

# NEWS

The news option is available for all services who would like to publish information to their parents via the parent portal.

This tip sheet will walk you through:

- [Creating a news item](#)
- [Publish/Unpublish news item](#)
- [Edit news items](#)
- [Apply permission to view news in parent portal](#)
- [In the parent portal](#)
- [Troubleshooting](#)

## Summary

### *Create a News Item*

1. Click on settings cog
2. Select parent portal
3. Click on the news tab
4. Click on create news item
5. Enter information in as required
6. Upload any images and/or attachments
7. Click Save

### *Publishing a news item*

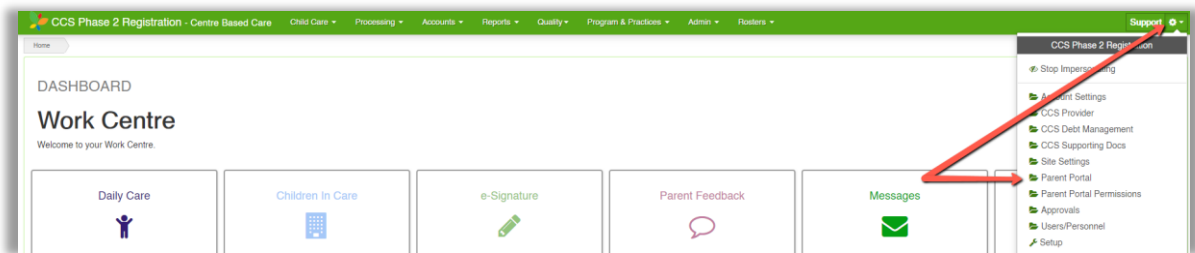
1. Click on settings cog
2. Select parent portal
3. Find news item and click on actions button
4. Select publish
5. Confirm action by clicking ok

# NEWS

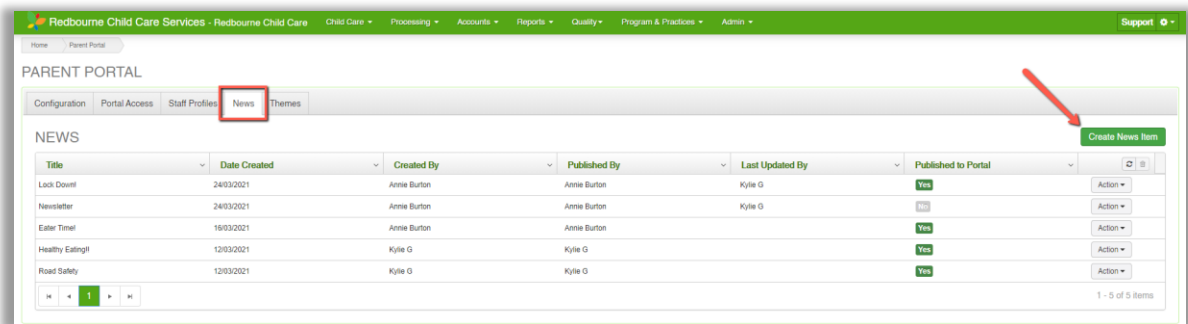
## Detailed

### Creating a news item

To create news item, click on the settings cog then select Parent Portal:

