News Editor User Guide

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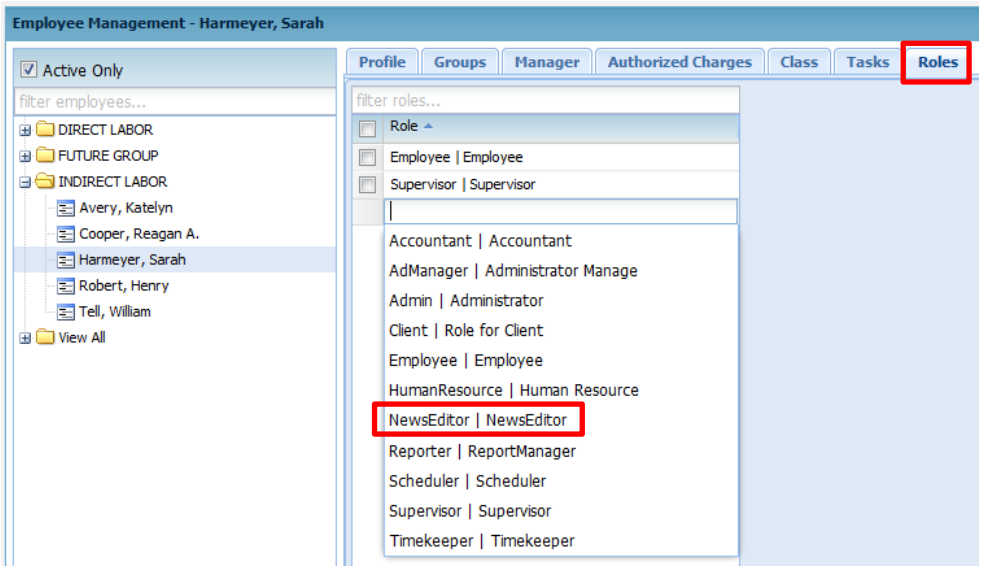
News Editor User Guide

When a user logs in to their Clockwise site, a blue menu header and open white space will appear. This is the news area where News Editors can post any announcements, reminders or notes for the user to see. Everyone with login credentials will view these items including Client Managers.

Assigning the News Editor Role

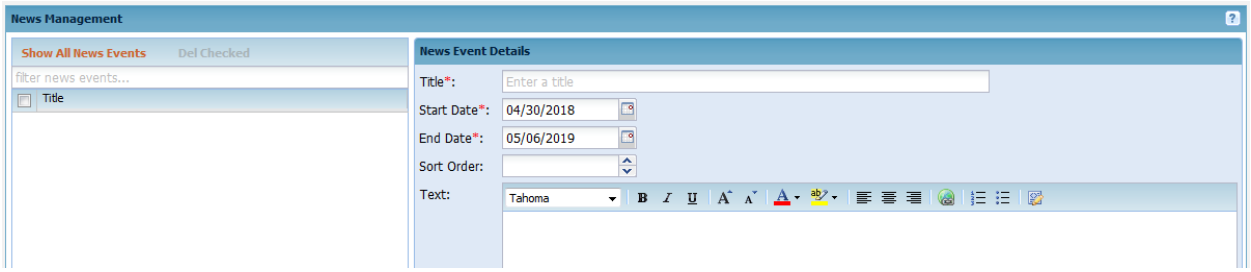
The ability to create and control any news item is a role separate from any other role in Clockwise. To assign this role go to Employee Management and select the user by opening their group or the View All group. Under the “Roles” tab, click to add NewsEditor and “Save” at the bottom.



