

NewsSlide

Story Creator User Guide

Version 3.0.3

Prepared for:

The Block Communications Inc.

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Introduction

Story Creator is the tool that formats and prepares content for presentation in the NewsSlide section of the app. It does not replace your CMS (e.g., Libercus or BloxCMS), but rather uses the CMS as a source for content, so that stories can be prepared for print and website-publish, then ported into Story Creator and laid out for the tablet and mobile app experiences. Story Creator is not an asset-creation tool, it is a layout engine for the app. Assets such as images and rich media will need to be prepared in other applications (e.g., Adobe Creative Cloud or Hype) prior to their import into Story Creator.

Laying out slides with Story Creator is meant to be done with a test device (e.g., an iPad) so that during the process of laying out a slide, the designer can preview the slide on the device for an accurate rendering of the final slide in the app.

Getting Started

Prior to starting to work with Story Creator you will need to have a user created and been assigned a role (see the User Management section for details on Roles). This login will control your privileges within the tool. In addition, you will use this login to log into the app on your device. Depending on your role, you may have preview privileges, meaning that your login enables hidden features that allow you to see slides prior to publication.

Edition Listing / Home

Upon initial login to the Story Creator tool you are presented a listing of the editions in descending order by planned publish date.

Content Library

Understanding the Content Library

The Content Library within Story Creator is a collection of all assets that have been uploaded either through the story creation process or direct upload in preparation. Items in the Content Library are mainly there to prevent the need to upload the same content multiple times, as it becomes a repository for assets.

Asset Types

The Content Library contains several types of assets. Each asset type has different attributes and metadata that have to be assigned when uploading. Uploading an ad will require you to define whether the ad is for use in tablet, in mobile or both. These types of metadata allow the Story Creator tool to understand how a particular asset can be used.

Asset Type	Description	Filetype(s)	Attributes and Metadata
Ads	A file that contains an HTML5 ad	ZIP	<ul style="list-style-type: none"> ● Slug ● Title ● Description ● Notes ● Created Date ● Created By ● Last Modified Date ● Last Modified By ● File Type ● Source ● Thumbnail Image (use in Story Creator only) ● File ● Ad Type ● Tablet User ● Mobile User ● Ad Salesperson ● Advertiser ● Campaign ● Category ● Requires Internet ● Contains External Links ● Hidden Content
Audio	A link to a streaming audio file (file not actually stored in content library)	URL	<ul style="list-style-type: none"> ● Slug ● Title ● Description ● Notes ● Created Date ● Created By ● Last Modified Date ● Last Modified By ● Asset Links ● Hidden Content
Authors	Information about an author for reuse in many stories	n/a	<ul style="list-style-type: none"> ● Name ● Notes ● Title ● Created Date ● Created By ● Last Modified Date ● Last Modified By ● Thumbnail Image (use in Story Creator only) ● Profile image

			<ul style="list-style-type: none"> ● Title ● Twitter Handle ● Email Address ● Bio
Documents	A link to a document (file not actually stored in content library)	PDF	<ul style="list-style-type: none"> ● Slug ● Title ● Description ● Notes ● Created Date ● Created By ● Last Modified Date ● Last Modified By ● Document URL ● Hidden Content
Images	An image file directly or indirectly imported	JPG, PNG, GIF	<ul style="list-style-type: none"> ● Slug ● Title ● Description ● Notes ● Created Date ● Created By ● Last Modified Date ● Last Modified By ● Filetype ● Source ● Thumbnail Image (use in Story Creator only) ● File ● Default Credit ● Default Caption ● Hidden Content
Rich Content	A file that contains an HTML5 piece of content	ZIP	<ul style="list-style-type: none"> ● Slug ● Title ● Description ● Notes ● Created Date ● Created By ● Last Modified Date ● Last Modified By ● File Type ● Source ● Thumbnail Image (use in Story Creator only) ● File ● Tablet Use

			<ul style="list-style-type: none"> ● Mobile Use ● Requires Internet ● Contains External Links ● Hidden Content ● Mobile Height Ratio ● Tablet Height Ratio
Stories	All stories created in Story Creator	n/a	<ul style="list-style-type: none"> ● direct link to story summary
Videos	A link to a streaming video file (file not actually stored in content library)	Direct Static URL or Video ID from a supported service (Brightcove, Field59 or Youtube)	<ul style="list-style-type: none"> ● Slug ● Title ● Description ● Notes ● Created Date ● Created By ● Last Modified Date ● Last Modified By ● Source ● Thumbnail Image (use in Story Creator only) ● Poster Image ● Video Type ● Video URL (Direct) ● Video ID (Brightcove, Field59, Youtube) ● Account ID (Brightcove Only) ● Policy Key (Brightcove Only) ● Default Credit ● Default Caption ● Hidden Content

Uploading Content

1. Select “Content Library” from main menu (or, if your role allows, directly from your dashboard)
2. Select the asset type which is appropriate from the left navigation
3. Select the upload card (box with + sign)
4. Browse or drop the file into the window (this step is only for certain asset types)
5. Enter the metadata and attributes for that asset type
6. Select “Save”

Editing Content

1. Select “Content Library” from main menu
2. Select the asset type which is appropriate from the left navigation
3. Locate the appropriate asset and click on it
4. Enter or edit the metadata and attributes
5. Select “Save”

Removing Content

Once content is uploaded it cannot be deleted as this would cause technical problems with published editions containing that content. Therefore, while not required or enforced, naming conventions for the uploaded assets version control are encouraged, especially those assets created specifically for use in NewsSlide (e.g., Ads, Rich Content). However, in the event that you want to remove content from being able to be added to an edition it can be hidden.

