
News Channels and Templates

With the News application, a News application administrator can create different news channels that will help organise your intranet news by categories and allow users to easily find certain article topics.

We will cover the following topics:

- [News channel & permissions](#)
- [Creating a news channel](#)
- [Editing a news channel](#)
- [Deleting a news channel](#)
- [Creating a news template](#)

The information below is outlined in the video.

To find out more about the admin side of the News application, make sure to read our [News: Admin overview](#).

News channels & permissions

To access the admin panel of the News application and **Channels & Template** area, you will need to be granted permission as an application administrator.

With the correct permissions, you can do the following:

- Allocate permissions enabling you to direct users to the correct articles.
- Delete channels and re-assign existing articles to a different channel.
- Use the template feature to create a basic template for all articles inside of a channel allowing you to set a structure of how all articles should be created.

For more information on how to assign application administrators, head to our article [here](#).

Creating a channel

A news channel can be created by any News application admin.

1. Head to **Applications > News** and select **Channels & Templates**.

Admin / News

News

News Announcements (legacy) Configuration

Channels & Templates

+ 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
<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

2. The section will present a list of all existing News Channels.

Create a new channel by clicking + Add News Channel.

Admin / News / Channels & Templates

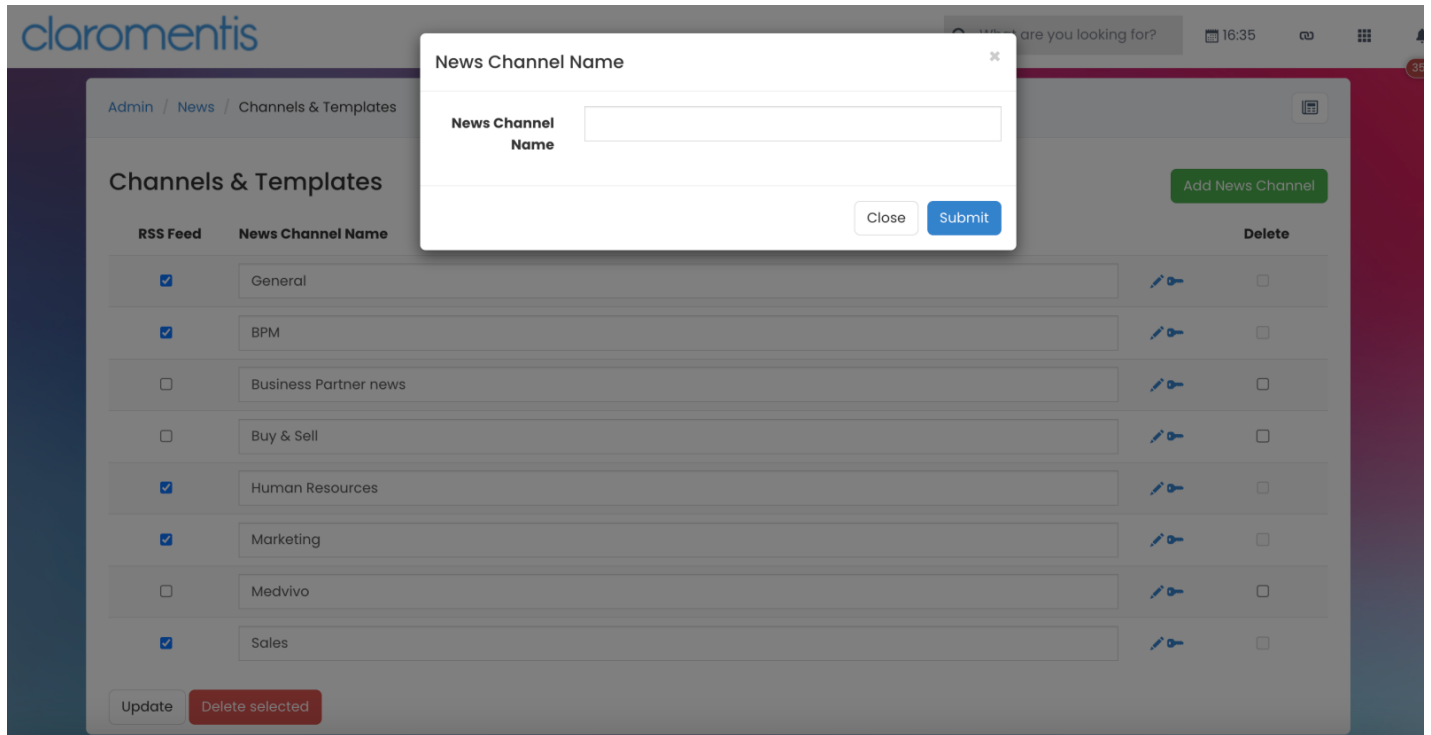
Channels & Templates

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"/>

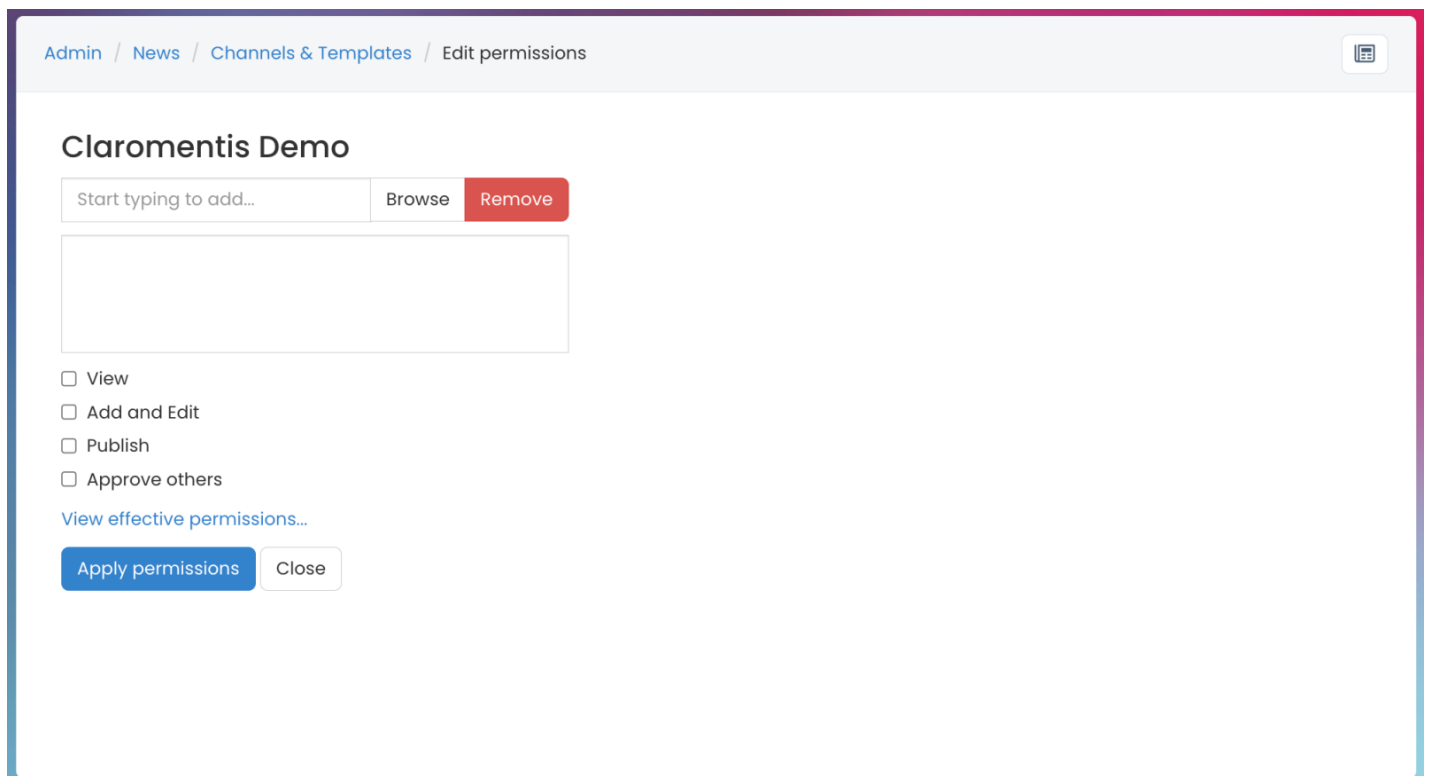
Update

3. You will then be presented with the option to name the channel.

Enter the name of the news channel and click **Submit**.