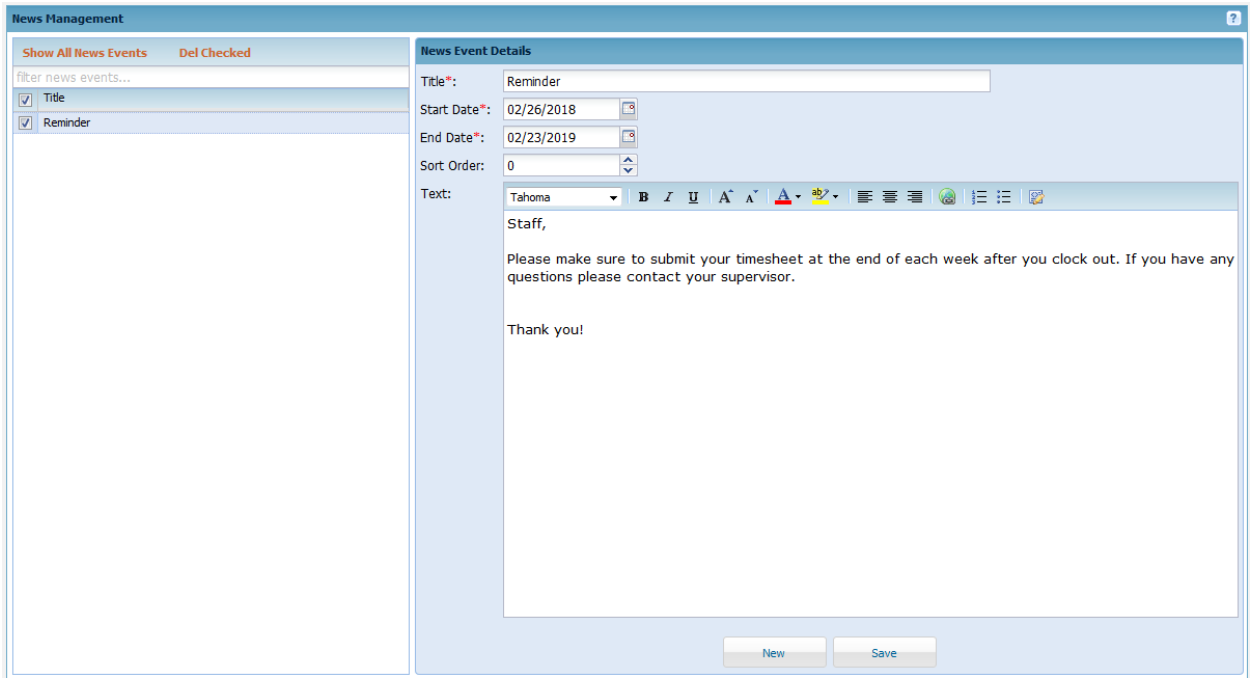
The user will have to log out and log back in for the change to take place. Once the role is assigned, the user will have the Administrator menu but only the News link.

Creating News Features

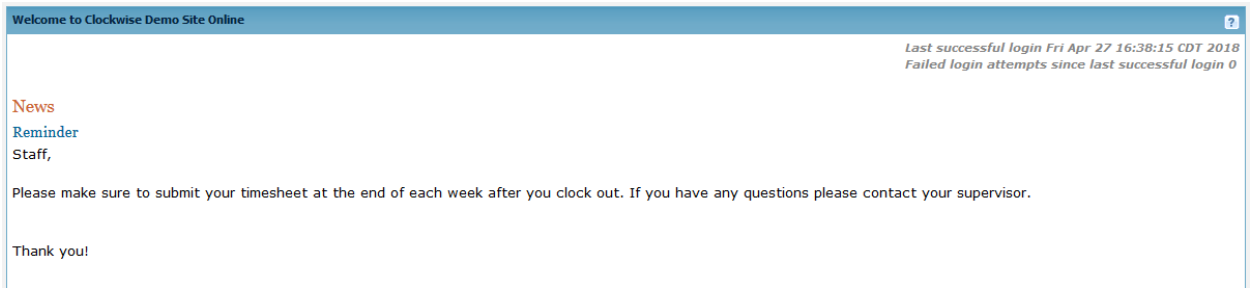
To create a news event, go to Administrator > News > News Management and fill in the required fields starting with title, the date range and the text to be displayed. Since there can be multiple items posted during the same date range and they can be sorted by priority for clarity and importance.



After creating a news item, you can revisit to edit the end date or edit as needed.



Once you save the news entry, click the logo at the top left corner of the screen and you will return to the homepage so you can review the changes that were made.



Copy and Pasting from Another Source

If you are going to copy/paste from Microsoft Word, first paste into Notepad then re-copy and paste into the text editor on the site. Microsoft Word stores hidden special characters that will break the page.