NOTE: Content can only be hidden and unhidden by specific user roles.

Hiding Content

1. Select “Content Library” from main menu
2. Select the asset type which is appropriate from the left navigation
3. Locate the appropriate asset and click on it
4. Check the “hidden content” checkbox (only available to users with specific user role)
5. Select “Save”

NOTE: Content placed in an edition prior to content being hidden is unaffected. Hidden content is only removed from future placements

Unhiding Content

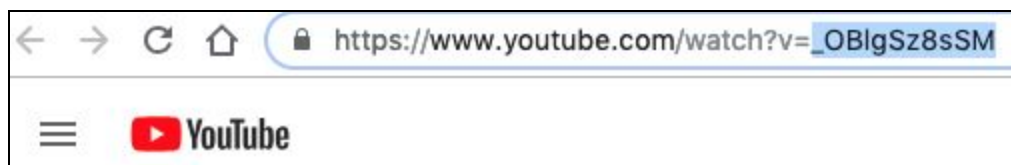
1. Select “Content Library” from main menu
2. Select the asset type which is appropriate from the left navigation
3. Check the “Show Hidden Content” checkbox (only available to users with specific user role)
4. Locate the appropriate asset and click on it
5. Uncheck the “hidden content” checkbox (only available to users with appropriate role)
6. Select “Save”

Video Services

NewsSlide allows the video to be served from from different sources:

1. Direct Static URL (all tenants)
 - a. must provide URLs for the video formatted for iOS, Android and Web
2. Brightcove (Blade and PG only)
 - a. Must provide Video ID, Account ID and Policy Key
3. Field59 (WDRB, WLIO and WAND only)
 - a. Must provide Video ID
4. YouTube (all tenants)
 - a. Must provide Video ID

Example of YouTube Video ID:



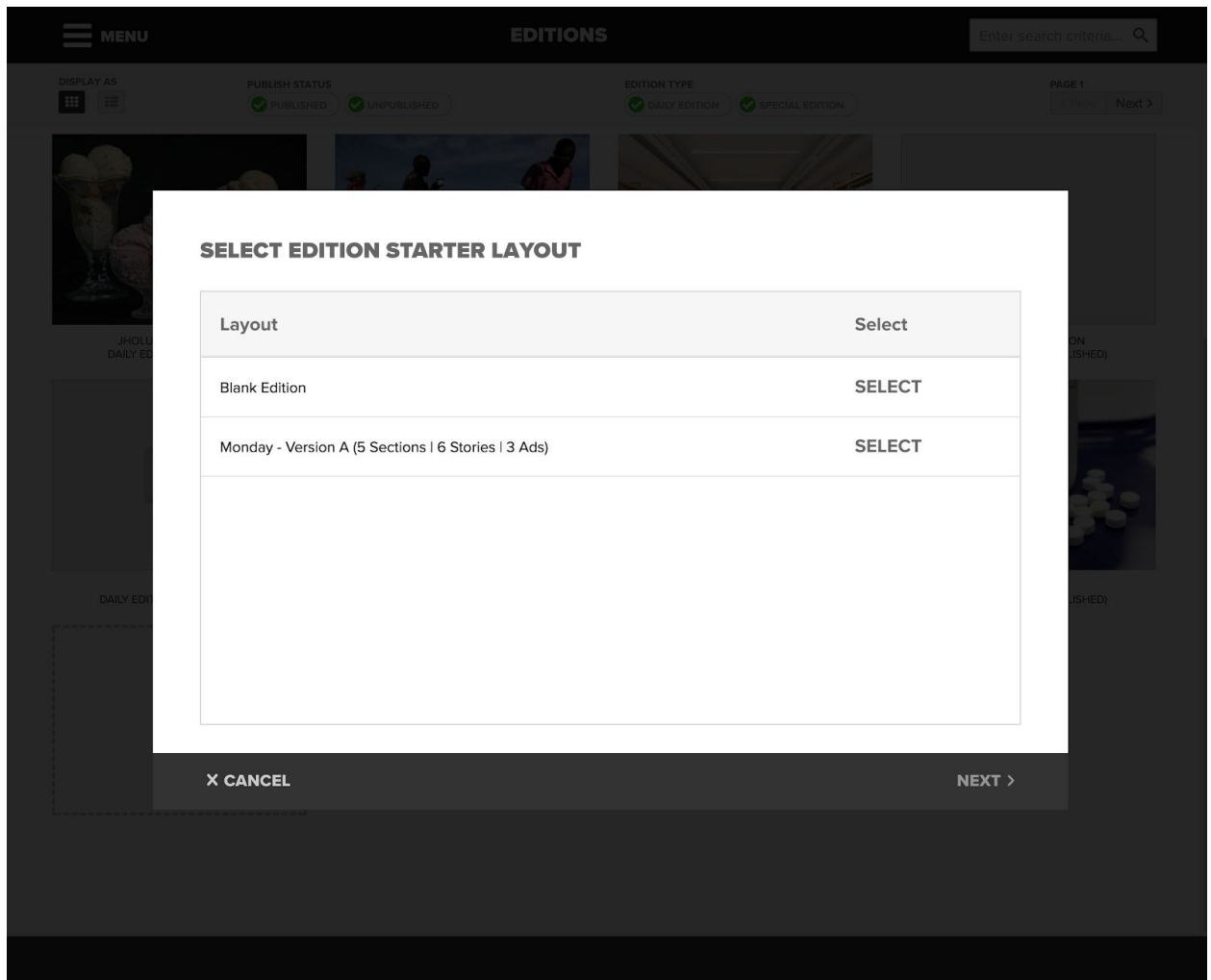
Editions

Editions may be created for any point in the future, and there is no limit to the frequency of editions that can be published on any day. Editions can start from a blank slate, with one section and no slides, or be created from a starter layout that has predefined sections and slide placeholders.

NOTE: Editions can only be created by specific user roles.

Creating

1. Select “Editions” from main menu
2. Select the add card (box with a + sign)
3. Select the appropriate starter layout



4. Enter the edition details (these all can be modified post-creation)

EDITION DETAILS

PLANNED PUBLISHED DATE: 08/19/2019

TYPE: Daily Edition

EDITION TITLE: 2019-08-19

INCLUDE MOBILE

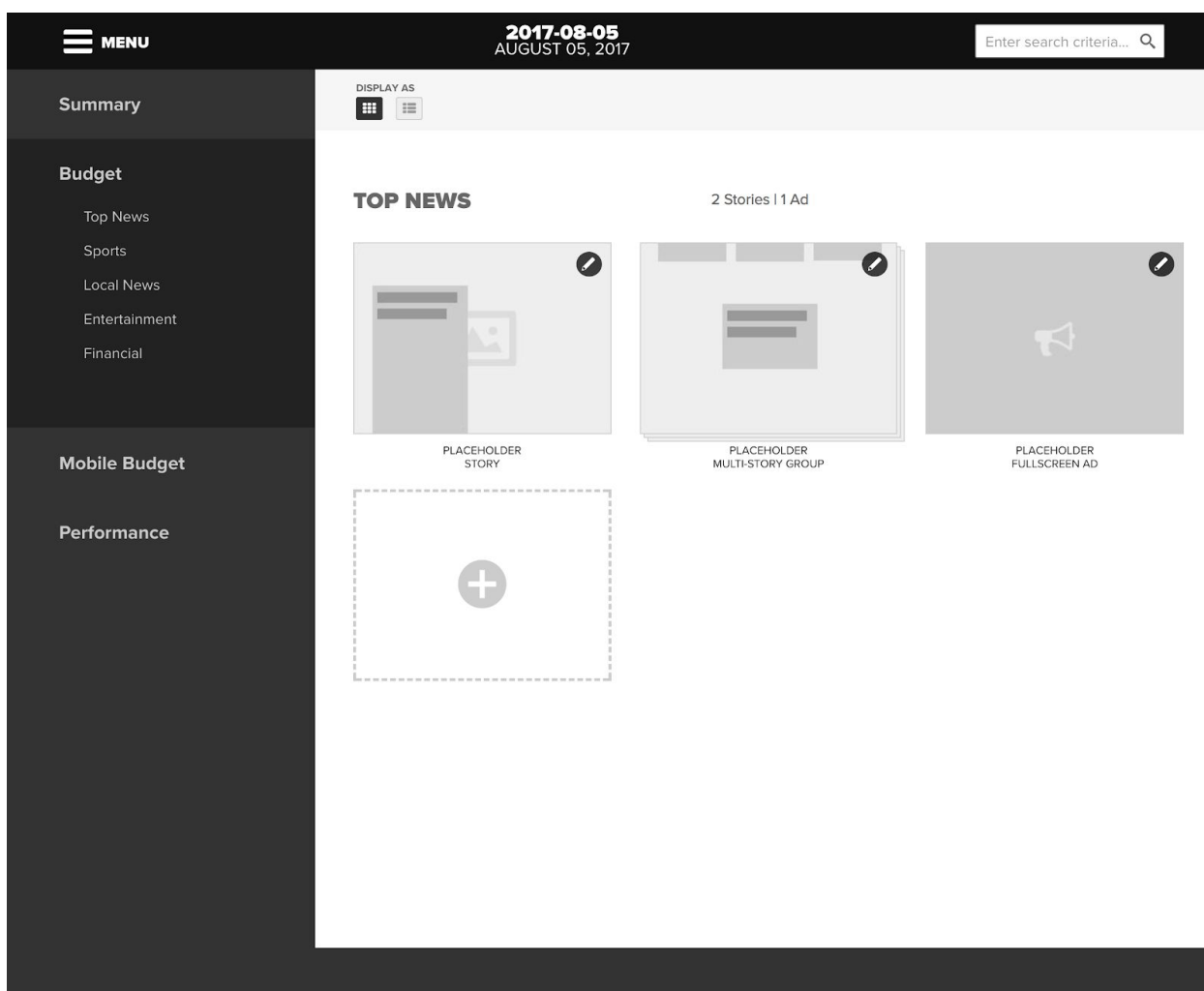
Tablet Budget | Mobile Budget

☰	Top Stories	PRIMARY COLOR: 	SECONDARY COLOR: <input type="text"/>	✖
☰	Local News	PRIMARY COLOR: 	SECONDARY COLOR: <input type="text"/>	✖
☰	In-Depth	PRIMARY COLOR: 	SECONDARY COLOR: <input type="text"/>	✖
☰	Nation & World	PRIMARY COLOR: 	SECONDARY COLOR: <input type="text"/>	✖

