

University Web Team

Broadcast

User Manual

University Web Team
Room 230, Sussex House
E: webteam@sussex.ac.uk
T: 01273 678745

Table of Contents

Introduction	4
Getting started	5
Before you begin	5
Logging in	5
Logging out.....	5
Dashboard	6
Adding a new item.....	7
Item details	7
Recurrence	7
Daily repetition	8
Weekly repetition	8
Monthly repetition.....	8
Yearly repetition	8
Recurrence end.....	8
Meta information.....	9
Content focus.....	9
Tags	9
Allow comments	9
Content link.....	10
Posting on behalf of	10
Assets	10
Add an asset.....	10
Remove an asset	11
Permissions	11
Channel selection.....	12
My Items	14
Current items	14
Details	15
Assets	15
Channels.....	16
Recurrences	16
Comments.....	16
Related items	17
Expired items	18

Archived items	19
Assets	20
Listing existing assets	20
Adding a new asset	20
Managing assets.....	21
Channels.....	22
Selecting the channel to manage.....	22
Pending items	22
Approving items	22
Declining items.....	23
Approved items.....	24
Archived items	24
Expired items	24
Add other items	24

Introduction

Broadcast is the university's news and events system. It was developed by the Web Team and has been designed to make it as straightforward as possible for individuals to add news, events and small ads without a high level of technical knowledge. Whilst users of the system must be IT-literate (in so much as they can navigate to, and around, a web site), no training in special HTML software (such as Dreamweaver) is required, though some knowledge of HTML may prove advantageous.

If you have any problems using Broadcast you should read this manual fully to see if it answers any of your questions. Should you remain stuck, please contact the Web Team at webteam@sussex.ac.uk.

Getting started

Before you begin

A number of technologies have been employed within Broadcast; one of the most notable is the requirement of JavaScript (a web-based programming language). Most web browsers come with JavaScript (also referred to as 'js') already active, so you shouldn't need to worry. However, if you attempt to log in to Broadcast on a university-based computer and get an error message that alerts you to the fact that JavaScript is required and you're not able to alter this setting in your browser, then you should contact ITS Helpdesk who would then be able to assist you further. If the browser is on your personal computer, then follow the instructions for your browser on how to activate JavaScript support. These instructions can usually be found in the help section of your browser.

All attempts have been made to provide a system that will work across a variety of browsers and platforms. Broadcast has been tested on a variety of different browsers, but even though this testing has taken place the abilities of browsers and how they represent information is beyond our control and one browser may give you a slightly more enhanced or different experience than another. It is recommended that you use Chrome, Firefox 4+, or IE 8+.

Logging in

The following web address is what you should bookmark as the entry point to the WCM system:

<http://www.sussex.ac.uk/broadcast/>

When going to the above address you will see text boxes for your username and password. Enter your standard ITS username and password and click on the 'Log in' button.

Anyone with an ITS username and password, be they staff or students, are able to post items to Broadcast and do not have to have an account within Broadcast. Just log in to Broadcast and if it's your first time then the account will be set up automatically.

Logging out

To log out, click on the 'log out' link towards the top-right of the Broadcast system. Always do this when you are finished.

Dashboard

The dashboard provides a very simple landing page for your access in to Broadcast. From here you can select to add one of the item types that are available to you and see the latest items you've added to Broadcast.

The screenshot shows a dashboard with a green header containing navigation tabs: 'Dashboard' (selected), 'My Items', and 'Assets'. Below the header is a 'Welcome to broadcast' section with a 'Please note' message about a caching system. The main content area is divided into two columns. The left column, titled 'Add a new item', contains links for 'Events', 'News items', and 'Small ads'. The right column, titled 'Your most recently added items', shows a single item: 'Small ad posted on 4 November 2011' added on 4th Nov 2011, with a link for '1 item in total'. A footer bar contains the copyright notice: 'Copyright © 2010-2011, University of Sussex'.

If you are also an editor for one or more channels within Broadcast you'll see a list of the channels ordered by the channels with the most approved items.

The screenshot shows a dashboard with a green header containing navigation tabs: 'Dashboard' (selected), 'My Items', 'Assets', and 'Channels'. Below the header is a 'Welcome to broadcast' section with a 'Please note' message about a caching system. The main content area is divided into three columns. The left column, titled 'Add a new item', contains links for 'Events', 'News items', 'Screensaver alerts', and 'Small ads'. The middle column, titled 'Your most recently added items', lists five items with their titles and dates: 'Sussex scores well in student questionnaire' (11th Nov 2011), 'Give your views on transport in the Lewes Road area' (11th Nov 2011), 'Sussex signs partnership agreement with Chinese arts academy' (10th Nov 2011), 'Employers at graduate fairs impressed with Sussex students' (10th Nov 2011), and 'University's position on attendance at education demonstration Wed 9 Nov' (8th Nov 2011). A link for '687 items in total' is at the bottom of this column. The right column, titled 'Your top channels', lists four channels with their approval counts: 'University of Sussex external homepage' (357 approved / 13 pending), 'University of Sussex staff news and events' (294 approved / 1 pending), 'University of Sussex student news and events' (237 approved / 3 pending), and 'University of Sussex Events Diary' (156 approved / 5 pending). A link for 'Research at Sussex' (79 approved / 25 pending) is also present, along with a link for '9 manageable channels'. A footer bar contains the copyright notice: 'Copyright © 2010-2011, University of Sussex'.

If you wish to add an item from the dashboard, select one of the types available to you from the 'Add a new item' box.

Adding a new item

When you select to add a new item (either from the dashboard or from the 'Add a new item' sub-menu option in the 'My Items' tab) you will be presented with a blank form to complete. You must complete all form elements that are marked as required (denoted by a '*' next to the element's title).

