Reading and commenting News

Contents

Introduction

Purpose of this document: Training material applicable for all users of an Omnia portal, mainly for self training.
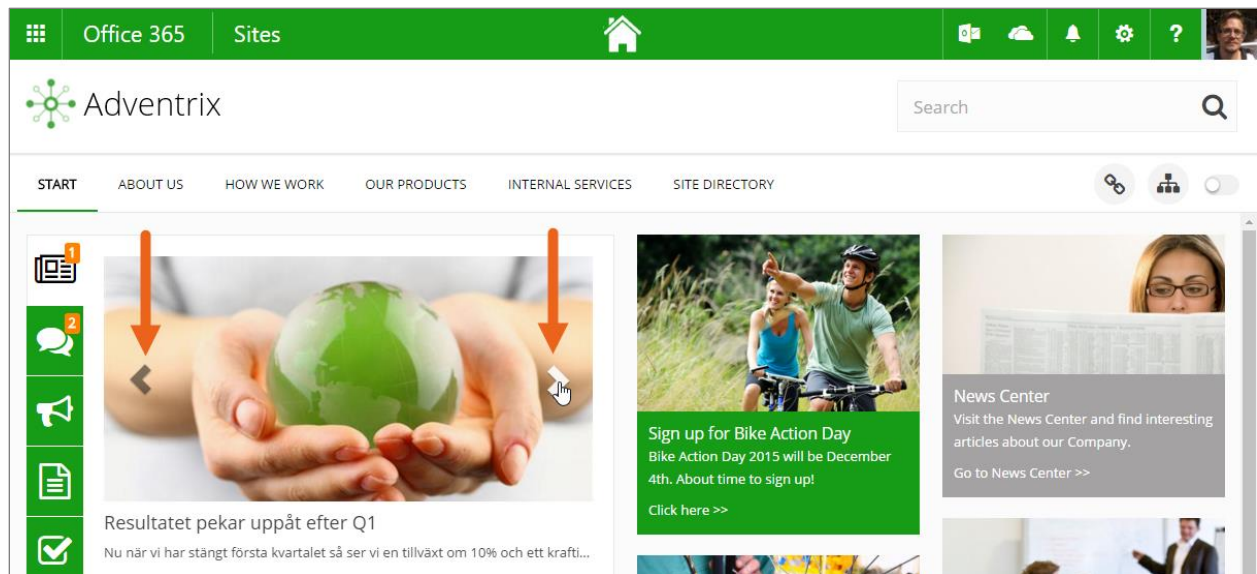
Target group: All users.