[← BACK](#) [CREATE EDITION](#)

- a. *Planned Published Date* — the date in which the edition is planned to be published
- b. *Edition Title* — by default, it is the publish date, but can be modified
- c. *Edition Type* — either “special,” which are available in the app for up to 1 year and are tablet only; or “daily,” which are available in the app for 60 days and allow tablet and mobile
- d. *Include Obituaries* — when publishing, directs Story Creator to import that day’s obituaries from Legacy.com
- e. *Include Mobile* — determines whether the mobile budget is included and whether this edition is available on mobile
- f. *Tablet v. Mobile Budget Tabs* — this allows the sections to vary in tablet and mobile versions of the edition
- g. *Sections* — Add, remove, rename, and reorder sections initially defined by the starter layout

- h. *Primary Section Color* — this is the color used to define the navigation bar in the app, the primary section color is also used to define the tab colors for Multi and Anchor stories located in each section.
 - i. *Secondary Section Color* — this is the color used to define the text on navigation bar in the app
5. Select “Create Edition”
6. From the tablet or mobile budget, drag and drop the story and ad card placeholders to adjust the slides’ order



7. If needed, select the add card (last card in the section) to add additional placeholders
8. If needed, select the edit icon (in the upper right corner of any card) then select “rename” to facilitate edition planning by naming the placeholder cards

Ad Placement

NOTE: Ads can only be placed and modified by specific user roles.

1. Select “Editions” from main menu
2. Select the appropriate edition card
3. From the tablet or mobile budget, drag and drop the ad cards to adjust the slides’ order
4. Select the edit icon (in the upper right corner of the appropriate card) then select “place”
5. Search for the appropriate ad from the Content Library (or upload directly from here)
NOTE: Depending on the attributes assigned to the ads, some may be hidden (e.g., ads of the wrong dimensions or inappropriate for use in this context)
6. Select “Select Ad”

Edition Summary

The Edition Summary is a report that summarizes the edition’s readiness for publishing and allows top-level control of the edition’s settings that were set at creation (i.e., name, type, planned publish date, include mobile, include obituaries).

Validation Errors

- **Critical Error (shown in red)** — Must be corrected in order to publish
- **Cautionary Error (shown in orange)** — May be a problem, but may be ignored for editorial or business reasons

MENU

2017-08-05
 8/5/2017

Enter search criteria...

Summary

Budget

Mobile Budget

Performance

CREATED
8/6/2017 12:08:57 AM UTC
test.managingeditor

LAST MODIFIED
8/6/2017 12:09:13 AM UTC
test.managingeditor

PUBLISHED ON

NOTES

PLANNED PUBLISH DATE
2017-08-05T00:00:00.000

TITLE
2017-08-05

MASTHEAD STYLE
BlackLogoWhiteGradient

INCLUDE MOBILE

INCLUDE OBITUARIES

EXPAND LEAD STORY

STATUS
Draft VALIDATE EDITION

GENERAL Edit

- ! Mobile is enabled and contains no mobile stories. Fix this error
- ! One or more stories are not set to approved. Fix this error
- ! Contains less than the target amount of stories. Fix this error
- ! Contains less than the target amount of ads. Fix this error
- ! Contains less than the target amount of stories for mobile. Fix this error
- ! Contains less than the target amount of ads for mobile. Fix this error

TOP NEWS - 0 STORIES | 0 ADS Edit

- ! Contains one or more placeholder stories. Fix this error
- ! Contains one or more placeholder ads. Fix this error
- ! Contains a multi-story that contains less than two slides. Fix this error

