

# News: Admin overview

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## 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](#).

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## 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](#).

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## 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

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

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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

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metadata admin rights required

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Configuration

Search for

General

▼

☐ Include comments

Search

clear

+ Add news

	Title	Date ▼	Language	News channel	Status	Creator
<input type="checkbox"/>	<a href="#">Annual Performance Reviews</a>	12 June 2023		Human Resources	News approved	<a href="#">Claromentis Administrator</a>
<input type="checkbox"/>	<a href="#">3 Smart Ways to Build a Better Intranet Onboarding Experience</a>	27 April 2023		General	News approved	<a href="#">Claromentis Administrator</a>
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<input type="checkbox"/>	<a href="#">Online Collaboration</a>	27 April 2021		General	Draft	<a href="#">Claromentis Administrator</a>

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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.

[illegible]

**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

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Search for

General

☐ Include comments

Search

clear

Title	Date	Language	News channel	Status	Creator
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<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
<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

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.



Admin / News

News Channels & Templates

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metadata admin rights required

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Export news channels as RSS

RSS for public news

News Announcements (legacy) Configuration

+ Add news

Search for  General ☐ Include comments

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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.



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Search forGeneral▼☐ Include comments

Search

clear

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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
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<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](#).

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

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