

Xtendable® Server News Module Management Guide

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Xtendable® Server News Module Management Guide

About the News Module

The News Module is an easy-to-use tool that allows you to post articles on your site, even if you don't know HTML.

In this guide, we'll give you the information you need, as a site administrator, to add and manage the news items on your site. Following are the topics included in this guide:

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GETTING STARTED

You must be an authorized site administrator to access the News module. If you are not an authorized site administrator and need to add or maintain your site's news articles, you will need to have an administrator account created for you. Contact your system administrator or Army FRG support at support@armyfrg.org.

Logging Into the System

- To get started, go your Web site and press the Login button to access the site login screen. (The appearance and location of the Login button depends on your site's unique design.)



- Enter your Username and Password and press the Login button.



- Once you have logged in, you will see some changes on the screen. You will see small pencil or "editing" icons () scattered throughout the site. By clicking these icons, you can directly access forms where you can update the content on your site.
- You will also see a link to access the Control Panel. Find and select the Control Panel link for your site. (The appearance and location of the Control Panel button depends on your site's unique design.)



Accessing the Control Panel

The Control Panel is your link to managing the content on your site. From the Control Panel, you can easily access tools to review, manage, or add new content to your site. The main navigation screen of the Control Panel is called the **index**. From the Control Panel index, you can click on a module name to access that module's management tools.

To access the News module, click the News link.

Management Index

Please select a recently used module to manage from the list below, or view the list of all modules to manage to the right

Administration Modules  	
Access Log	Page Tools
Audit Trail	Profile
Global User Management	Project
Hierarchy	Registration
Keywords	Styles
Login	System Diagnostics
Modules	User
Navigation	

Content Modules  	
Announcements	Links
Discussion	News 
Download Center	Page Builder
FAQ	Photo Gallery
Forum	Search

NEWS MANAGEMENT INDEX

With the News module, you can use your site's database-driven news system to display information and news stories for your site visitors to read.

The News Management Index is the page from which you can access all of the News module's functionality. Some options described in this manual may not be available to you due to your access level. If you have questions about using the News tools discussed here, contact your system administrator.

The News Management Index contains all of the news categories for your site.

Viewing Current Content

- The number next to each category name indicates the number of articles within that category.
- Click on a category name to view a list of the articles included in it.

News Management

News Management | Advanced Options | Configure Module

Use this page to create or edit categories and articles, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Name	Date Added	Status
Edit: DFAS	10/19/2004	●
Edit: Military Family Life Within the Army	10/24/2004	●

- The status of each article is indicated in the Status column. The legend at the top of the index page indicates what the colored circles mean. An article must be released and published to be visible to the public. If authorized, you can change the status of a news article when adding or editing it.

● Released / Published ● Released / Not Published ● Not Released / Not Published

- To edit a category or subcategory, select the category or subcategory. Then, press the editing (✎) icon to see editing options for the category.

MANAGING NEWS CATEGORIES

You can organize your news stories into logical groupings using news categories and subcategories.

- The **Featured** category contains items that appear on the module user index page and are displayed more prominently to visitors. If an article is in the Featured category, it will appear on the index page of the News module. This option is the equivalent of putting a story on the front page.
- The **Uncategorized** category can be used as temporary storage for content that you have created, but have not yet assigned to a category.
- The **Discarded** category contains news subcategories and content that have been removed from your site. Deleting them from here will remove them permanently from the system.
- To view nested subcategories, press the expand icon (+) next to the category name. To hide subcategories, press the collapse icon (-) next to the category name.

- News Categories
 - ★ Featured (2)
 - Army Basics (0)
 - Army Protocol (0)
 - Learning About the Army (2)
 - History of the Army (0)
 - Army Traditions (0)

Adding Top-Level News Categories

Top-level categories are the main categories for your articles. Top-level categories may be further broken down into subcategories.

- To create a new top-level news category, click the News Categories title. Then, click the editing icon (✎) to see your editing options.
- Choose the *Add Top Level Category* option.

News

Use this page to create or edit categories and articles.

● Released / Published ● Released / Not Published

- Enter the details for your new category. Released categories will be published directly to your site. Featured categories are displayed more prominently to your users.
- The Discussion options allow you to enable or disable visitor discussions about each news category. Choose whether or not you want the discussion to be moderated.
- Choose which user access levels will be able to *view the content* within the category. Select “All” to make category content visible to all site visitors. Select “None” to hide the category content from all visitors. Select “Specific” to restrict the category content to users with specific access levels. Then, choose which users should be able to view the content.

Add Category

Please enter category information into the form below.

