



Creating News Items

Help Documentation

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To create a new news item article, click New in the navigation pane toolbar and then click News Item. This will open a new news item window that the agent will use to create the article.

The new news item window contains tabs for options, details and translations, plus the compose tab, which the agent will use to write the article.

The following fields will appear in the header of the news item window:

- Title - Type the title of the news item in this field.
- Date - The date the news item was created.
- Summary - Type a brief summary of the news item in this field.
- Status - To specify the status of the news item, select the appropriate checkbox(es). For more information, see News Overview

Type the text of the news item in the large editing box below the news item header. Agents can change the formatting using the WYSIWYG editor.

The following options are available in the options tab of the new article window:

- Language - To specify the language, select the appropriate language from the list.
- Brands - To specify which brands the news item applies to, select the appropriate checkboxes.

The following options are available in the toolbar of the news item window:

- Save - Saves the contents of the news item.
- Link Item - Links a translation of the news item to the current news item. Note: This option is only visible when viewing the translations tab.
- Unlink Item - Unlinks the selected translation(s) of the news item from the current news item. Note: This option is only visible when viewing the translations tab.