

Submit news or events

A user with write rights on a channel can at any time offer these items with an “ONLINE” status to other channels.

Search news in its channels

The screenshot shows a news management interface. At the top, there are filters for 'Date Modified' and a pagination bar showing '1 / 4184'. A red box highlights a 'Propose' button in the top right corner. Below the filters is a table with columns: Visual, Title, Website, Published, and Visibility. The table contains three rows of news items. The third row, titled 'CMS Jahia: maintenance du 11.12.2025 TEST', has a red box around its 'Published' date (28.02.2026) and a 'PUBLISHED' button with a checkmark, both highlighted with a red box and a red '1' marker. A red '2' marker is also present near the 'Propose' button.

Visual	Title	Website	Published	Visibility
	Test Publication Test Publication Preview link	wwwci fr	29.01.2026 28.02.2026	<input type="checkbox"/>
	Publication Test Publication Test Preview link	wwwci fr	29.01.2026 28.02.2026	<input type="checkbox"/>
	CMS Jahia: maintenance du 11.12.2025 TEST L'édition et la modification des sites web Jahia seront suspendues le jeudi 11 décembre 2025 à partir de 7h et jusqu'en fin de matinée. La consultation des sites web est assurée par le serveur secondar... Permalink	wwwci fr	28.01.2026 27.02.2026	<input checked="" type="checkbox"/>

1. The news to be proposed must have an “PUBLISHED” status
2. Select items **Propose**

Validate the proposals

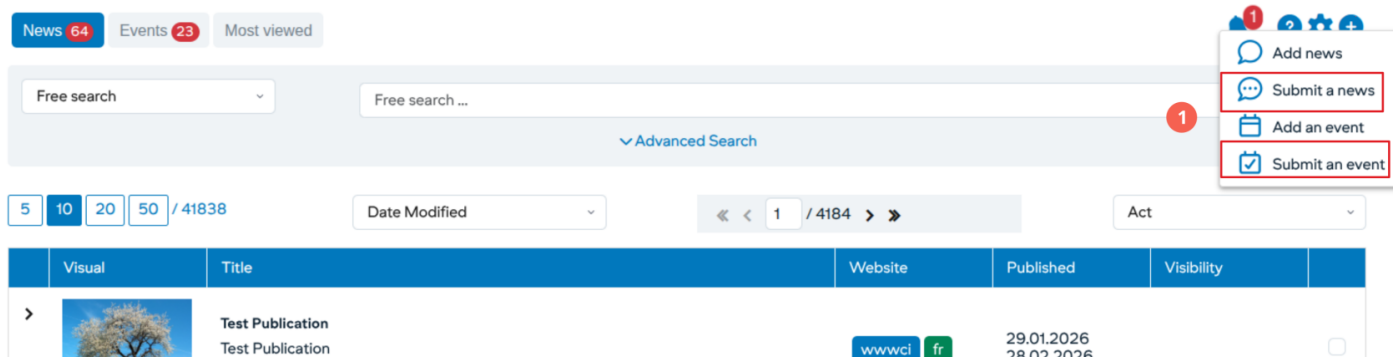
The screenshot shows a dialog box titled 'Propose the list of items'. It contains a table with columns 'Title' and 'Website'. The first row of the table is highlighted with a red box and a red '1' marker. Below the table, there is a 'Channel' dropdown menu with a red '2' marker and a search bar containing 'accelerator | Actualités du site web accelerator X'. At the bottom right, there are 'Cancel' and 'Validate' buttons, with a red '3' marker next to them.

Title	Website
CMS Jahia: maintenance du 11.12.2025 TEST L'édition et la modification des sites web Jahia seront suspendues le jeudi 11 décembre 2025 à partir de 7h et jusqu'en fin de matinée. La consultation des sites web est assurée par le serveur secondaire, avec les données datant du mercredi 10 décembre 2025 à 22h! Contact fabrice.marchon@unil.ch	Site web wwwci

1. List of elements to propose
2. Choosing the channels to propose
3. Validate these elements

Proposal of a news / event by a user without writing rights

Any user with access to MyUNIL has the possibility to propose a news / event to any channel of the system.



The screenshot shows the MyUNIL interface. At the top, there are tabs for 'News 64', 'Events 23', and 'Most viewed'. Below this is a search bar with 'Free search' and 'Free search ...' fields, and an 'Advanced Search' link. A dropdown menu is open on the right, showing options: 'Add news', 'Submit a news', 'Add an event', and 'Submit an event'. Below the search bar, there are filters for 'Date Modified' and a pagination bar showing '5 10 20 50 / 41838' and '1 / 4184'. The main content is a table with columns: Visual, Title, Website, Published, and Visibility. The first row shows a 'Test Publication' with a tree image, the website 'wwwci.fr', and the date '29.01.2026'.

1. Go to the actions section and click on the + button to propose an element to a news channel
2. The item can then be published by a user with write access to that channel

If the person who posted the news item or event wishes to edit it after publication, they cannot do so directly but must send the changes to a user with write access.

Révision #4

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