Category Information

* Category Name

* Category Description

Category Status

Released? Yes No

Featured? Yes No

Discussion Options

Discussion Enabled? Yes No

Discussion Moderated? Yes No

View Permissions

Content Viewable By All None Specific

- If desired, press **Spell Check** to check your entries.
- Press **Save and Next** to move onto the next step.
- Specify the *Category Permissions* for each access level using the sliders. The options are None, Edit, Approve, or Release. Users with “None” permission cannot modify a category. Users with “Edit” permissions can modify a category's settings or the content inside of it, but must have their changes reviewed before they are released to the public site. Users with “Approve” permission have review authority and can approve categories or the content inside of them, but they not release categories or content to the public site. Users with “Release” permission can make the category or its content visible to visitors on the public site.

Permissions

Choose which access levels can view or edit this category.

[Edit Category](#) | [Permissions](#) | [Advanced Permissions](#) | [Batch Update Category Content](#)

Current Category: Community Resources

Category Permissions

Don't see the access level you need? Go to [Update Module Permissions](#) and set that particular access level to have management permissions in this module.

Administrator

Developer

- Next, specify advanced permissions for the category. In the Advanced Permission section, you can choose to apply the permissions for the category to all subcategories, if desired.

Advanced Permissions

Choose which access levels can assign management privileges to other access levels for this category.

[Edit Category](#) | [Permissions](#) | [Advanced Permissions](#)

Current Category: Community Building

Advanced Category Permissions

Don't see the access level you need? Go to [Update Module Permissions](#) and set that particular access level to have management permissions in this module.

Administrator

Developer

Apply To All SubCategories Yes No

- Press **Finish** to add your new top-level category to the system. Your new category will be added to the News Management category tree.

News Management

Use this page to create or edit categories and articles, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Community Resources

News Categories

- ★ **Featured (2)**
- Army Basics (0)
- Community Resources (0)
- Community Welcome Center (1)
- Health and Wellness (6)
- Home and Family Life (0)
- Lifelong Learning (0)
- Making a Move (0)
- Managing Deployment (0)
- Money Matters (0)
- Work and Careers (0)
- Uncategorized (0)
- Discarded (0)

This category contains no articles.

To add a new article, click the **Add Article** link located in the Category Edit Menu.

Adding News Subcategories

- To add a new subcategory, select a parent top-level category and select the Add Subcategory option.

Community Resources

News Categories

- ★ **Featured (2)**
- Army Basics (0)
- Community Resources (0)
- Community Welcome Center (1)
- Health and Wellness (5)
- Home and Family Life (0)
- Lifelong Learning (0)
- Making a Move (0)
- Managing Deployment (0)
- Money Matters (0)
- Work and Careers (0)
- Uncategorized (0)
- Discarded (1)

This cate

To add a r

Category

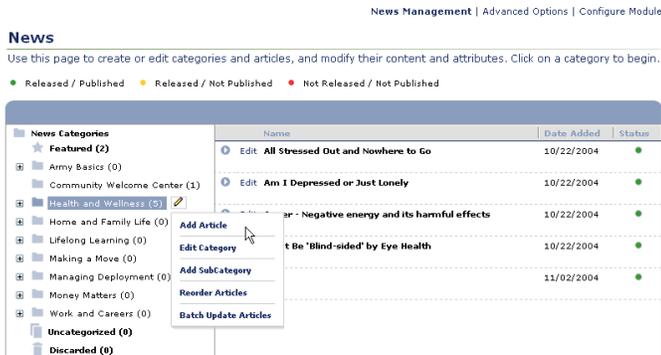
-
-
-
-
-

- Add details for the subcategory. If the Advanced Permissions for the top-level category were set to apply to all subcategories, the subcategory will inherit the permissions for the top-level category.

ADDING NEWS ARTICLES

News articles are added as content items to the news categories for your site. For more information on managing news categories, see [Managing News Categories](#).

- First, click the category or subcategory that you want to add the article to.
- Press the edit  tool to next to the category name and select the *Add Article* option.