4. You can then set the permissions for the news channel that will affect all articles created within the channel. Assign permissions by adding the relevant User, Role, and/or Group.



- **View:** Users can view articles in the channel.
- **Add and Edit:** Users can add and/or edit existing articles in the channel.
- **Publish:** Users can publish articles and make them live straight away.
- **Approve others:** Users can edit and interact with other users' submitted articles, approving them to make them live.

To implement a News approval process, check out our guide on [How to set up news approval process](#).

5. Select **Apply** permissions.

The new channel will be created and can be managed from the admin panel.

The screenshot shows the 'Channels & Templates' admin interface. At the top, there is a breadcrumb trail: 'Admin / News / Channels & Templates'. A green button labeled 'Add News Channel' is in the top right. The main content is a table with columns for 'RSS Feed', 'News Channel Name', and 'Delete'. The table lists several channels, with 'Claromentis Demo' highlighted by a red border. Below the table are 'Update' and 'Delete selected' buttons.

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 type="checkbox"/>	Claromentis Demo	<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"/>

Editing a channel
















Any existing news channel can be edited by a News application admin.

1. Change the name of an existing channel by editing it in the text box it is located inside.

This screenshot is identical to the previous one, but the 'General' text box in the first row of the table is highlighted with a red border, indicating it is the focus for editing.

2. Select the key (permissions) icon for the News channel you wish to edit.

The screenshot shows the 'Channels & Templates' page in an admin interface. At the top, there is a breadcrumb trail: 'Admin / News / Channels & Templates'. The page title is 'Channels & Templates', and there is a green 'Add News Channel' button. Below the title is a table with columns: 'RSS Feed', 'News Channel Name', and 'Delete'. The table lists several news channels. The 'General' channel is selected (checked), and its permissions icon (a key) is highlighted with a red box. At the bottom of the table, there are two buttons: 'Update' and 'Delete selected'.



















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"/>

Deleting a channel

Any existing news channel can be deleted by a News application admin.

1. Check the box next to the channel you wish to delete.

The screenshot shows the 'Channels & Templates' page in an admin interface. At the top, there is a breadcrumb trail: 'Admin / News / Channels & Templates'. The page title is 'Channels & Templates', and there is a green 'Add News Channel' button. Below the title is a table with columns: 'RSS Feed', 'News Channel Name', and 'Delete'. The table lists several news channels. The 'Claromentis Demo' channel is selected (checked), and its 'Delete' checkbox is highlighted with a red box. At the bottom of the table, there are two buttons: 'Update' and 'Delete selected'.

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 type="checkbox"/>	Claromentis Demo	 	<input checked="" 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"/>

2. Select Delete selected.

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 type="checkbox"/>	Claromentis Demo		<input checked="" 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

3. You will be prompted to confirm the deletion.

Click OK to confirm.

claromentis

ronnie-thirteen-demo.myintranet.com says
Are you sure you want to delete this?

Cancel OK

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 type="checkbox"/>	Claromentis Demo		<input checked="" 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

4. Upon deleting the news channel, you will have the option to move all the articles within the channel to a different channel OR delete both the news channel and the nested articles.



