

Reading and commenting News

Contents

Introduction	2
Reading News.....	2
Commenting a news article	5
Commenting a comment	5
Using mention in a comment	6
Edit or delete your comment	6
The News Center	7

Introduction

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

Target group: All users.

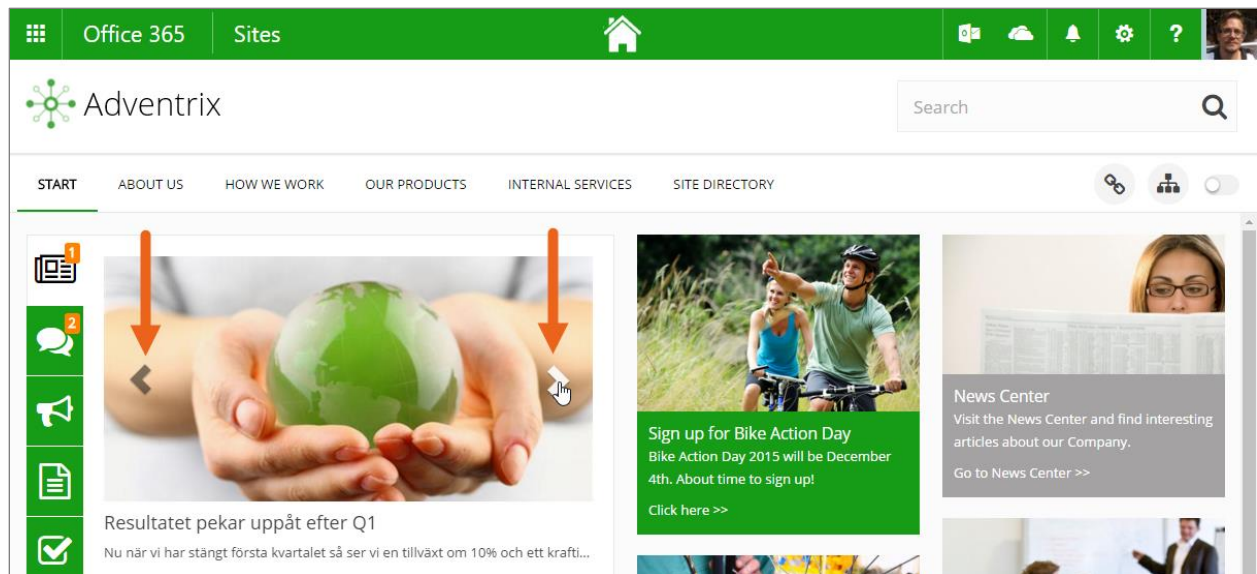
Reading News

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

The screenshot displays the Adventrix portal interface. At the top is a green navigation bar with 'Office 365' and 'Sites' links, a home icon, and utility icons for notifications, settings, and help. Below this is a white header with the 'Adventrix' logo and a search bar. A secondary navigation bar contains links for 'START', 'ABOUT US', 'HOW WE WORK', 'OUR PRODUCTS', and 'INTERNAL SERVICES'. The main content area features a vertical sidebar on the left with icons for dashboard, messages, announcements, documents, tasks, calendar, alerts, and analytics. The central news feed includes:

- Top story:** A large article titled 'Resultatet pekar uppåt efter Q1' (The result points upwards after Q1) with a green globe image. A red speech bubble labeled 'Top story' points to it.
- Normal story:** An article titled 'Bikes are the new legs' with a photo of people on bicycles. A red speech bubble labeled 'Normal story' points to it.
- Other articles:** 'Bäst i test' (Best in test) featuring a group photo, 'Customer focus training program is out now' with a brochure image, 'Sign up for Bike Action Day', 'New services launched', 'Featured movie: Beat the competition', and 'Autumn Campaign Preview'.
- News Center:** A section on the right with the text 'Visit the News Center and find interesting articles about our Company. Go to News Center >>'.

