

# 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:

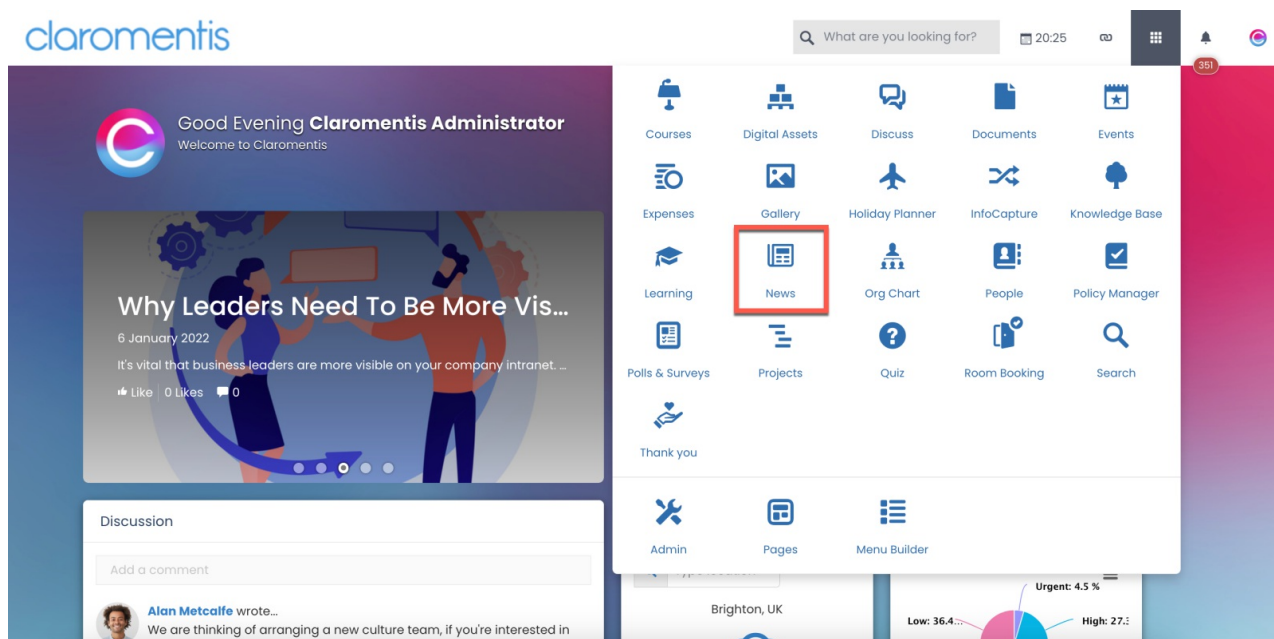
- [Overview of News application](#)
- [How to create a News article](#)
- [Managing Draft articles](#)
- [How to subscribe to News channels](#)

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.

News / All

+ Add news

AllGeneralBPMBuy & SellHuman ResourcesMarketingSales

### Claromentis Test

19 June 2023

**General** by Claromentis Administrator

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0 Likes

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### 3 Smart Ways to Build a Better Intranet Onboarding Experience

27 April 2022

**General** by Claromentis Administrator

When you think about the onboarding experience, you usually associate this with new team members who have made the decision to join your

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### Why Leaders Need To Be More Visible On The Company Intranet

6 January 2022

**General** by Claromentis Administrator

It's vital that business leaders are more visible on your company intranet. Read our blog to find out why

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### How a Requirements Gathering Template Saves You Time & Money

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Thanks to the impact of COVID-19, businesses across the world have been thrown head first into an accelerated period of digitalisation. If you're in this

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### Why Online Collaboration Is Important and How To Get It Right

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Online collaboration tools have been a lifeline for businesses over the past 12 months. From real time communication tools to video calling and task

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### Networking is a key skill

16 October 2020

**Human Resources** by Claromentis Administrator

Networking is a key skill. It's not about contacting everyone you know when you are looking for job. It starts long before the job search and you probably

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### New: Polls & Surveys application

20 July 2020

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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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Search

☐ Include comments

Search

Reset

Unpublished News

**Online Collaboration**  
Draft

**Claromentis Newsletter**  
Draft

2023 1

June 1

2022 2

2021 2

2020 7

2019 6

2018 4

2015 12

BBQ CMS Christmas Compliance ISO9001

IT blog business cookie corporate cover

culture employee events for sale health holiday

planner hr infocapture infographic innovate

**intranet** load balancing logo meeting

**microsoft** new features partner print

product remote working **social** software

supplier support test test news **word**

workplace 17

40 tags shown, click to view all

1

2

3

4

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

All
General
BPM
Buy & Sell
Human Resources
Marketing
Sales

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supplier support test test news word

workplace 17

40 tags shown, click to view all

1

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4

- **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.