Channels & Templates

Add News Channel

Delete News Channel

Claromentis Demo Move News to Channel

Delete News

Channel name

Delete

Cancel

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

Update

Delete selected

5. Select Delete to finalise the deletion.



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News channel deleted

Channels & Templates

Add News Channel

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

Update

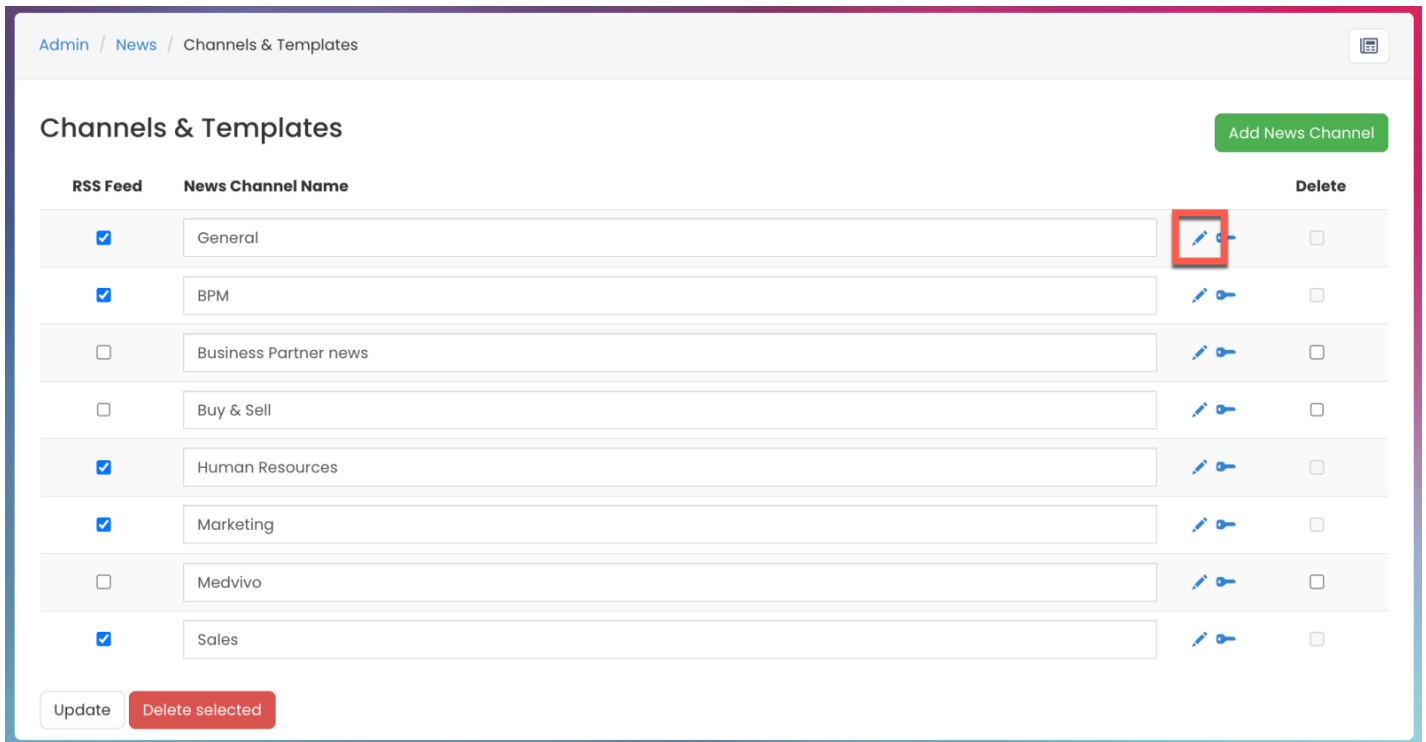
Delete selected

Please note: Deleting a News channel will remove the channel completely and cannot be restored once deleted.

Creating a template

A news (content) template can be created per news channel by a News application admin.

1. Select the pencil (edit) icon for the News channel you wish to apply a template to.



The screenshot displays the 'Channels & Templates' management interface. At the top, there is a breadcrumb trail: 'Admin / News / Channels & Templates'. A green 'Add News Channel' button is located in the top right corner. The main content area features a table with the following columns: 'RSS Feed' (checkboxes), 'News Channel Name' (text input fields), and 'Delete' (checkboxes). The 'General' channel is selected, and its edit icon (pencil) is highlighted with a red box. Below the table, there are 'Update' and 'Delete selected' buttons.

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"/>

2. Use the text field to write up your template.

This is a useful feature if you wish to provide a guideline on how the articles in the new channel should be constructed.

