News Channels and Templates

News articles are posted within Channels.

Administrators can create Channels from the admin side of News and give permissions for users across them.

This guide will cover the following topics:

- Creating a news channel
- Editing a news channel
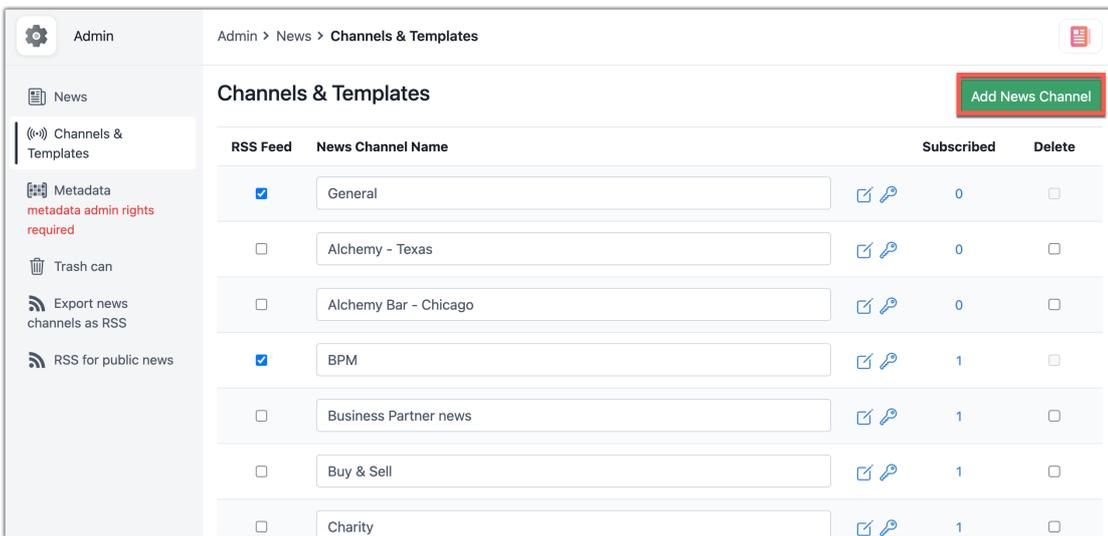- Deleting a news channel
- Creating a news template

Creating a News channel

1. Head to Applications > Admin > News
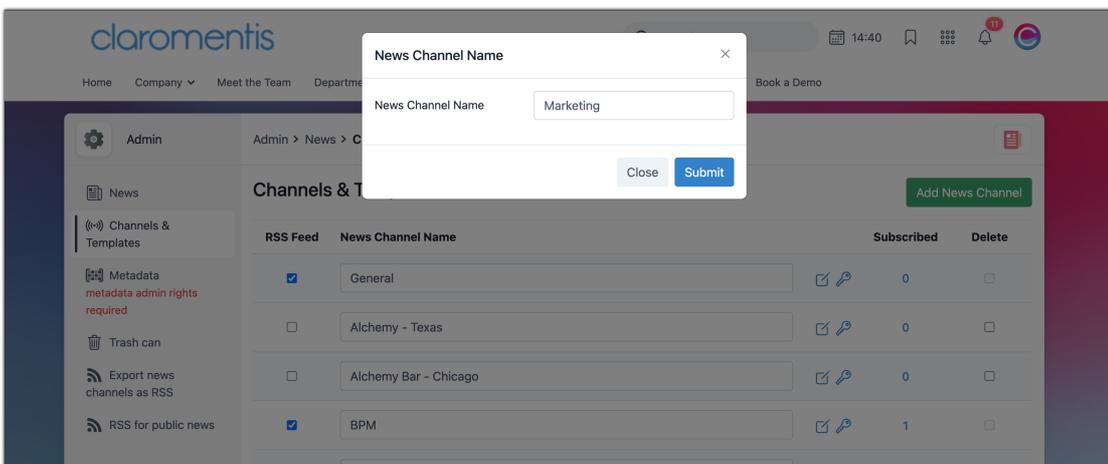
2. Click on the 'Channels & templates' tab:

