Claromentis Administrator

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et

Like | 0 Likes

Search

Include comments

Search Reset

Unpublished News

test article
Pending Approval

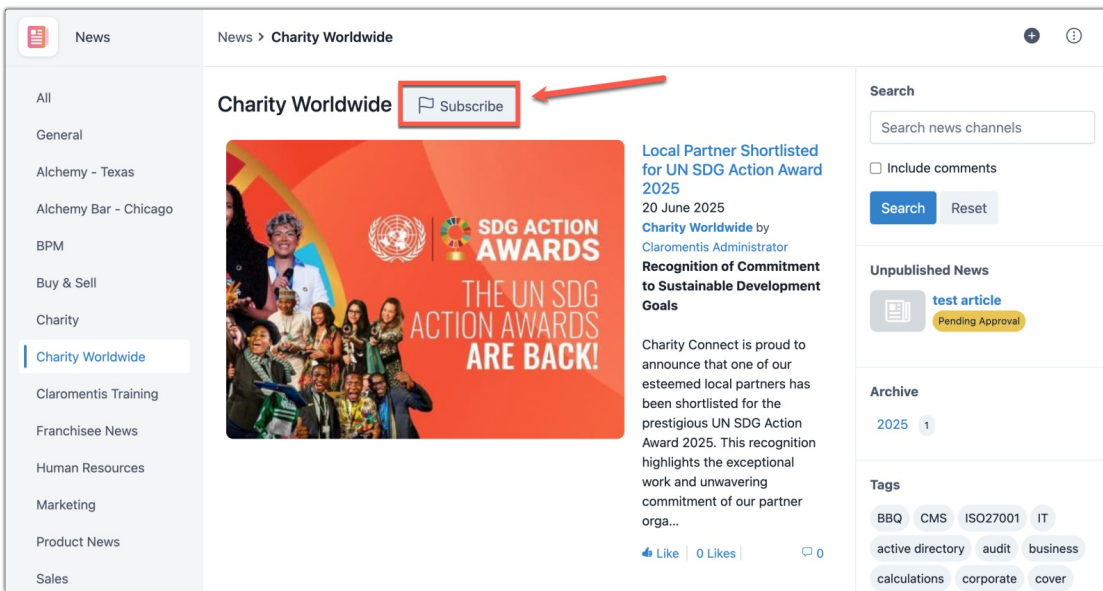
Archive

- 2025 11
- 2024 4
- 2021 1
- 2020 7
- 2019 6
- 2018 4
- 2017 2
- 2015 12

Tags

CMS Christmas Compliance

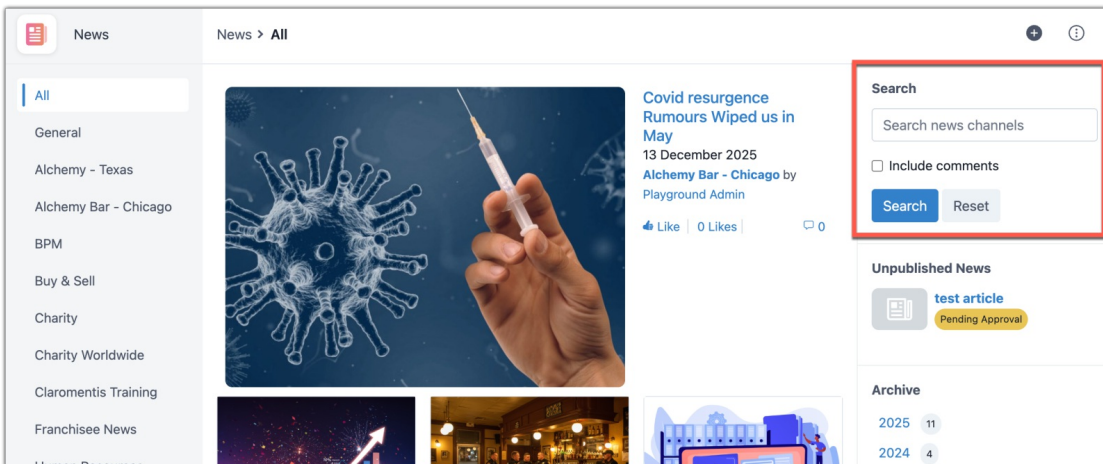
From a channel-specific page, users can click to 'subscribe':



Being subscribed means a user will receive notifications about every article posted in this channel and any edits made to articles. This is beyond the single notification sent to users with 'view' rights when an article is published, which can be configured by article authors as standard.

Search

On the landing page of the News application, a keyword search bar is on the top right:




Below, this user can see articles in specific years and months using the timeline:

News
News > All
+
?


All

- General
- Alchemy - Texas
- Alchemy Bar - Chicago
- BPM
- Buy & Sell
- Charity
- Charity Worldwide
- Claromentis Training
- Franchisee News
- Human Resources
- Marketing
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Like | 0 Likes | 0



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Excited to share that by every measure we had our very best month since we


Like | 1 Like | 0



Small Incident
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Unlike | 1 Like | 0



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test article
Pending Approval

Archive

- 2025 11
- 2024 4
- 2021 1
- 2020 7
- 2019 6
- 2018 4
- 2017 2
- 2015 12

Tags

BBQ CMS ISO27001 IT

active directory audit business

calculations corporate cover

culture employee example

form health & safety innovate

internal intranet invoice ldap

load balancing microsoft mobile

new features powerpoint pricing

quiz remote working safety

sales social software sport

supplier support sustainability

team test news videos word

40 tags shown, click to view all

Below this is a tag cloud. Works can be clicked on to return articles tagged with them.

The screenshot displays the News application interface. On the left is a navigation menu with categories like 'All', 'General', 'Alchemy - Texas', etc. The main content area shows a grid of news articles. The top article is 'Covid resurgence Rumours Wiped us in May' by Playground Admin. Below it are articles about 'Record Month here in Chicago!', 'Small Incident' at an Austin bar, and 'Claromentis Test'. The right sidebar contains a search bar, 'Unpublished News' (with a 'test article' pending approval), an 'Archive' list, and a 'Tags' section. The 'Tags' section is highlighted with a red box and lists various tags such as 'BBQ', 'CMS', 'ISO27001', 'IT', 'active directory', 'audit', 'business', etc.

Add a new article

Users with [permissions to add an article](#) in at least one [Channel](#) will see the 'add new article' button on the landing page of News.

Clicking this will take them to the [content creator](#).

This screenshot is identical to the one above, but with a red box highlighting the 'Add news' button in the top right corner of the main content area. The button is a dark grey rectangle with a white plus icon and the text 'Add news'.

Approve drafts

If an [approval process](#) has been set up in News Channels by administrators on your site, then users with 'approve others' permissions will see drafts sent for approval listed on the right-hand side of the news application.

Using this, they can edit, approve or deny the drafts.

The screenshot displays a news management dashboard. On the left is a navigation menu with categories like 'General', 'Alchemy - Texas', and 'Alchemy Bar - Chicago'. The main content area features a news article titled 'Covid resurgence Rumours Wiped us in May' dated '13 December 2025' by 'Alchemy Bar - Chicago'. Below the article is a red-bordered box containing an 'Unpublished News' section with a draft titled 'test article' and a 'Pending Approval' status. To the right, there is a search bar and an 'Archive' section showing counts for the years 2025 (11) and 2024 (4).

Created on 24 February 2026 by [Hannah Door](#). Last modified on 26 February 2026
Tags: [intranet](#), [news](#), [user guide](#)