Reading News

News articles available on the portal start page can be a top story or "normal" news.
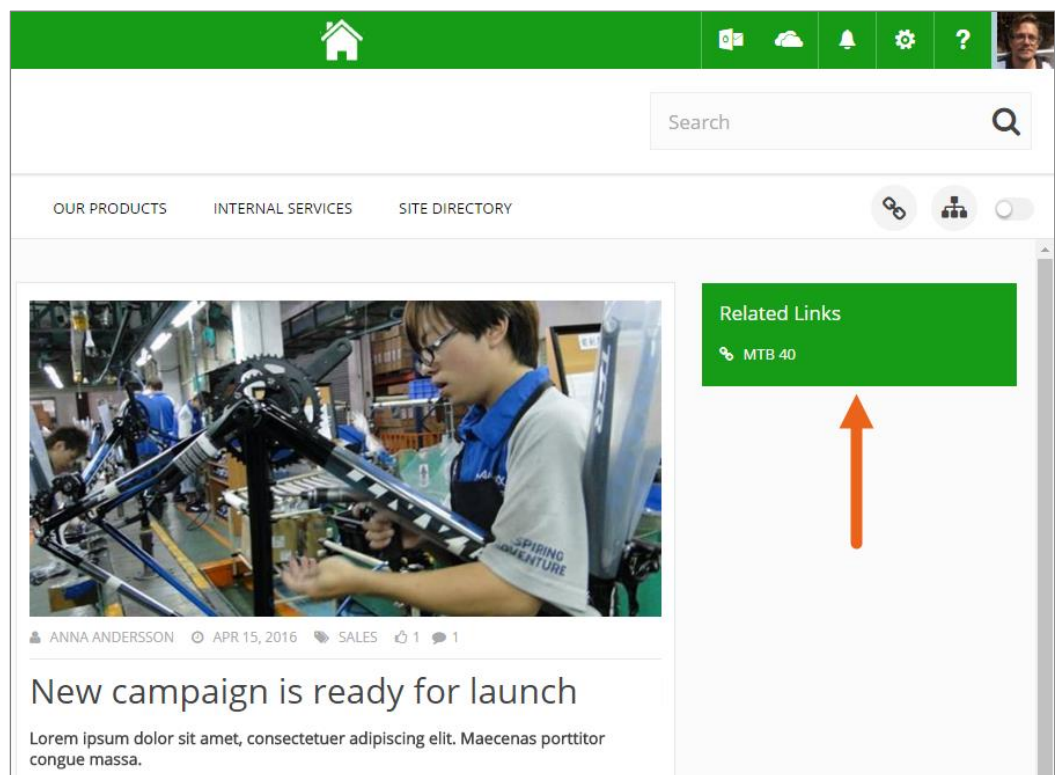

If there are more than one top story, they will "roll" automatically. You can roll them manually by clicking the brackets:
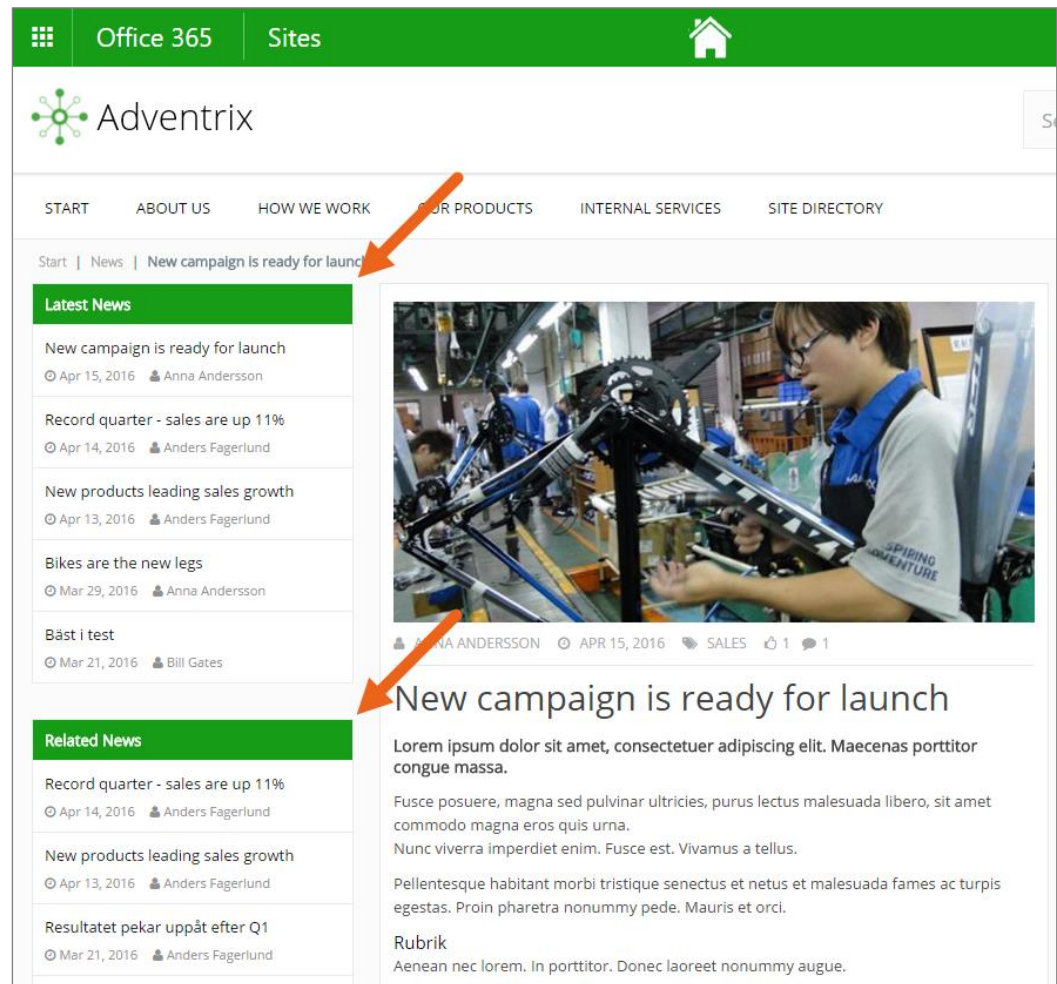
To read a news article:

