### 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

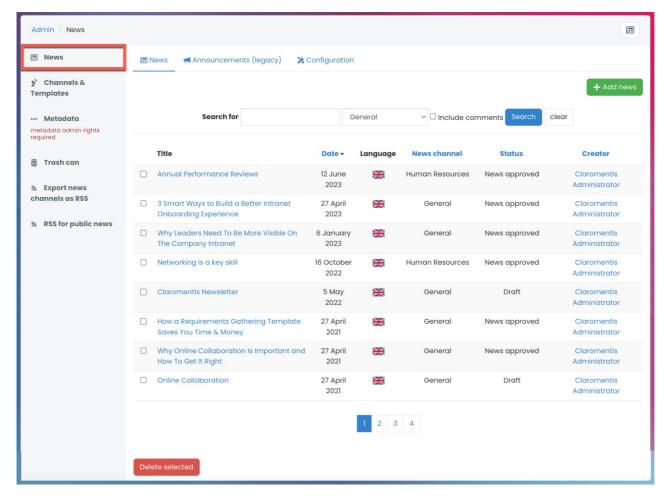
To access the admin panel of the News application, you will need to be granted permission as an application administrator.

For more information on how to assign application administrators, head to our articlehere.

## **News panel**

Navigate to Admin > News.

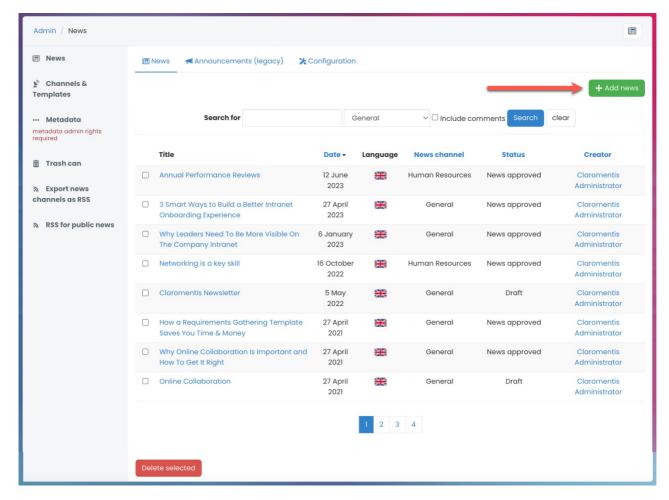
News admins will be presented with all existing news articles, including draft and pending approval articles.



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.

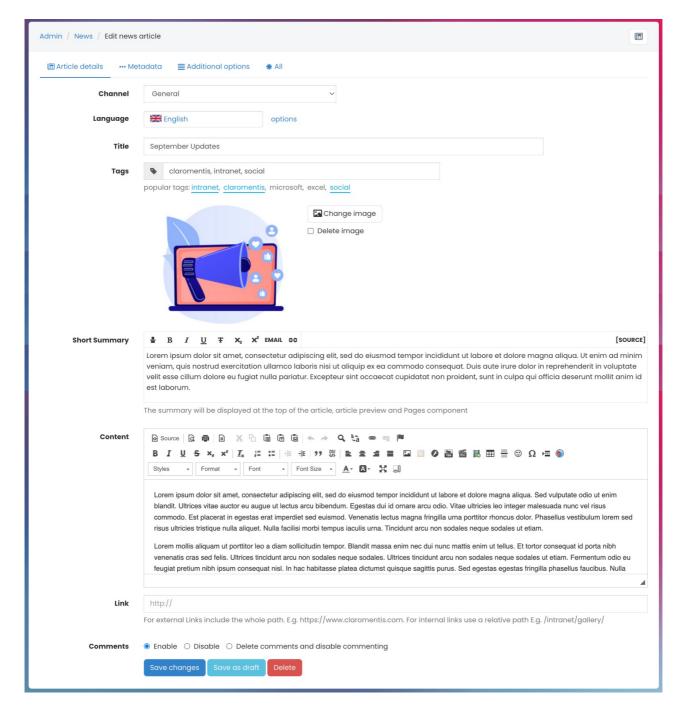


Reminder: News can only be added to the news channel you have permission to.