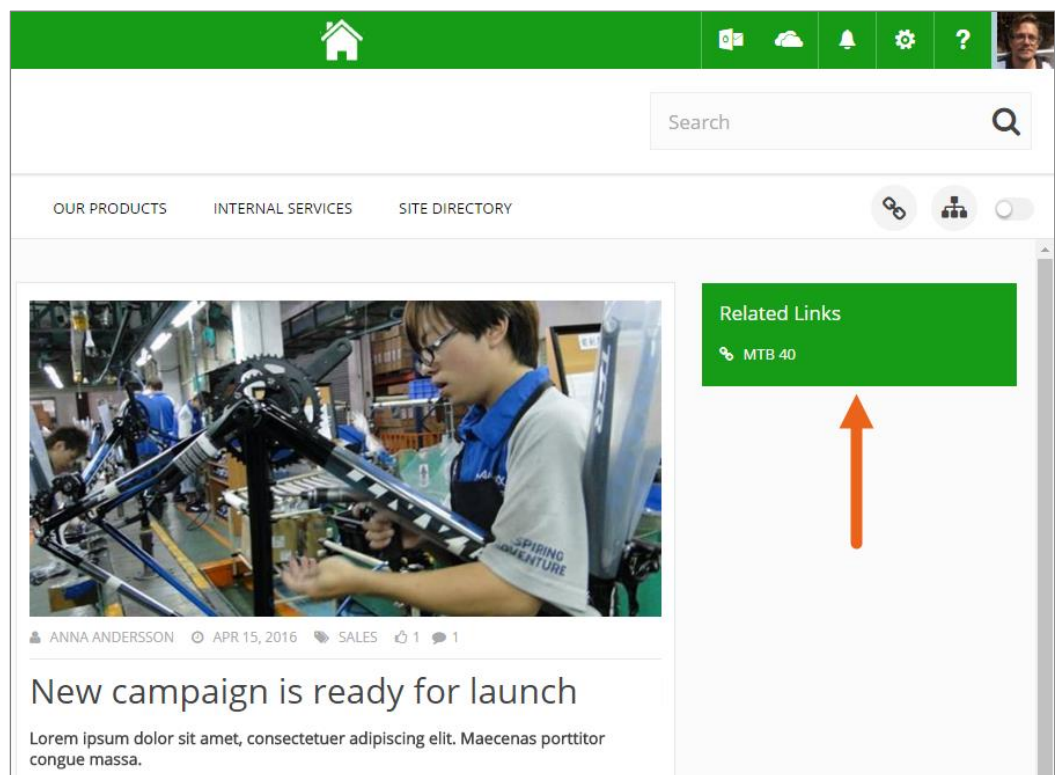
If there are more than one top story, they will “roll” automatically. You can roll them manually by clicking the brackets:



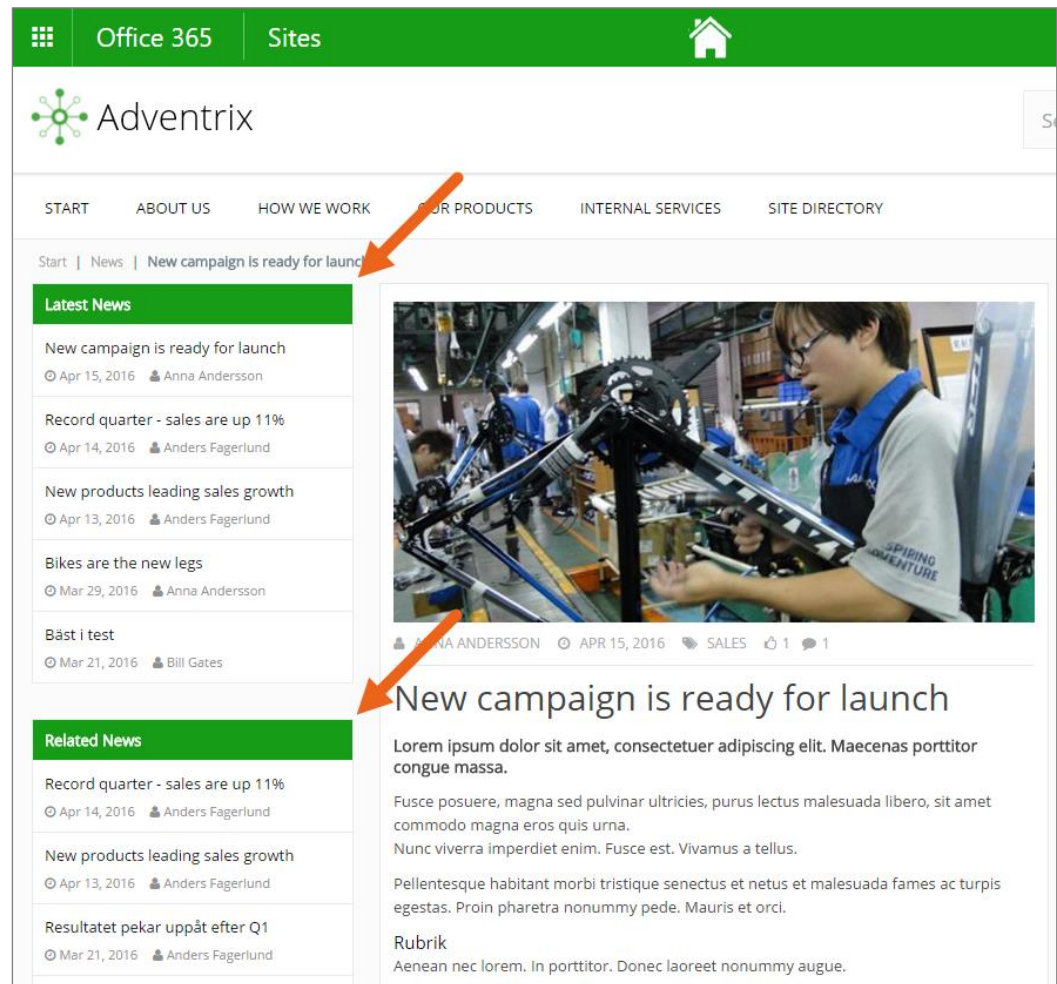
To read a news article:

