

OU News Training

University Human Resources

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Locate News Articles

Select a specific site if you want to only see articles posted to that site.

Search by specific keywords, such as "orientation"

Select a date range to view current or past news stories.

The screenshot shows a news management interface with a search section and a list of articles. The search section includes a 'Website' dropdown menu set to 'Any Site', a 'Keywords' text input field, and 'Start Range Date' and 'End Range Date' fields with calendar icons. A 'Category' dropdown is set to 'All'. A 'Search' button with a magnifying glass icon is highlighted with a red box. Below the search section is a table of news articles with columns for 'Edit', 'Title', and 'Date'. The table contains six rows of article titles and dates. At the bottom, there is a navigation bar with icons for 'Edit', 'Archive', 'Right News', 'Center News', 'Inactive', and 'Expired'.

Edit	Title	Date
>	Benefits and Wellness Fair - Blues Cruiser	10/02/2009
>	Pre-Retirement Workshop	10/01/2009
>	Defining Emotional Intelligence	
>	Rochester named in Top 100 Place to Live	
>	Update on Performance Evaluation Process	06/10/2008
>	New UHR Website	04/18/2008

After you set your search parameters, click this button to change what is displayed below.

Create News Articles

The screenshot shows a control panel for news management. At the top, there is a navigation bar with links: NEWS, CONTROL PANEL, VIEW WEBSITE, CHANGE PASSWORD, MANUALS, and SUPPORT. Below this, there is a breadcrumb trail: Control Panel > News. The main content area is titled 'News' and contains a 'Post News Article' button. Below the button are input fields for 'Keywords:', 'Category:' (with a note '(CTRL-click to select multiple categories)'), and 'End Range Date:'. A 'Search' button is also present. A table of news articles is displayed below, with columns for 'Edit', 'Title', and 'Date'. The first row is highlighted, and a red box highlights the pencil icon in the 'Edit' column. A red arrow points from a callout box to this icon. Another red arrow points from a callout box to the 'Add news article' button, which is also highlighted with a red box. A third callout box is at the bottom, pointing to the 'Edit' and 'Archive' buttons in the footer.

NEWS CONTROL PANEL VIEW WEBSITE CHANGE PASSWORD MANUALS SUPPORT

Control Panel > News

News

Post News Article

Keywords:

Category: (CTRL-click to select multiple categories)

All
No Assigned Categories

Search

Add news article

Click the arrow on the grid to view an article's categories

Edit	Title	Date
	Benefits and Wellness Fair - Blues Cruiser	10/02/2009
	Pre-Retirement Workshop	10/01/2009
	Defining Emotional Intelligence	07/28/2009
	Rochester named in Top 100 Place to Live	04/27/2009
	Update on Performance Evaluation Pro...	06/10/2008
	New UHR Website	04/18/2008

Edit Archive Expired

To edit articles, click on the pencil icon next to the article title. (Note: you can only edit articles created by your department.)

To create a news article, click on the Add news article button

Either option takes you to the same screen. See next page.

Items with a red asterisk (*) are required.

NEWS

CONTROL PANEL

VIEW WEBSITE

CHANGE PASSWORD

MANUALS

SUPPORT

Control Pan

Add Article ?

*Title:

The title of the article should be brief. A few words.

Summary:



Launch rich text editor

The summary shows up on news preview pages, so should also be brief. A concise paragraph summarizing the article.

*Type:

 Content Link

If you are linking to an outside news source, choose Link, and fill in a URL. You can also link to a document in this way.

Url (link address):



Launch document manager

Content:



Launch rich text editor

To create or edit your own news articles, click the Content button, then access the rich text editor here. See the CareWorks CMS Manual for more info.

Target:

***Article Date:** 10/19/2009 1:51 PM  

***Start Date:** 10/19/2009 1:51 PM  

End Date:   (leave it blank for permanent page)

Meta Keywords:  Launch Taxonomy

Meta Description:

Active:

Source:

Desination:

***Category:**

***Website:**

The Article Date is what will be printed ON the article.
The Start Date is when the article will be available to be viewed.

Meta keywords and description are related to web searching for your event. Choose single words separated by commas, and a short two-line description (optional).

You can quickly make an article inactive by deselecting the Active box. This makes your article disappear from any sites that have posted it.

Select which of your sites will own this article. Most of you will just have one site listed here.

Click SAVE to create the article.