For more information, please refer to our guide on Creating a news article.

#### **Editing news**

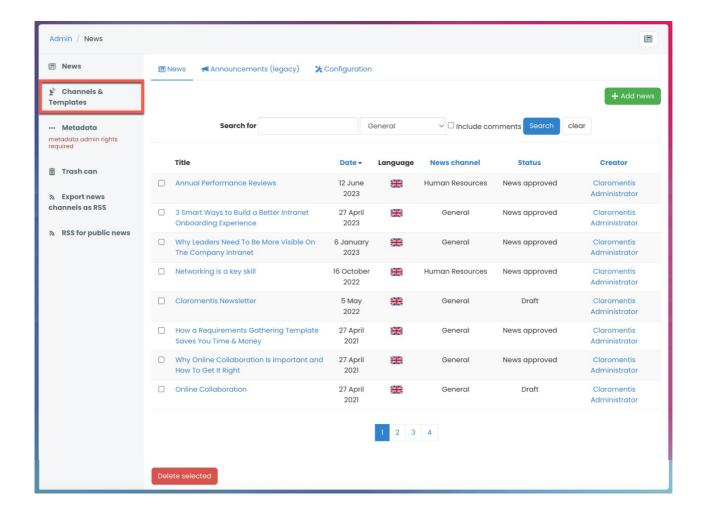
News admins can select an existing news article to edit the article and make any changes.



**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.

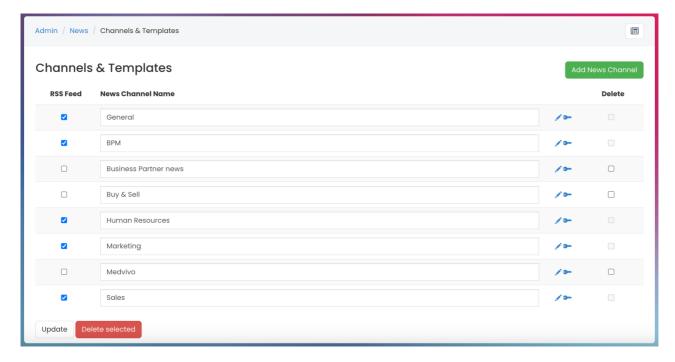
# **Channel and Templates**

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

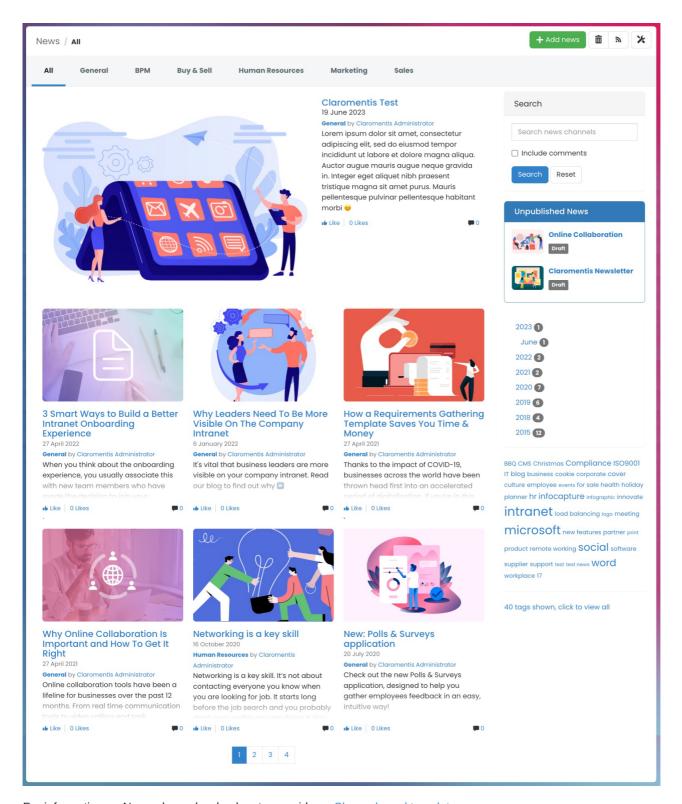


Permissions in the News application are tied to the existing channels.

