

# Using News

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## News

The News facility provides a way to communicate announcements to your entire user community. It can be used for announcements that are made only once as well as for those that need to appear periodically.

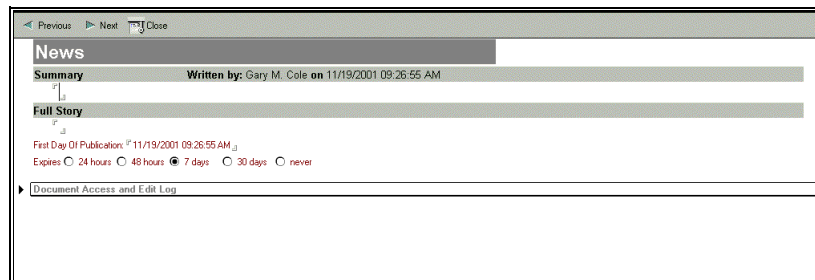
### Showing the Current News

From Repository Center click on the "News" item. This will open in the right panel (replacing the default assignment view) when using a Notes client or as a separate page when using a web browser.

*Note: A scrolling summary of the top news items is also shown when a current month Todo report is generated using a web client.*

### Creating a News Item

Click on the News item to show the News view. Then click on the "Create News" action generate a new News document.



### The News Form

#### Summary

This is a text that will appear on the News View, try to make it short but complete.

### ***Full Story***

This is a richtext field that can contain text or clippings, video, audio, pictures etc. that the team might like to see.

### ***First Day of Publication***

This field is automatically filled with the current time. You can, however, put in some future time. A future news item will become visible only after the time specified. You could use this to record announcements of upcoming events.

### ***Expires***

The default for a new announcement is that it will expire in a week. After that time it will disappear from the News view and be removed from the database. You can change this display time to 24 hours, 48 hours, or a month.

### ***Creating Permanent Announcements***

When you set the Expires field to "Never" you are creating a permanent announcement that will appear in the news view until physically deleted from the database.

In a Notes client, selecting "expires never" causes another field labeled "Show" to appear. This allows you to display the message every day or only on specific days of the week.

In order to create a one-day-of-the-week permanent news a Web browser, you must select "expires never" and then click the Submit button. Select "reopen this news document" on the response page and then click edit. This will display the "Show" options field to allow you to select a specific day of the week. Unless otherwise selected, permanent news will be displayed at all times.

### ***News about New Document Reviews***

Whenever a new review is initiated, the initiator has the option checkbox to "Create news item". If this is checked, the system will create a news item announcing the review.

### ***News in Other Venues***

You can put news into any RSS Newsreader using the Newsreader Subscription feature. You can put news into your cellphone or Notes desktop using the Portal Panel subscription feature.