The tabs shown on form may differ depending on what type of item you are adding (news, event, small ad, etc.) and the elements shown within each tab may also differ. Do not be alarmed at this! Some item types just don't require recurrence or a lot of meta information.

Item details

Every item type has this tab. Here you can find all the core information such as the item's title and content. The elements you see here differ depending on the type of item you're adding. An event, for example, has elements for the speaker, the location and the series title; a small ad has only a very simple content box.

The screenshot shows a form with several tabs: 'Item details', 'Recurrence', 'Meta information', 'Assets', and 'Permissions'. The 'Item details' tab is active. The form contains the following fields:

- Date and time ***: A date and time picker with dropdown menus for hours and minutes.
- Item is published as of this date and time**: A date and time picker with dropdown menus for hours and minutes.
- Title ***: A text input field with a character count of 115 maximum and 0 characters used.
- Series title**: A text input field with a character count of 115 maximum and 0 characters used.
- Speaker**: A text input field with a character count of 100 maximum and 0 characters used.
- Location ***: A text input field with a character count of 115 maximum and 0 characters used.
- Summary**: A text input field (partially visible).

Recurrence

If the item type supports it you will see a recurrence tab. This allows you to enter item details only once but have it appear on multiple occasions spanned over days, weeks, months or even years.

The screenshot shows a web interface with a 'Recurrence' tab selected. The 'Options' section has radio buttons for 'None' (selected), 'Daily: Recurs every [] day(s)', 'Weekly: Recurs every [] week(s) on:' (with checkboxes for Su, Mo, Tu, We, Th, Fr, Sa), 'Monthly: Recurs every [] month(s) on the same date', and 'Yearly: Recurs every [] year(s)'. The 'Recur until/for' section has radio buttons for 'No end date' (selected), '[] selected date', and '[] number of times'.

All recurrence happens from the start date of the item.

Daily repetition

You can have the item repeat every number of days by putting a number in to the 'Daily' text box. If the item starts on a Monday, for example, and you put in the value '2' then the next item would occur on the Wednesday then the Friday, Sunday, etc.

Weekly repetition

The 'Weekly' recurrence repeats every number of weeks, depending on what value you enter. So if you set the value to be '3' the item will repeat every three weeks. You also need to supply what days of that week you want the item to repeat on. You do this by selecting the checkbox next to the relevant days.

Monthly repetition

As with daily and weekly repetition, but the item will repeat every number of months on the same date that the item falls on.

Yearly repetition

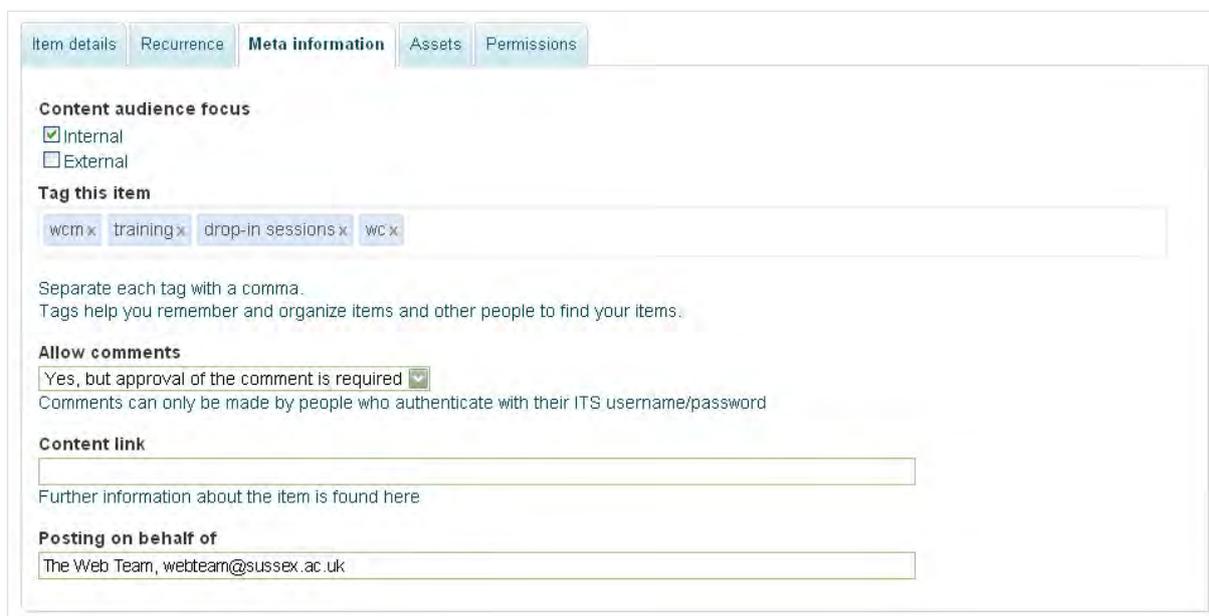
As above be for every number of years.

Recurrence end

There are three options for how long you want the item to repeat. If it's indefinite then select 'No end date'. You can have it end on a specific date by choosing the 'selected date' textbox and selecting a date from the pop-up calendar. Or you can select to have the item repeat only a certain number of times by placing a number in the 'number of times' box.

Meta information

If this tab is available for the item type you're adding it will allow you to put in some more 'behind the scenes' information about the item, such as tags and commenting options. Again, not all of these options will be available for a particular item type – it depends on what you're adding as to what you'll see (if anything).



