



News Manager

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Description

This module allows a company to post news articles based on department or various topic interests. These news articles can be archived and searched and they can have RSS (Real Simple Syndication) feeds so that users who are interested in specific news topics can be notified when a new relevant article is posted.

ProFusion UIS | View Website **ProFusion** Website Backend | Profile | Quick Links | Logout

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Welcome to the backend of JuneQss3

Please follow the links on the left column to proceed

The Date and Time on the servers is currently 7/7/2011 2:04:58 PM

Storage

Free Space	Used Space
1025.24 MB	24.76 MB
File System : 979.3 MB	File System : 20.7 MB
Database : 45.94 MB	Database : 4.06 MB

Quick Links

- General Help
- Editor Help
- User Manuals and Product Videos
- Editor Template Variables
- Support Center
- License Agreement

Finding the Module

At the bottom of the main administrative page on the left side is the Advanced Features section under which all ProFusion Ultra IS add-on modules are listed like you can see in the figure above.

Add/Edit Zones

A zone is a place on your website where the headlines and articles will appear. This allows for multiple, separate news sections throughout a website.

From the backend of the website, **Click News Manager** under Advanced Features. This will take you to a page like the one below. All of the articles on the site will be listed here chronologically, and on this page you can search through articles by entering the appropriate search criteria and **Clicking Search Articles**. You can return to this page at any time by **Clicking Search** at the top of any page in the news manager.

Search	Zones	New Article	Users	Options
Home » News » Search				
SEARCH / VIEW ARTICLES : NEW ARTICLE DELETE EXPIRED				
Use this option to browse through your articles by defining any search criteria. If you don't define any criteria, all your articles will be shown.				
Keywords :	<input type="text"/>			
Reporter Name / ID :	<input type="text"/>			
Zone :	All ▾			
Status :	All ▾			
Article IDs :	<input type="text"/>			
	Enter one or several article IDs separated by commas(,)			
<input type="checkbox"/> Displayed Between :	January ▾	23 ▾	2012 ▾	And
	January ▾	23 ▾	2012 ▾	
<input type="checkbox"/> Modified Between :	January ▾	23 ▾	2012 ▾	And
	January ▾	23 ▾	2012 ▾	
				Search Articles
No Articles were found for the specified criteria				

Click Zones at the top of the page. This will take you to a page which lists all of the zones on the website like the one below.

From here, **Click New Zone** at the top right of the page. This will take you to the add/edit zone page like the one shown below.

Search	Zones	New Article	Users	Options
Home » News » Zone				
Headlines Zones				NEW ZONE
#	ZONE NAME / DESCRIPTION		VIEW / EDIT	DELETE
1.	Default Zone - Description :			
#	ZONE NAME / DESCRIPTION		VIEW / EDIT	DELETE
2.	Member News Zone - Description :			
#	ZONE NAME / DESCRIPTION		VIEW / EDIT	DELETE
3.	Public News Zone - Description :			

To add a new field, Enter the appropriate information in the provided fields:

- **Zone Name** - This is how the zone will be identified throughout the front and backend of the website.
- **Description** - This allows you to specify the purpose of the zone. This description is only visible on the backend of the website.

Search	Zones	New Article	Users	Options
Home > News > Zone				
ADD / EDIT ZONE		LIST ZONES		
Zone Name :	<input type="text"/>			
Description :	<input type="text"/>			
Headlines Per Zone :	<input type="text" value="0"/> Max. Numbers of headlines to be displayed per zone, Type 0 Zero for Unlimited			
Display :	Cell Color (Leave Blank for Transparent) : <input type="text"/>			
Headline Listing Options :	Align : Left Font : Arial Size : 10 Color : #000000 <input type="checkbox"/> Show Source <input type="checkbox"/> Show Summaries <input type="checkbox"/> Show Headline's Dates <input type="checkbox"/> Show Article Thumbnails			
Target Frame :	If you want the articles from this zone to open in a new frame or window, enter the target here. To open the articles in the same page, leave it blank			
Private Zone :	<input type="checkbox"/> Hide Zone on the Zone listing on the frontend.			
<input type="button" value="Save Zone"/>				

