

# Adding keywords (faculty web site validators)

Users with write permissions in faculty channels as well as UNICOM users will be able to add keywords to allow news and events ranking

## Preference Management

The screenshot shows the UNIL (Université de Lausanne) website interface. At the top left is the UNIL logo. To the right, the date "jeudi, 10 novembre 2016" and links "Donner un avis", "Aide", and "Contact" are visible. Below the logo are icons for "Quoi de neuf?", "Calendrier", and "Mail". A search bar labeled "Rechercher dans les actualités" is present. On the right, there are buttons for "Actualité/Événement" and "Serval". A dark blue navigation bar contains "Actualités 5" and "Événements 0". In the top right corner of this bar, three icons are shown: a question mark, a gear (preferences management), and a plus sign. The gear icon is circled in red with a red circle containing the number "1" next to it. Below the navigation bar, there is a "Mes canaux" button and a "Recherche libre..." search bar. The main content area contains form fields for "Titre", "Auteur", "Date publication", "Mots-clés", "Canal" (with a dropdown showing "HEC | ACUTALITÉS DU SITE WEB WWWHEC"), and "Publié".

1. Click on the preferences management icon

## Add a keyword

1. Go to keyword management
2. Enter the new keyword
3. Save

***Once added to the system, the new keyword can be used by all channels.***

Révision #2

Créé 27 juin 2023 06:58:53 par Karim Khouw Zegwaart

Mis à jour 23 mai 2024 14:58:44 par Karim Khouw Zegwaart