

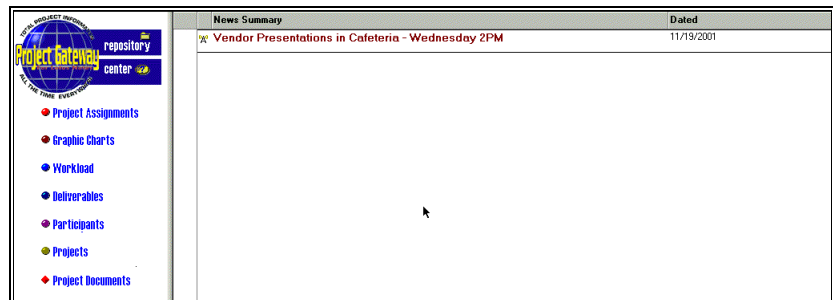
Using News and Discussions

News

The News facility provides a way to communicate announcements to your entire project 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

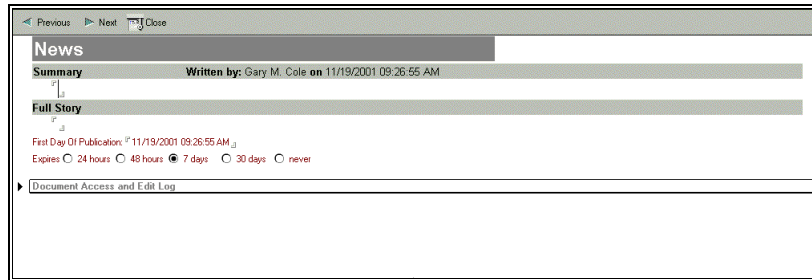
From Repository Center click on the "News" item. This will open in the right panel (replacing the default assignment view) when using a Notes client or as a separate page when using a web browser. You can also display the News by clicking on the center of the Project Gateway globe at the top of the Repository Center navigator panel.



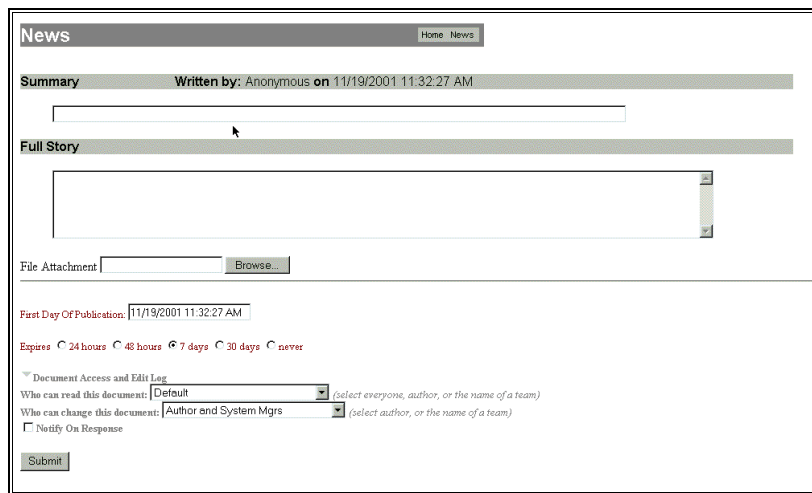
Note: A scrolling summary of the top news items is also shown when a current month Todo report is generated using a web client.

Creating a News Item

Click on the News pencil & pad icon to generate a new News document.



A screenshot of a web browser window showing a 'News' document. The window title is 'News'. The document has a 'Summary' section with the text 'Written by: Gary M. Cole on 11/19/2001 09:26:55 AM'. Below the summary is a 'Full Story' section. At the bottom, there are options for 'First Day Of Publication' (set to 11/19/2001 09:26:55 AM) and 'Expires' (set to 7 days). A 'Document Access and Edit Log' link is visible at the bottom.



