Manage news

The **News** feature provides a tool for administrators to publish, manage, and monitor news updates and announcements within the platform. This feature allows for timely dissemination of information, ensuring that the community stays informed about recent events, updates, and important notifications. Administrators can efficiently manage news content, from creation to publication, and engage with the community through interactive elements. Whether you are announcing upcoming events, sharing important updates, or highlighting key achievements, the News feature is designed to keep your community connected and well-informed.

Accessing the News

To access the news page:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to News**: Locate and select `News` from the left-side menu to open the news overview page.

News Page

Upon accessing the `News` section, you will be presented with a detailed view of all the news, including a variety of information and actionable options.

News Overview

View all news listed along with the number of comments, category and status, which can be 'Published', 'In Draft', or 'Completed'.

News Actions

Each news entry provides options to:

- Edit existing news details.
- Delete news, if necessary.
- Share the news through link or embedded iframe

Filters

On the top of the page, it is possible to enable three filters to apply on the news list:

- Filter by status (all, published or draft news)
- Filter by text
- Filter by category

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