3. Here, any existing channels will be listed. Create a new channel by clicking '+ Add News Channel'.
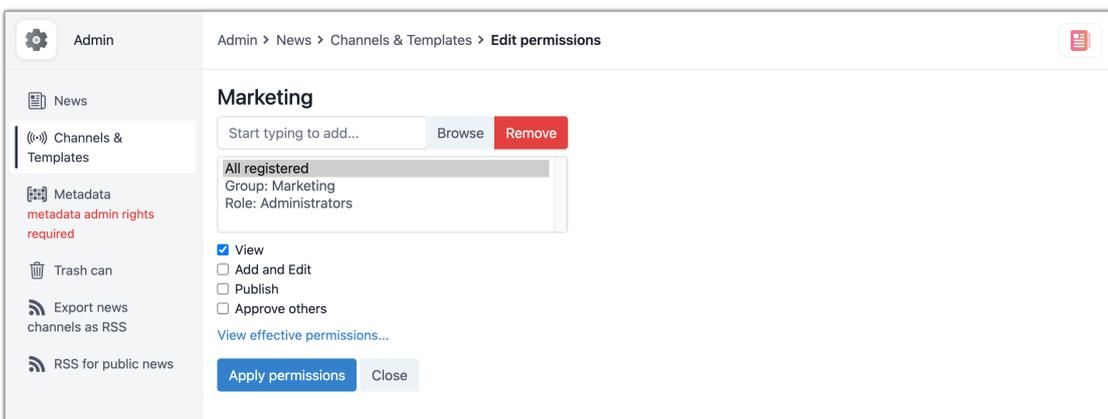
4. A pop-up will appear, enter the name of your channel and click 'Submit' to create it:

5. On the next screen is the permissions box for the channel. Enter the relevant users/roles/groups and assign permissions to them based on what abilities you would like them to have.

Click 'apply permissions' to save.

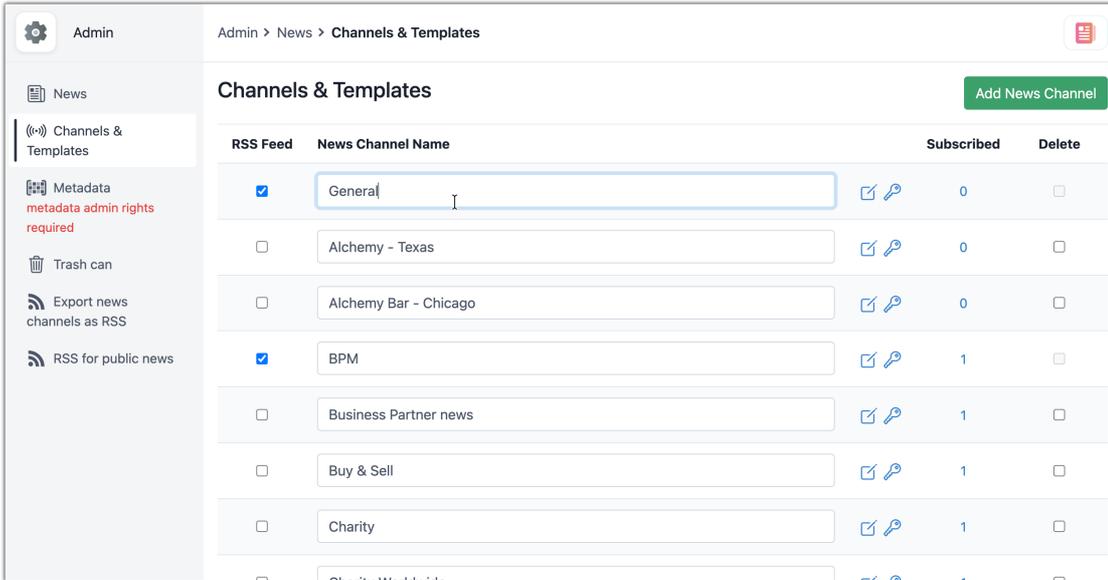Permissions that are available in News & How to set up news approval process.

