

News: Admin overview

Introduction

The News application allows admins to set permissions for news channels and manage news articles within your intranet.

The News application admin panel has a variety of configuration options which can be found in **Admin > News**.

We will cover the following areas:

- Overview of News admin panel
- Channels & Templates
- Metadata
- Trash can
- RSS feeds

The information below is outlined in the video.

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

The admin side & news permissions

To access the admin panel of the News application, you will need to be granted permission as an application administrator.

For more information on how to assign application administrators, head to our [article here](#).

News panel

Navigate to **Admin > News**.

News admins will be presented with all existing news articles, including draft and pending approval articles.

Admin / News

News

Channels & Templates

Metadata
metadata admin rights required

Trash can

Export news channels as RSS

RSS for public news

News

Announcements (legacy)

Configuration

+ Add news

Search for

General

▼

☐ Include comments

Search

clear

	Title	Date ▼	Language	News channel	Status	Creator
<input type="checkbox"/>	Annual Performance Reviews	12 June 2023		Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/>	3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023		General	News approved	Claromentis Administrator
<input type="checkbox"/>	Why Leaders Need To Be More Visible On The Company Intranet	6 January 2023		General	News approved	Claromentis Administrator
<input type="checkbox"/>	Networking is a key skill	16 October 2022		Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/>	Claromentis Newsletter	5 May 2022		General	Draft	Claromentis Administrator
<input type="checkbox"/>	How a Requirements Gathering Template Saves You Time & Money	27 April 2021		General	News approved	Claromentis Administrator
<input type="checkbox"/>	Why Online Collaboration Is Important and How To Get It Right	27 April 2021		General	News approved	Claromentis Administrator
<input type="checkbox"/>	Online Collaboration	27 April 2021		General	Draft	Claromentis Administrator

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4

Delete selected

This area will give admin users full permission to access and manage intranet news articles by allowing them to view, add, and edit intranet articles.

Adding news

News admins can create an article from the admin panel by clicking **+ Add news**.

Admin / News

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Delete selected

Reminder: News can only be added to the news channel you have permission to.

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

Editing news

News admins can select an existing news article to edit the article and make any changes.

Delete

The **Channel and Templates** section will present a list of all News Channels.

Reset

Draft

- | | |
|------|----|
| 2023 | 1 |
| June | 1 |
| 2022 | 2 |
| 2021 | 2 |
| 2020 | 7 |
| 2019 | 6 |
| 2018 | 4 |
| 2015 | 12 |

40 tags shown, click to view all



Admin / News

News Channels & Templates

... Metadata
metadata admin rights required

Trash can

Export news channels as RSS

RSS for public news

News Announcements (legacy) Configuration

+ Add news

Search for General ☐ Include comments

	Title	Date	Language	News channel	Status	Creator
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1 2 3 4

Delete selected

All metadata will be visible in the **Metadata** tab of the news article.

Admin / News / Add News Article

Article details Metadata Additional options All

Source

Please note: Metadata can only be created & managed by Metadata application admins.

To find out more about News application metadata, check out our [Metadata overview](#).

Trash can

The **Trash can** area will list all deleted news articles.

Admin / News

News

Channels & Templates

Metadata
metadata admin rights required

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1

2

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4

Delete selected

News admins have the option to either restore a deleted article or permanently delete an article from the system.

Admin / News / Trash can

Objects deleted from admin panel

Switch to objects from all users

Objects that have been in trash more than 30 days will be automatically deleted

<input type="checkbox"/>	Title	Type	Description	Date	Deleted by	Original location
No deleted objects						

Restore selected

Delete completely

Reminder: News content that has been in the trash can for more than 30 days will be automatically deleted and cannot be restored.

For more information on deleted articles, check out our guide on Deleting a news article.

