



## Creating a News Article

In this article, we will cover how to set up a news article in the News application.

With the correct permissions that have been configured from the admin side of the News application, you will see an option to create a new article.

To find out more about the front-end, make sure to read our [News: Front-end Overview](#).

## News permissions

All news permissions are assigned per News channel via **Admin > News**.

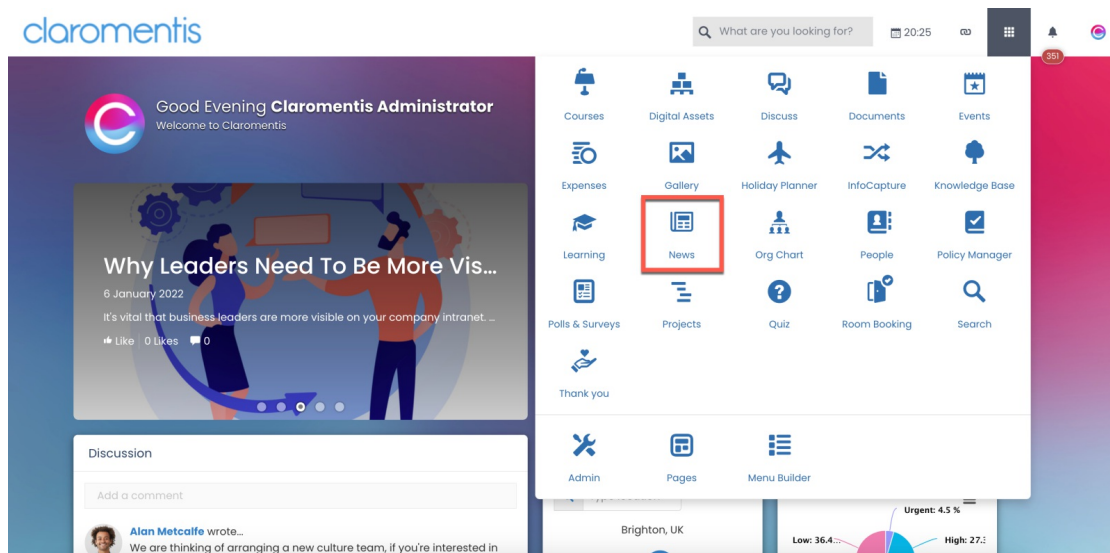
To create a news article, you will need to be granted permission to **View & Edit** articles within a News channel.

**Please note:** If you do not see the option to add a News article, please check with your administrator that you have the permissions to do so.

For an overview of news permissions, check out our guide on [News permissions](#).




## Creating an article

1. Head to **Application > News**.

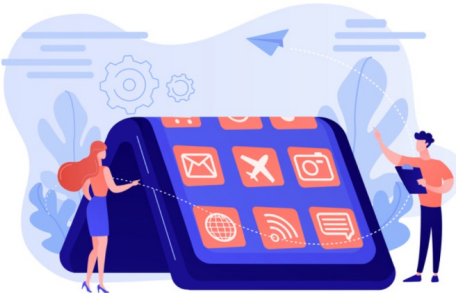


2. Select **+ Add news** to create a news article.



News / All



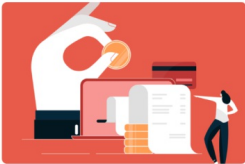
[+ Add news](#)   

[All](#) [General](#) [BPM](#) [Buy & Sell](#) [Human Resources](#) [Marketing](#) [Sales](#)



**Claromentis Test**  
31 August 2023  
General by Claromentis Administrator  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Auctor augue mauris augue neque gravida in. Integer eget aliquet nibh praesent tristique magna sit amet purus. Mauris pellentesque pulvinar pellentesque habitant morbi.

 Like  0 Likes


**Search**


Search news channels

☐ Include comments

[Search](#) [Reset](#)

**Unpublished News**

 **Online Collaboration**  
[Draft](#)

 **Claromentis Newsletter**  
[Draft](#)

2023 <sup>1</sup>

August <sup>1</sup>

• Claromentis Test

2022 <sup>2</sup>




2021 <sup>2</sup>

2020 <sup>7</sup>

**Reminder:** If you can't see this option, ask your system administrator who can set you up with permissions.

3. Fill in the fields required for your news article and add your news content.

News / Add News Article


[+ Add news](#)   


[Article details](#) [Metadata](#) [Additional options](#) [All](#)