1. Click the image or the heading.

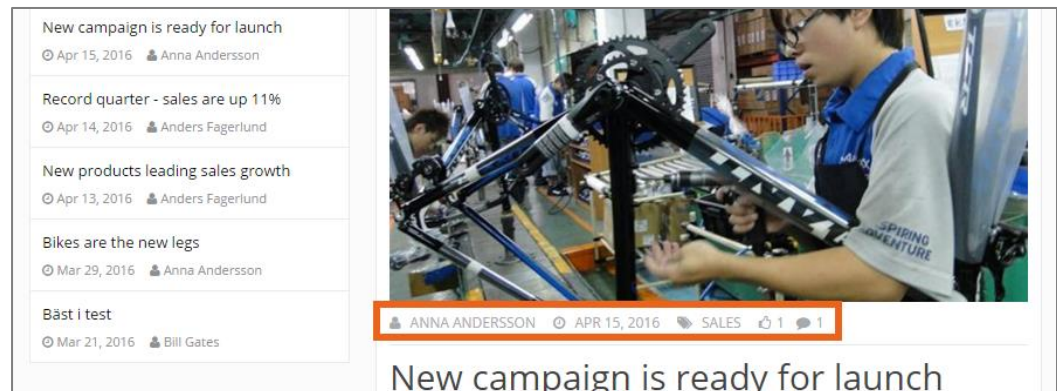
When reading a news article there can be links to more to read at the right. Don't miss them.



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.



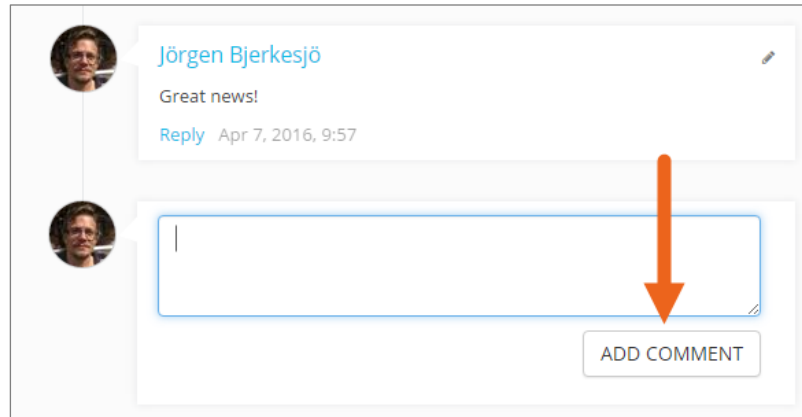
When reading a news article, you can also see who's responsible for the content, the article date, and the number of likes and comments.



