

Portal Prodigy[™]
News Feature in Detail

Chapter Excerpt from Software User & Administration Guide
January 2007 Update
www.portalprodigy.com

1.1	Introduction.....	2
1.2	The Visitor Experience	3
1.3	Components	5
1.3.1	News Management Page.....	5
1.4	Feature Administration.....	9
1.5	Tutorials.....	9
1.5.1	Activating the News Feature.....	9
1.5.2	News Topics	10
1.5.3	Adding News Items to one or more menus	13
1.5.4	Adding Events Mini Browser	15
1.5.5	Adding News Items	15

1.1 Introduction

Keep members, staff, customers, vendors and investors up to date on the latest news affecting your organization. The News Feature provides a rapid entry interface used by Administration to enter news and current event items. Headlines are displayed on the homepage where visitor can click on individual items of interest to view the detailed news record.

News feature benefits include:

- Visitors access news by clicking on the News link in a menu or an specific news item in the news mini browser.
- Supports Multiple contributors and contribution tracking
- Clicking on the News menu link accesses the News List which displays each article title and sub-headline. Clicking on a title in the list accesses the news article detail.
- News articles may be entered in Text or using built-in online WYSIWYG HTML editor.
- Attach stylized documents such as HTML and PDF.
- Articles may be Public or private

Some of the components, fields and settings of the News feature, discussed in detail in this chapter, are:

News Management Page	Private Field
News Title	
Description Field	
News Type	
Text	
News Document Import Field	
View More Information	
Document	
Update More Information	
Document	
Check-Out More Information	
Document	
Delete More Information	
Document	
Search for More Information	
Document	
Created By Field	
Modified By Field	
Active: Field	
Expires Date: Field	
Chapter ID Field	
Topics Field	
Level Field	

1.2 The Visitor Experience

Visitors can access the websites news by clicking on the News link in a menu or an item in the news mini browser.

The screenshot shows the NNEMS website interface. At the top, there are navigation links for Discussions, Documents, Donations, and Events. Below this is a secondary navigation bar with Home, SignUp, Logout, ContactUs, and AboutUs. A left sidebar menu lists various options, with 'News' highlighted by a green arrow. The main content area features a welcome message from Stephen Reuning, followed by a description of NNEMS. Below the text are two columns: 'Events' and 'News'. The 'News' column is highlighted by another green arrow and contains a list of three news items with their dates and titles.

Events	News
Sep. 13 Legal Experts Panel for Art Retailers	July 06 Art Funding Takes a Hit
Sep. 18 Approaching Picasso	July 06 Art Prices Tumble!
Sep. 18 Gothic Architecture	July 06 Jacovits Center Announces Sculpture Show
Sep. 18 Keynote Speaker Luncheon	
Sep. 18 Michael the Angel - Reborn Spirit in Sculpture	

Clicking on the News menu link accesses the News List which displays each article title and sub-headlines (AKA Description). Clicking on a title in the list accesses the news article detail.

News

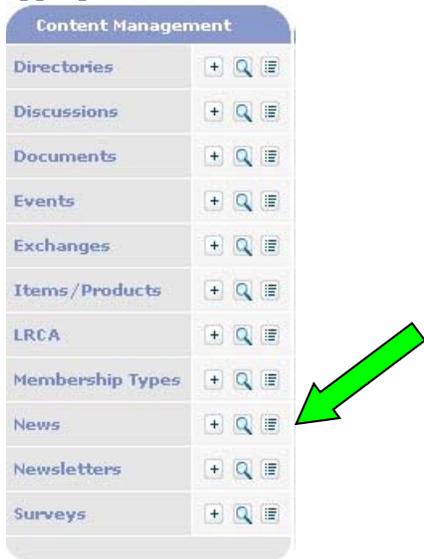
- 07/06/2003 [Art Funding Takes a Hit](#) - Congress lowers art funding in massive budget cuts.
- 07/06/2003 [Art Prices Tumble!](#) - According to Barron's prices on collectable art are down 30%.
- 07/06/2003 [Jacovits Center Announces Sculpture Show](#) - European Renaissance sculptures will arrive in July.