SPORTS - 1 STORY | 0 ADS Edit

- ! Contains one or more placeholder stories. Fix this error

 SAVE
PUBLISH EDITION

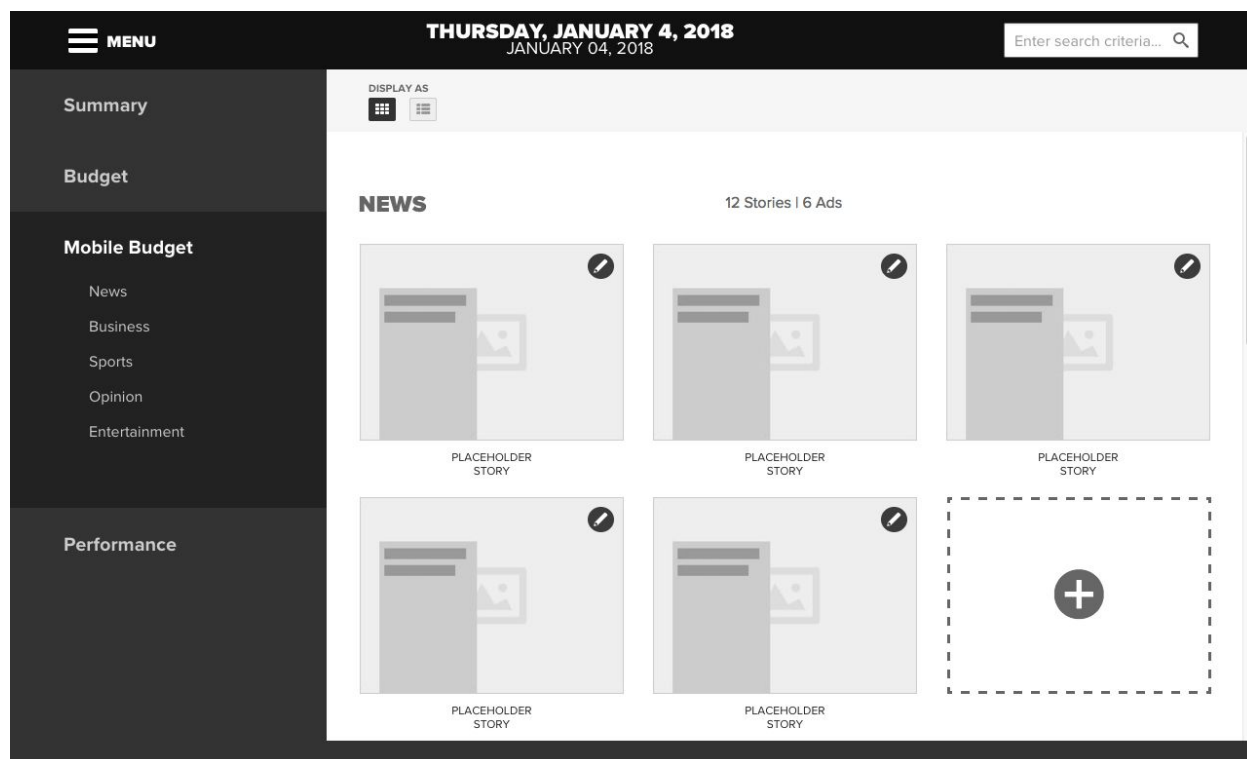
Tablet Budget (a.k.a.: Budget)

The Tablet Budget is the primary listing of all slides included in the edition. Depending on your role, you may: reorder ad slides, reorder story slides, initiate ad placement and/or initiate story creation/editing.

The screenshot displays the NewsSlide interface for the date 2017-08-05 (August 05, 2017). The top navigation bar includes a 'MENU' icon, the date, and a search bar with the placeholder text 'Enter search criteria...'. The left sidebar contains a 'Summary' section and a 'Budget' section with sub-items: 'Top News', 'Sports', 'Local News', 'Entertainment', and 'Financial'. Below the 'Budget' section are 'Mobile Budget' and 'Performance' sections. The main content area is titled 'TOP NEWS' and shows '2 Stories | 1 Ad'. It contains three placeholder cards: 'PLACEHOLDER STORY', 'PLACEHOLDER MULTI-STORY GROUP', and 'PLACEHOLDER FULLSCREEN AD'. Each card has a pencil icon in the top right corner. Below these cards is a dashed box containing a plus sign, indicating a 'Add' button for new content.

Mobile Budget

Similar to the Tablet Budget, the Mobile Budget is the listing of slides included in the mobile version of the edition. Depending on your role, you may: reorder ad slides, reorder story slides, initiate ad placement and/or initiate story creation/editing.



Reordering Slides...

- **...within the same section:** Reordering slides is just a matter of dragging the slide cards on the tablet and mobile budgets.
- **...to another section:** Removing a slide (via the edit button in the upper right corner of the card), removes the story from the edition but keeps it in the content library, and then can be selected in another section when creating a story to move slide to another edition.
- **...to another edition:** Removing a slide (via the edit button in the upper right corner of the card), removes the story from the edition but keeps it in the content library, and then can be selected in another edition when creating a story to move slide to another edition.

Your role defines your ability to manipulate the order of particular slides (e.g., editorial staff are not permitted to adjust the position of an ad slide). Therefore when ordering slides, if an editorial slide is dropped in front of an ad slide, the current news slides surrounding the ad slide will reflow around the ad slide, preserving the ad slide's placement in the edition.

Adding / Editing / Deleting Sections

- To Add a Section: Select "Add Section" in the left navigation (only displays on hover)
- To Delete a Section: Select "Delete" next to the appropriate section in the left navigation (only displays on hover)
- To Reorder a Section: Drag the section in the listing by the handle icon in the left navigation (only displays on hover)

- To Rename a Section: Select the inline “edit” icon behind the section title

Publishing

1. Select “Editions” from main menu (or, if your role allows, directly from your dashboard)
2. Select the appropriate edition card
3. Select “Summary” from the left navigation
4. Verify that the edition is ready for publish using notes, status and validation messages (all critical errors must be resolved before you can proceed)
5. Select “Publish Edition”
6. In the publish modal, select “Publish”
7. On the publish screen click “Compile Edition” (this prepares the edition for publish only)
8. Compiling should take less than 10-15 minutes for a 50 to 70 slide edition. You are not required to stay on the publish status screen for compiling to complete.
9. After compile completes, click “Publish Edition”
10. In the publish modal select “Publish”

NOTE: As a safeguard the system will automatically cancel any runaway compile that runs for more than 35 minutes. When a compile has 10 minutes before automatic cancellation a warning will be presented. If a compile is automatically cancelled or fails more than two times please revisit your content for errors and/or contact support.