A screenshot of a web browser window showing a 'News' document creation form. The window title is 'News'. The form has a 'Summary' section with the text 'Written by: Anonymous on 11/19/2001 11:32:27 AM'. Below the summary is a 'Full Story' section with a large text area. At the bottom, there are options for 'First Day Of Publication' (set to 11/19/2001 11:32:27 AM) and 'Expires' (set to 7 days). There is a 'File Attachment' field with a 'Browse...' button. Below the attachment field, there are dropdown menus for 'Who can read this document:' (set to Default) and 'Who can change this document:' (set to Author and System Mgrs). A 'Notify On Response' checkbox is also present. A 'Submit' button is at the bottom.

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.

Automatic News: Project publication and Update announcements

When Project Gateway publishes a externally planned project for the first time, it will generate a news item. The text of this is found in the Miscellaneous section of the Administration (Field Map) form. When a project is updated by synchronization, a setting in the Project Profile document (Create News When Updated) tells the system whether to automatically create another news item.

Maintain News Agent

A scheduled system agent, which runs nightly, is responsible for making news items visible and removing them after expiration.

Discussions

A discussion is a threaded conversation concerning a topic of interest. Discussion topics are used with the subject is not time critical and not associated with any particular project. In other cases, Issues should be used since they are actively monitored as part of the project management process.

The center of the *Project Documents* Navigator panel provides access to discussions.

Discussion Views

A discussion topic provides a starting point for responses from the project community. These responses are shown indented under the topic.

The Discussions by Topic shows the topics in reverse date order with the newest topics appearing at the top. Each topic is followed by its responses (if any).

The Discussions by Author view is categorized by the Author with all of the topics created by that author listed in reverse date order. Each topic is followed by its responses.

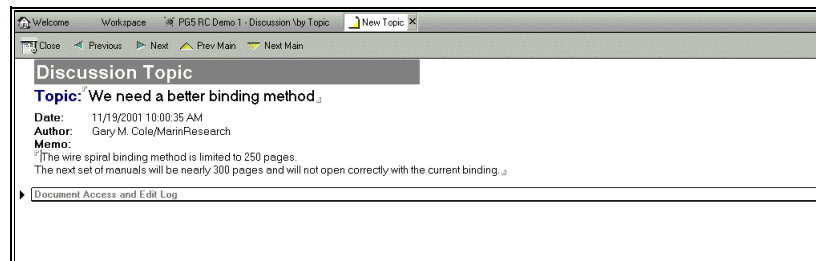
Notify On Response Option

Whenever you create a discussion topic, you have the option "Notify on Response" which is located within the Document Access section. Checking this option will cause the system to send you an email whenever anyone responds to your topic.

Using Discussions in a Notes Client

To create a new discussion topic:

Select the "create a new discussion topic" navigator item or use the Notes menu command Create - Discussion Topic.



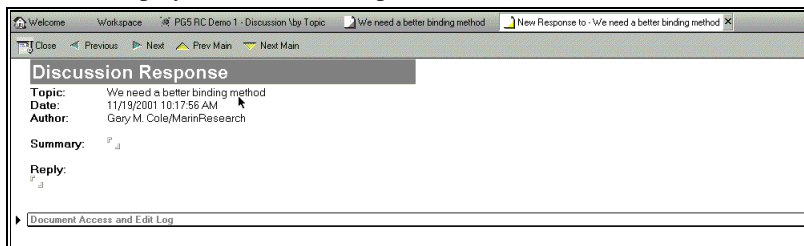
To create a discussion response:

Once a topic has been initiated, others can respond to the topic by opening the topic and pressing the *Respond* action which appears at the top of the from.