- **Headlines Per Zone** - This allows the admin to limit the number of headlines that will display in the zone on the frontend of the website. A 0 in this field allows for unlimited headlines. Headlines are listed with the most recent post first.
- **Display** - This allows for customization of the color of the zone on the frontend.
- **Headline Listing Options** - This allows for customization of the appearance of the headlines within the zone. Alignment, font, size, color may be changed here, as well as the option to display other criteria of an article, namely: source, summaries, headlines dates, and article thumbnails.
- **Target Frame** - This field allows you to set articles to open in a new tab or a new window. To have articles open in the same window, leave this field blank.
- **Private Zone** - This field allows the zone to be hidden from the list of zones on the frontend of the site.

Click *Save* to create this new zone. The zone will now be listed under zones on the front and backend of the website.

To **Edit** a zone, Click the *view/edit* link to the right of the desired zone and edit the fields as listed above.

Users

Adding user profiles from the news manager allows for article submission/editing without allowing full backend access to the website. To create a new user:


1. **Click *Users*** at the top of any page of the News Manager module. This will take you to a page which lists all of the existing users.
2. **Click *Add User*** at the top right of the page. This will take you to an add user page like the one below.
3. **Enter** the users' information in the appropriate fields.
 - **Name, Email, Username and Password** - Identifies and allows access to the user.
 - **Level** - The choice of these two levels determines how much access a user has to the backend of the news manager.
 - **Reporter** - This user may only submit articles within the zone(s) to which they are assigned. These articles must be approved and published by an editor or the admin to be visible from the frontend of the site.
 - **Editor** - This user may submit, view, and publish all articles within the zone(s) to which they are assigned.
 - **Assigned Zones** - This field allows access to the different zones on the website. Multiple zones may be selected.
 - **Additional Info** - This field allows for any other user information to be kept along with the users' information. This is only visible on the backend of the website.
4. **Click *Save*** to add the new user. This user will now be listed under Users in the News Manager.

To **Edit** a user, **Click** the Edit button to the right of the user you wish to edit and enter the appropriate information in the available fields as listed above.

To **Login** as a user, go to the link [listed in the Options section](#) of the News Manager.

New Article

To create a new article, Click *New Article* at the top of any page of the News Manager. This will take you to a page like the one shown below.

Search	Zones	New Article	Users	Options
Home » News » New Article				
EDIT ARTICLE				
Article Properties & Content				
*Headline :	<input type="text"/>			
*Headline Date :	<input type="text"/>	<input type="button" value="Insert Current Date"/>	<input type="text"/>	
Source :	<input type="text"/>			
Start Date :	January	23	2012	- Time 00 : 00 (HH:MM) Date that the headline will start showing on the zones
End Date :	February	23	2012	- Time 14 : 25 (HH:MM) <input type="checkbox"/> Never Expires Date that the headline will stop showing on the zones
Status :	Publish			
*Zones :	Default Zone Member News Zone Public News Zone Select the Zones (categories) to classify your articles			
Summary :	<input type="text"/> Enter a short summary for the article			
Article Type :	Regular Article	- URL :	<input type="text"/>	<input type="button" value="Open"/>
				
Template Variables Forms Galleries Content Rotators Surveys Banner Zone News Tabs				
Note: This Content Editor Area has been edited for size.				
<input type="button" value="Submit Article"/>				

Enter the appropriate information into the relevant fields:

- **Headline** - This is the article headline which will display on the frontend of the site and is the link to the full article.
- **Headline Date** - This is the date that the article was published, or the date that it should list as being published.
- **Source** - This field allows for the source of the article if it was not originally written for or posted to the website.
- **Start/End Date** - These fields determine the dates during which the article will be visible on the website. There is a never expires option which will keep an article available indefinitely.
- **Status** - This field determines the current status of the article, either publish, pending, expired, or archived.
- **Zones** - This field determines in which zones the article will display. Multiple zone selection is allowed.
- **Summary** - This is an optional 'teaser' summary which is shown beneath the heading on the article list.
- **Article Type** - This field allows for the linking of an external article which will display in the list of articles but which, when selected, takes the viewer to another webpage.
- **Content Editor Area** - This is where the article itself is entered. It has full content editor functionality

Click *Submit Article* to create a new article. This will take you to a *View Article* page like the one shown below. This page shows the details of the article, and also allows the admin to upload an article thumbnail.


To add a thumbnail, Click *Upload & Save*. This will open an upload window; simply Click *Browse* and select the file you wish to upload from your computer. Then Click *Upload File* to save the thumbnail. To delete a thumbnail simply Click *Delete* on this same page.

VIEW ARTICLE				EDIT ARTICLE	RELATED ARTICLES	DELETE ARTICLE
Article Properties						
Headline :	This is an article about Dogs					
Article ID :	2					
Zones :	Default Zone					
Views :	1					
Posted :	5/9/2012	Start Date :	5/9/2012 12:00:00 AM			
Last Updated :	5/9/2012 3:37:44 PM	End Date :	Never Expires			
Status :	Publish 	Publisher :	Admin			
Article Thumbnail :	Upload & Save Delete					
Summary :	dogs and cats					

Once a thumbnail has been uploaded, it will display the article page, above the body of the article, as in the example shown below.

This article is about Cats
5/9/2012

This is the Article Thumbnail.
This is where any uploaded thumbnail will display in the News Manager.



This is the body of an article about cats.

Related Articles:

- This is an article about Dogs

[Back](#)

[Email This Article To A Friend](#) - [Print This Article](#)

Search Articles: [>>](#)

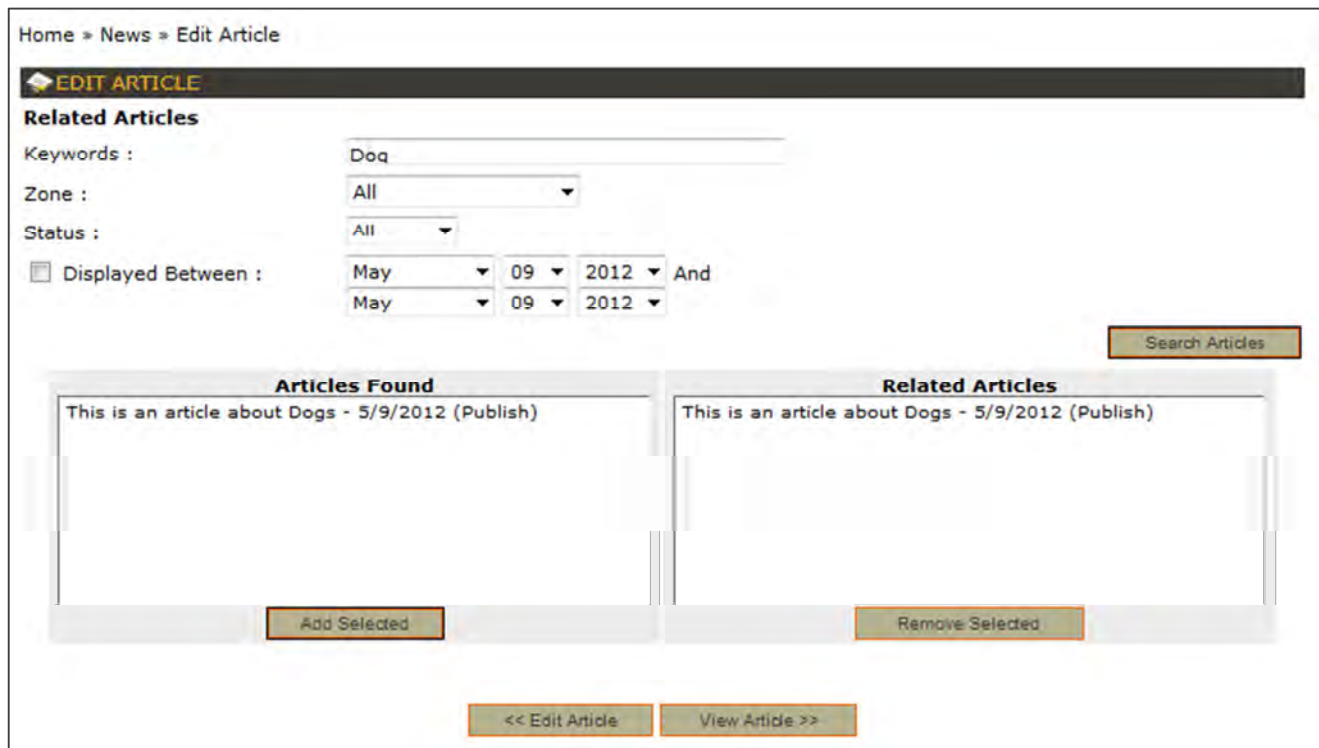
To **Edit** an existing article, Click the Edit button to the right of the article you wish to edit and enter the appropriate information in the available fields as listed above.

