

# Chapter 1: Module fil d'actualité :

## 1. Module Objective

The **Fil d'Actualité** module is designed to improve internal communication within your organization by providing a central space for sharing updates, ideas, and media. With this module, you can:

- Collaborate by sharing documents, videos, charts, and URLs — keeping your team informed and aligned.
  - Initiate discussions around objectives, events, announcements, and creative ideas.
  - Create dedicated working groups to collaborate with team members who share a similar structure or department.
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## 2. Features Overview

### 2.1 Share Text, Images, or YouTube Links

This feature allows you to publish updates, announcements, or creative content in the form of text, images, and videos.

#### ♦ How to Use

1. Click on the **“Text/Image”** button located at the top center of the screen.
2. A pop-up window titled **“Créer une publication texte/images”** will appear.
3. Fill in the required fields:
  - **Partager dans les groupes de travail:**  
Select the group(s) you want to share the content with from the dropdown menu.
  - **Objectif de partage:**  
Choose the purpose of your post. Available options include:  
Renseigner, Aspirer, Féliciter, Célébrer, Avertir, Empêcher, Motiver.

- **Text box:**

Type your message, activity update, or news content here.

- Use **“Insert Image”** to upload an image.
- Use **“Insert Link”** to add a hyperlink.

- ◆ **Add a YouTube Video (Optional)**

To attach a YouTube video:

1. Check the box **“Ajouter une vidéo YouTube”**.
  2. The following fields will appear:
    - **Collez votre lien YouTube ici:**  
Paste the YouTube link in the provided text box.
    - **Lecture automatique (Autoplay):**  
Check this box if you want the video to start playing automatically.
    - **Muet (Mute):**  
Check this box if you want the video to play without sound by default.
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## 2.2 Share Charts or Reports

This feature enables you to share analytical data or reports with your colleagues using Excel or dynamic datasets.

- ◆ **How to Use**

1. Click on the **“Tableau Excel/CSV”** button located at the top center of the screen.
2. A pop-up window will appear, guiding you through a **3-step process**.

### Step 1: Charger vos données (Upload Your Data)

You have two data source options:

- **Option 1: Données statiques (Static Data Files)**
  - Choose this option if you want to upload Excel or CSV files.
  - Upload the file by selecting it from your device or dragging and dropping it into the designated area.
- **Option 2: Données dynamiques (Dynamic Dataset)**

- Choose a predefined dataset from the dropdown menu.
- To add a new dataset:
  - Click the "+" button to open the **“Add or Update Dataset”** window.
  - Fill out the form:
    - **Select a connector:**

Pick an existing data connector from the list, or click the "+" to add a new one.
    - **Title:**

Enter a title for your dataset.
    - **Description:**

Provide a brief explanation of the dataset's purpose or content.
    - **Share this dataset:**

Choose the group(s) you want to share this dataset with from the dropdown menu.