1.3 Components

The following components are used to create and manage News articles.

1.3.1 News Management Page

Administrators manage news items from the Site Administration Menu by clicking on the appropriate News Icon in the Content Management column.



Click on the  icon to access the News Management page.

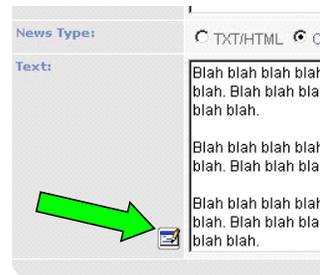


Add Icon - Activates the Add a New News Item function.



Browse Icon - Accesses the Search for News Items function.

The News Management page provides fields for entering data related to a news article as well as the article itself.



page by clicking on the Edit Text Icon , which activates the PORTALPRODIGY HTML Editor. Or, she can import a document via the News Document Import Field.

Clicking the TXT/HTML radio button causes the site to display the data entered into the Text Field on the visitor’s portion of the site when the News Item is viewed.



Clicking the OTHER radio button causes the site to display the document that is related by the News Document Import Field on the visitor’s portion of the site when the News Item is viewed.

- **Text** – The text or HTML code of the article is entered into this field.
- **News Document Import Field** – Documents may be imported from the Administrator’s remote computer or network in lieu of entering news into the Text Field.



- The Administrator can attach detailed and sophisticated documentation or a multi media presentation by importing a document. This feature uses the Resource Document library Engine and more details can be learned in the chapter titled *Document Feature in Detail*.

-  **View More Information Document** – If a document has already been imported or related to the specific News Item record, it can be viewed by clicking on this button.
-  **Update More Information Document** – A new document file can be loaded by clicking on this button.
-  **Check-Out More Information Document** - If a document has already been imported or related to the specific News Item record, it can be downloaded to the Administrators computer by clicking on this button.
-  **Delete More Information Document** - If a document has already been related to the specific LRCA record, it can be deleted by clicking on this link.

-  **Search for More Information Document** – If a desired document is already loaded in the Resource Document Library it can be located by clicking on this icon and then related to the specific News Item.

- **Created By Field** – Indicates who entered the record
- **Modified By Field** - Indicates who last modified the record.
- **Active: Field** – The Active Field can be set to Yes or No. When set to No, the news item will no longer be displayed on the visitor (public) portion of the website. It also will be excluded from search results on administrative pages unless the Include deactivated records in search results box is checked. It does not delete the record but tags the record so it will be filtered



- **Expires Date: Field** – The Expires Date Field provide for the input of a date, after which the news item will no longer be displayed on the visitor (public) portion of the website. It does not delete the record but tags the record so it will be filtered from display.
- **Chapter ID Field** – Indicates the chapter of the user who entered the discussion record. This field is applicable on multi-chapter versions of PORTALPRODIGY.
- **Topics Field** – The Topics Field contains a selection list based on entries made on the Events Topics Management pages. Topics determines which events are grouped together in the Events List on the public portion of the website.
- **Level Field** – The Level Field is applicable to multi-chapter synchronous installations of PORTALPRODIGY where levels, such as National, Regional, State and Local are used to filter the display of records.
- **Private Field** - The Private Field can be set to *Yes* or *No*. Selecting *No* indicates that the event record may be displayed to all visitors. Selecting *YES* indicates that only visitors with appropriate privileges may view the event record and causes the Security Groups selection box to be displayed at the bottom of the News Management page. Clicking to check the corresponding check box(es) permits specified group members to view the news record on the public portion of the website.

- **Buttons** –



- Saves the data entered into the News Record fields.



- Deletes the News Record

- Displays the News Item as a visitor would see it in their browser on the public portion of the website.