The screenshot shows the 'Meta information' tab selected among others like 'Item details', 'Recurrence', 'Assets', and 'Permissions'. The 'Content audience focus' section has 'Internal' checked and 'External' unchecked. The 'Tag this item' section shows a text input field with tags 'wcm x', 'training x', 'drop-in sessions x', and 'wc x'. Below this is a note: 'Separate each tag with a comma. Tags help you remember and organize items and other people to find your items.' The 'Allow comments' section has a dropdown menu set to 'Yes, but approval of the comment is required' and a note: 'Comments can only be made by people who authenticate with their ITS username/password'. The 'Content link' section has an empty text input field with the note: 'Further information about the item is found here'. The 'Posting on behalf of' section has a text input field containing 'The Web Team, webteam@sussex.ac.uk'.

Content focus

These checkboxes allow you to designate whether the item you're adding is intended for an internal audience (i.e., staff or students), an external audience (anyone outside of the university), or whether it's relevant to both sets of audience. Just select the checkboxes that make the most sense to you and your item. (Selecting no checkboxes will default it to all audiences – i.e., it's the same as having both checked.)

Tags

This allows you to summarise in a few short keywords what the item is about. It is used to relate your item to other similarly tagged items automatically, and could be used in other places, too.

To add a tag, start typing a word. As you type, suggestions of keywords already added to the system will display. You can select one of those from the list if you wish. You can also enter your own words even if they are not on the list by typing the word you want and then pressing the 'tab' or 'return' key on your keyboard.

Allow comments

By default, no comments are allowed for a particular item. If you wish, you can change this drop-down list so that people can comment on your item. You can set it so that you

have to approve any comment before it is shown or allow comments to automatically be shown without approval.

Even though you may set your item to allow comments, the channels that you associate the item to also needs to allow commenting before the item will show the comment form when viewed on the central website.

Content link

Your item may have associated information elsewhere on the Sussex domain or on another website entirely. If so, this is where you'd add the URL for that information.

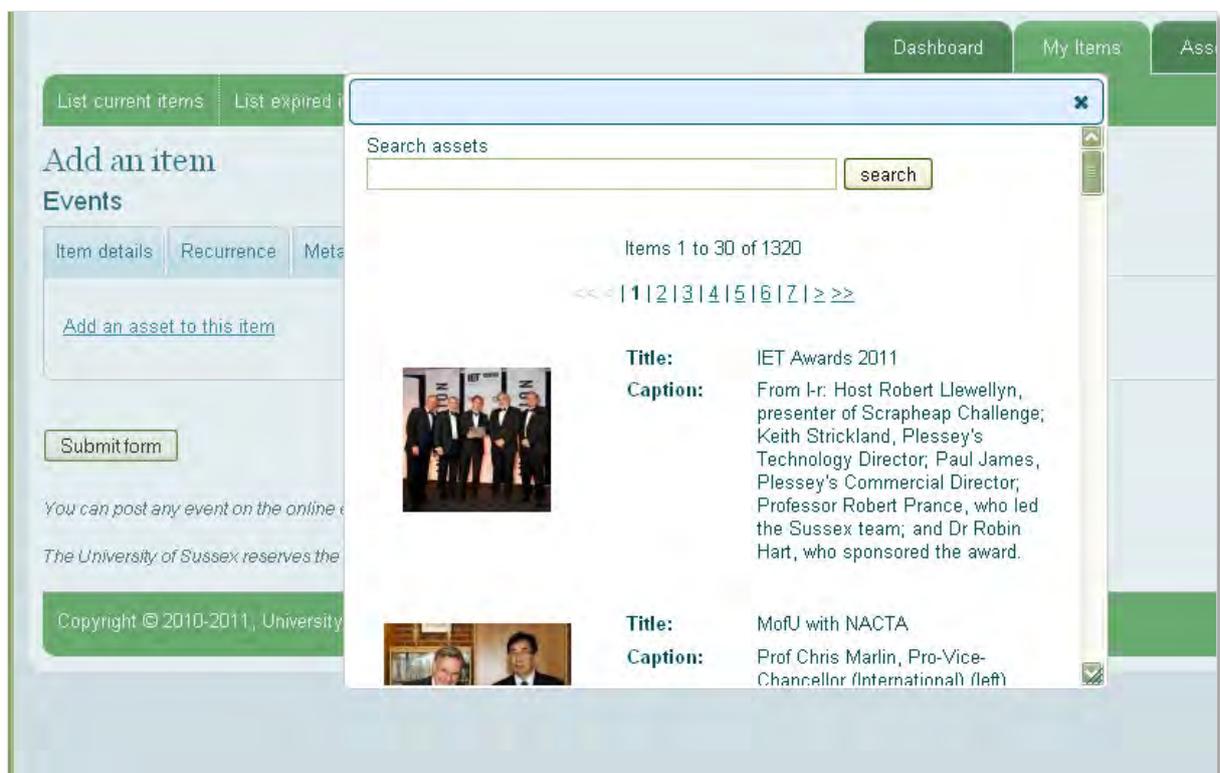
Posting on behalf of

You may be the author of the item but the details you may also be posting on behalf of someone else. If so, put their details (for example, name or email address) in this textbox.