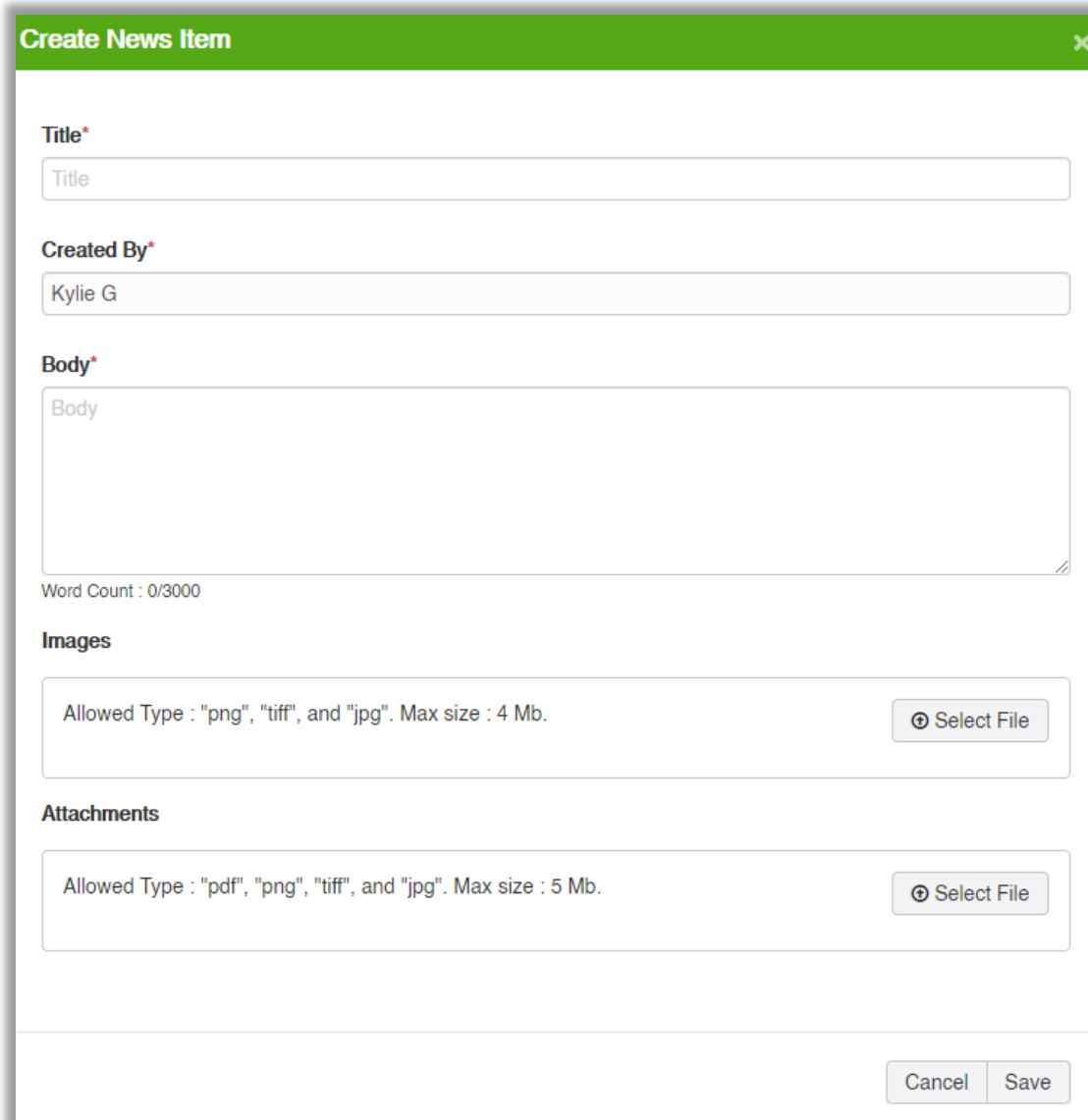


Click on the news tab, then click Create News Item:



The following window will open:

## Detailed cont.



**Create News Item** [X]

**Title\***  
Title

**Created By\***  
Kylie G

**Body\***  
Body

Word Count : 0/3000

**Images**  
Allowed Type : "png", "tiff", and "jpg". Max size : 4 Mb. [Select File]

**Attachments**  
Allowed Type : "pdf", "png", "tiff", and "jpg". Max size : 5 Mb. [Select File]

[Cancel] [Save]

All fields marked with an asterisks are required.

**Title:** A free text field to give your news item a title.

**Created By:** This field will prefill with the user (who is logged in) first and surname and this field cannot be edited.

**Body:** Enter information about the news item. This field holds a character count of 3000. Any more than this you will not be able to save.

**Images & Attachments:** Size and file limits as displayed when creating a news item. You can attach multiple files if needed.

# Detailed cont.

You can remove any files uploaded by clicking on the bin button:

**Images**

 Road Safety 3.jpg

Allowed Type : "png", "tiff", and "jpg". Max size : 4 Mb.



**Attachments**

 2020-12-15\_16-46-58.png

Allowed Type : "pdf", "png", "tiff", and "jpg". Max size : 5 Mb.



