

# 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:

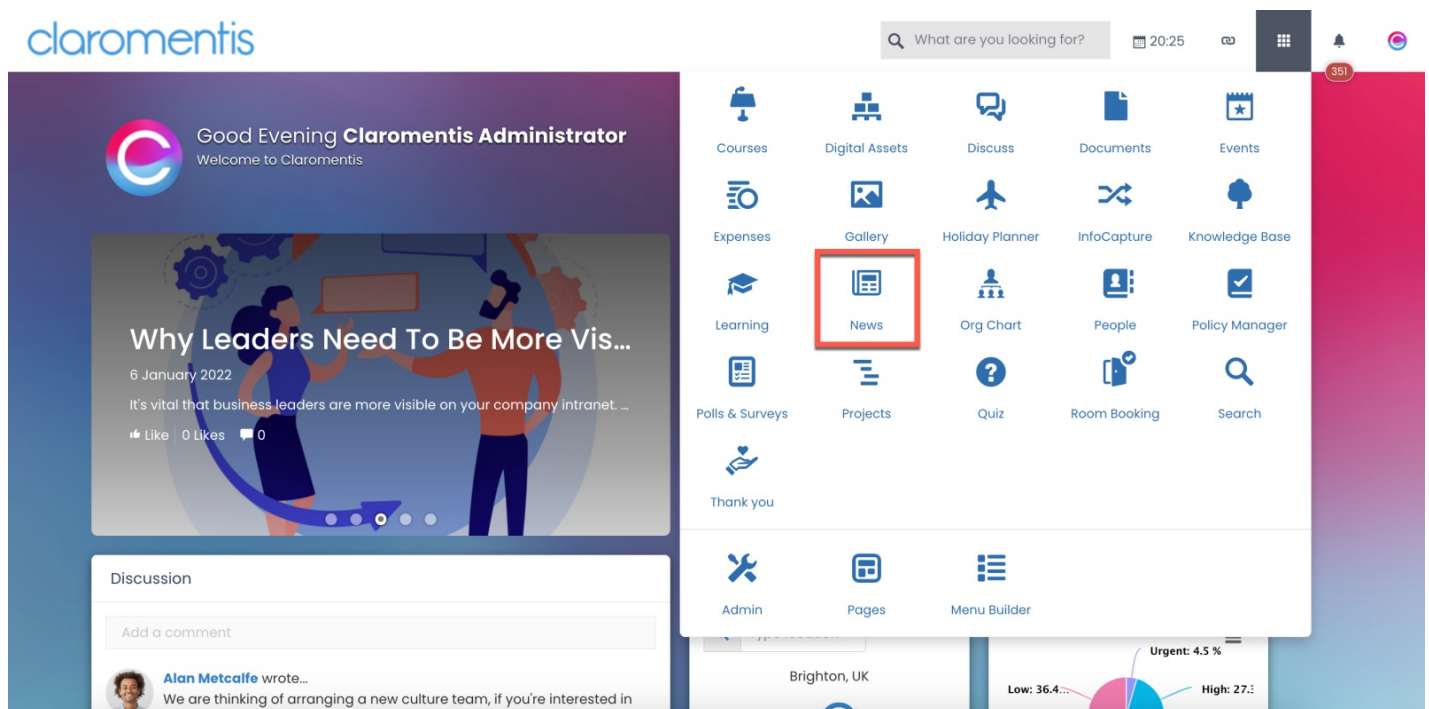
- [Overview of News application](#)
- [How to create a News article](#)
- [Managing Draft articles](#)
- [How to subscribe to News channels](#)

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

All
General
BPM
Buy & Sell
Human Resources
Marketing
Sales

### Claromentis Test

19 June 2023

**General** by Claromentis Administrator

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27 April 2022

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

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20 July 2020

**General** by Claromentis Administrator

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

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Search

Search news channels

☐ Include comments

Search

Reset

Unpublished News

Online Collaboration

Draft

Claromentis Newsletter

Draft

2023

June

2022

2021

2020

2019

2018

2015

1

1

2

2

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BBQ CMS
Christmas Compliance
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employee events
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health holiday
planner
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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.

Reset

Draft



- 

40 tags shown, click to view all



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



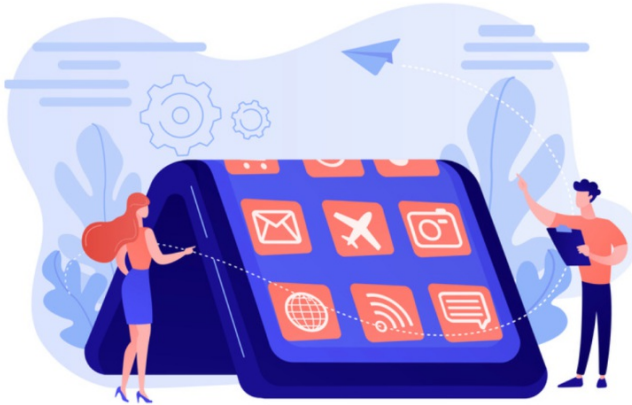
# Claromentis Test

General | 31 August 2023 by Claromentis Administrator



## Related news

Nothing found



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Like | 0 Likes

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.

News / All

+

 Add news

🗑️

📡

✖️

All

General

BPM

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Search

Search

Reset

Unpublished News

Online Collaboration

Draft

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Draft

2023

1

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Claromentis Test

2022

2

2021

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2020

7

## Adding a news article

## Editing a news article

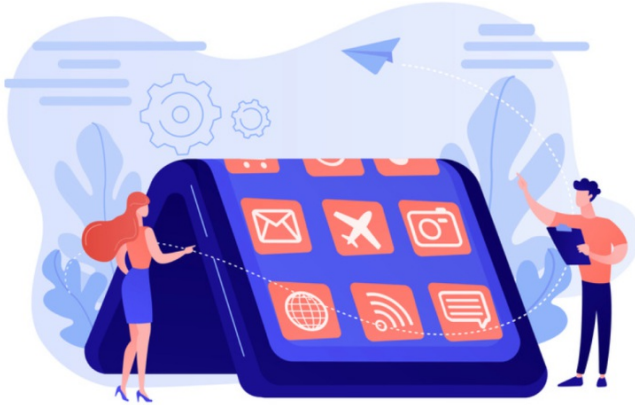
You can also edit existing news articles using the pencil (edit) button.

News / General / Article details

+ Add news

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Related news

Nothing found

## Draft news articles

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

News / All

+ Add news

All
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2015
12

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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.

News / Human Resources

+ Add news

All
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Human Resources

Subscribe

### 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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2020
2

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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.