

# 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 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

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

 [+ Add news](#)

Search for  General  Include comments [Search](#) [clear](#)

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

1 2 3 4

[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

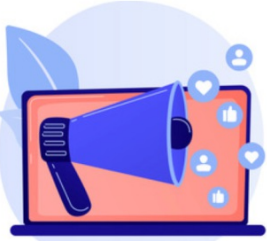
Article details   Metadata   Additional options   All

**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** [source]  
 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 [Icons]  
 [Rich text editor icons]  
 Styles   Format   Font   Font Size   [A-] [A+] [Undo] [Redo]

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

News Announcements (legacy) Configuration

**Channels & Templates**

Metadata  
metadata admin rights required

Trash can

Export news channels as RSS

RSS for public news

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

1 2 3 4

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

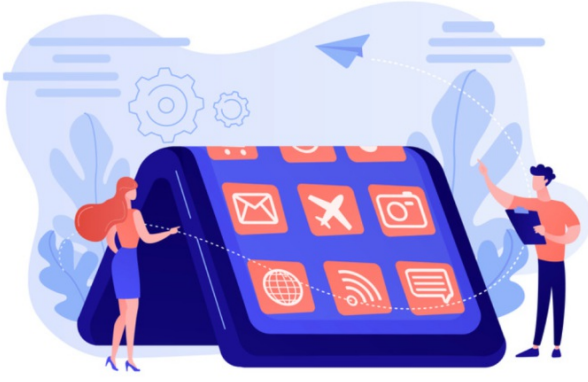
From the front-end of the application, users will see the News channels they have permission to view.



News / All + Add news   

**All**   General   BPM   Buy & Sell   Human Resources   Marketing   Sales

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### 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

### 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

Search


Include comments

[Search](#) [Reset](#)

**Unpublished News**



**Online Collaboration**  
Draft



**Claromentis Newsletter**  
Draft

2023 1

June 1

2022 2

2021 2

2020 7

2019 6

2018 4

2015 12

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

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40 tags shown, [click to view all](#)



### 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



### 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

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

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  Title

**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

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

1 2 3 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](#).