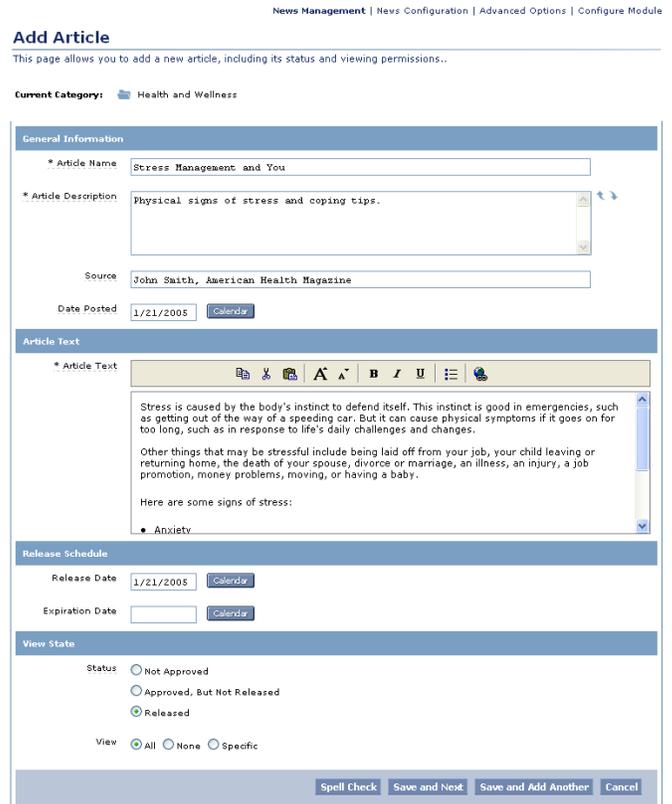
Adding Article Content

You'll use the content entry form to add information for your article. Required fields are marked with an asterisk (*).

- The *Article Name* is the title that will appear in the news listings on your site. Add an *Article Description* that summarizes the content of the article for your visitors.
- Identify the *Source* for your article—the name of the person or organization that provided the news item.
- Enter the *Date Posted*. To select the posting date from a calendar, press the **Calendar** button and select the date.
- Add the body of your news items in the *Article Text* field.
- Enter a *Release Date*, or the date you want to release the article on the site. To select a release date from a calendar, press the **Calendar** button and select the date.
- Enter an *Expiration Date*, or the date you want to remove the article from the site. To select an expiration date from a calendar, press the **Calendar** button and select the date.
- Select the *Status* options for your article. The options are: Not Approved, Approved but Not Released, or Released. Not Approved, Unreleased articles will be stored by the system, but are not viewable on any page. Approved articles have been reviewed by someone with approval authority, but have not yet been posted to your site. Released articles will be published directly to your site. You may only approve or release an article if you have the appropriate permission.
- Choose which user access levels will be able to *View* your release. Select "All" to make your article visible to all site visitors. Select "None" to hide your article from all visitors. Select "Specific" to restrict the article to users with specific

access levels. Then, choose which users should be able to view your article.

- If desired, click the **Spell Check** button to check all the spelling in your article text.



- Once you're done, press the **Save and Next** button to proceed to the next step—adding shortcuts for your article.
- Press **Save and Add Another** to save your article and add a new article.
- Press the **Cancel** button to delete your article without adding it to the system.

Update Shortcuts to Article

The next step is to update the shortcuts for your article. Shortcuts allow your visitors to view articles under multiple category headings, without having to add the article to each category. Shortcuts reduce your maintenance time for news content (you make any updates to the article in one place—its home category) and increase visibility for your news article. Shortcuts are optional.

- You will see a list of all of the news categories for your site. The home category, indicated with the home icon , is where the article was added to the system and where the article content is stored.
- To add a shortcut to the article in another category, click the category name. The category folder icon will change from a

light colored folder to a shaded folder to indicate that a shortcut is in the folder.

- To remove a shortcut from a category, click the category with the shortcut. The shaded folder will change to an unshaded folder , indicating that there is no shortcut for the article in that category.
- To view all categories and subcategories for your site, press the + Expand All option. Press the - Collapse All option to show only the top-level categories for your site.
- You may add shortcuts to the article to multiple category folders, if desired.
- In the following example, shortcuts to the article will be added to the two selected categories.

Update Shortcuts to Article

Select the categories in which you would like to place article shortcuts.

Update Article | **Update Shortcuts to Article** | Keywords | Related Items

Current Category: Health and Wellness
 Current Article: Stress Management and You

- Press **Save and Next** to save your shortcuts and continue to the next step—adding keywords for your article. Press **Finish** to add your article and any shortcuts to the system without adding keywords.

Adding Keywords

The system uses keywords when users perform site searches to find information.

- Add keywords for the article. A comma must separate each keyword, or term.

Keywords

This page relates to the ideas surrounding the concepts and dealing with the issues exposed by Update Keywords.

Update Article | Update Shortcuts to Article | **Keywords** | Related Items

Current Category: Health and Wellness
 Current Article: Stress Management and You

- The system also suggests keywords, based on the information you entered for this article and frequently used terms. To add a suggested keyword, click the checkbox in front of it.
- Press the **Save and Next** button to add the selected keywords to your article and move to the next step—adding a related item for your article. Press **Finish** to add your article without adding a related item.