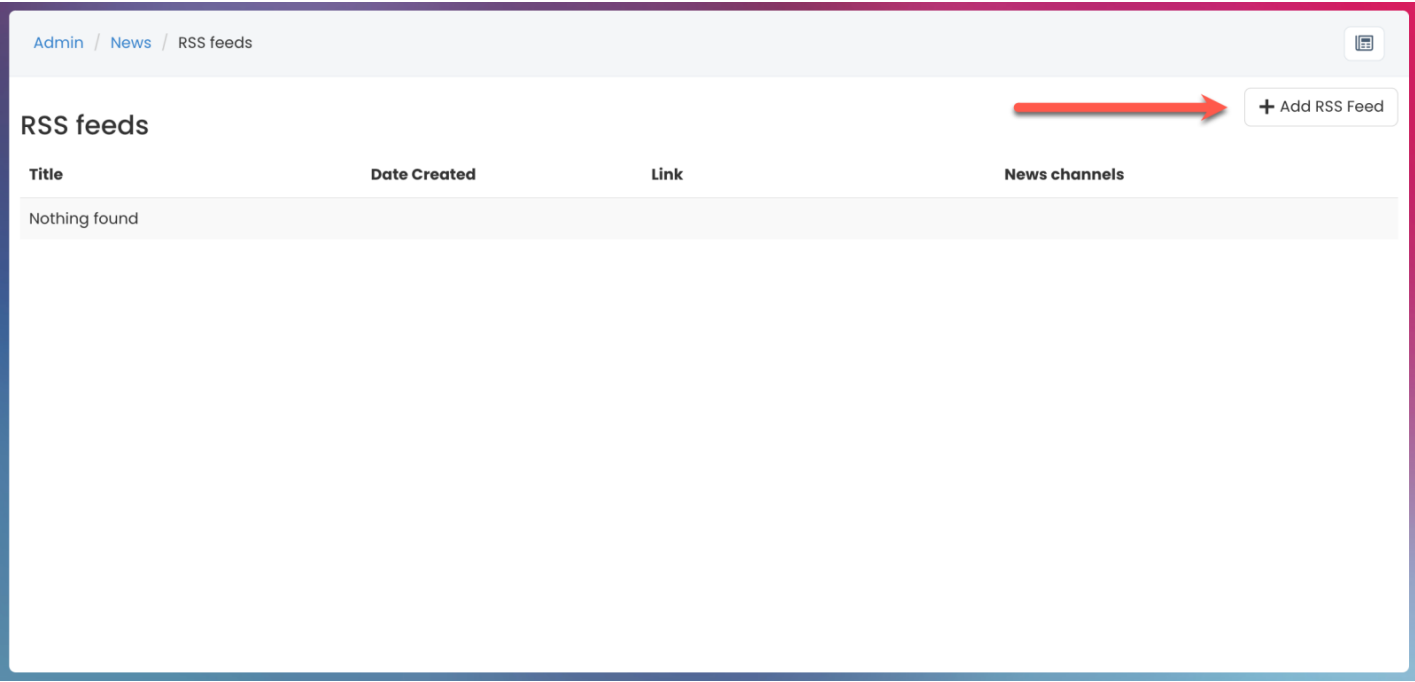
RSS feeds

The **Export news channels as RSS** section allows internal news to be published as RSS.

