



Universität St.Gallen

HSG Alumni

News Module

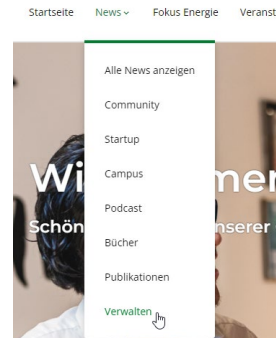
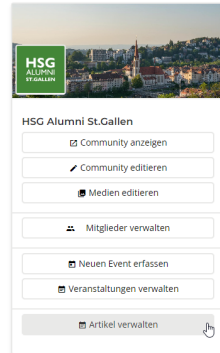


From insight to impact.

News Module - Overview

Within the news module, current news can be recorded directly at the club. These can be subscribed by the members. This possibility differs from the discussion, because you can publish news also for other members & clubs. In addition, you have the possibility to publish news for the entire community. In order for news to be captured, the "News Admin" permission role must be assigned.

There are two ways to capture news on the platform:

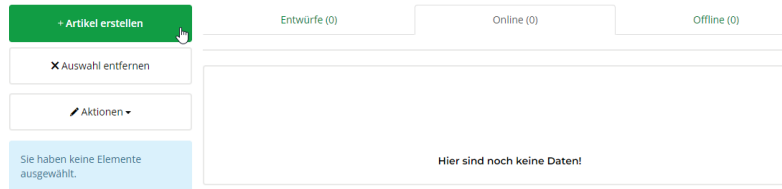


After logging in, you can navigate directly to your own community and click on "Manage articles" or via "News" in the menu on the sub-item "Manage".

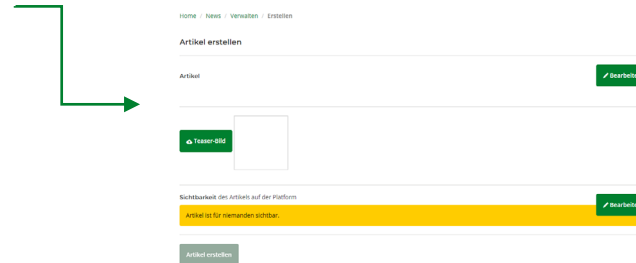
News Module – Create and Manage News

Now you can create a new article by clicking on "Create article". Here there are three sections - Article - Teaser Image and Visibility.

Home / News / Verwalten



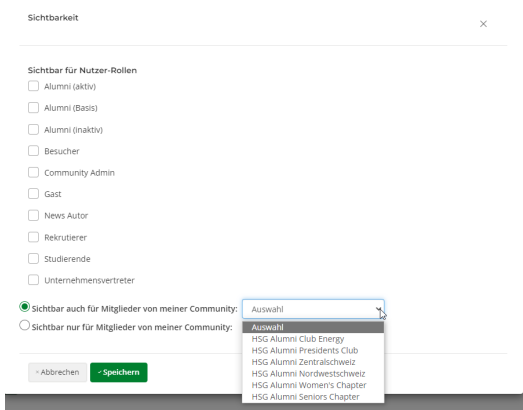
The screenshot shows a dashboard for managing news articles. At the top, there are three tabs: "Entwürfe (0)", "Online (0)", and "Offline (0)". On the left side, there is a sidebar with several buttons: a green button labeled "+ Artikel erstellen" (highlighted with a mouse cursor), a button with an "X" icon labeled "Auswahl entfernen", a button with a pencil icon labeled "Aktionen", and a light blue box containing the text "Sie haben keine Elemente ausgewählt.". The main content area is empty and contains the text "Hier sind noch keine Daten!".



The screenshot shows the "Artikel erstellen" (Create Article) form. At the top, there is a breadcrumb "Home / News / Verwalten / Erstellen" and the title "Artikel erstellen". Below the title, there is a text input field labeled "Artikel" with a green "Bearbeiten" button to its right. Underneath is a "Teaser-Bild" section with a placeholder image and a green "Teaser-Bild" button. The "Sichtbarkeit des Artikels auf der Plattform" section is highlighted in yellow and contains the text "Artikel ist für niemanden sichtbar." with a green "Bearbeiten" button. At the bottom, there is a grey "Artikel erstellen" button.

News Module – Visibility

Here you can decide whether the visibility is only for the members of your community or according to your community other members of the entire community can see this news. Currently, all our roles that we have in the system are visible.



Sichtbarkeit

Sichtbar für Nutzer-Rollen

- Alumni (aktiv)
- Alumni (Basis)
- Alumni (inaktiv)
- Besucher
- Community Admin
- Gast
- News Autor
- Rekrutierer
- Studierende
- Unternehmensvertreter

Sichtbar auch für Mitglieder von meiner Community:

Sichtbar nur für Mitglieder von meiner Community:

Auswahl

- Auswahl
- HSG Alumni Club Energy
- HSG Alumni Presidents Club
- HSG Alumni Zentralschweiz
- HSG Alumni Nordwestschweiz
- HSG Alumni Women's Chapter
- HSG Alumni Seniors Chapter

- Abbrechen - Speichern

As soon as the news are saved, you will see them under the tab "Drafts" and you can put them online so that they are visible. From this moment you will see the news tab in your community.

→ You want to use the news module? Please contact alumnirelations@unisg.ch.