Adding Related Items

By adding related items, you can associate your article with other content on your site. For example, you might want to associate an article with a related photo gallery item. This step is optional.

- If you want to add related items to the news article, select the type of content you want to add and choose whether it is a new or existing piece of content.
- Press **Add** and select the item you would like to add. A wizard will guide you through the process.

Related Items

Use the Related Items page to associate other site information with this article.

Update Article | Update Shortcuts to Article | Keywords | **Related Items**

Current Category: Health and Wellness
 Current Article: Stress Management and You

- Press **Finish** to associate the related item with the article and add the article to the system.

EDITING OR DELETING EXISTING ARTICLES

Once you have added an article to the system, you can update the content or remove it from the system.

- Click the category or subcategory where the article is stored.
- Press the *Edit* link next to the article's listing in the News Management index.

News
Use this page to create or edit categories and articles, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

News Categories	Name	Date Added	Status
★ Featured (2)	Edit All Stressed Out and Nowhere to Go	10/22/2004	●
Army Basics (0)	Edit Am I Depressed or Just Lonely	10/22/2004	●
Community Resources (0)	Edit Anger - Negative energy and its harmful effects	10/22/2004	●
Community Welcome Center (1)	Edit Don't Be 'Blind-sided' by Eye Health	10/22/2004	●
Health and Wellness (6)	Edit test	11/02/2004	●
Home and Family Life (0)	Edit Stress Management and You	11/03/2004	●
Lifelong Learning (0)			
Making a Move (0)			
Managing Deployment (0)			
Money Matters (0)			
Work and Careers (0)			
Uncategorized (0)			
Discarded (0)			

- Change the content or options for the article. Press **Save** to save any changes or **Cancel** to ignore your changes.
- If you want to remove the article from your site, press the **Discard** button. The system will move discarded articles to the *Discarded* category of the News Index.

News Management | Advanced Options | Configure Module

Update Article

This page allows you to update article information. You may also update article status and change the viewing permissions for certain access levels.

Update Article | Keywords | Related Items

Current Category: Health and Wellness
Current Article: Stress Management and You

General Information

* Article Name: Stress Management and You

* Article Description: Physical Signs of Stress and Coping Tips

Source: John Smith, American Health Magazine

Date Posted: 11/3/2004 [Calendar](#)

Article Text

* Article Text: Stress is the body's reaction to any change that requires an or response

The human body is designed to experience stress and react to

View State

Status: Not Approved Approved, But Not Released Released

View: All None Specific

[Spell Check](#) [Save](#) [Save And Next](#) [Discard](#) [Cancel](#)

BATCH UPDATING ARTICLES

The Batch Update tool allows you to quickly update all of the articles within a category.

- Click the category or subcategory where the article is stored.
- Press the edit tool to next to the category or subcategory name. Then, select the *Batch Update* option.

News Management
Use this page to create or edit categories and articles, and modify their content and attributes. Click on a category to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

News Categories	Name	Date Added	Status
★ Featured (1)	Edit Army National Guard Offers the Best of Both Worlds	10/15/2002	●
Army Basics (0)	Edit New Booklet Helps Guard, Reserve Kids During Deployment	01/15/2005	●
AVC (0)	Edit Problems Plague Army National Guard Pay	01/12/2005	●
Community Welcome Center (5)	Edit Reserve and Guard Receive Unlimited Commissary Benefits	01/12/2005	●
Home and Family Life (9)			
Lifelong Learning (0)			
Making a Move (2)			
Managing Deployment (2)			
Money Matters (1)			
National Guard (4)			
Reserve (1)			
Work and Careers (0)			
Discarded (36)			
Uncategorized (0)			

[Add Article](#)
[Edit Category](#)
[Add SubCategory](#)
[Reorder Articles](#)
[Batch Update Articles](#)

- You will see the *Name*, *Description*, *Release Date*, and *Expiration Date* for each of the articles within the category.
- Change the *Name* or *Description* for any listed article by deleting the text you want to remove and typing in your new content.
- To change the *Release Date* or *Expiration Date* for an article, enter a new date in the appropriate field or press the **Calendar** button to select a date. Press the **Update Articles** button to apply your changes.
- If the article is a shortcut or has shortcuts to other categories, you will see categories listed under the *Also Appears In* heading. Roll over each listing to see more information about categories or subcategories where the article also appears. Click a listing to access the *Update Shortcuts for Article* screen, where you can add or remove shortcuts for the article. See [Update Shortcuts to Article](#) for more information.
- To access the *Update Article* screen for an individual article, press the edit tool next to it. In the *Update Article* screen, you can make additional edits including updating the article text, source, status or permissions. See [Editing or Deleting Existing Articles](#) for more information.