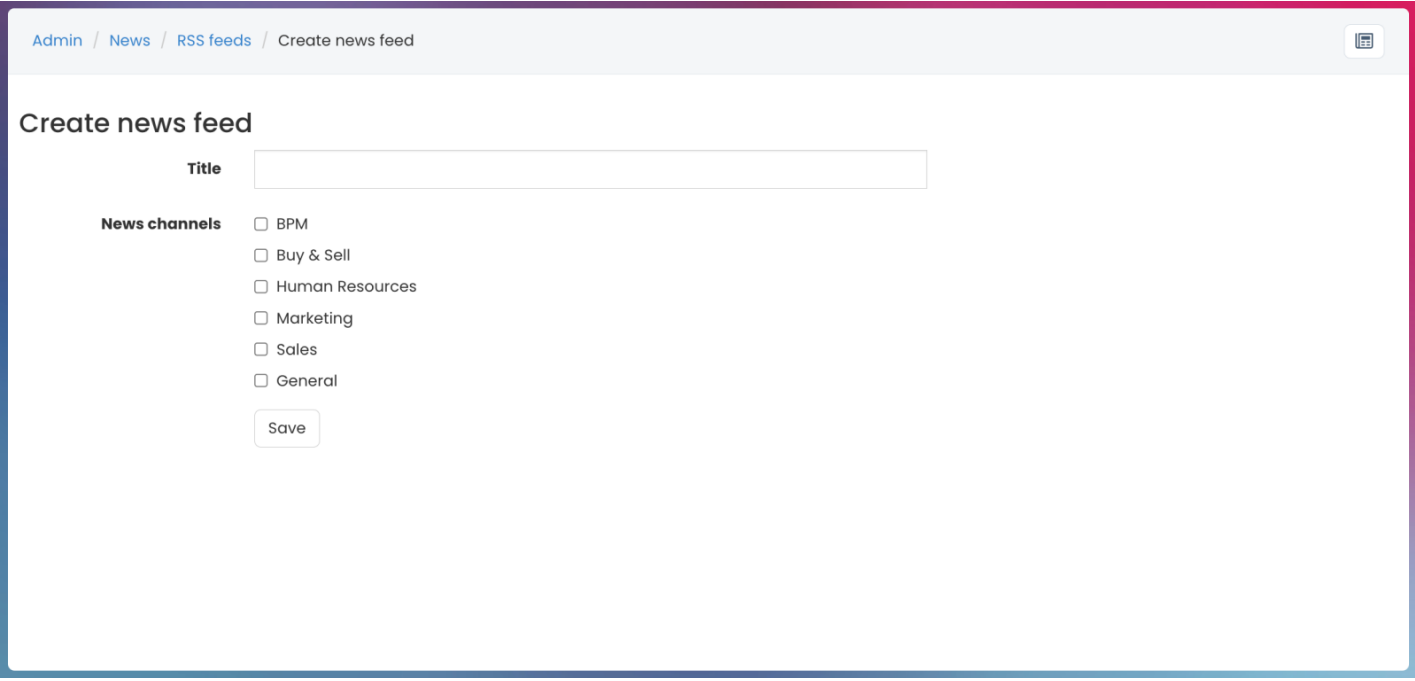
The screenshot shows the 'Admin / News' interface. The left sidebar contains the following menu items: 'News', 'Channels & Templates', 'Metadata' (with a note 'metadata admin rights required'), 'Trash can', 'Export news channels as RSS' (highlighted with a red box), and 'RSS for public news'. The main content area has tabs for 'News', 'Announcements (legacy)', and 'Configuration'. Below the tabs is a search bar with a 'Search for' input, a dropdown menu set to 'General', an 'Include comments' checkbox, and 'Search' and 'clear' buttons. A green '+ Add news' button is in the top right. The main area displays a table of news items with columns: Title, Date, Language, News channel, Status, and Creator. The table lists eight items, including 'Annual Performance Reviews', '3 Smart Ways to Build a Better Intranet Onboarding Experience', 'Why Leaders Need To Be More Visible On The Company Intranet', 'Networking is a key skill', 'Claromentis Newsletter', 'How a Requirements Gathering Template Saves You Time & Money', 'Why Online Collaboration Is Important and How To Get It Right', and 'Online Collaboration'. At the bottom, there is a pagination bar with links 1, 2, 3, and 4, and a red 'Delete selected' button.

Title	Date	Language	News channel	Status	Creator
<input type="checkbox"/> Annual Performance Reviews	12 June 2023	🇬🇧	Human Resources	News approved	Claromentis Administrator
<input type="checkbox"/> 3 Smart Ways to Build a Better Intranet Onboarding Experience	27 April 2023	🇬🇧	General	News approved	Claromentis Administrator
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News admins have the option to create an internal RSS news feed for specific channels by clicking **+ Add RSS Feed**.



This feature is a useful tool if you want to internally promote certain news channels and articles to intranet users.



For more information on creating an RSS feed from your intranet, check out our RSS feature overview.