Commenting a news article

To comment a news article, you just:

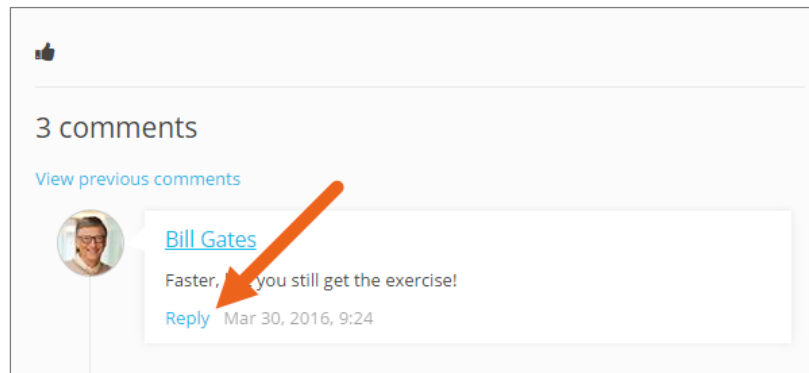
1. Type a comment and click **Add Comment**.



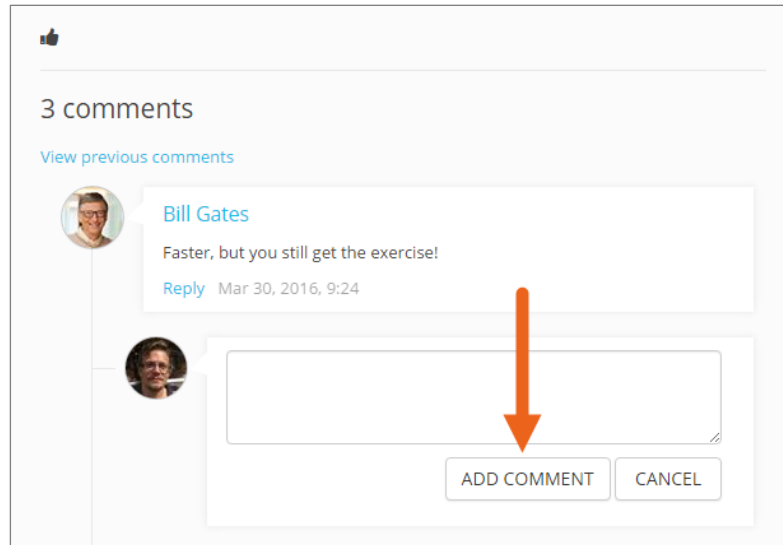
Commenting a comment

To comment another's comment do the following:

1. Click **Reply**.



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



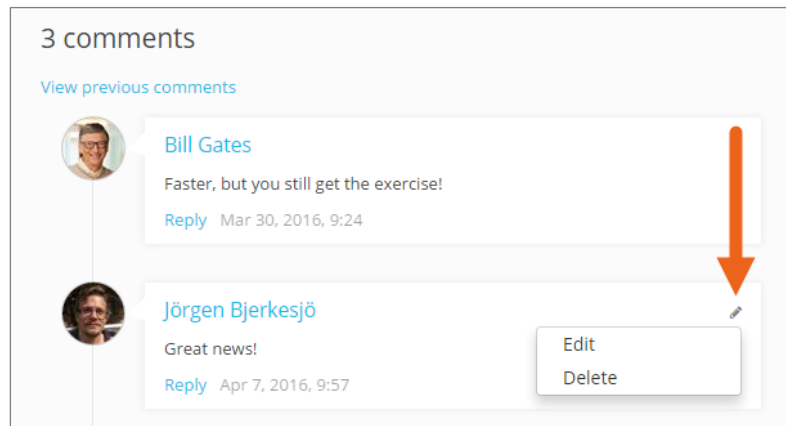
Using mention in a comment

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.

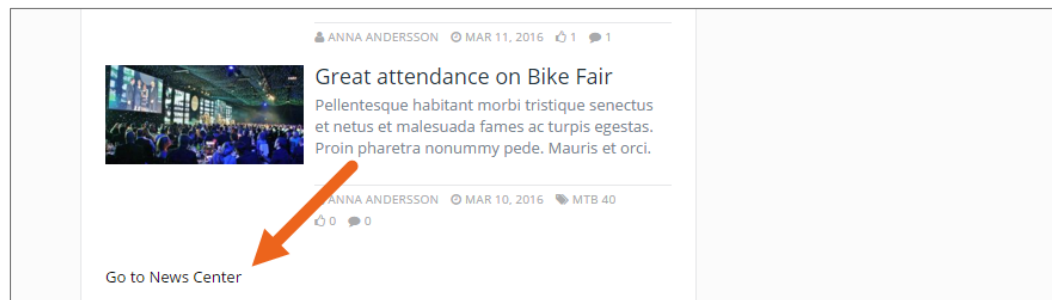


The News Center

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.

