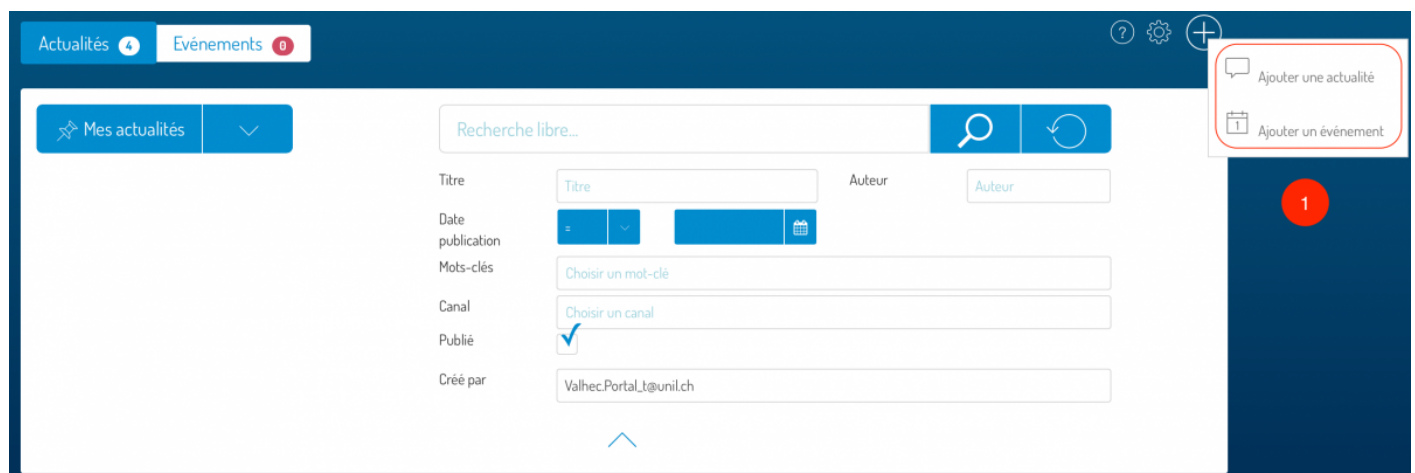


Adding news or events

Users with a write-right in one of the news channels can access news management from the “News / Events” tab



Ajouter une actualité/événement



1. To add a news item simply click on the + button in the action area

Stages of the input workflow

The screenshot shows a web interface for creating a news entry. At the top, a navigation bar contains tabs: 'Informations' (highlighted), 'Contenu', 'Images/vidéo', 'Liens/documents', 'Visualisation/Publication', and 'Partage'. To the right of the tabs are three red circular callouts: '1' above the 'Informations' tab, '3' above a share icon, and '2' above a 'Continuer' button. The main form area is titled 'Actualité'. It contains three input fields: 'Canal*' with a dropdown menu showing 'wwwhec - Actualités du site web wwwhec', 'Titre*' with the text 'HEC passe à NewsUNIL', and 'Accroche*' with the text 'HEC utilisera le nouveau système d'actualités dès la mise en production de MyUNIL 3.0'. Each input field has a blue question mark icon to its right. At the bottom right of the form, there are two buttons: 'Continuer' (blue) and 'Annuler' (grey).

1. Stages of the input workflow
 1. **Informations:** Entering general information
 2. **Contents:** Entering news content
 3. **Images/Videos:** Addition of images (large and thumbnail) or a possible illustrative video
 4. **Links/Files:** Adding specific links or documents
 5. **Visualisation/publication:** Preview the object before publishing and add keywords
 6. **Sharing:** Sharing on social networks or proposal to other channels
2. Actions to move around in the workflow
3. Cancel the entry

Post a news

Informations

Contenu

Images/vidéo

Liens/documents

Visualisation/Publication

Partage

Publication

Date de début*9 nov. 2016Date de fin*14 nov. 2016

Mots-clés*Choisir un mot-clé

Langue*fr

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Ajouter auteur

Publier

Revenir

Annuler


1

2

Visualisation

HEC passe à NewsUNIL

HEC utilisera le nouveau système d'actualités dès la mise en production de MyUNIL 3.0



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1. Entering publication information (dates, keywords, authors and language)
2. Actions
3. Preview the object before publishing

Révision #2

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