Assets

Add an asset

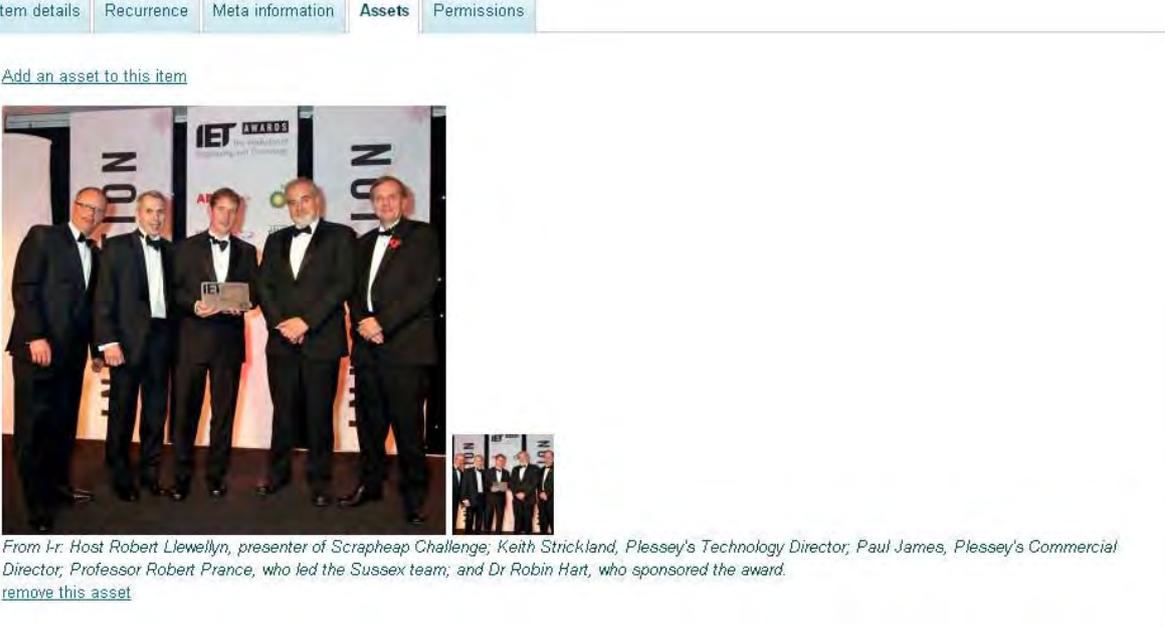
You can associate one or more assets (usually images) to the item you're adding. You first need to have the assets uploaded (covered later in this manual). Once uploaded, you can select the 'Add an asset to this item' link. This will pop-up a window showing all the previously uploaded assets:



You can then select the one you want (or use the search to find a particular asset) and that will be associated to the item you're adding. Repeat the process if you want more than one asset for the item. The first asset selected will be the one used as the thumbnail image on any summary of the item on the central website.

Remove an asset

If you want to remove any of the assets at this stage then select the 'remove this asset' link beneath the details of the asset you want to remove:



Item details Recurrence Meta information **Assets** Permissions

[Add an asset to this item](#)

From l-r: Host Robert Llewellyn, presenter of Scrapheap Challenge; Keith Strickland, Plessey's Technology Director; Paul James, Plessey's Commercial Director; Professor Robert Prance, who led the Sussex team; and Dr Robin Hart, who sponsored the award.

[remove this asset](#)

Permissions

By default you are the only editor of your item. However, you may work in a unit where others share responsibility for editing items, or you may be off on holiday, or otherwise not able to update one of your items when someone asks. Setting permissions on an item avoids problems like that by enabling other people to also edit your item.



Item details Recurrence Meta information Assets **Permissions**

Permissions for editing this item

Only I can edit this item

Myself and any editors of the selected channels

Myself and anyone from the selected departments

There are currently three types of permissions:

- Only you can edit the item
- You and any editors of the channels you select can edit the item

- You and anyone from the departments you select can edit the item

Select the appropriate radio button for the permission you want to set on the item you're adding. If you select either channel editors or departments then you will be presented with a drop-down list giving the appropriate values. From the drop-down list, select the channel or department and it will be added to a list. You can select as many channels or departments as you wish.

If you want to remove any of the channels or departments selected, click on the cross icon to the right of each value in the list.

Channel selection

When you're happy with the information you've added for the item you should select the 'Submit form' button at the end of the form. If there are any errors in your form you will be presented with it again with a note saying what is wrong so that you can fix the information (select each of the tabs – details, recurrence, etc. – to see all of the errors). Don't worry, though – all of the data you've entered so far will be there!

On a successful form submission you will be presented with a list of all of the channels to which you can associate that item type. Some may already be pre-selected for you, but to select a channel simply click on the checkbox.

<input type="checkbox"/>	School of Mathematical and Physical Sciences
<input type="checkbox"/>	School of Media, Film and Music
<input type="checkbox"/>	School of Psychology
<input type="checkbox"/>	SocCul Admin RSS Feed
<input type="checkbox"/>	SPRU - Science and Technology Policy Research
<input type="checkbox"/>	SPRU Intranet
Site feeds	
<input type="checkbox"/>	Alumni news
<input type="checkbox"/>	Creative Partnerships
<input type="checkbox"/>	Falmer magazine
<input type="checkbox"/>	Fifty years
<input type="checkbox"/>	Research at Sussex
<input type="checkbox"/>	Reunions
<input type="checkbox"/>	Sussex Lectures
<input type="checkbox"/>	Sussex Plus
<input checked="" type="checkbox"/>	University of Sussex Events Diary
<input type="checkbox"/>	University of Sussex external homepage
<input checked="" type="checkbox"/>	University of Sussex staff news and events
<input type="checkbox"/>	University of Sussex student news and events
 Associate to the 2 selected channels	

If you do not want to associate your item to any channels at this point, either unselect all the channels and submit the form or just navigate away from this page (by selecting the 'My Items' tab, for example). If you do not associate the item to any channels then it will not be viewable on the main web site, but you will still see it within the Broadcast system. However, if you submit the form you will be taken to the 'Channels' tab in the 'View items' section (detailed further in this document). Congratulations! You have added an item to Broadcast.

Please note that an item will only appear on a channel once it has been approved.

My Items

By selecting the 'My Items' tab you will be able to see all of your current, expired and archived items. Current items are those that you've not archived or deleted or whose end date has not yet passed. Expired items are those that are neither archived nor deleted but whose end date has passed. Archived items are ones you've specifically set to have the archive status.