Related Articles

Marking articles as “related” allows users to see a list of articles that are similar to the one they’re reading beneath that article, as shown in the image below.



To add an article as a related article, **Navigate** to the *View Article* page (the page that displays after you submit an article, shown above) of the article you wish to have other articles be related to. **Click** the *Related Articles* button at the top right of the page. This will take you to a page like the one below.



To find the articles that are related, search by keyword, zone, status, or display date for the article that you wish to add to the article you're editing. Here the search term was "dog", which brought up a list of all of the articles which contain the word 'dog' in the *Articles Found* box on the left side of the page. Click the article(s) you want to be related and **Click Add Selected**. The article will then appear in the *Related Articles* box on the right side of the page. Continue until you have selected all of the articles you want to have listed as related.

Repeat these steps for every article that you want to have a related articles list beneath (listing an article A as related to article B does not automatically list article B as related to article A, this must be done for each article individually).

To change the News Manager settings, Click *Options* at the top of any page of the news manager. This will bring up a confirmation box which requires you to confirm that you wish to edit the settings. Click *OK* to continue. This will take you to a page like the one shown below.

Search	Zones	New Article	Users	Options
Home » News » Configuration Settings				
CONFIGURATION SETTINGS				
Use this option to set and configure your News Manager.				
External Articles:	<input checked="" type="checkbox"/> Open external articles' (URL's) in a new window			
No News Message :	No News For this Zone. Please Try Later This message will be displayed when no news are available.			
Related Articles :	No Related Articles Label : No News For this Zone. Please Try This message will be displayed when no related articles are found (You can leave it blank) <input checked="" type="checkbox"/> Display headline dates <input checked="" type="checkbox"/> Display Summaries			
Read More Label :	<input type="text"/> To display a "Read More" link for each headline in your zones, type the label here			
RSS Syndication :	<input checked="" type="checkbox"/> Enable RSS Syndication, listing articles from the last 15 <input type="text"/> Days RSS URL : http://www.april2.profusiondemos.com/rss.asp			
E-Mail Options : For sending articles by e-mail	Default E-Mail Address : <input type="text"/> Must be a valid e-mail address on your SMTP Server			
	Subject : News Article Default Subject for the articles and e-mails sent from within the application			
	Signature : Editor <input type="text"/> Add a signature to all the articles and e-mails sent from News Manager			
E-Mail Notifications	Send Notifications when New Articles Are Posted : <input checked="" type="checkbox"/> To Editors <input checked="" type="checkbox"/> To Administrators Notification Subject : News <input type="text"/>			
News Manager URL :	http://www.april2.profusiondemos.com/content/newsm/login.asp			
<input type="button" value="Save Settings"/>				

Configure these fields to customize the news manager:

- **External Articles** - This globally sets all external articles to open in a new window.

