

News: Admin overview

The admin side of News (applications > Admin > News) has a variety of configuration options:

- [Channels & Templates](#)
- [Metadata](#)
- [Trash can](#)
- [RSS feeds](#)

[Application administrators](#) of News can follow this guide to understand what they can change about the application.

The admin side

The landing page of Applications > Admin > News presents tabs on the left.

The default tab lists all existing news articles, including draft and pending approval articles.

A screenshot of the News Admin interface. The left sidebar contains navigation options: News, Channels & Templates, Metadata (with a note 'metadata admin rights required'), Trash can, Export news channels as RSS, and RSS for public news. The main content area shows 'Admin > News' with tabs for 'News' and 'Configuration'. Below the tabs is a search bar with a dropdown menu set to 'General', an 'Include comments' checkbox, and 'Search' and 'clear' buttons. A '+ Add news' button is in the top right. The main area displays a table of news articles with columns for Title, Date, Language, News channel, Status, and Creator.

| | Title | Date | Language | News channel | Status | Creator |
|--------------------------|--|------------------|----------|-----------------------|---------------|---------------------------|
| <input type="checkbox"/> | New sales targets published | 29 January 2026 | | General | News approved | Claromentis Administrator |
| <input type="checkbox"/> | Covid resurgence Rumours Wiped us in May | 13 December 2025 | | Alchemy Bar - Chicago | News approved | Playground Admin |
| <input type="checkbox"/> | Record Month here in Chicago! | 3 December 2025 | | Alchemy Bar - Chicago | News approved | Playground Admin |
| <input type="checkbox"/> | Small Incident | 3 December 2025 | | Alchemy - Texas | News approved | Playground Admin |

From here, administrators can create new articles themselves or edit existing ones.

However, they only ever really do this if the usual editors are unavailable, as these people would create and edit their own articles from [the front end](#).

Channels & Templates

This tab lists all Channels that have been created.

Articles are posted under different channels.

| RSS Feed | News Channel Name | Subscribed | Delete |
|--------------------------|-----------------------|------------|--------------------------|
| <input type="checkbox"/> | General | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Alchemy - Texas | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | Alchemy Bar - Chicago | 0 | <input type="checkbox"/> |
| <input type="checkbox"/> | BPM | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Business Partner news | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Buy & Sell | 1 | <input type="checkbox"/> |
| <input type="checkbox"/> | Charity | 1 | <input type="checkbox"/> |

Permissions are also set per channel (under the key symbol), which determines who can see the articles in them, as well as create or edit new ones.

Administrators can [create new Channels](#) or editing permissions of those existing at anytime.

General

Start typing to add...

All registered
Role: Managers

- View
- Add and Edit
- Publish
- Approve others

[View effective permissions...](#)

News metadata

Here, administrators can add extra fields that can be filled out when creating articles.

Admin > Metadata New metadata set

Misc metadata

| Name | Type |
|----------------------|----------------------|
| Common metadata heap | Common metadata heap |
| Image Gallery | Image Gallery |
| Image Gallery | Image Gallery |
| News | News |
| Users | Users |
| Idea Spaces | Discuss |
| Projects | Project |

Publish metadata

| Name | Type |
|-----------------|-----------------|
| Publish folders | Publish folders |

Documents metadata

| Name | Type |
|-----------|-----------|
| Documents | Documents |
| Folders | Folders |
| Markers | Markers |

Audit

| Name | Type |
|------------------|------|
| No metadata sets | |

Add anything relevant to your company or the news that will be created by your user base.

Here, a hyperlink field has been added to allow news creators to add a link to a source or relevant information if they would like to.

Admin > Metadata > Edit metadata set

Metadata for: News

Metadata set name: Save Export

| Key / Order # | Title | Type | Default value | Editable | Repeatable | |
|---------------|--------|-----------|---------------|----------|------------|-----|
| news_source | Source | Hyperlink | | ✔ | | ✎ ↺ |

Create new field Attach existing field

News creators will find the fields available listed under the ['Metadata'](#) tab, and if filled out, will appear at the end of articles.