1. Click the image or the heading.

When reading a news article there can be links to more to read at the right. Don't miss them.

To the left there will be a list of the other new news articles, so you can read them without going back to the start page, and there can be a list of related news. Related news is news articles tagged with the same keywords as the article you're reading.
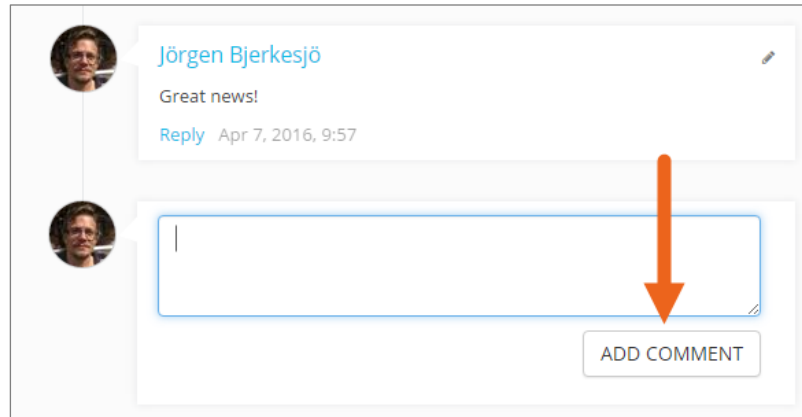

When reading a news article, you can also see who's responsible for the content, the article date, and the number of likes and comments.
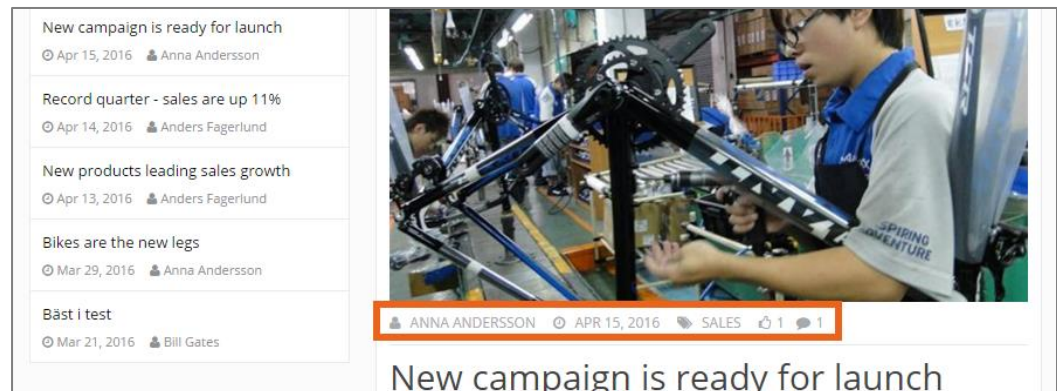
Commenting a news article
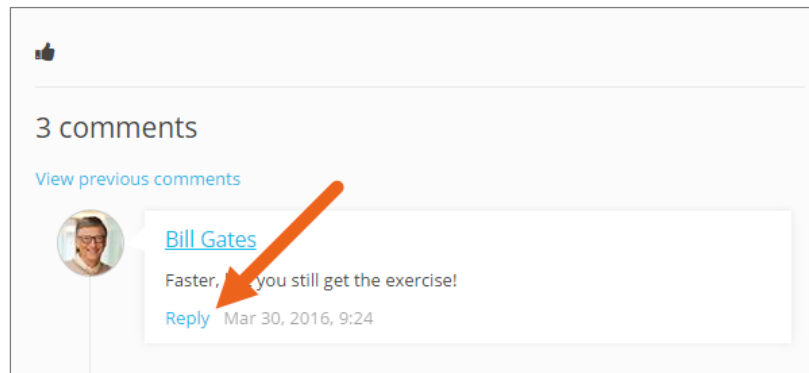
To comment a news article, you just:

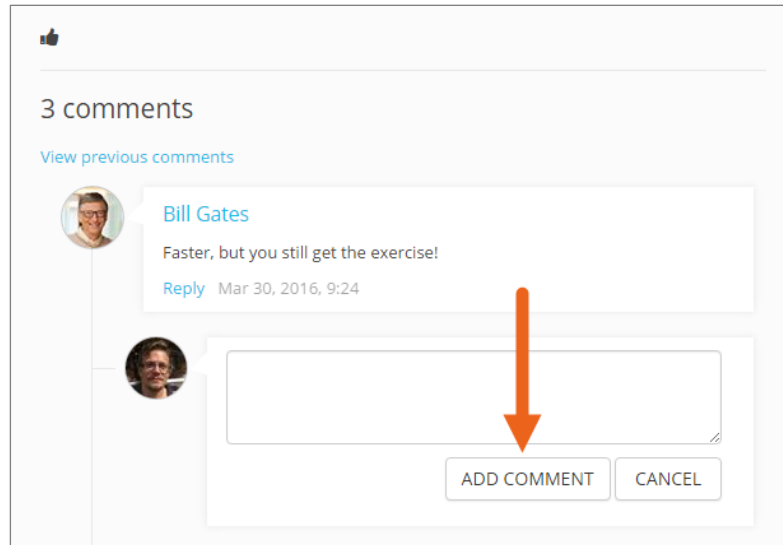1. Type a comment and click **Add Comment**.

Commenting a comment

To comment another's comment do the following:

1. Click **Reply**.

2. Type your comment and click **Add Comment**.

Using mention in a comment

Would you like to make sure someone (for example the author of the news article) is made aware of your comment? Use @mention in the comment and that person will be notified in his or her User Feed, on the tab **Mentions**.

Just type @mention, and the name, in the text field before typing the comment.

Edit or delete your comment

If you change your mind, you can always edit or delete your own comments by clicking the pencil.
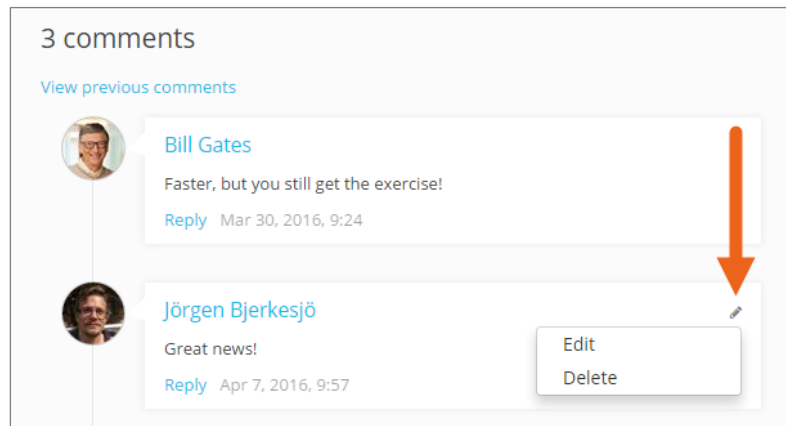
The News Center