- **No News Message** - This is the message that will display if there are no active articles in that zone. There is automatically the default message of “No News For this Zone. Please Try Later” in this field.
- **Related Articles** - This field determines the way that the related articles area works on the frontend. It includes a field for a “no related articles” message, and whether or not to display headline dates and summaries or any listed related articles.
- **Read More Label** - This field determines what text is displayed as the link to the full article that is beneath the headline for each article.
- **RSS Syndication** - This field enables RSS syndication, determines the time span for the RSS, and provides the RSS feed URL.
- **E-Mail Options** - This field determines the email address from which any article is sent when it is forwarded to an email via the “Email This Article to a Friend” link at the bottom of an article. It also sets the subject and signature of the article email.
- **E-Mail Notifications** - This field determines whether or not to send users email notifications of new news articles, which users to send them to, and what the subject of the email will be.
- **News Manager URL** - This field provides the URL where users will login to submit or edit articles (shown below). This URL should be provided to all users.

The screenshot shows a login form with a dark navigation bar at the top containing links for Home, News, About Us, Services, and Contact. The main content area has a white background with the text "Please provide your Reporter/Editor login details". Below this text are two input fields: "Login ID :" and "Password :". Underneath the password field are two buttons labeled "Login" and "Cancel". At the bottom of the form is a red link that says "Forgot your Password?".

Click *Save Settings* to save any changes made to the settings. A confirmation box will appear asking you to confirm saving any changes. Click *OK* to save.

Place News Manager

To place the News Manager on the frontend of the site, navigate to the page where the news manager should appear. Using the editor, **Select** the appropriate news TPL variable from the News dropdown (as shown on the right). This will place the TPL variable on the page. **Click Save** to save the page and make the news manager visible on the frontend of the site.



There are several different News TPL variables which may be placed on the website:

- **All Articles** - This option displays every article from every zone (see below).
- **All Articles - Teaser** - This option displays just like the All Articles TPL, but only the 4 most recent articles are shown.



- **Archived News** - This option displays a dynamically generated archive of all active articles on the website. Articles are organized first into the year they were created, and then further organized into months (see below).

Home | News | About Us | Services | Cont

[Home](#) > News

2012

[January](#)

Search Archived Articles:

- **[Enter Zone Name Here] Zone - All Articles** - This option displays all of the active articles within the specified zone. This option exists for every active zone.
- **[Enter Zone Name Here] Zone - Main Article Teaser** - This option displays an expanded preview of the most recent article within the specified zone (shown below). This option exists for every active zone.

Home | News | About Us | Services | Cont

[Home](#) > News


This is the Headline of a ProFusion News Manager Test Article
 1/23/2012 This is where the source of an article displays

This is the main content of the article. Because it uses the ProFusion Content Editor, it has the full capability of any other page of your website.
 You can insert pictures,

- Use bullets and numbering

Change font, **size**, color, and background

Interested?...



- **[Enter Zone Name Here] Zone - Teaser** - This option displays the first 4 active articles within the specified zone. This option exists for every active zone.
- **Member News Submission Form** - This option places a login for members (requires Membership Manager) of the website to submit an article for approval (similar to the [user login here](#)).
- **Public News Submission Form** - This option places a news submission form by which any visitor to the site may submit an article for approval (see below).

[Home](#) | [News](#) | [About Us](#) | [Services](#) | [Cont](#)

[Home](#) > News

(Fields marked * are mandatory)

Headline *
Headline Date * Insert Current Date
Source
***Zones :**

Default Zone
 Public News Zone

Select the Zones (categories) to classify your articles

Summary

Enter a short summary for the article

News

Submit Article
Cancel