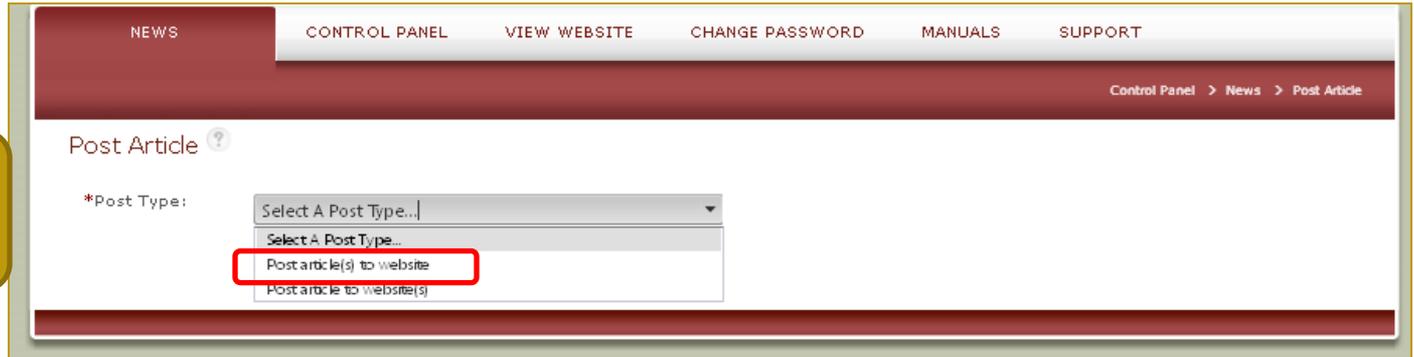
NOTE: The article hasn't been posted yet. See the next section on how to post articles to your site.

Post News Articles

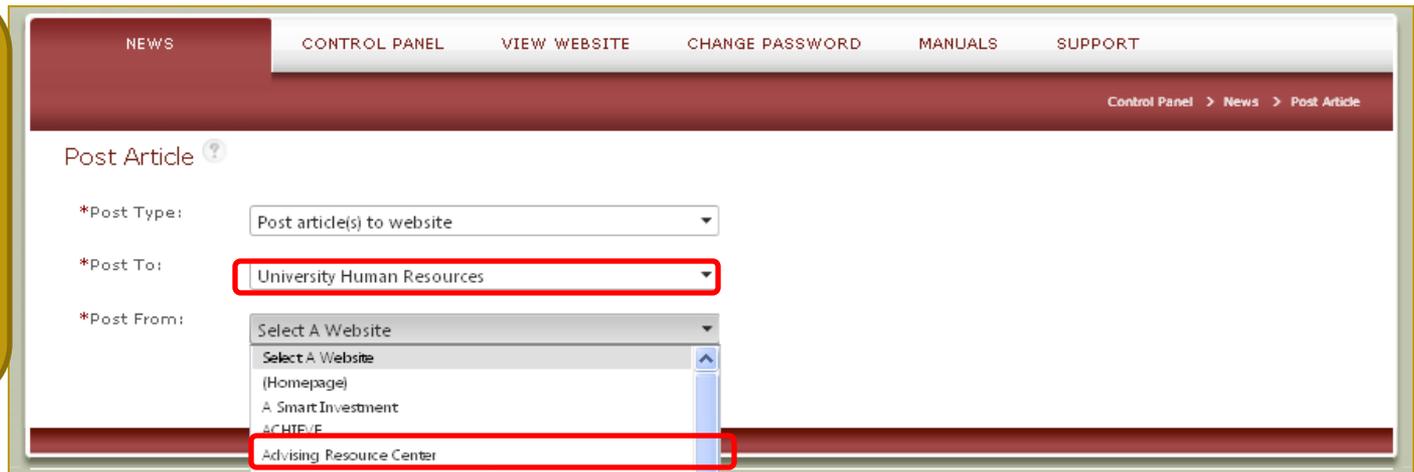
Select the Post News Article link



Select Post article(s) to Website



Choose your own website in Post To, then select either your own website, or another public new site from the drop down list to Post From



Post Article 

*Post Type:

*Post To:

*Post From:

*Post From Year:

News Article(s)

10/02/2009 - Benefits and Wellness Fair - Blues Cruiser
10/01/2009 - Pre-Retirement Workshop
07/28/2009 - Defining Emotional Intelligence
04/27/2009 - Rochester named in Top 100 Place to Live

*Post:

Select the year the news article was created. All news articles created by the specified site during the specified year will appear in the News Article(s) section

Select the articles you'd like to post, then move them by clicking the arrow next to Right News or Center News.

To remove an article, follow the same steps, but then select the article and click **X REMOVE**

Archive Right News  

04/27/2009 - Rochester named in Top 100 Place to Live

Center News  Cancel Save 