Current items

Select the 'List current items' sub-menu option (it is automatically selected when you first select the 'My Items' tab) and you will be shown any items you have added to Broadcast that are current items.

The screenshot shows a web interface for managing items. At the top, there are navigation tabs: 'Dashboard', 'My Items' (selected), 'Assets', and 'Channels'. Below these, there are sub-menu options: 'List current items' (selected), 'List expired items', 'List archived items', and 'Add a new item'. The main content area is titled 'Your current items' and includes a sub-header: 'Current items are those that you've not archived, deleted and whose end date hasn't yet passed.' Below this, there are two tabs: 'Events (5)' (selected) and 'News items (142)'. The main content is a table with columns for 'Details' and 'Comments'. The table lists several items, each with a checkbox, a title, a description, a date/time, and a publication timestamp. The 'Comments' column shows '0 pending' and '0 approved' for each item.

<input type="checkbox"/>	Details	Comments
<input type="checkbox"/>	VC's open staff forum <i>This term's open meetings for staff take place on Tue 29 May at 3pm, and on Wed 30 May at 10am, both in the Terrace Room (Bramber House).</i> Wednesday 30th May, 2012 at 10:00am until 11:30am (published as of 2011-08-18 13:12:18)	0 pending 0 approved
<input type="checkbox"/>	VC's open staff forum <i>This term's open meetings for staff take place on Tue 29 May at 3pm and on Wed 30 May at 10am, both in the Terrace Room (Bramber House).</i> Tuesday 29th May, 2012 at 3:00pm until 4:30pm (published as of 2011-08-18 13:08:57)	0 pending 0 approved
<input type="checkbox"/>	VC's open staff forum <i>This term's open meetings for staff take place on Mon 6 Feb at 2pm, and on Tue 7 Feb at 10am, both in the Terrace Room (Bramber House).</i> Tuesday 7th February, 2012 at 10:00am until 11:30am (published as of 2011-08-18 13:05:53)	0 pending 0 approved
<input type="checkbox"/>	VC's open staff forum <i>This term's open meetings for staff take place on Mon 6 Feb at 2pm, and on Tue 7 Feb at 10am, both in the Terrace Room (Bramber House).</i> Monday 6th February, 2012 at 2:00pm until 3:30pm (published as of 2011-08-18 13:03:02)	0 pending 0 approved
<input type="checkbox"/>	Give your views on transport in the Lewes Road area	

Each type is split in to a different tab – Events, News items, etc. – and a count of how many items within that type group is shown next to the name of the type. You will only see tabs for any of the different types you've added, so if you've not yet added an event then you will not see that tab shown. To see the list of another type just select that tab.

Select the title of any of the items shown to view the full details of that particular item. The full details view looks something like:

Dashboard My Items Assets Channels

List current items List expired items List archived items Add a new item View item

View item details

Details Assets (0) Channels (2) Recurrences (15) Comments (0) Related items (0)

[Edit this item](#)

Core details	
ID	10603
Type	Events
Status	Live
Category	none
Focus	Internal
Allow comments	moderated
Tagged as	drop-in sessions, training, wcm
User details	
Added by	Alison Field, a.field@sussex.ac.uk
On behalf of	The Web Team, webteam@sussex.ac.uk
Editing permissions	Only the person who added the item can edit it
Date information	
Added	14th November, 2011 at 11:41am
Updated	14th November, 2011 at 11:45am

The tabs shown on this page may differ depending on what type of item is being viewed (news, event, small ad, etc.) For any particular item you may see fewer tabs, but this documentation will list everything.

Details

This tab gives the general overview of the item – the content shown on this tab may change depending on what type of item is being viewed (event, news, small ad, etc.) but will generally contain information about when the item was added, when it expires, who added it, what the editing permissions are, the content of the item, and more.

Editing an item

To edit an item select the 'Edit this item' link from within the 'Details' tab. You will then be presented with a form that looks just like the one shown in 'Adding a new item' section of the site but with all of your content already filled in. Edit it as you see fit (in the same way you would add an item) and save the form.

Assets

With a number of item types it's possible to assign one or more assets (usually images) to an item. Any assets that have been added to the item you're viewing will be shown here. When the item is viewed on the live website, the first asset added to the item will be used for the thumbnail image.

Changing assets

Assets are selected when you add or edit an item. So in order to change the assets associated to any particular item, click on the edit link (as detailed above) and follow the instructions for assets in the previous section.

Channels

This tab will show any channels that you selected the item to be associated to and whether that association has been approved and if so then by whom.

Channel	Requested	Approved
University of Sussex staff news and events	14th Nov, 2011 at 11:43am by you	14th Nov, 2011 at 11:43am by you
University Web Team	14th Nov, 2011 at 11:47am by you	Not yet

Changing channels

From here it's possible to change the channels the item is associated to by clicking on the 'Change the channels this item is on' link (or the 'Add this item to one or more channels' link if you have not previously selected any channels). Selecting the channels from here is exactly the same process as described in 'Channel selection' from the previous section.

Recurrences

This tab shows what recurrence rule, if any, that the item has and any remaining recurrences along with the date that it happens on.

Changing recurrence options

This is done when adding or editing an item. Click on the edit item link and navigate to the Recurrence tab to change the settings.

Comments

This tab shows any pending or approved comments that the item may have. You'll be able to see who made the comment, when they did, and have options to approve or remove the comment if it's pending approval. Each comment is shown in its entirety along with the person who posted it and when they did so. For items that are pending approval you will be able to 'approve' or 'delete' the comment.

Related items

This will show any items you've marked as being related to the item you're viewing. From here you will be able to manage the relations, adding new ones and removing existing ones. There may also be a list of suggested items that relate to the item you're viewing based on the item tags.