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



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

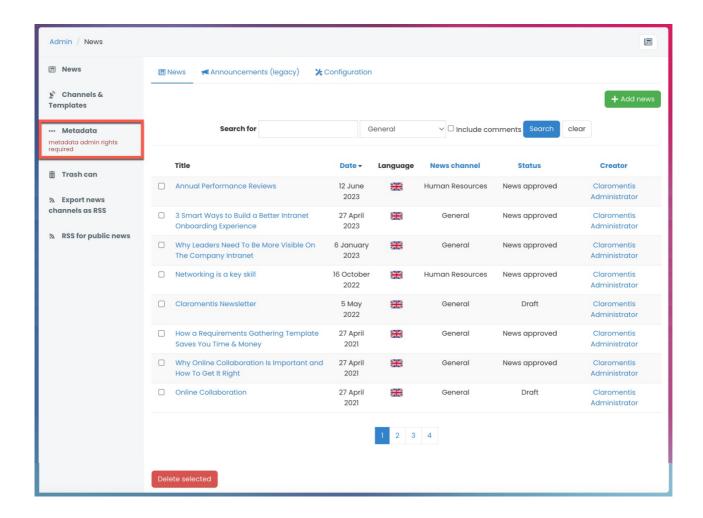


For information on News channels, check out our guide on Channels and templates.

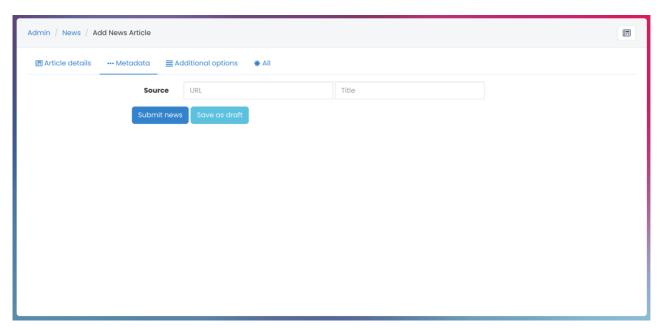
For an overview of News permissions, check out our article on News permissions.

### **News** metadata

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



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

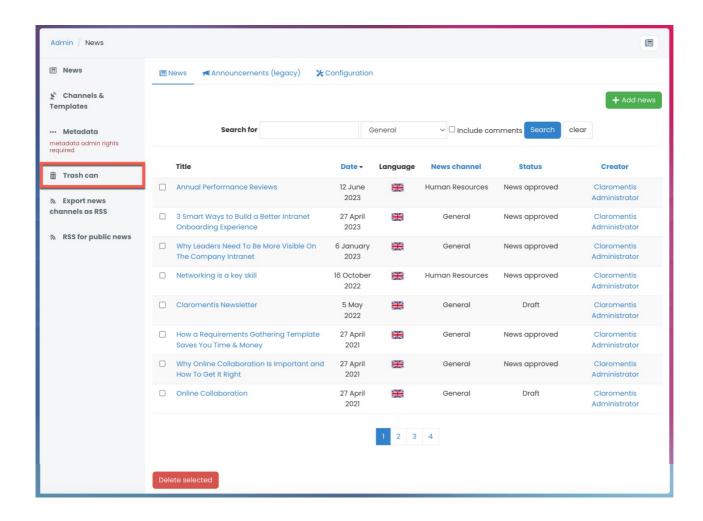


Please note: Metadata can only be created & managed by Metadata application admins.