News / General / Article details

+ Add news

Claromentis Test

General

 | 31 August 2023 by Claromentis Administrator

Related news

Nothing found

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Share

Comments

Type your message...

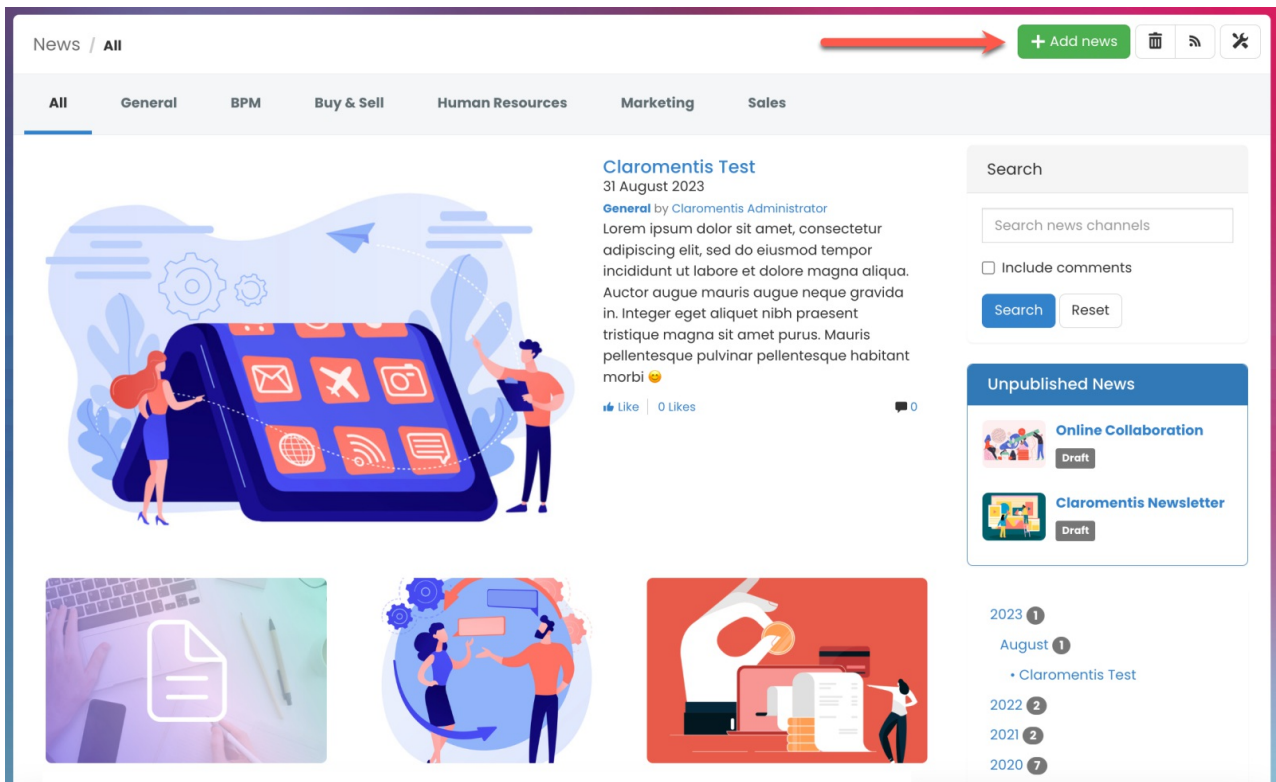
View all news

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

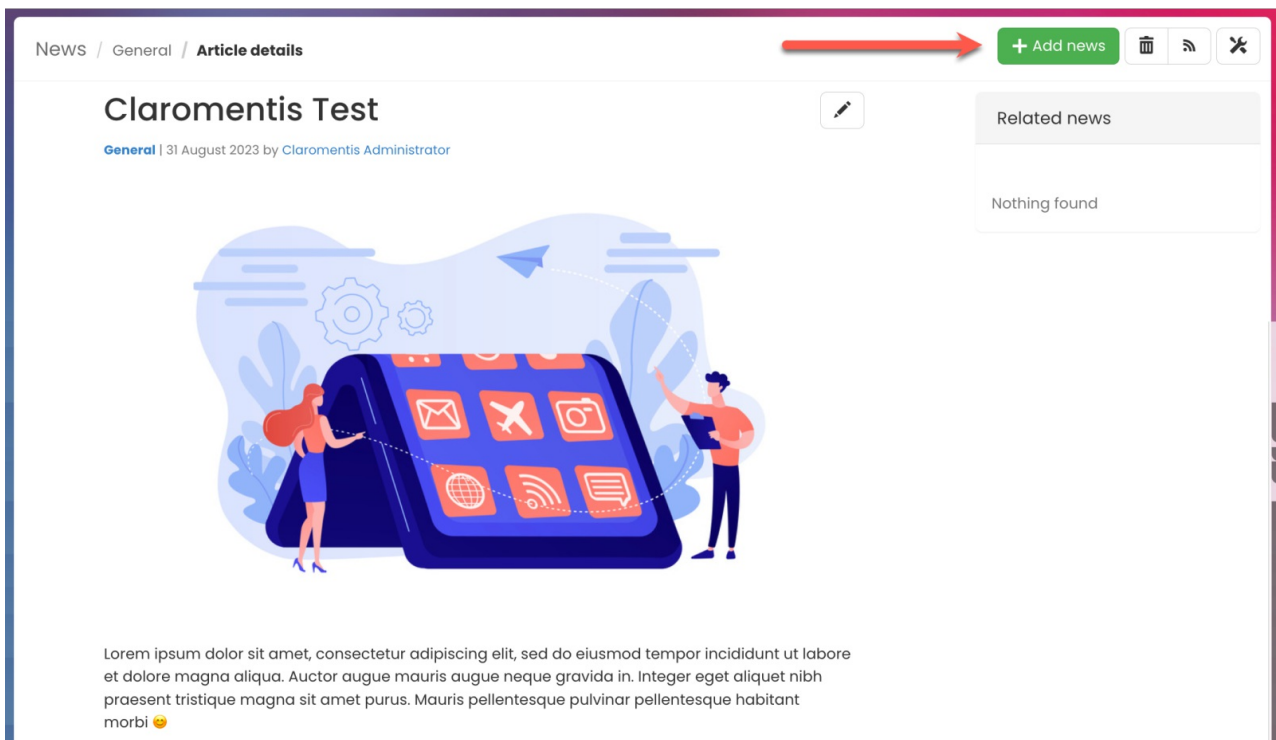
## Creating news articles

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





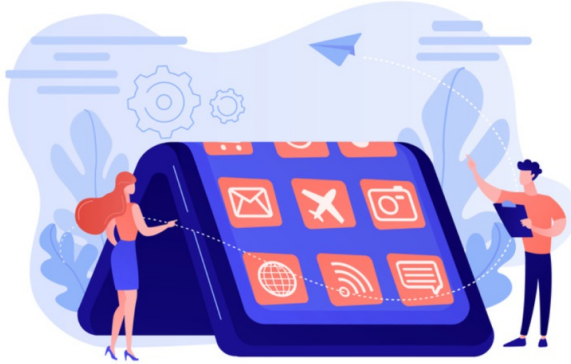
## Adding a news article



## Editing a news article

# Claromentis Test

General | 31 August 2023 by Claromentis Administrator



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## Related news

Nothing found

## Draft news articles

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

All General BPM Buy & Sell Human Resources Marketing Sales

### Claromentis Test

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Like 0 Likes

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## Search

Search news channels

☐ Include comments

Search

Reset

## Unpublished News



Online Collaboration

Draft



Claromentis Newsletter

Draft

2023 1

June 1

2022 2

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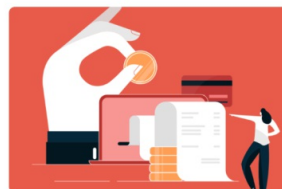
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An approval process can be set up to allow select users to review & publish draft articles.

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.

The screenshot shows the 'News / Human Resources' page. At the top, there's a navigation bar with tabs: All, General, BPM, Buy & Sell, Human Resources (selected), Marketing, and Sales. Below the navigation bar, the main content area is titled 'Human Resources'. A red arrow points to a 'Subscribe' button located next to the title. Below the title, there are two article previews. The first article is 'Annual Performance Reviews' by Claramentis Administrator, dated 12 June 2023. The second article is 'Networking is a key skill' by Claramentis Administrator, dated 16 October 2022. On the right side of the page, there is a search bar and a list of tags including 'BBQ', 'CMS', 'Christmas', 'Compliance', 'ISO27001', 'agile', 'bpm', 'calculations', 'claromentis', 'cookie', 'cover', 'culture', 'employee', 'events', 'for sale', 'health', 'holiday', 'planner', 'induction', 'internal', 'intranet', 'invoice', 'load balancing', 'marketing', 'meeting', 'mobile', 'policy', 'pricing', 'print', 'process', 'product', 'safety', 'sales', 'service', 'delivery', 'social', 'supplier', 'sustainability', 'test', 'this is a test', 'videos', 'workplace'. At the bottom of the tag list, it says '40 tags shown, click to view all'.

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.