Suggested items

When viewing the related items tab you may see some suggested items that relate to the one you're currently viewing. This depends on what tags you have added for the item and whether any other items share one or more of the same tags.

Details Assets (0) Channels (2) Recurrences (15) Comments (0) Related items (0)

Suggested items

Events (1) News items (1)

Details

Book helps medical students to keep patients in mind
Why does the rate of heart attacks increase during the World Cup? How do you break bad news? How can you help an obese patient lose weight?
Monday 14th March, 2011 at 2:41pm

With selected: [v] Go

With selected:
Relate item

Search for items
Enter item id number or title

Each type of item will have its own sub-tab, so you can navigate through them easily. If you feel that one or more items relate to the one you're currently viewing, select the checkbox next to the item to which you want to relate (or you can select multiple checkboxes), select the 'Relate item' option and click on the 'Go' button. You'll need to do this for each type of item you want to select.

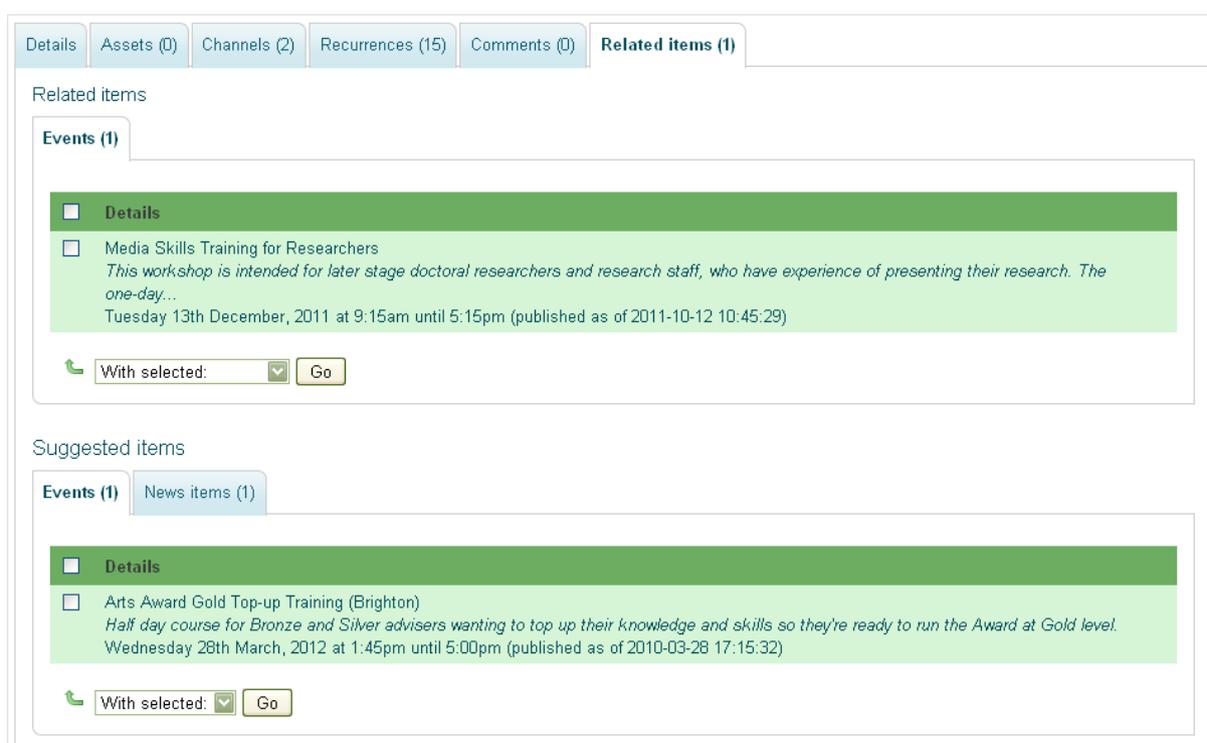
Adding items not in the suggested list

Sometimes you may want to relate an item that doesn't appear in the suggested items list (for example, you have not added any tags to your item or the item you want doesn't have any tags in common). To do that, use the provided text box to start typing out the title of the item you want to relate, or the id number of the item if you know that. When you're typing the system will fetch any matching items and supply them in a list. The

more you type the more refined the search will become.



When you see the item you want to relate, select it from the list that appears when you enter your search term.



Removing related items

To remove a related item, select the check box next to the one you want to remove (or all the ones you want to remove), select the 'Remove related item' option from the drop-down list and click on the 'Go' button.

Expired items

Expired items are those that have passed their set end date. These items don't get displayed on any channel.

The expired items tab works just like the current items one, in that the items are split in to the various tabs according to the type of item and you can select the item title to view

further information. From the full details page you can edit the item in the same way as detailed above.

Expired items can also be deleted or archived. To change the status of the item, select the checkbox next to any of the items you want to set the status for and choose to either archive or delete from the drop-down list and click on the 'Go' button.

Archived items

Archived items cannot be edited, but they can still be displayed on channels when specifically viewing archived items.

From this tab you can view full details of the item but you cannot edit the item – except for being about to relate other items to it (as detailed in a previous section). You can also select any of the items for deletion by selecting the checkbox next to the item you want to delete and selecting the 'delete item' option from the drop-down list and clicking on the 'Go' button.

Assets

To enable you to add images to your items there is a facility for you to be able to upload pictures to the Broadcast system. You do this by using the assets tab.