News > Add News Article + ⓘ

Article details **Metadata** Additional options All

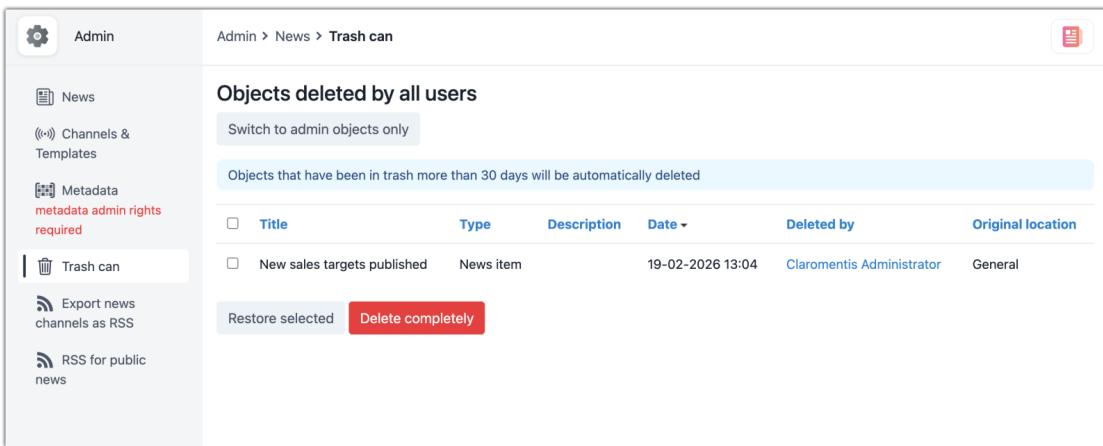
Source

Submit news Save as draft

Trash can

The Trash can area will hold all deleted News articles.

There is a view for admin deleted items and those from everyone.



Administrators can restore items or delete them permanently.

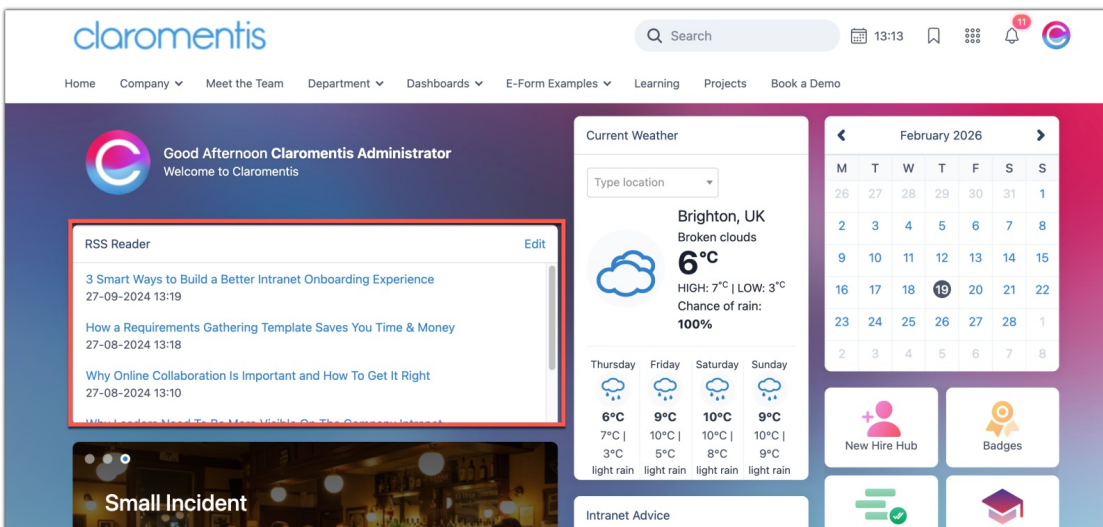
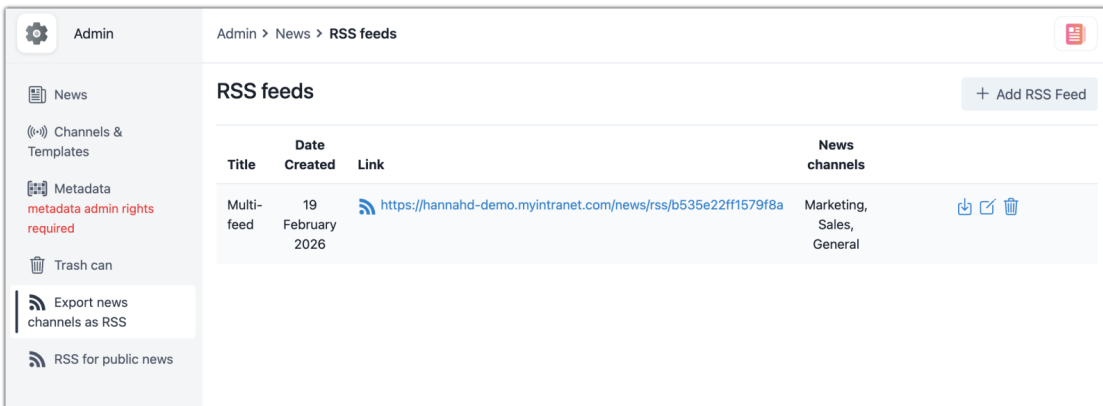
After 30 days, any items in the trash can will be permanently removed.

For more information on deleted articles, check out our guide on [Deleting a news article](#).

RSS feeds

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

News admins can add include multi channels into one RSS feed using the 'add RSS feed' button.



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

The final tab 'RSS Feed for public news' will generate an XML file of any articles that are **Public** (if guest access has been enabled on your site), for use on external sites, e.g. Websites.

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