**Channel** General

**Language** English

**Title**










































**Tags**    
popular tags: intranet, claromentis, microsoft, excel, social

 Upload image

**Short Summary**        [SOURCE]

The summary will be displayed at the top of the article, article preview and Pages component

**Content**

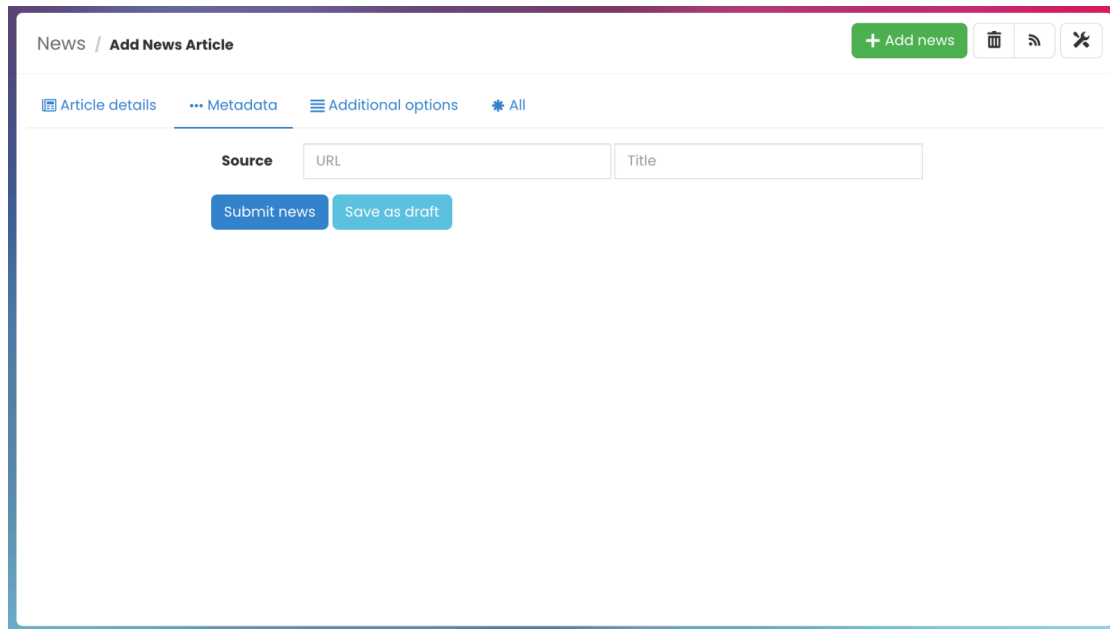
- **Content:** The main body of your article
- **Link:** Place a URL that will link your article to a different news source
- **Comments:** Choose to enable or disable other users from commenting on your article

**Please note:** Only the News channel you have permission to add to will be presented for you to select from.

To create your news article in multiple languages, check out our guide on [Multilingual news article](#).

4. (Optional) Add **Metadata** to your news article.

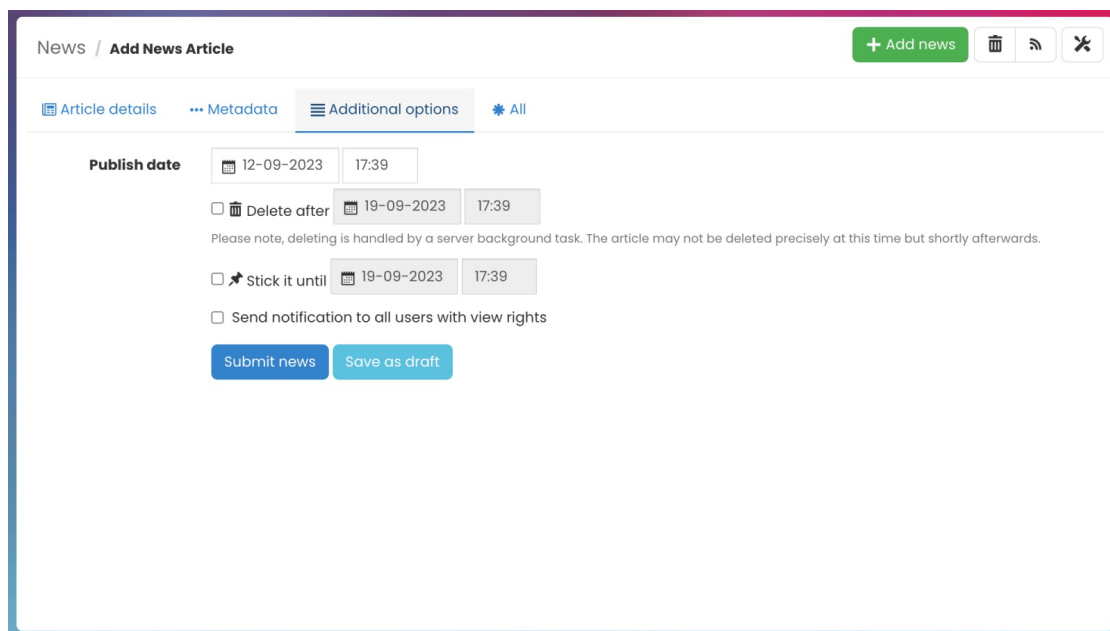
Before publishing your new article, you can navigate to the **Metadata** tab to add metadata to the article. This allows you to provide more context and/or information, if necessary.



