

# 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 Channels & Templates

News Announcements (legacy) Configuration

+ 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

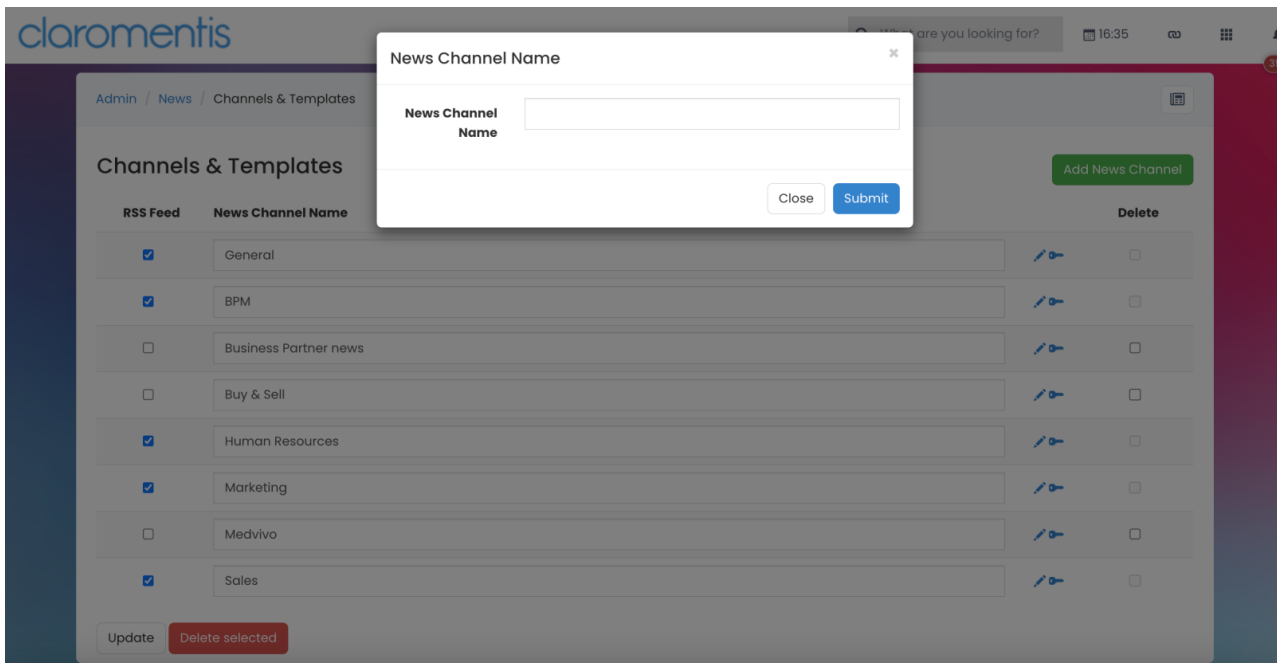
## Channels & Templates

| 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 Delete selected

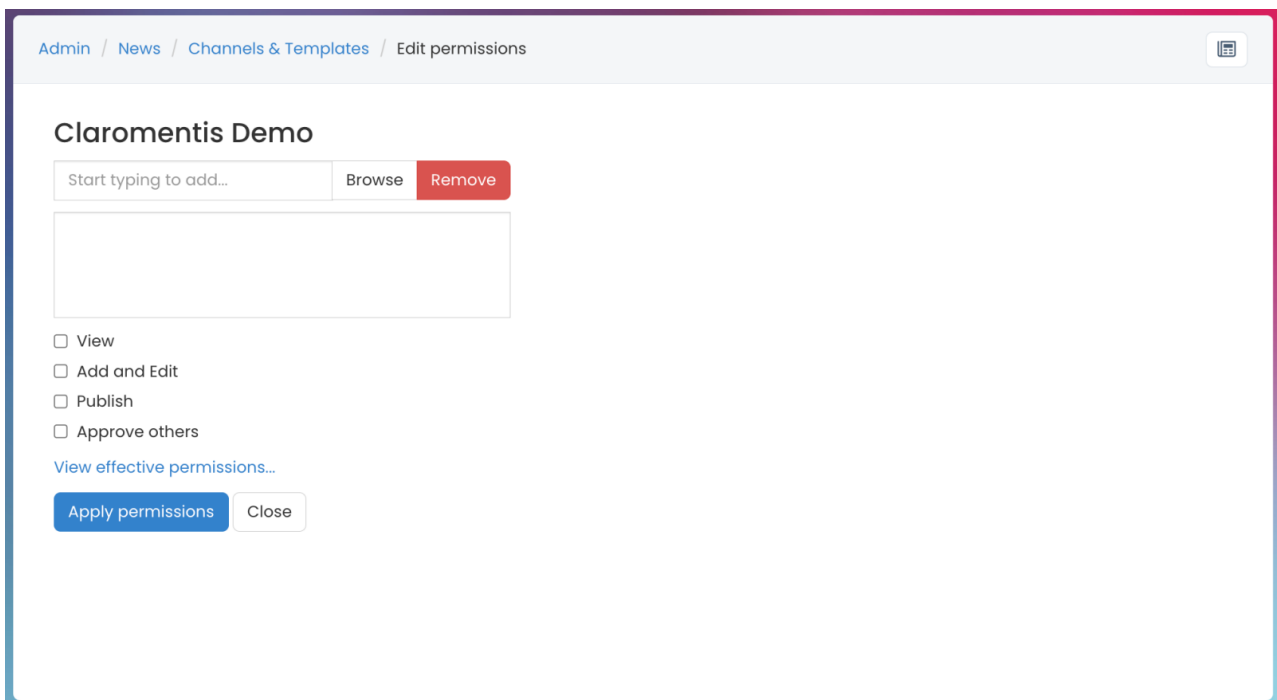
3. You will then be presented with the option to name the channel.

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.

[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 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

## 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.

[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 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

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

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

## 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.

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

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.

Admin / News / Channels & Templates

Channels & Templates

Add News Channel

Delete News Channel

Claromentis Demo

Move News to Channel

Delete News

Channel name

Sales

Delete

Cancel

| 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"/> |

Update

Delete selected

5. Select **Delete** to finalise the deletion.

claromentis

What are you looking for?