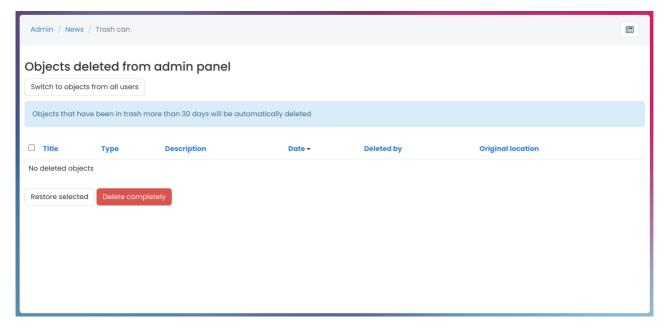
To find out more about News application metadata, check out our Metadata overview.

#### Trash can

The Trash can area will list all deleted news articles.



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

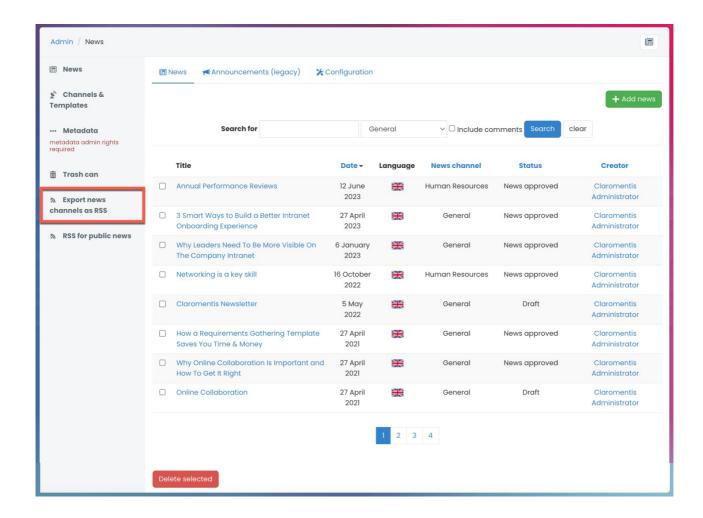


Reminder: News content that has been in the trash can for more than 30 days will be automatically deleted and cannot be restored.

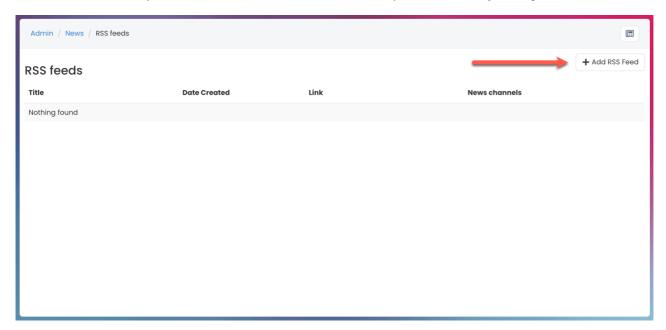
For more information on deleted articles, check out our guide on Deleting a news article.

#### **RSS** feeds

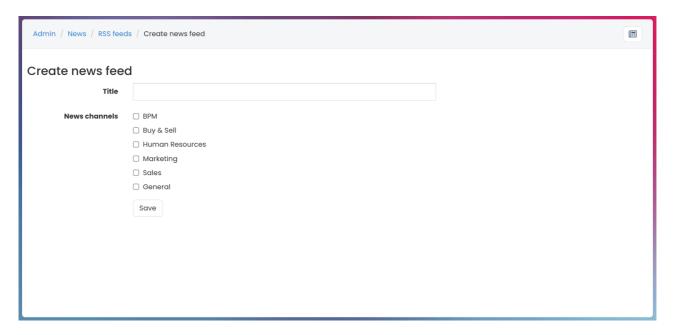
The Export news channels as RSS section allows internal news to be published as RSS.



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.

Last modified on 1 December 2023 by Hannah Door

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