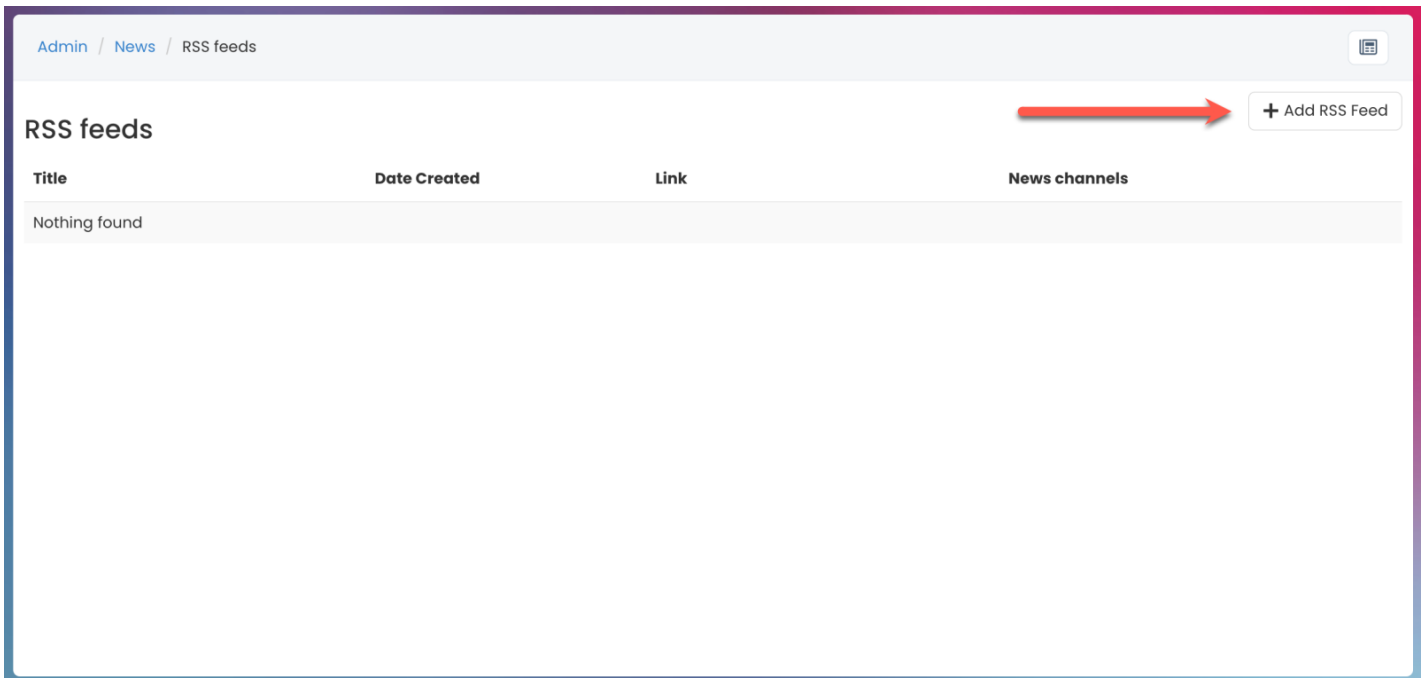
## RSS feeds

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

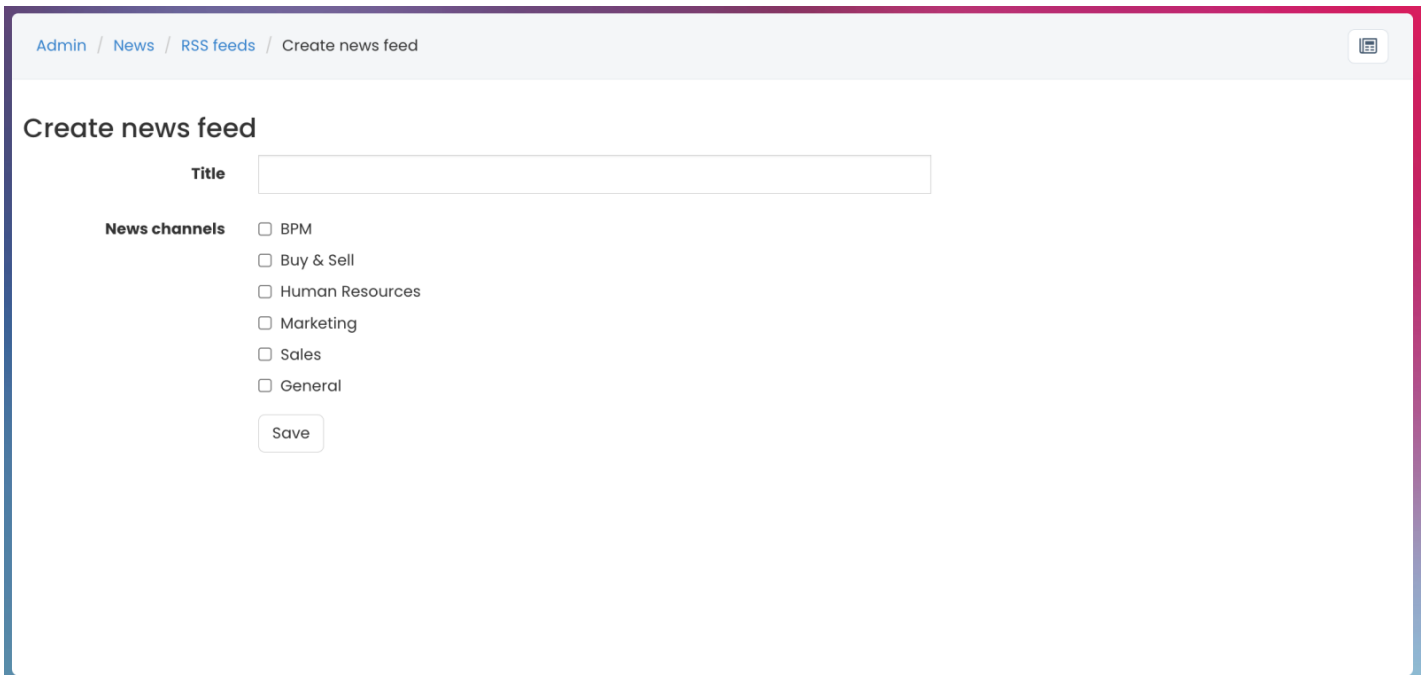
The screenshot shows the 'Admin / News' interface. The left sidebar contains several menu items: 'News', 'Channels & Templates', 'Metadata' (with a note 'metadata admin rights required'), 'Trash can', 'Export news channels as RSS' (highlighted with a red box), and 'RSS for public news'. The main content area has tabs for 'News', 'Announcements (legacy)', and 'Configuration'. Below the tabs is a search bar with a dropdown menu set to 'General' and a checkbox for 'Include comments'. A '+ Add news' button is in the top right. The main area displays a table of news items with columns for Title, Date, Language, News channel, Status, and Creator. At the bottom, there is a 'Delete selected' button and a pagination control showing pages 1, 2, 3, and 4.

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"/> 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

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](#).

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

Created on 1 February 2021 by [Veronica Kim](#)

Tags: [intranet](#), [news](#), [user guide](#), [administrator](#)