DURATION

0 days, 0 hours, 35 minutes, and 2 seconds

LONG RUNNING COMPILE

Edition compilation timed out and automatically terminated. Please try compiling again:

Compile Edition

Republishing

Follow the same steps of the publishing process. In general, we don’t recommend sending push notifications for a republish. However, this depends on your content strategy.

Stories

Creating and Editing

Understanding Content Types

The content types are the most basic descriptions of a slide in NewsSlide.

- Story
- Multi-Story Group
- Anchor Story Group
- Fullscreen Ad
- Half Ad/Story Group
- Quarter-Third Ad/Story Group

The content type of a slide determines which users have permissions to perform certain actions on a slide, (e.g., repositioning the slide within the edition), and ultimately is the first factor in determining the available options for the slide.

The four content types that are identified as groups contain a second, lower level of content. These groups act as containers for multiple other slides or parts of a slide, (e.g., a Multi-Story Group can contain up to four stories, which are each a full slide), and a Half Ad/Story Group will contain two slide halves, a story half and an ad half.

Assigning a content type to a slide placeholder is a permanent action which cannot be undone. To reverse this action the slide may be removed and a new slide can be placed.

Understanding Templates

Each content type has one or more templates that can be assigned to it. Templates control the layout and option sets available for a slide.

Templates available by content type:

Story	Fullscreen Ad	Multi-story	Anchor Story	Half Ad/Story	Quarter-Third Ad/Story
<ul style="list-style-type: none"> ● Basic ● Modular ● Photo Gallery ● Video Gallery ● Rich Content 	<ul style="list-style-type: none"> ● Ad 	<ul style="list-style-type: none"> ● Basic ● Modular ● Photo Gallery ● Video Gallery ● Rich Content ● Cover 	<ul style="list-style-type: none"> ● Basic* 	<ul style="list-style-type: none"> ● Ad ● Basic* 	<ul style="list-style-type: none"> ● Ad ● Basic*

* Note: Basic story options vary slightly for these content types.

Selecting Stories from your CMS

1. Select “Editions” from main menu (or, if your role allows, directly from your dashboard, make sure unlocked)
2. Select the appropriate edition card
3. Select the edit icon on a placeholder story (in the upper right corner of the appropriate card), then select “Create”
4. Use the search fields provided to search the story
5. Select “Select Story”

2017-08-05
AUGUST 05, 2017

Enter search criteria...

SELECT STORY

SOURCE: Libercus - Web

START DATE: 07/23/2017

KEYWORDS: Keywords

END DATE: 08/06/2017

Search

First Previous 1 2 3 ... Next Last

Story Slug	Publish Date	Author	Last Modified
BUCNOT0805	8/5/2017	By Stephen J. Nesbitt / Pittsburgh P...	6 mins ago
nkorea0806	8/5/2017	By Edith M. Lederer Associated Pre...	11 mins ago
snoter0805	8/5/2017	By Ray Fittipaldo/Pittsburgh Post-G...	16 mins ago
steele0805	8/5/2017	By Ray Fittipaldo / Pittsburgh Post-...	22 mins ago

X CANCEL SELECT STORY >

Note: Story creator will automatically convert the matching HTML markup to the corresponding markdown for headings, bold, strong, italics, emphasized, unordered lists, ordered lists, and blockquotes for all channels except for “Libercus - Print” channel.

Content

The content step gathers all the content for creating a story prior to selecting a template. The logic behind this is that one can first see what assets are available, then choose the most appropriate way to lay out the slide, (i.e., choose the best template to tell the story).

The additional content (copy, images, etc.; this will depend on the CMS to Story Creator implementation) from the CMS will be imported into proper tabs already.

Note: Since the content is devoid of a template, all content is possible. If the template selected in a future step doesn’t allow for it, then it will be omitted.

The copy tab contains the original copy from CMS and the copy to be used on the slide — these may be the same or may vary. Markdown can be used to add headings, bold, italics, lists, pull quotes, links and inline images to the body of the story.



The screenshot displays the 'CONTENT' tab in the NewsSlide editor. At the top, there are navigation options: '< STORY SUMMARY', 'CONTENT', and 'LAYOUT >'. Below this is a menu bar with 'COPY' selected, and other options: 'IMAGES 1', 'VIDEOS 0', 'AUDIO 0', 'DOCUMENTS 0', 'WEBLINKS 0', and 'RICH CONTENT 0'. The main area is split into two columns: 'ORIGINAL' and 'CURRENT'. Each column has a 'LAST REFRESH' or 'LAST UPDATE' indicator. The 'ORIGINAL' column shows fields for SLUG (REGATTA0806), KICKER, HEADLINE (Flugtag pilots don't fly far but make big splash anyway at Three Rivers Regatta), SUBHEAD, READ OUT/BILLBOARD (Red Bull Flugtag 2017, part of the Three Rivers Regatta, brought gasps and lau), BYLINE (Adalberto Toledo / Pittsburgh Post-Gazette), and BODY (The crowd held its breath and waited. "Will this one fly?" they asked. "Or will it meet its watery end?" For the crowds that gathered along both sides of the Allegheny River). The 'CURRENT' column shows the same fields, but the BODY field includes a rich text editor toolbar with icons for H, B, I, list, quote, and link. At the bottom, there is a dark bar with 'EXIT TO EDITION', 'USERS ON THIS PAGE: QT', 'Last Saved: 0 secs ago', and a 'SAVE' button.