Listing existing assets

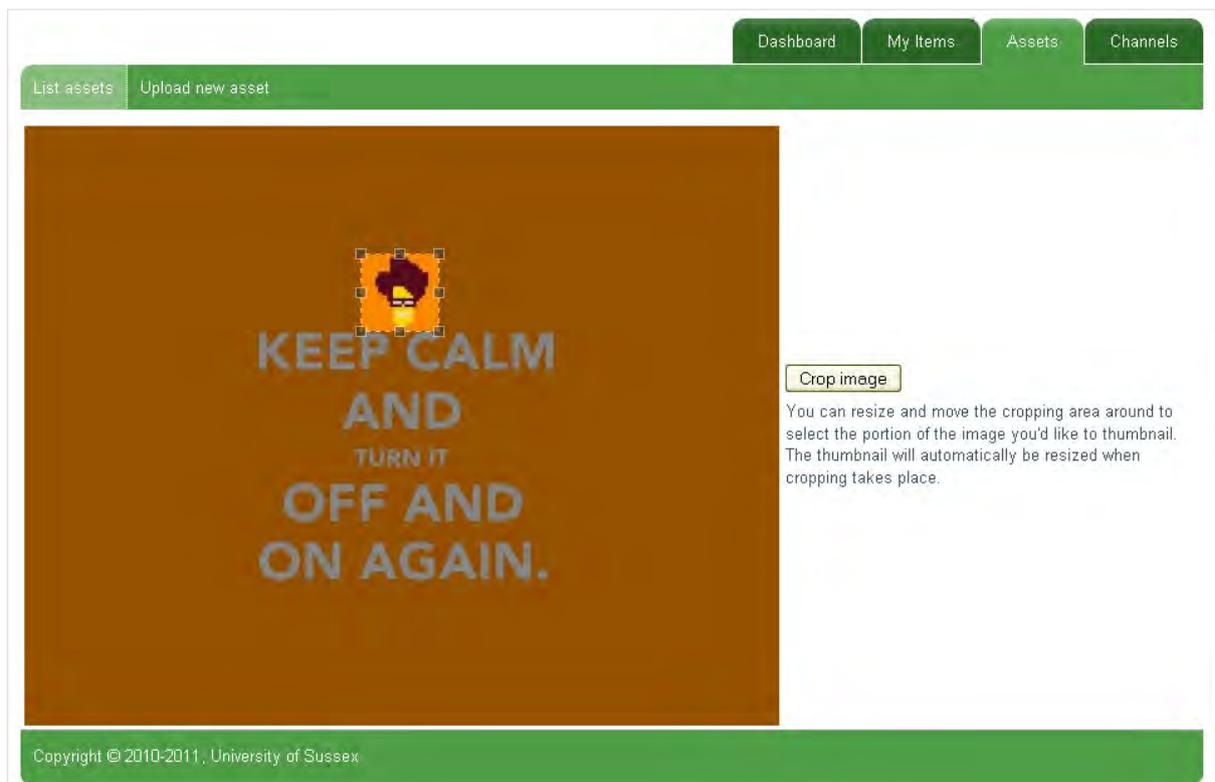
When you select the Assets tab the first thing you will be presented with is a list of all of the assets that have been uploaded – either by you or by other people. From here you can delete or edit any images that you have uploaded and search for a particular asset.

There may be quite a number of assets already uploaded so they are split over several pages. Select the page numbers or the next/previous/first/last links to change the page.

Adding a new asset

Select the ‘Upload a new asset’ sub-navigation option. You will be presented with a form that allows you to select the image you want to upload from your hard drive (or CD, USB stick, etc.), add a title and add a caption. The caption is optional but if you supply it then the text will be displayed under the image when people view the item from the main web site.

When you complete the form and click on the button to submit the image you will be taken to the cropping interface. This will allow you to choose a section of the image that you want to use as the thumbnail image (which may get displayed along with a summary of the item when listing all items on a particular channel).



You can resize the crop box by dragging on one of the handles (shown as little square boxes around the face in the image above). When you're happy that the area highlighted is what you want to appear in the thumbnail, click on the 'crop image' button.

Managing assets

If you have uploaded an image, when you hover over the information about that particular image you will be presented with a number of options.

Dashboard My Items Assets Channels

List assets Upload new asset

Asset list

Search assets

Items 1 to 30 of 1320

<< First < Previous | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Next > Last >>

Added: 2011-11-10 14:37:12
By: jmh43
Title: IET Awards 2011 On 1 item
Caption: From l-r: Host Robert Llewellyn, presenter of Scrapheap Challenge; Keith Strickland, Plessey's Technology Director; Paul James, Plessey's Commercial Director; Professor Robert Prance, who led the Sussex team; and Dr Robin Hart, who sponsored the award.

Added: 2011-11-10 14:19:43
By: alisonf (you can [edit](#) or [delete](#) or [re-crop](#) this image)
Title: MofU with NACTA On 1 item
Caption: Prof Chris Marlin, Pro-Vice-Chancellor (International) (left), signs a Memorandum of Understanding with Prof Du Changsheng, President of the National Academy of Chinese Theatre Arts (NACTA)

Added: 2011-11-10 11:37:08

If you want to change the asset title or caption, select the 'edit' link and you will be presented with a form to complete – it's just like the one for adding an image but without the option to select a new image from your computer. If you change the caption or title when editing an asset your changes will be reflected on any item that associates that particular image.

To remove the asset, select the 'delete' link.

If you want to change which portion of the image the thumbnail is generated from, select the 're-crop' link and your image will be taken to the cropping interface (as shown in the 'Adding a new asset' above).

Channels

You will only see this tab if you are an editor for one or more channels. If you do not see this tab then you do not need to read the following section of this manual.

Selecting the channel to manage

When you select the Channels tab you will be offered a list of all the channels that you can manage. How many you see will depend entirely on how many channels for which you're an editor.



