

PCP5 Tutorial for Section Administrators Posting & Archiving News Articles – The Basics



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Tutorial Overview

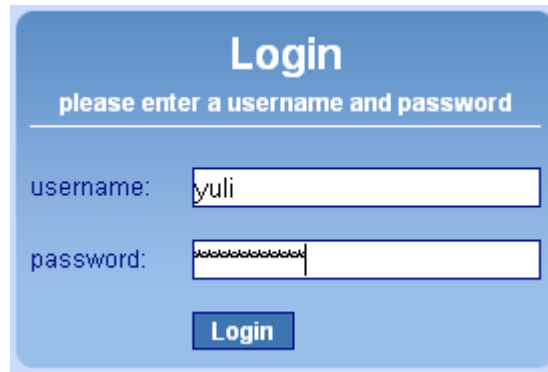
This tutorial covers the basics of posting and editing News Articles from the Administration site to the News and Headlines section of the Portal. You will also learn how to move posted Articles to the Archive area once they are no longer needed on the site.

The screenshot shows a web-based interface for managing news articles. At the top, there are input fields for "Title", "Edit User", "Post Date after", and "Drop Date before", each with a calendar icon. Below these are "Search" and "Show All" buttons. A "Select page size:" dropdown menu is set to "20". A row of action buttons includes "Archive", "Upload feed", "Send", "Add New", "Delete", and a help icon (?). Below this is a table titled "News Article: Live" with columns for Title, Post Date, Drop Date, Edit User, Edit Date, Feature, and Feed. Two articles are listed in the table. At the bottom, another row of action buttons is visible: "Archive", "Upload feed", "Send", "Add New", and "Delete".

News Article: Live						
	Title	Post Date	Drop Date	Edit User	Edit Date	Feature Feed
<input type="checkbox"/>	CMH 9th Annual Golf Tournament (2008) - Monday, June 16th	29-04-2008	30-05-2009	yuli	29-04-2008	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	CMH CT Campaign Fundraising Gala - Saturday, May 10, 2008	29-04-2008	01-05-2009	yuli	29-04-2008	<input type="checkbox"/> <input type="checkbox"/>

Step 1 – Log In

Log into the Administration (www.yoursite.com/cms/) site as a Section Administrator (or Webmaster).



Login screen

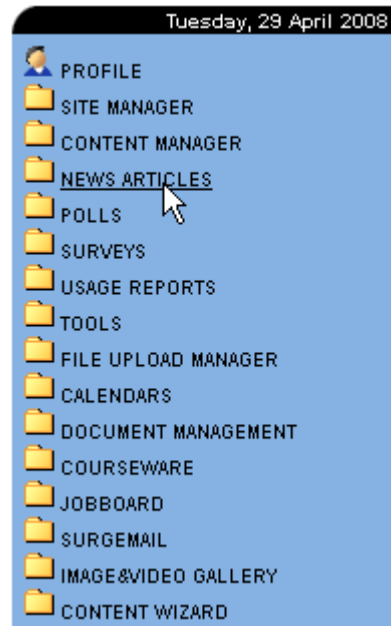
Step 2 – Access News Articles module

Click on **News Articles** in the left-side menu once you are logged in.

This will expand the News Articles menu.



News Articles menu



News Articles Module



Step 3 – Add a New Initial Article

Click on **News: initial** in the News Articles left menu.

You will see a screen on the right to Submit, Add New and Delete initial News Articles (articles that are not yet posted on the site).

Click **Add New**.

Select the **Post Date** by clicking the calendar symbol beside it. This is the date that the News article will be posted.

Post Date 
 Drop Date 

Once you click the calendar symbol simply choose a date by clicking on it in the calendar module that pops up.



Select the **Drop Date** by clicking the calendar symbol beside it. This is the date that the News article will be un-posted/archived.

Enter a descriptive **Title**.

Click **Save only**.