Click Save once completed.

## Publish/Unpublish news item

Once saved, your record will display in the list of news items and will not be published to the parent portal.

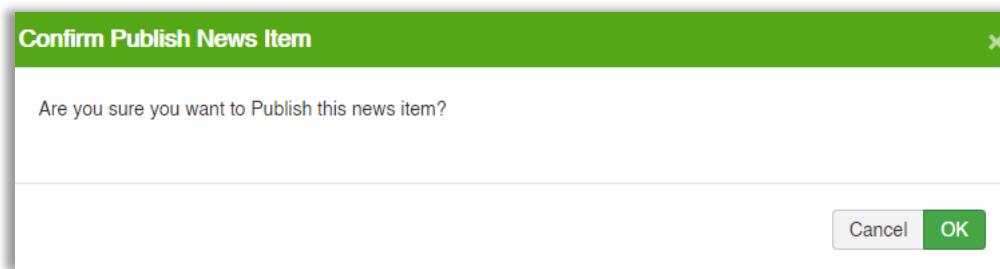
PARENT PORTAL						
NEWS						
Title	Date Created	Created By	Published By	Last Updated By	Published to Portal	Action
Three-day lockdown	24/03/2021	Annie Burton		Kylie G	<input type="checkbox"/>	Action
Newsletter	24/03/2021	Annie Burton	Kylie G	Kylie G	Yes	Action
Easter Term	16/03/2021	Annie Burton	Annie Burton		Yes	Action
Healthy Eating!	12/03/2021	Kylie G	Kylie G		Yes	Action
Road Safety	12/03/2021	Kylie G	Kylie G		Yes	Action

To publish the news item and therefore allowing parents to see this, click on the actions button, then select **publish**

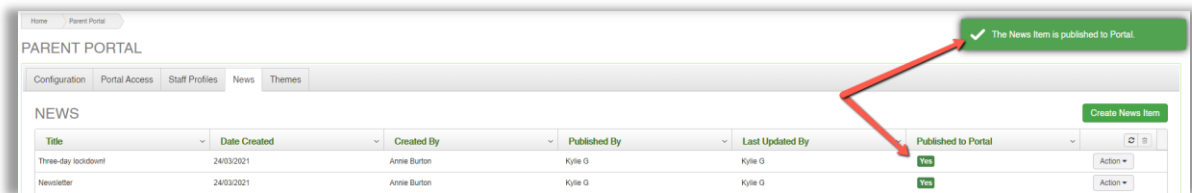
NEWS						
Title	Date Created	Created By	Published By	Last Updated By	Published to Portal	Action
Three-day lockdown	24/03/2021	Annie Burton		Kylie G	<input type="checkbox"/>	Action
Newsletter	24/03/2021	Annie Burton	Kylie G	Kylie G	Yes	Preview
Easter Term	16/03/2021	Annie Burton	Annie Burton		Yes	Edit
Healthy Eating!	12/03/2021	Kylie G	Kylie G		Yes	Publish

Confirm the change by clicking **ok**:

# Detailed cont.



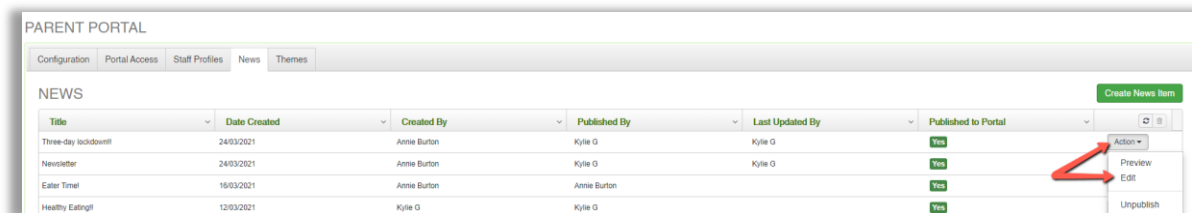
You will receive a successful message and the published to portal will change to Yes:



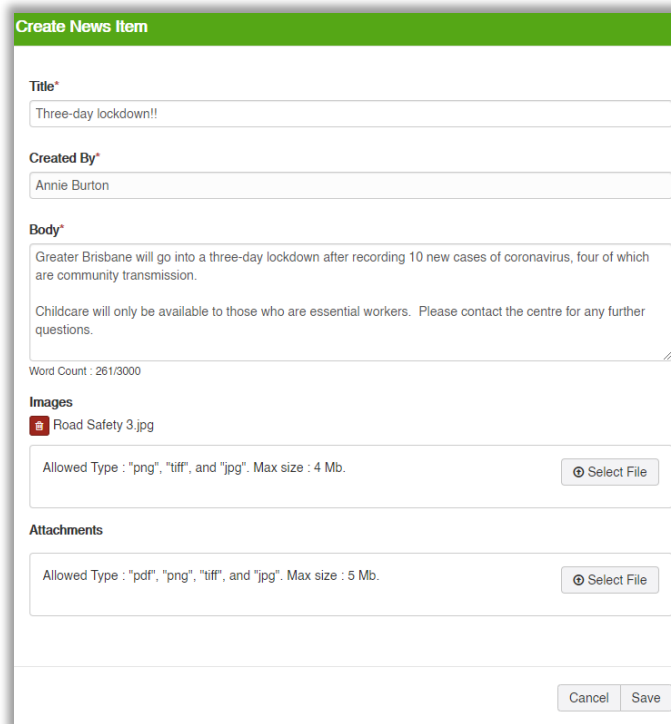
## Edit news items

You can make changes to any news items displaying here. If the new item is published to the portal, any changes you make will instantly update the portal.

To edit, find the news item, click on the actions button then select edit:



## Detailed cont.



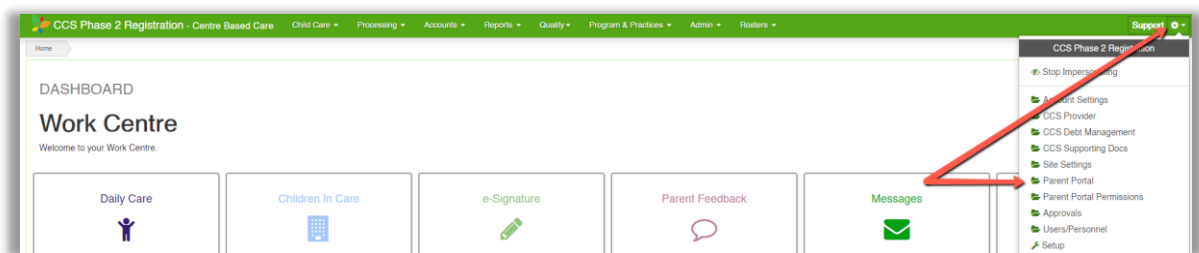
Once you've made the changes click **Save**.

### Apply Permission to view news in parent portal

In order for the parent to see the news items they must be:

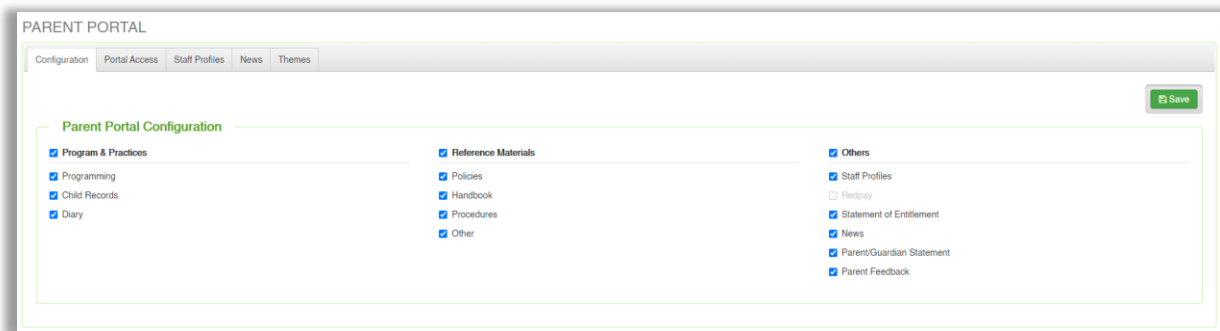
- 1- Published
- 2- Have permission to view the news section