Images from CMS can be included in the slide or omitted. The check mark on each image controls the inclusion in the Photo Gallery (if the template selected supports photo galleries), and the order of the image controls the Photo Gallery order. Additional images may also be uploaded from here into the content library. Lastly, you may define captions and credits for each image here also.


Inline Content: Images can also be added directly into the body of a story as inline content. Clicking the Inline Images icon in the markdown section of the body will bring up a list of all images included in the story. Selecting an image and then clicking Insert Image will directly put the image within the body. Make sure to click the save button to commit all changes.

< STORY SUMMARY
LAYOUT >
CONTENT

COPY
IMAGES 1
VIDEOS 0
AUDIO 0
DOCUMENTS 0
WEBLINKS 0
RICH CONTENT 0

DISPLAY AS  

POSITION  Drag images to reposition them in a different order in the gallery



FLUGTAG-1
HALEY NELSON/POST-GAZETTE

+

← EXIT TO EDITION
USERS ON THIS PAGE: QT
Last Saved: 30 secs ago

Videos may be selected or uploaded into the content library from here. The order of the video controls the order of display in NewsSlide. Lastly, you may define captions and credits for each video here also.

Audio files, documents and weblinks are all story attachments, and all may be defined, selected or uploaded into the content library from here.

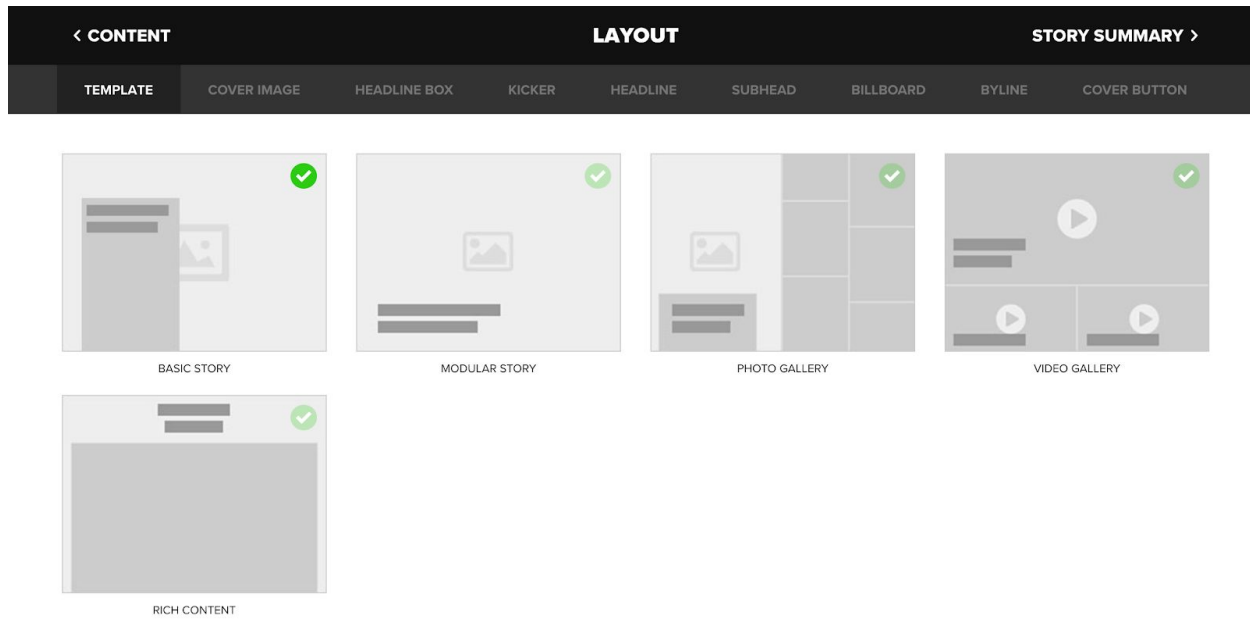
Rich content may be selected or uploaded into the content library as well. The order of the rich content (and the checkmarks indicating its inclusion) determine which rich content to include in the template.

Note: the Modular template allows multiple rich content items, and the Rich Content template allows only a single rich content item. All others templates and any additional rich content items uploaded beyond these maximums will be ignored.

Tablet Layout

The tablet layout steps allow you to first select a template (note: the content type of the slide limits the available templates).

Note: You must select a template to enable most of the remaining tabs in the process.



The cover image tab allows you to select a cover image for the image defined in the images tab of the content step. By default, the first image assigned to the story is selected. Once an image is selected, you may zoom and pan to select the appropriate crop.

Note: If the image selected or the zoom causes the image resolution to be lower than that requested by the app, a warning will display. Otherwise, all the appropriate resolutions for this crop to support the app will be generated based on this positioning and zoom during publish.

For further definition on layout options and the parts of the headline box see: [Design Definition Document](#)

On Device Previewing

Users with appropriate permissions, as defined by their role, will be able to log into the live version of the NewsSlide within the app, which is available from the App Store or Google Play Store, in order to preview unpublished editions.

To access the login screen, select the settings icon in the app and long press on the word “version” in the lower right hand corner in the panel. In the menu that pops up, select “Story Creator Login”.

The tools icon in the app, which is only available to those with the proper permissions, will enable additional in-app functionality, including display of unpublished content and use of an alignment grid.