Batch Update Category Content

Update all of the articles in this category at one time.

Date Inserted	Name	Description	Release Date	Expiration Date	Also Appears In (hover for more)	Edit
10/15/2002	*	Army National Guard Offers the Best			(No shortcuts)	
	*	Guard members receive all the train				
1/15/2005	*	New Booklet Helps Guard, Reserve Ki			Reserve	
	*	The Military Child Education Coalit			Managing Deployment > Children and...	
1/12/2005	*	Problems Plague Army National Guard			(No shortcuts)	
	*	An extremely high percentage of Gua				
1/12/2005	*	Reserve and Guard Receive Unlimited			Reserve	
	*	Unrestricted access to the commissa				

Update Articles

ORGANIZING ARTICLES

Once you have added an article to the system, you can move it to a new category or create a “shortcut” to it from another category. Shortcuts allow your visitors to view articles under multiple category headings.

- Go to the News Management Index and select the current category for the item.

News Management

Use this page to create or edit categories and articles, and modify their content and attributes. Click on a category to begin.

Released / Published Released / Not Published Not Released / Not Published

News Categories	Name	Date Added	Status
Featured (2)	Edit All Stressed Out and Nowhere to Go	10/22/2004	
Army Basics (0)	Edit Am I Depressed or Just Lonely	10/22/2004	
Community Resources (0)	Edit Anger - Negative energy and its harmful effects	10/22/2004	
Community Welcome Center (1)	Edit Don't Be 'Blind-sided' by Eye Health	10/22/2004	
Health and Wellness (6)	Edit test	11/02/2004	
Home and Family Life (0)	Edit Stress Management and You	11/03/2004	
Lifelong Learning (0)			
Making a Move (0)			
Managing Deployment (0)			
Money Matters (0)			
Work and Careers (0)			
Uncategorized (0)			
Discarded (0)			

- Click on the article that you want to add to another category, and, while holding the mouse down, drag it to the new category's name in the News Management Index. You will see the following dialog:

Create a shortcut to this Article

Move this Article into this Category

OK **Cancel**

- Press the **OK** button to add a shortcut to the item in the new category. Users will now see the article in both categories on your site.
- Moving the article to a new category removes it from the first category and places it in the new location only.

REORDERING NEWS ARTICLES

Reordering articles changes the order in which they display to your site visitors.

- Click a category. All of the articles in that category will display.
- Press the edit tool to next to the news category name.
- Select the *Reorder Articles* option.

News Management

Use this page to create or edit categories and articles, and modify their content and attributes. Click on a category to begin.

Released / Published Released / Not Published Not Released / Not Published

News Categories	Name	Date Added	Status
Featured (2)	Edit All Stressed Out and Nowhere to Go	10/22/2004	
Army Basics (0)	Edit Am I Depressed or Just Lonely	10/22/2004	
Community Welcome Center (1)	Edit Anger - Negative energy and its harmful effects	10/22/2004	
Health and Wellness (6)	Edit Don't Be 'Blind-sided' by Eye Health	10/22/2004	
Home and Family Life (0)	Edit Stress Management and You	11/03/2004	
Lifelong Learning (0)			
Making a Move (0)			
Managing Deployment (0)			
Money Matters (0)			
Work and Careers (0)			
Uncategorized (0)			
Discarded (0)			

- Click on each article that you want to move and, while holding the mouse down, drag it to the desired position in the list.

Reorder Articles

Use this page to reorder the appearance of articles in this category. Click a column header to reorder articles in ascending or descending order. You may also drag and drop articles to manually place them in a desired location.

Name	Date Added	Status
All Stressed Out and Nowhere to Go	10/22/2004 11:47	
Am I Depressed or Just Lonely	10/22/2004 11:53	
Anger - Negative energy and its harmful effects	10/22/2004 11:57	
Stress Management and You	11/03/2004 16:09	
Don't Be 'Blind-sided' by Eye Health	10/22/2004 12:03	
test	11/02/2004 15:27	

Save Changes **Revert** **Cancel**

- You can also click the column headers to order the articles in ascending or descending order.
- Once you have moved the articles into the desired order, press the **Save Changes** button. The articles will now display on your site in the new order.
- If you decide you want to leave the articles in the original sequence, press the **Revert** button instead.

FOR ADDITIONAL ASSISTANCE

If you have any additional questions that this guide did not answer, contact the Army FRG Technical Support Team at (858) 272-8505 or support@armyfrg.org.

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.