5. The new channel will now be listed in the Channels & templates area and be available for those with permissions to post new articles to.
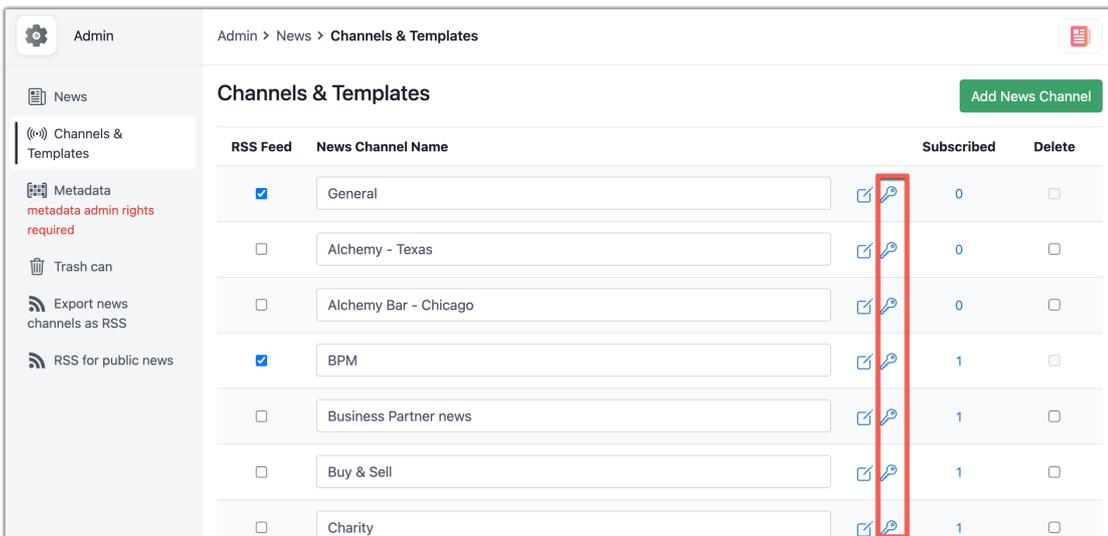
Editing a channel

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.

2. To edit permissions for a channel, click the key symbol in line with it

Deleting a channel

Deleting a channel is a permanent change, and the removed data cannot be retrieved.

Only application administrators of News can delete channels.

1. In the 'Channels & Templates' tab, check the box next to the channel you wish to delete.

2. Scroll to the end of the screen and click 'Delete selected'.

3. A pop-up will appear outlining that the data is going to be permanently removed. Click 'ok' to continue.

4. The system will prompt you to confirm if articles in the channel should be deleted or moved to another one, and you can select what this is.

5. Click **'delete'** to apply and remove the channel and articles, or just the channel if you selected to move the articles to another channel.
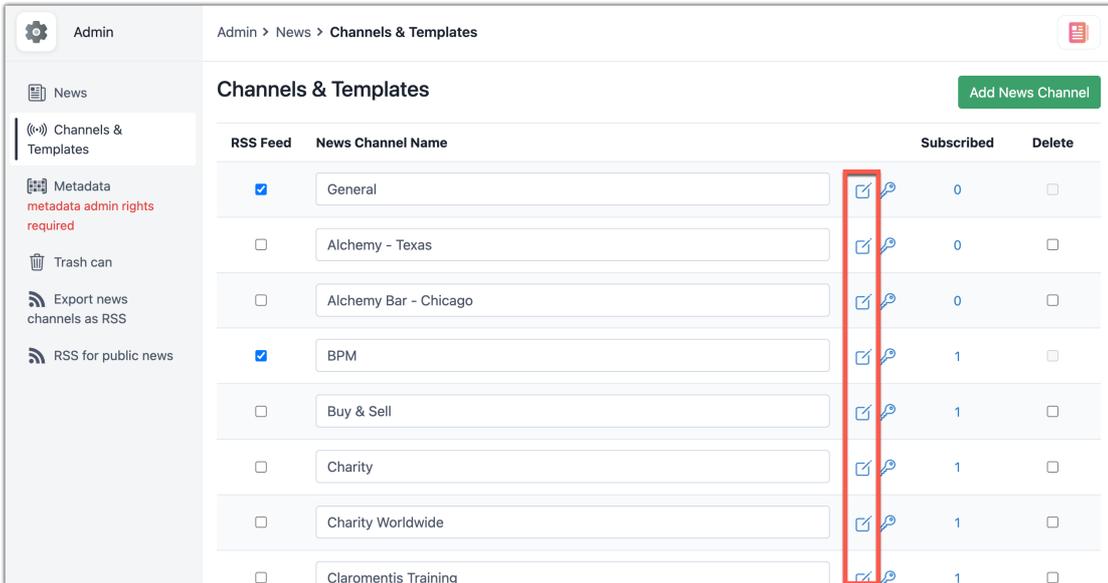
Creating a template

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

This will appear to users who create a new article within that channel to help keep content uniform.

This is an optional feature, so if no template is created, users won't see anything when they create a new article.

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

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

3. Select **Save template**.

Created on 19 February 2026 by Hannah Door

Tags: intranet, news, user guide, channel, template