The screenshot shows the 'Add News Article' form with the 'Metadata' tab selected. The form has a header bar with 'News / Add News Article' and a green '+ Add news' button. Below the header are four tabs: 'Article details', 'Metadata' (selected), 'Additional options', and 'All'. The 'Metadata' tab contains a 'Source' section with two input fields: 'URL' and 'Title'. Below these fields are two buttons: 'Submit news' and 'Save as draft'.

For additional information on News metadata, check out our [Metadata overview](#).

5. (Optional) Configure **Additional Options** such as setting future Publish dates.



The screenshot shows the 'Add News Article' form with the 'Additional options' tab selected. The form has the same header bar as the previous screenshot. Below the header are four tabs: 'Article details', 'Metadata', 'Additional options' (selected), and 'All'. The 'Additional options' tab contains several settings:
 

- Publish date:** A date and time picker set to '12-09-2023' and '17:39'.
- Delete after:** A checkbox labeled 'Delete after' followed by a date and time picker set to '19-09-2023' and '17:39'.
- Stick it until:** A checkbox labeled 'Stick it until' followed by a date and time picker set to '19-09-2023' and '17:39'.
- Send notification to all users with view rights:** A checkbox.

 Below these settings are two buttons: 'Submit news' and 'Save as draft'. A note below the 'Delete after' and 'Stick it until' options states: 'Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards.'

- **Publish date:** Set a time & date for when the article should be automatically published
- **Delete after:** Set a time & date for when the article should be automatically deleted
- **Stick it until:** Set a time & date for how long the news article should be pinned to the top of the channel landing page.
- **Send notification to all users with view rights:** Select the option to send a notification to users with view rights to the channel.

## News notifications

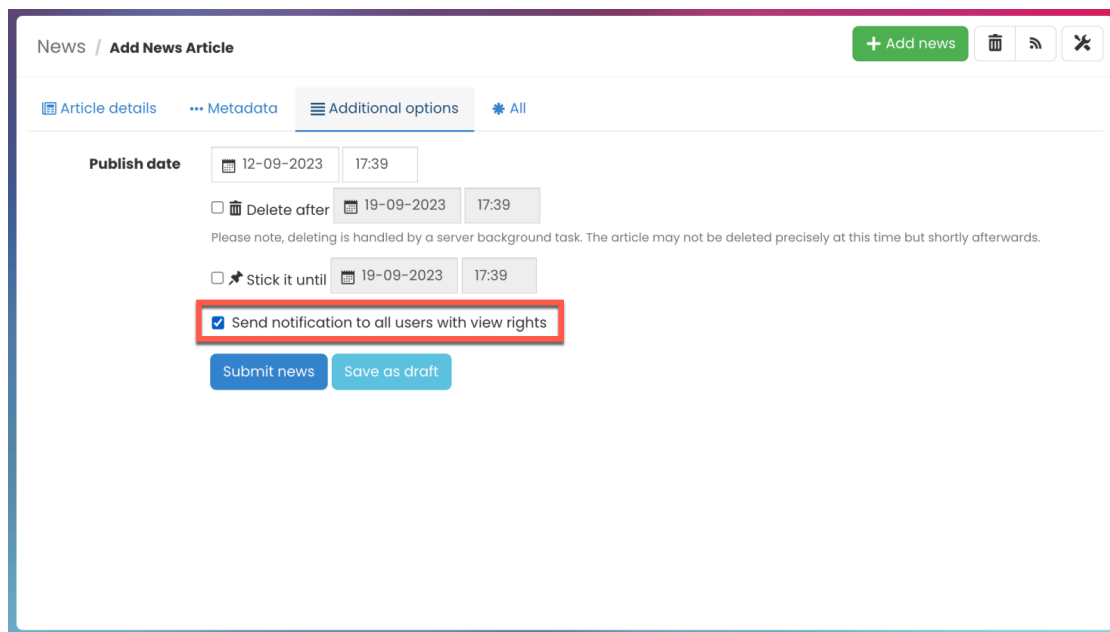
News notifications will be generated if any of the below options are enabled upon news creation.