To apply permission for the parent to view news items in the portal click on the settings cog then select **Parent Portal**:

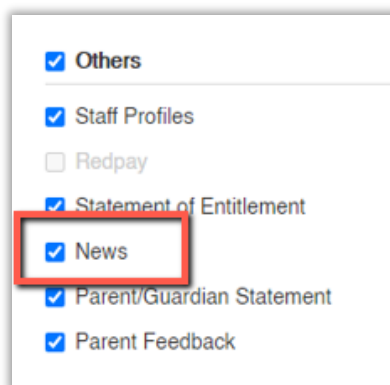


## Detailed cont.

The following screen will open, the first tab displaying is Configuration:

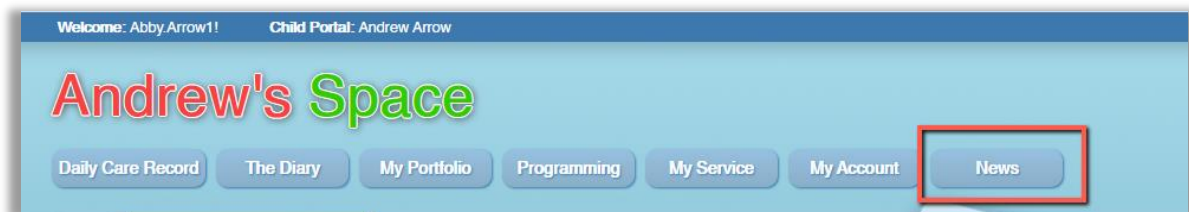


Ensure the **News** option is ticked (under the heading others) and click **Save**.



### *In the parent portal*

When the parent is in the parent portal they will click on the option called **news**:




All news items will be displayed here with a preview of the text. If parents wish to see more, they click on the **Read More** button:

# Detailed cont.


Welcome: Abby Arrow! Messages Logout

[Daily Care Record](#) [The Diary](#) [My Portfolio](#) [Programming](#) [My Service](#) [My Account](#) [News](#)

## Service News

**Archives**  
No archived news.

Wed  
**24**  
Mar 2021




### Three-day lockdown!!

**Posted by: Annie**

Greater Brisbane will go into a three-day lockdown after recording 10 new cases of coronavirus, four of which are community transmission.

Childcare will only be available to those who are essential workers. Please contact the centre for any further questions. [Read more](#)

Tue  
**16**  
Mar 2021




### Eater Time!

**Posted by: Annie**

Easter is fast approaching!

We will be running a lot of craft projects over the next few weeks and will finish off with an easter egg hunt before the easter break :) [Read more](#)

Fri  
**12**  
Mar 2021




### Healthy Eating!!

**Posted by: Kylie**

Focus on health eating. Here are some tips you can utilise at home:

- 1 - Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- 2 - In nec turpis tristique, euismod leo eu, vehicula dolor.
- 3 - Nam interdum erat quis justo faucibus, sit amet vestibulum risus hendrerit.
- 4 - Lorem ipsum... [Read more](#)

Fri  
**12**  
Mar 2021



### Road Safety

**Posted by: Kylie**

Our program for march is all about Road Safety!

Your individual room educators will be in touch with you to provide you more information about the individual activities each room will be running.

All children young and old will be able to join in the importance of keeping ourselves safe ... [Read more](#)





# NEWS

## Troubleshooting

**Issue:** I cannot see the Parent Portal option within my settings cog.

**Why?** This will be due to the permissions that have been applied to the role assigned to the user.

**Resolution:** The user will need to have the option called **Parent Portal Guardian Access** set to edit (to enable the user to make changes) or view (to enable the user to see but not make any changes).

To fix this please follow the steps below:

First you need to find what type of permission the user has:

1. Click on the cog settings
2. Select user/personnel
3. Find the user within the list and click edit
4. Click on the Sites tab
5. View the role name assigned to the user:



Next, change permissions for that role:

1. Click on the cog settings
2. Select setup
3. Click on the roles tab
4. Next to edit, click on the down arrow and select Permissions
5. Select the component **Admin**
6. Scroll to find the sub-component Parent Portal Guardian Access
7. Drop down the permission type to select either edit or view
8. Click save