- Prints the website page to the visitor's local printer.

- Accesses the Report Menu

- Closes the page without saving or updating values.

- Closes the page and prompts the visitor to save the data.

1.4 Feature Administration

Implementing the News Feature involves the following steps:

- Activating the News Feature
- Setup News Topics
- Adding News Items to one or more menus and/or activating the News Mini-browser
- Adding News Items

1.5 Tutorials

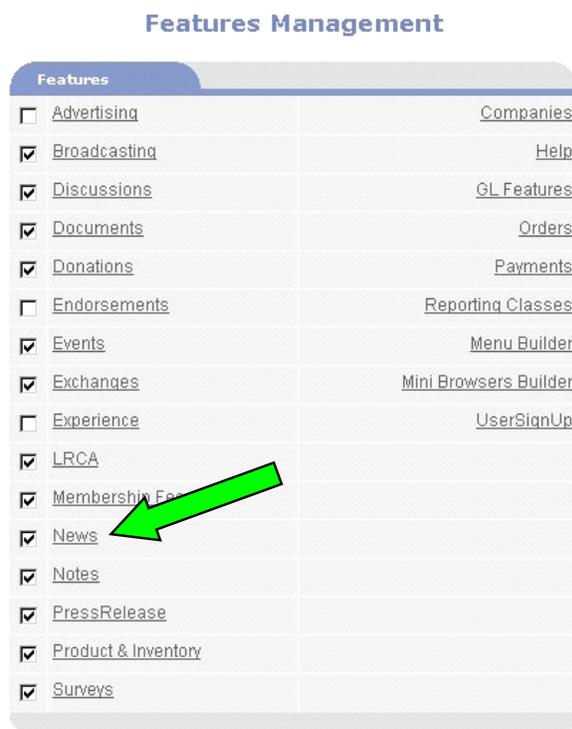
The following tutorials describe how to configure, create and manage new articles.

1.5.1 Activating the News Feature

The News Features Management is accessed by clicking the Features link on the Site Administration Menu.

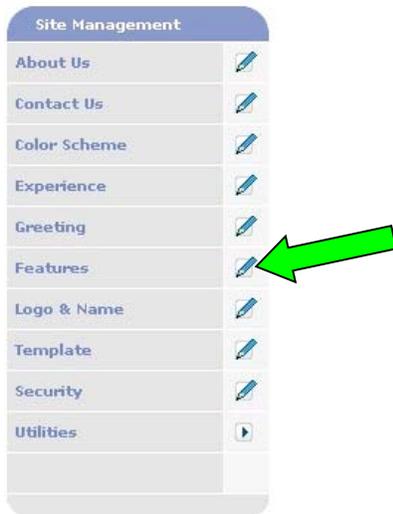


Clicking the check box activates the News feature.



1.5.2 News Topics

The News Features Management is accessed by clicking the Features link on the Site Administration Menu.



Clicking on the [News](#) link accesses the Topics Management Page.

Features Management

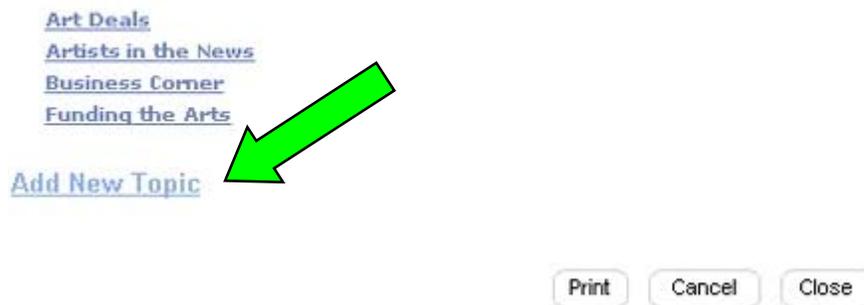
Features	
<input type="checkbox"/> Advertising	Companies
<input checked="" type="checkbox"/> Broadcasting	Help
<input checked="" type="checkbox"/> Discussions	GL Features
<input checked="" type="checkbox"/> Documents	Orders
<input checked="" type="checkbox"/> Donations	Payments
<input type="checkbox"/> Endorsements	Reporting Classes
<input checked="" type="checkbox"/> Events	Menu Builder
<input checked="" type="checkbox"/> Exchanges	Mini Browsers Builder
<input type="checkbox"/> Experience	UserSignUp
<input checked="" type="checkbox"/> LRCA	
<input checked="" type="checkbox"/> Membership Fee	
<input checked="" type="checkbox"/> News	
<input checked="" type="checkbox"/> Notes	
<input checked="" type="checkbox"/> PressRelease	
<input checked="" type="checkbox"/> Product & Inventory	
<input checked="" type="checkbox"/> Surveys	