The notification method will be based on the personal notification preferences of each user.

For more information on Notification settings, check out our guide on [Notification Preferences](#).

- New article published with **send a notification to all with view rights** option enabled

Before publishing a news article, the author can choose to send out a notification to *all* users with view rights to the channel. This option will generate a notification to users when the article is published and/or edited.



The screenshot shows the 'Add News Article' form. At the top, there's a header with 'News / Add News Article' and a green '+ Add news' button. Below the header, there are tabs: 'Article details', 'Metadata', 'Additional options' (which is selected), and 'All'. Under the 'Additional options' tab, there are several settings. The 'Publish date' is set to '12-09-2023' at '17:39'. There are options for 'Delete after' (19-09-2023, 17:39) and 'Stick it until' (19-09-2023, 17:39). A red box highlights the checkbox 'Send notification to all users with view rights', which is checked. At the bottom, there are two buttons: 'Submit news' and 'Save as draft'.

**Reminder:** A news author will not be notified about the publication of their own news articles.

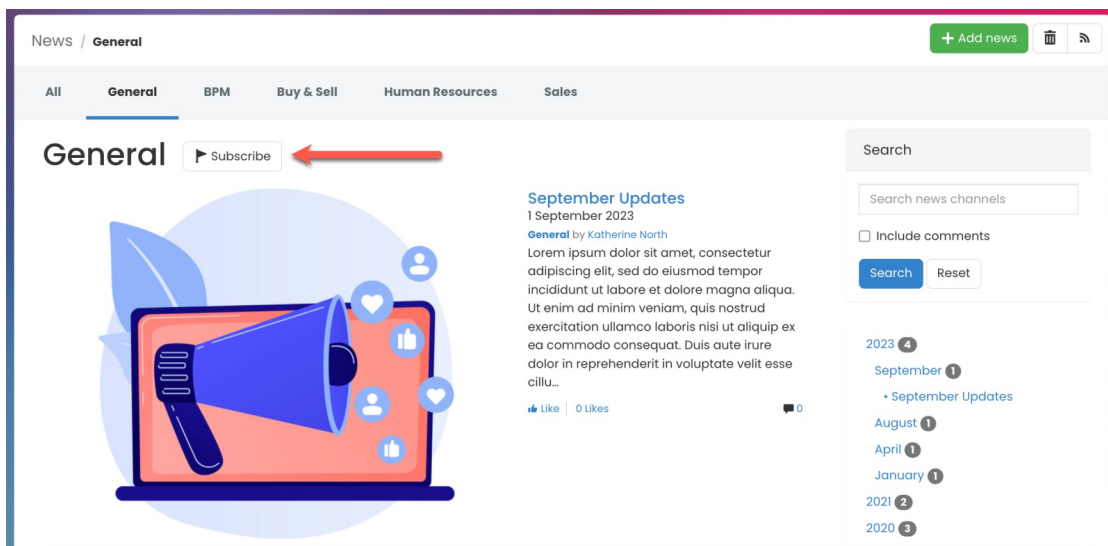
**Tip:** When in the editing stages, make sure to **Save as Draft**. This will save the article as a draft and ensure no notifications are generated even if the 'send a notification' option is enabled.



The screenshot shows the 'Link' and 'Comments' sections of the form. The 'Link' field contains 'http://'. Below it, there's a note: 'For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/'. The 'Comments' section has two radio buttons: 'Enable' (which is selected) and 'Disable'. At the bottom, there are two buttons: 'Submit news' and 'Save as draft'. A red arrow points to the 'Save as draft' button.

- News channel subscription

The **Subscribe** feature allows users to follow and keep up-to-date with any news channels they have permission to. A notification will be generated to a news subscriber any time a new article is published in the channel.



**Reminder:** A news subscriber will be notified of news articles within the channel they are subscribed to regardless of the 'send a notification' option. It is also not possible to subscribe or unsubscribe users to channels on their behalf.

---

Last modified on 1 December 2023 by [Hannah Door](#)

Created on 1 February 2021 by [Veronica Kim](#)  
Tags: [intranet](#), [news](#), [user guide](#), [article](#), [create](#)