17:37

358

Admin / News / Channels & Templates

News channel deleted

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

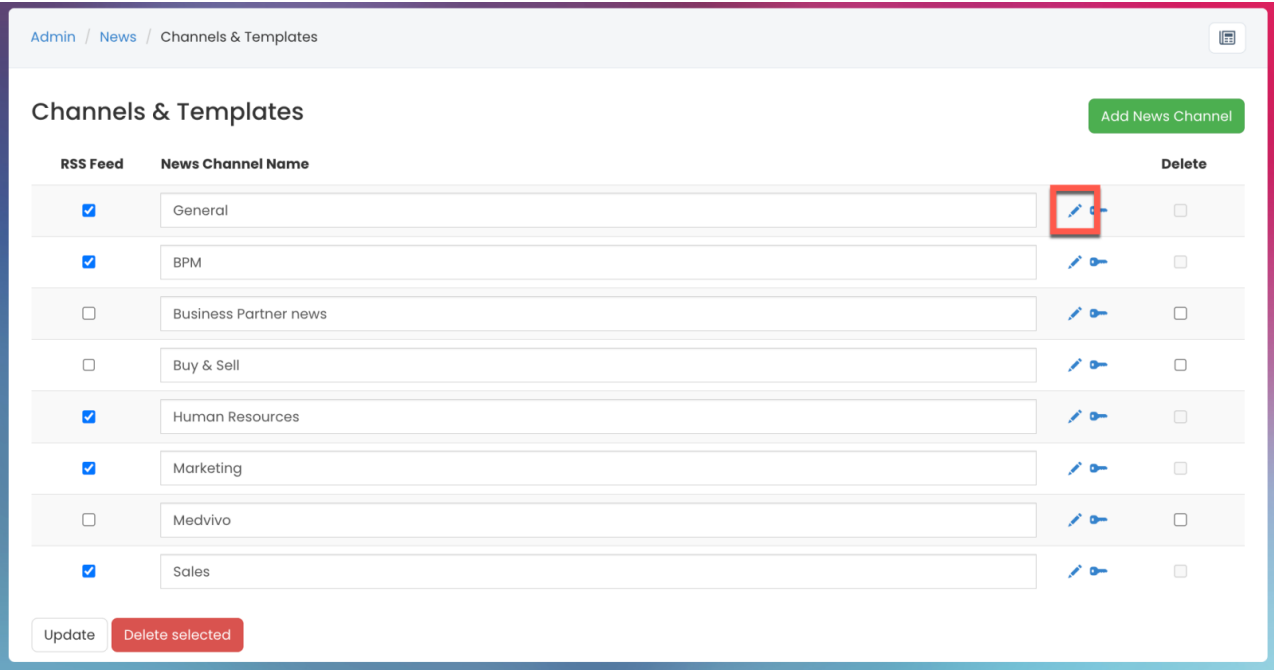
Delete selected

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

# Creating a template

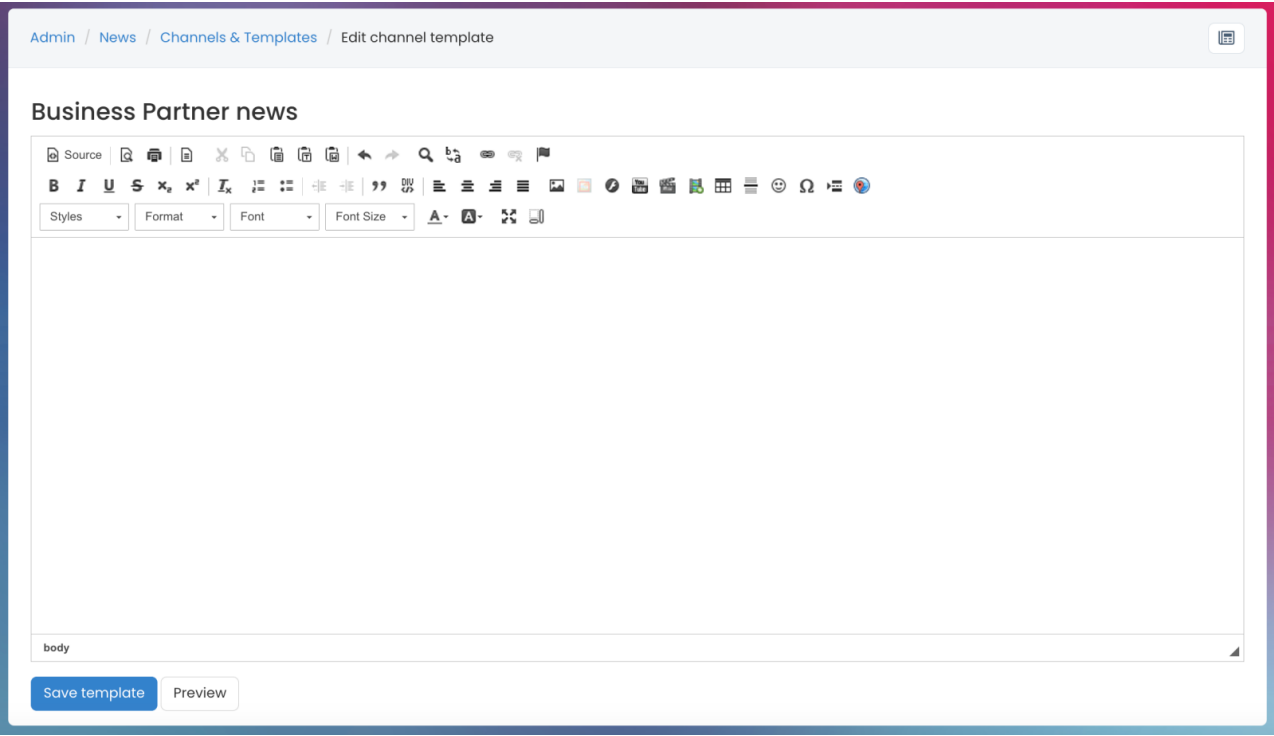
A news (content) template can be created per news channel by a News application admin.

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



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.



3. Select **Save template**.

You can also preview the template before saving any changes.





## Business Partner news



### Lorem ipsum dolor sit amet

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.

body

Save template

Preview



---

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

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

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