News Features Management

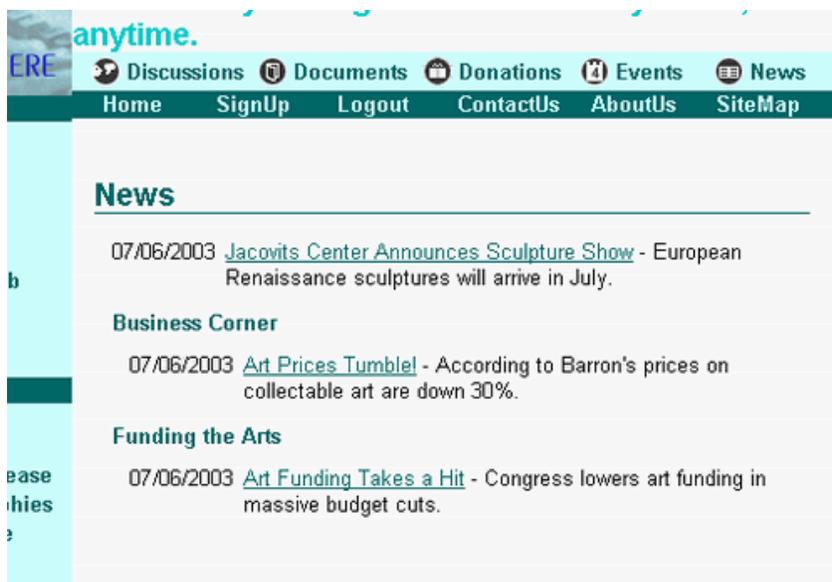


Clicking on the [Topics](#) link accesses the Topics update page where news topic categories may be viewed. Click on a topic to update it. Click on [Add New Topic](#) to add more topics.

News Topics Management

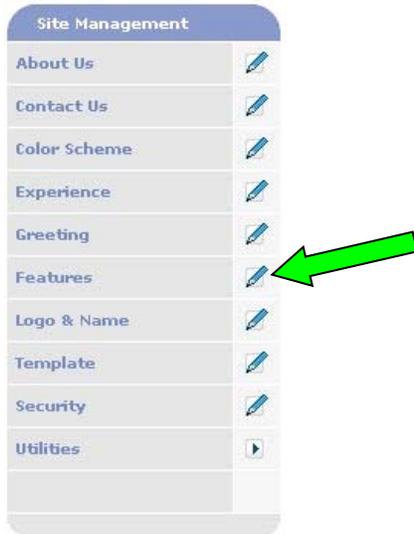


News Items can be started within Topic categories and display to visitors under the assigned Topic. News Items which are not assigned to a topic are listed first.



1.5.3 Adding News Items to one or more menus

Click on the Features Management link in the Site Management column of the Administration Menu.



Click on the [Menu Builder](#) link located on the Features management page.



Click on the button on the Search for Menus page and click on the menu title for the menu you wish to add the events link.

