

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 website interface. At the top left is the UNIL logo and 'UNIL | Université de Lausanne'. 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'. On the right, there's a search bar 'Rechercher dans les actualités' and 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 present: a question mark, a gear (preferences management), and a plus sign. The gear icon is circled in red with a red '1' next to it. Below the navigation bar, the main content area shows a search bar 'Recherche libre...' and various filters like 'Titre', 'Auteur', 'Date publication', 'Mots-clés', 'Canal', and 'Publié'. The 'Canal' filter shows 'HEC | ACUTALITÉS DU SITE WEB WWWHEC'.

1. Click on the preferences management icon

Add a keyword

[Mes canaux](#) [Mes abonnements](#) [Gestion des mots-clés](#) 1

Ajouter un mot-clé

Mot-clé

2

Canal

wwwhed

3

Annuler

Sauvegarder

Mes mots-clés

Nom	Canal	Modifier	Supprimer
Aucun élément à afficher			

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

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