

## News Manager Help:

Please bear in mind that when you have no news items, the News tab in your navigation will not show. Once you add your news items, the News tab will appear. Also if your news has been configured to show on your Home page, it will also appear with its heading.

### 1. Adding News Item:

Log in to the admin panel of your website

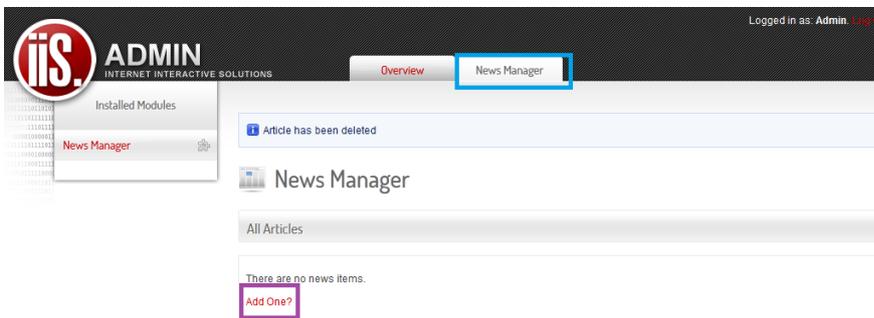
## Login

Please login with your provided user name and password.

**Username:**

**Password:**

Click on [News Manager button](#) and then click on [“Add One?” Hyperlink](#).



The screenshot shows the iis ADMIN interface. The top navigation bar includes 'Overview' and 'News Manager' (highlighted with a blue box). A notification states 'Article has been deleted'. The main content area is titled 'News Manager' and contains a section 'All Articles' with the message 'There are no news items.' and a red 'Add One?' button highlighted with a red box.

Now add the information you would like to display as News and then click the “Save” button.

Add Article

Article Details

Enter Title Here...

Example Title

Select Type...

Article Images

DELETE

SELECT FILES

Article Settings

Publish date...

2012-04-03

Archive date...

2012-04-27

If you don't want to add an archive date to this article, leave this box blank.

Delete date...

2012-04-24

If you don't want to add a deletion date to this article, leave this box blank.

Save or Cancel

**Publish Date:** This date is the date you would like to see the News item appear on the website.

**Archive Date:** Each news item can be archived and kept. This is the date it will be moved to the Archives.

**Delete Date:** This date is when you would like your news item completely removed from the website.

## 2. Editing News Item:

Click on [News Manager](#) button and then click on “Edit?” Hyperlink.

Logged in as: Admin

iis ADMIN  
INTERNET INTERACTIVE SOLUTIONS

Overview News Manager

Installed Modules

News Manager

### News Manager

All Articles

TITLE	TYPE	PUBLISH DATE	ARCHIVE DATE	DELETE DATE	
Example Title	News	03 April 2012	27 April 2012	24 April 2012	Edit or Delete

Add New

Now edit the news information that you would like to change and click on the “Save” button.

Path: p

### 3. Removing News Items:

Click on [News Manager](#) button and then click on “Delete?” Hyperlink.

ADMIN  
INTERNET INTERACTIVE SOLUTIONS

Overview News Manager

Installed Modules  
News Manager

News Manager

All Articles

TITLE	TYPE	PUBLISH DATE	ARCHIVE DATE	DELETE DATE	
Example Title	News	03 April 2012	27 April 2012	24 April 2012	Edit or Delete

Add New

If you are sure you want to remove this item click on the “Yes” button.

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Are you sure you want to delete this article?

Yes No