If a news article no longer is available through the start page, you can find it in the News Center. You can always read all published articles there, new or old.
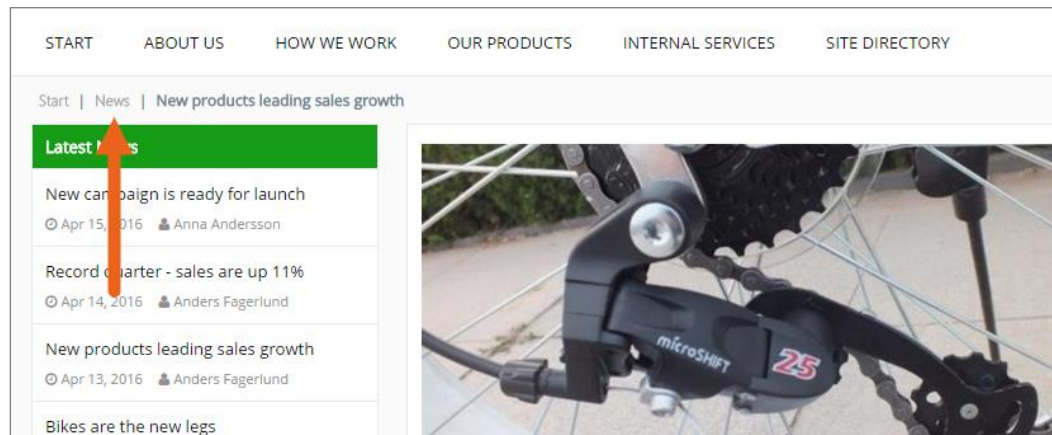
1. To go to the News Center, click the link.

That link can be available in a number of different places. It's normally at the end of the news list on the start page:
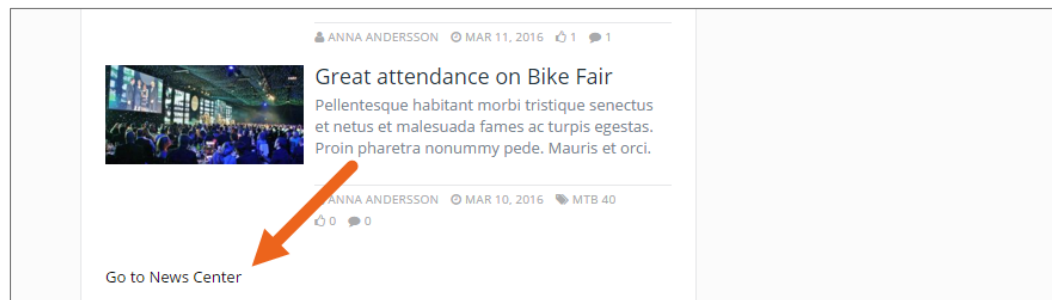
Very often there's a banner on the start page, with the link (but that is up to the portal administrator).

And when reading a news article, you can always go to the News Center from there:

News can be targeted and the purpose of that, if used, is that the news available on the start page always should be relevant to you. But targeting is not applied in the News Center. There all users can read all news articles.

2. To read a news article, just click the link.

The two fields Organization and Location is set up in this demo environment, for targeting purposes. Other fields could be set up in your News Center, or it could be that targeting is not used in your portal.

Anyway, if any fields are displayed here, they can be used for filtering the list, and that is true for the box Top Story as well. To filter means just showing some of the posts in a list.

In this example, Top Story is selected and therefore only the news articles tagged as Top Story are displayed in the list.

You can also use the search field to search in the News Center.

By the way, when searching using Quick Search or the Search Center. The search will find news articles as well.