Initial News Articles screen

Add Initial News Articles screen

Step 5 – Submit Article

Once you are ready to submit your article (you can Edit it again by clicking on its title in the News Article: initial table) click the checkmark beside it and then click **Submit**.



Submitting saved Article

Step 6 – Publish the Article

Click on **News: pending** to view the Submitted articles.

Select the check box beside the article and click **Publish**.

Now your article will be published on the Portal site.



Pending News Articles section



Submitting saved Article – News Articles: Pending table



Publishing a pending Article

Step 7 – View and Edit Live Articles

Once published, you can view the live Articles by clicking **News: live** in the News Articles menu.



To edit a live article simply select it by clicking its name and you will be taken to the **Update News Article** screen.

You may edit any portion of the live article (dates, body, title, summary etc...) and click **Save** to republish the article again.

Archive	Upload feed	Send
News Article: Live		
Title	Post Date	Drop
<input type="checkbox"/> CMH 9th Annual Golf Tournament (2008) - Monday, June 16th	29-04-2008	30-05
<input type="checkbox"/> CMH CT Campaign Fundraising Gala - Saturday, May 10, 2008	29-04-2008	01-05
Archive	Upload feed	Send

Selecting a live article to edit

Update News Article

Creation Date 29-04-2008
 Edit Date 29-04-2008

Have Poll Post Date 29-0
 Read More Drop Date 30-0
 Show in Headlines Slot
 News Category [dropdown] News Tag [dropdown]
 Feature [Make As Feature](#)

Update News Article screen

en

Title * CMH 9th Annual Golf Tournamer

Summary

Source [icons]

**Campbellford Memorial Hospital Foundation
 9th Annual Golf Tournament (2008)
 (In Support of the hospital CT Scan Campaign)**

Update News Article screen

View Image

Image Caption [text box]
 Image Tag Line [text box]

Preview

Save Cancel

Clicking Save will re-publish the live article

Step 5 – Archiving Articles

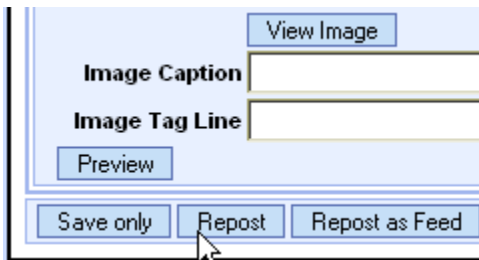
You may **Archive** (un-publish and store) live articles by selecting their check boxes in the **News Article: Live** table and clicking **Archive**.

To view the archived articles click **News: archive** in the News Articles menu.



Select the archive by clicking on its date and then clicking on the **Article** tab.

You may **Delete** articles from the archive or Re-Post them by clicking on the article title and clicking **Repost** at the bottom of the **Update Archive** screen.



Update Archive screen

News Article: Live				
	Title	Post Date	Drop Date	Edit User
<input checked="" type="checkbox"/>	Test article	29-04-2008	06-05-2008	yuli
<input type="checkbox"/>	CMH 9th Annual Golf Tournament (2008) - Monday, June 16th	29-04-2008	30-05-2009	yuli
<input type="checkbox"/>	CMH CT Campaign Fundraising Gala - Saturday, May 10, 2008	29-04-2008	01-05-2009	yuli

Archive Upload feed Send Ad

Archiving live articles - News Articles: Live table

News Archive	
Month	Year
<input type="checkbox"/> October	2007
<input type="checkbox"/> April	2008

Delete

Update Archive screen

Archive: April, 2008				
Archive	Article			
Select page				
Delete	Go to Main List			
News Article: Archived				
	Title	Post Date	Drop Date	Edit User
<input type="checkbox"/>	Test article	29-04-2008	29-04-2008	yuli
Delete	Go to Main List			

News Articles: Archived screen

Archive	Article		
Update Archive			
Creation Date	29-04-2008	Creation User	
Edit Date	29-04-2008	Edit User	

Update Archive screen