Search for Menus

Search Criteria

Feature:

Created Date Range: to

Modified Date Range: to

Found Menus

Page 1 of 1 Total matches: 8

Menu	Type	Sub Type
MR Left Side	Standard Template Menu	Left Side Menu
MR Right Side	Standard Template Menu	Right Side Menu
MenuBarA	Standard Template Menu	Menu Bar A
MenuBarB	Standard Template Menu	Menu Bar B
QuickJump	Standard Template Menu	Quick Jump Menu
UpperDropDownMenu	Standard Template Menu	Upper DropDown Menu
test_contact_menu	Contacts Menu	
exchange	Exchange Listings	

Click the button on the Menu Builder page. And enter the desired values.

Menu Item Management

Options

Topic:

Menu Item:

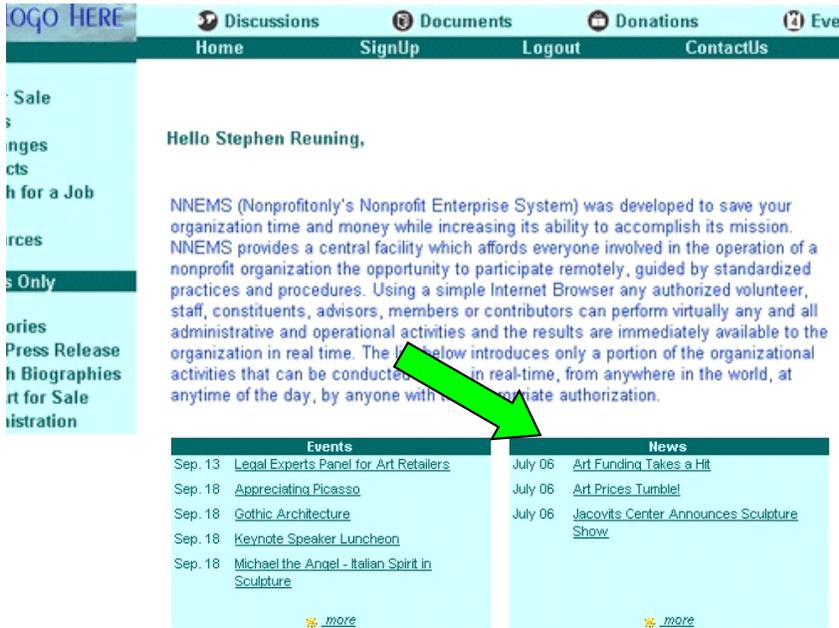
Sort Order:

Menu Item Option:

- URL
- Option
- Menu
- Administrative Option

See the chapter titled Menu Builder in Detail for more specifics regarding the setup of links on menus.

1.5.4 Adding Events Mini Browser

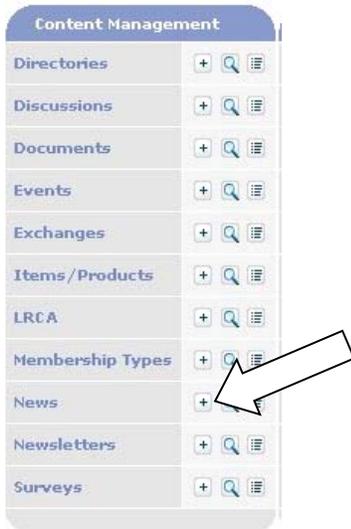


Visitors can click on the Events link in the side menu to access a list of events and Administration can command a Mini Browser to be built automatically on the home page so the list of events can be viewed there.

Click the **Include News Mini Browser** Yes No radio button on the Greetings Management page (Accessed by clicking Greetings in the Content Management column of the Administration Menu) to *Yes*.

1.5.5 Adding News Items

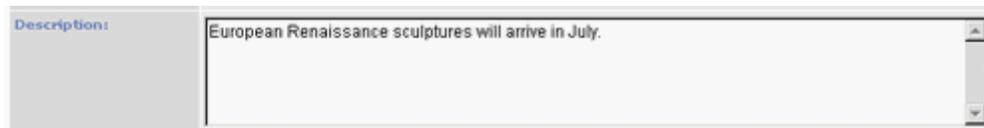
The Administrator begins adding a News Item by clicking on the News Add Icon  in the Content Management column of the Site Administration Menu.