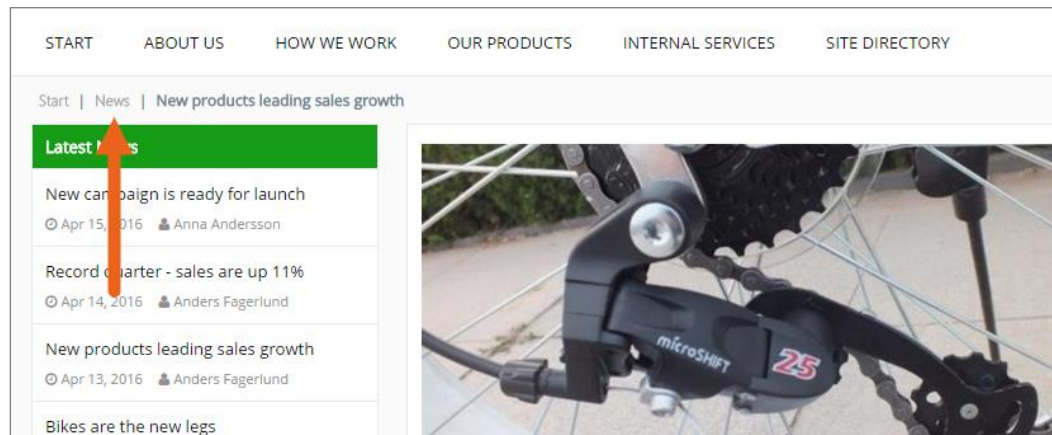
1. To go to the News Center, click the link.

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.

Start | News

News Center

Organization

Location

☐ Top Story

Bikes are the new legs	Mar 29, 2016	Anna Andersson
Bäst i test	Mar 21, 2016	Bill Gates
Customer focus training program is out now	Mar 18, 2016	Anders Fagerlund
Prepare for Product launch	Mar 11, 2016	Anna Andersson
Great attendance on Bike Fair	Mar 10, 2016	Anna Andersson
Customer focus is the keyword	Feb 26, 2016	Anna Andersson
Sales increased by two percent 2015	Feb 15, 2016	Anna Andersson
New HR Manager starts in March	Feb 12, 2016	Anna Andersson

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.

Start | News

News Center

Organization

Location

☒ Top Story

New campaign is ready for launch	Apr 15, 2016	Anna Andersson
Record quarter - sales are up 11%	Apr 14, 2016	Anders Fagerlund
New products leading sales growth	Apr 13, 2016	Anders Fagerlund
Resultatet pekar uppåt efter Q1	Mar 21, 2016	Anders Fagerlund
Sign up for Strategy Road Show	Mar 11, 2016	Anna Andersson
New factory established in India	Mar 4, 2016	Anna Andersson
Massive marketing campaign in February	Feb 2, 2016	Anna Andersson

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

Start | News

News Center

Organization Location ☐ Top Story

[Kids bikes are up in France](#) Oct 7, 2015 Anna Andersson

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

Resulttyp

Gruppwebbplats

PDF

PowerPoint

SharePoint-plats

Webbsida

Word

Författare

Anders Fagerlund

System Account

SharePoint App

Anna Andersson

MOD Administrator

VISA MER

Ändringsdatum

[Allt](#) [Products](#) [Personer](#)

Inställt på resultat på Svenska ▼

[Product Team Kids Bikes](#)
adventrix.sharepoint.com/sites/product-team-kids-bikes

[Product Team Kids Bikes - Form Templates](#)
Type Name Form Name Form Description ... There are no items to show in this view of the "Form Templates" document library
adventrix.sharepoint.com/sites/.../Forms/All Forms.aspx

[Project Magenta](#)
Boka Poolbil 2/26/2016 12:19 PM Anna Andersson ... Extranet Site Demo 2/18/2016 10:32 AM Anna Andersson ... Manual for handling Kids Bikes 4/5/2016 8:54 AM Anna Andersson ...
adventrix.sharepoint.com/sites/project-magenta

[The kids are alright](#)
The kids are alright.jpg
adventrix.sharepoint.com/news/.../Forms/DispForm.aspx?ID=36

[Manual Template Kids Bikes](#)
Lorem ipsum dolor sit amet, consectetur adipiscing elit ... Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna ...
adventrix.sharepoint.com/sites/.../Manual Template Kids Bikes.docx

[Kid on bike](#)
Kid on bike.jpg
adventrix.sharepoint.com/news/.../Forms/DispForm.aspx?ID=50