

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 forGeneral▼☐ 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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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

News

Channels & Templates

Metadata
metadata admin rights required

Trash can

Export news channels as RSS

RSS for public news

News

Announcements (legacy)

Configuration

Search for

General

▼

☐ Include comments

Search

clear

+ Add news

| | Title | Date ▼ | Language | News channel | Status | Creator |
|--------------------------|--|-----------------|----------|-----------------|---------------|---|
| <input type="checkbox"/> | Annual Performance Reviews | 12 June 2023 | | Human Resources | News approved | Claromentis Administrator |
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| <input type="checkbox"/> | How a Requirements Gathering Template Saves You Time & Money | 27 April 2021 | | General | News approved | Claromentis Administrator |
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| <input type="checkbox"/> | Online Collaboration | 27 April 2021 | | General | Draft | Claromentis Administrator |

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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.

Admin / News / Edit news article

Article details
Metadata
Additional options
All


Channel
General

Language
English
options

Title
September Updates

Tags
claromentis, intranet, social

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



Change image
Delete image

Short Summary

B I U T X X EMAIL

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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

Content

Source

B I U S X X I

Styles
Format
Font
Font Size

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Sed vulputate odio ut enim blandit. Ultrices vitae auctor eu augue ut lectus arcu bibendum. Egestas dui id ornare arcu odio. Vitae ultricies leo integer malesuada nunc vel risus commodo. Est placerat in egestas erat imperdiet sed euismod. Venenatis lectus magna fringilla urna porttitor rhoncus dolor. Phasellus vestibulum lorem sed risus ultricies tristique nulla aliquet. Nulla facilisi morbi tempus iaculis urna. Tincidunt arcu non sodales neque sodales ut etiam.

Lorem mollis aliquam ut porttitor leo a diam sollicitudin tempor. Blandit massa enim nec dui nunc mattis enim ut tellus. Et tortor consequat id porta nibh venenatis cras sed felis. Ultrices tincidunt arcu non sodales neque sodales. Ultrices tincidunt arcu non sodales neque sodales ut etiam. Fermentum odio eu feugiat pretium nibh ipsum consequat nisl. In hac habitasse platea dictumst quisque sagittis purus. Sed egestas egestas fringilla phasellus faucibus. Nulla

Link
http://

For external Links include the whole path. E.g. https://www.claromentis.com. For internal links use a relative path E.g. /intranet/gallery/

Comments
☒ Enable
☐ Disable
☐ Delete comments and disable commenting

Save changes
Save as draft
Delete

Reminder: Permissions are not enforced on the admin side of News. This means any News admin can see and edit articles they may not have permission to on the front-end of the system.

Channel and Templates

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

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 |
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| <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 |
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| <input type="checkbox"/> Online Collaboration | 27 April 2021 | | General | Draft | Claromentis Administrator |

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Delete selected

Permissions in the News application are tied to the existing channels.

News admins can assign permissions by the channel that will allow you to direct articles to specific users.

Admin / News / Channels & Templates

Channels & Templates

Add News Channel

| RSS Feed | News Channel Name | Delete |
|-------------------------------------|-----------------------|--------------------------|
| <input checked="" type="checkbox"/> | General | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | BPM | <input type="checkbox"/> |
| <input type="checkbox"/> | Business Partner news | <input type="checkbox"/> |
| <input type="checkbox"/> | Buy & Sell | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Human Resources | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Marketing | <input type="checkbox"/> |
| <input type="checkbox"/> | Medvivo | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sales | <input type="checkbox"/> |

Update

Delete selected

From the front-end of the application, users will see the News channels they have permission to view.

News / All

+ Add news

All

General

BPM

Buy & Sell

Human Resources

Marketing

Sales

Claromentis Test

19 June 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

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

Like | 0 Likes

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

Like | 0 Likes

How a Requirements Gathering Template Saves You Time & Money

27 April 2021

General by Claromentis Administrator

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

Like | 0 Likes

Why Online Collaboration Is Important and How To Get It Right

27 April 2021

General by Claromentis Administrator

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

Like | 0 Likes

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

Like | 0 Likes

New: Polls & Surveys application

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!

Like | 0 Likes

Search

Search news channels

☐ Include comments

Search

Reset

Unpublished News

Online Collaboration

Draft

Claromentis Newsletter

Draft

2023

June

2022

2021

2020

2019

2018

2015

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](#).

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

News metadata

The **Metadata** section allows admins to create custom metadata for news 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

| 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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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

Trash can

Export news channels as RSS

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Configuration

+ Add news

Search for

General

☐ Include comments

Search

clear

| Title | Date | Language | News channel | Status | Creator |
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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.

Admin / News

News Channels & Templates Metadata metadata admin rights required Trash can

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 |

1 2 3 4

Delete selected

Export news channels as RSS

RSS for public news

News admins have the option to create an internal RSS news feed for specific channels by clicking **+ Add RSS Feed**.

Admin / News / RSS feeds

RSS feeds

+ Add RSS Feed

| Title | Date Created | Link | News channels |
|---------------|--------------|------|---------------|
| Nothing found | | | |

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

[Admin](#) / [News](#) / [RSS feeds](#) / Create news feed

Create news feed

Title

News channels

☐ BPM

☐ Buy & Sell

☐ Human Resources

☐ Marketing

☐ Sales

☐ General

Save

For more information on creating an RSS feed from your intranet, check out our [RSS feature overview](#).

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