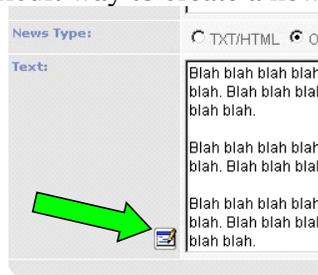
News Title - The Administrator enters the title of the news article into the News Title Field. The title is displayed in lists on public portions of the site and, when clicked on by a visitor, opens a page which displays the entire article.



Description Field - The Administrator enters a brief description, into the Description Field, which acts as a subtitle on the visitor portion of the site, may be entered here.



News Type – The Administrator has several choices of formats for news items. She may enter plain text into the Text Field for the simplest application. She can paste or type HTML code into the Text Field (very difficult way to create a news item). She can create an HTML page by clicking on the



Edit Text Icon, which activates the PORTALPRODIGY HTML Editor. Or, she can import a document via the News Document Import Field.

Clicking the TXT/HTML radio button causes the site to display the data entered into the Text Field on the visitor's portion of the site when the News Item is viewed.



Clicking the OTHER radio button causes the site to

display the document that is related by the News Document Import Field on the visitor's portion of the site when the News Item is viewed.

Text – If the Administrator chose the TXT/HTML option then she enters the text or HTML code of the article into the Text Field field.

News Document Import Field – If the Administrator chose the OTHER option, documents are imported from the Administrator's remote computer or network in lieu of entering news into the

Text Field.  - The Administrator can attach detailed and sophisticated documentation or a multi media presentation by importing a document. This feature uses the Resource Document library Engine and more details can be learned in the chapter titled *Document Feature in Detail*.

-  **View More Information Document** – If a document has already been imported or related to the specific News Item record, it can be viewed by clicking on this button.
-  **Update More Information Document** – A new document file can be loaded by clicking on this button.
-  **Check-Out More Information Document** - If a document has already been imported or related to the specific News Item record, it can be downloaded to the Administrators computer by clicking on this button.
-  **Delete More Information Document** - If a document has already been related to the specific LRCA record, it can be deleted by clicking on this link.
-  **Search for More Information Document** – If a desired document is already loaded in the Resource Document Library it can be located by clicking on this icon and then related to the specific News Item.

Active: Field – The Administrator sets the Active Field to Yes or No. When set to No, the news item will no longer be displayed on the visitor (public) portion of the website. It also will be excluded from search results on administrative pages unless the Include deactivated records in search results box is checked. It does not delete the record but tags the record so it will be

filtered from display.  **Search For News**
Search Criteria Include deactivated records in search results

Expires Date: Field – The Administrator enters a date into the Expires Date Field, after which the news item will no longer be displayed on the visitor (public) portion of the website.

Topics Field – The Administrator may select a topic from the Topics Field which contains a selection list based on entries made on the Events Topics Management pages. Topics determines which events are grouped together in the Events List on the public portion of the website.



Private Field – The Administrator sets the Private Field to *Yes* or *No*. Selecting *No* indicates that the event record may be displayed to all visitors. Selecting *YES* indicates that only visitors with appropriate privileges may view the event record and causes the Security Groups selection box to be displayed at the bottom of the News Management page. Clicking to check the corresponding check box(es) permits specified group members to view the news record on the public portion of the website.

▪ **Buttons** –

- Saves the data entered into the News Record fields.

- Deletes the News Record

- Displays the News Item as a visitor would see it in their browser on the public portion of the website.

- Prints the website page to the visitor's local printer.

- Accesses the Report Menu

- Closes the page without saving or updating values.

- Closes the page and prompts the visitor to save the data.