The screenshot shows a web interface with three tabs: 'Academic units (1)', 'Departments (1)', and 'Site feeds (7)'. The 'Site feeds (7)' tab is active. Below the tabs is a table with two columns: 'Channel (select to manage)' and 'Items'. The table lists seven channels with their respective pending and approved item counts. The 'University of Sussex external homepage' channel has a red '13' next to its pending items count, indicating a high number of pending items.

Channel (select to manage)	Items
Research at Sussex	25 pending items, 79 approved items
Screensaver	0 pending items, 0 approved items
Small ads	1 pending items, 76 approved items
University of Sussex Events Diary	5 pending items, 156 approved items
University of Sussex external homepage	13 pending items, 357 approved items
University of Sussex staff news and events	1 pending items, 295 approved items
University of Sussex student news and events	3 pending items, 237 approved items

If a particular channel has a lot of pending items then the count will be highlighted.

Channels are grouped in to types so you may need to select a particular tab ('Academic units' or 'Site feeds', for example) before you see the channel you want to start managing. You can select a channel by clicking on the channel name.

Once you've selected a channel and you want to manage one of your other channels, select either the main 'Channels' tab or the 'List channels' sub-navigation option.

Pending items

Once you've selected a channel to edit you will be taken to the list of pending items. It is set up in a very similar way to the 'My items' list with the items being grouped by type, a checkbox next to each that allows you to perform various actions, and the item link allowing you to read the full information.

Approving items

From the pending list, select the items you want to approve for display on your channel by clicking on the checkbox next to each of them. Then from the drop-down list select the 'Approve item as-is' option and click on the 'Go' button.

University of Sussex external homepage
 Slug: external-homepage
 Category: Site feeds
 Comments: This channel does not allow items to have comments

Pending items are those that have been requested to add to your channel and need you to approve or decline them.

Events (3) News items (10)

<input type="checkbox"/> Details	Comments
<input type="checkbox"/> Organ recital <i>Everyone welcome to come and listen to half an hour of organ music</i> Tuesday 6th December, 2011 at 1:15pm until 2:00pm (published as of 2011-11-11 13:29:37)	0 pending 0 approved
<input checked="" type="checkbox"/> Organ recital <i>please come and listen to half an hour of organ music free of charge</i> Tuesday 29th November, 2011 at 1:15pm until 2:00pm (published as of 2011-11-11 13:27:38)	0 pending 0 approved
<input type="checkbox"/> Organ Recital <i>Everyone welcome</i> Tuesday 22nd November, 2011 at 1:15pm until 2:00pm (published as of 2011-11-11 13:25:02)	0 pending 0 approved

With selected: [dropdown] Go

With selected:
 Approve item as-is
 Decline item association
 Remove from channel

Copyright ... Sussex

When you approve an item the person who added it to Broadcast gets an email to let them know that you have approved it for the channel you're editing.

Declining items

If you do not wish to associate a pending item to your channel then you can decline that item by selecting the checkbox next to it (or any number of items) and selecting the 'Decline item association' option and clicking on the 'Go' button. When you do this you will be presented with a pop-up box that allows you to select a reason for declining the item.

You can opt not to enter a decline message – in which case you'd just click on the 'decline' button, or you can enter your own reason as to why you're declining the item. Alternatively, you can select from the dropdown list of predefined reasons. If you select one of the reasons the text will be displayed in the text area. You are free to alter that text if you wish; you don't have to use exactly the predefined reason text.

When you decline one or more items, the creators of those items will receive an email telling them that you have rejected the association to the channel you're editing as, if you've entered one, the decline message.

Select a reason for the decline

Not appropriate

The item was not considered appropriate for this channel

The reason applies to all items selected

Go

Select a reason for the decline

Not appropriate

The item was not considered appropriate for this channel, but you may find that you want to associate it to the Media and Film channel as well as the Engineering channel.

The reason applies to all items selected

Go

Approved items

The approved items list should be looking very familiar by now! It works just like the other item lists – selecting the title to view full details, items grouped together by type, etc.

From here you can select to remove one or more approved items by... yes, you've got it! Selecting the checkboxes of the items you want to remove and then selecting the 'Remove item' option from the drop-down list and clicking on the 'Go' button. And as with the other lists, repeat this for each type of item you want to remove (i.e., select the events you want to remove and click on the 'Go' button, then select the news items you want to remove and click on the Go button, etc.)

Archived items

This lists all the items that owners have selected archive. This list works exactly the same way as approved items.

Expired items

As with archived and approved items but lists those that have expired and were not selected to be archived. You can remove items from the channel via the expired tab in the same way as the archive tab.

Add other items

Sometimes you may come across an item that someone has added to another channel and you'd also like it on the channel you're managing. You can do this by using the search facility on the 'Add other items' sub-navigation option.

Add non-associated items to your channel

University of Sussex staff news and events
Slug: staff-homepage
Category: Site feeds
Comments: This channel does not allow items to have comments

Any items you select will automatically be added to this channel.

Enter item id number or title

 4

Sussex physicists' breakthrough in the challenge to build a large scale, super-fast computer (News items)
A team of University of Sussex scientists have made another significant step towards the development of a large-scale, super-fast quantum computer.

Symposium on Computational Modelling - Vehicle Body, Noise and Vibration (Events)
The University of Sussex is pleased to host the Symposium on Computational Modelling which is taking place at the Conference Centre. Delegates...

School of Engineering and Design - Symposium on Computational Modelling (Events)
The University of Sussex is pleased to host the Symposium on Computational Modelling -Vehicle Body, Noise and Vibration which is taking place at the...

School of Engineering and Design - Symposium on Computational Modelling (Events)
The University of Sussex is pleased to host the Symposium on Computational Modelling - Vehicle Body, Noise and Vibration which is taking place at the...

Just start typing the title or id of the item you want to add to your channel and any matching results will be displayed in a list. Select the item from that list and it will be added to your channel.