The Respond action appears on every discussion topic

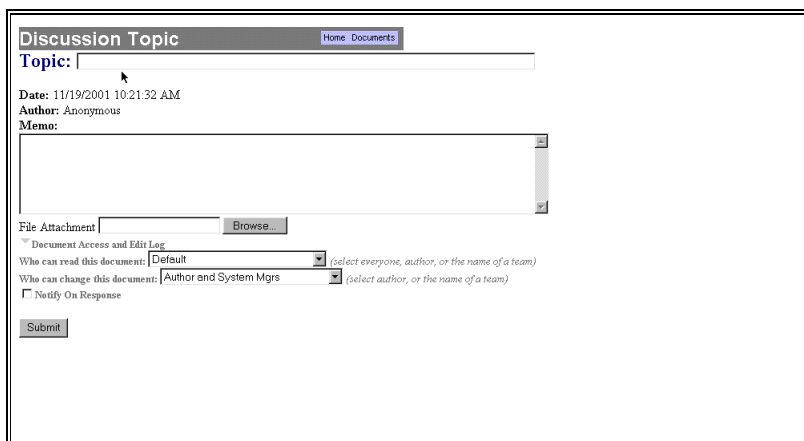
This will display a Discussion Response form.



You can create any number of responses to a single topic.

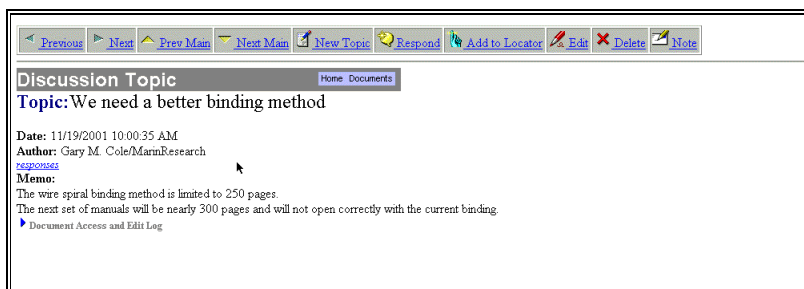
Using Discussions in a Web Browser

To create a discussion topic, click on the navigator item. This will display the discussion topic form:



Note that the *browse* button allows you to attach a file to the topic.

When you open an existing topic, buttons appear for navigation, to create responses, to edit and to delete the topic.



Discussion Responses Report

Note the word "Responses" which appears under the author name. Clicking this will produce a web formatted report showing the topic and all its responses on a single page.

We need a better binding method
Created by Gary M. Cole/MamResearch on 11/19/01
Associated with project Due by 12/30/99

The wire spiral binding method is limited to 250 pages. The next set of manuals will be nearly 300 pages and will not open correctly with the current bindi

FROM	DATE	SUMMARY
Gary M. Cole	11/19/01 10:17:56 AM	Have you tried the plastic spirals?

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My Discussions Report

The *My Discussions* Report is generated by the My Discussions item in the Repository Center Home Panel. It shows discussions that you have authored, and discussions that you have selected as favorites, and all recently initiated discussions. The system defines recently initiated as being created in the past 10 days.

Discussions Report for Anonymous

INITIATED BY ANONYMOUS

TITLE	AUTHOR	AGE	CREATED	
enable agents	Anonymous	904	8/21/01	Responses
How do you like the My Discussions Report?	Anonymous	904	8/21/01	Responses
WW PO Wish List	Anonymous	2074	4/26/01	Responses
Test	Anonymous	3544	11/30/00	
Test	Anonymous	3544	11/30/00	
The way in which the dates sort is very weird	Anonymous	3904	10/25/00	
Interface design improvements for Project Gateway	Anonymous	3904	10/25/00	Responses
How do we resolve Schedule conflicts	Anonymous	5434	5/25/00	Responses
What's going on	Anonymous	5504	5/18/00	Responses
Marketing Problems	Anonymous	12924	5/7/98	Responses

FAVORITE DISCUSSIONS

TITLE	AUTHOR	AGE	CREATED	
Marketing Problems	Anonymous	12924	5/7/98	Responses
We need a better binding	Laura Jones	13464	3/13/98	Responses

RECENTLY INITIATED

TITLE	AUTHOR	AGE	CREATED	
We need a better binding method	Gary M. Cole	04	11/19/01	Responses

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