These tools are meant to be used in conjunction with the Story Creator tool when designing a slide. Story Creator creates an approximation of the rendering of the slide as a preview, but due to the differences in the native app and web technologies it is impossible to create a pixel perfect rendering within the Story Creator tool.

Each time a change is saved in the Story Creator tool, a refresh can be immediately triggered within the app's preview toolset to be able to view the changes in the native app.

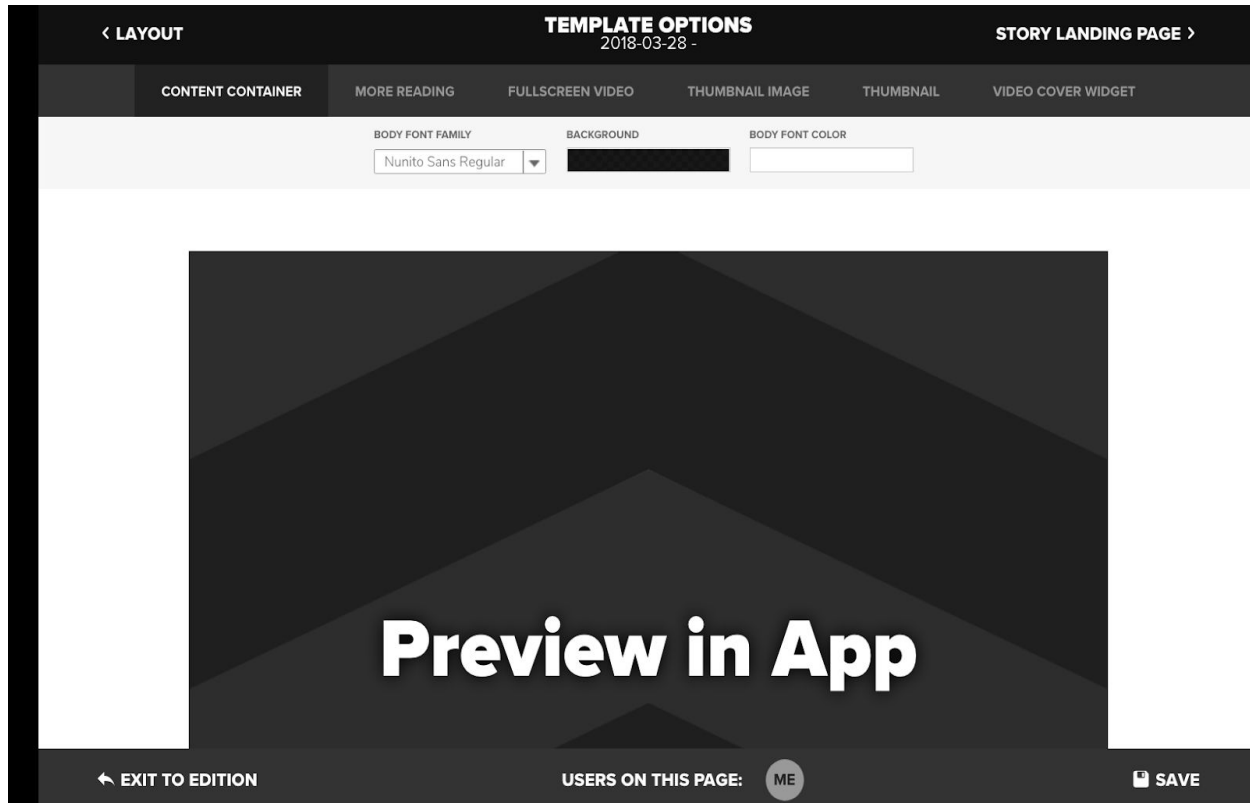
Tablet Template Options

Each template contains a series of options to configure the components necessary for display in the app.

These options are not available for preview in Story Creator. The on-device preview with the app must be used to preview these selections. These options vary by template.

Tab / Description	Basic	Modular	Photo Gallery	Video Gallery	Rich Content	Anchor Story	Multi-Story Cover
Content Container: This is the box that contains the body of the story; it is attached to the bottom of the headline box	x	x	x			x	
Image Gallery: This is the options for the photo gallery		x	x				
More Reading: Configuration for the RSS-driven additional reading and in-edition related articles	x	x	x				
Thumbnail Image: Image that shows in the app section navigation	x	x	x	x	x	x	x
Thumbnail: Headline that shows in the app section navigation	x	x	x	x	x	x	x
Anchor Option: Configuration of anchor links						x	

Rich Content Cover: Configuration of the rich content on the cover image		X					
Video Cover Widget: Configuration for adding a video to the cover of a story	X						




Story Landing Page Layout


These steps allow you to select the hero image for use on the story landing page and the social image and descriptions that will show in social feeds when the story is shared by NewsSlide users.


Hero image and social image selection, zoom and pan options work exactly like the controls used for cover image selection. See [Tablet Layout](#) section.

< TEMPLATE OPTIONS **STORY LANDING PAGE** MOBILE LAYOUT >

HERO IMAGE SOCIAL IMAGE SOCIAL PREVIEW

IMAGE IMAGE SCALE 112 % POSITION  Drag image to reposition



← EXIT TO EDITION USERS ON THIS PAGE: Last Saved: 8 mins ago  SAVE

Social title and description doesn't allow for the multipart headline (like what is used in NewsSlide), therefore a single part title and description needs to be crafted. The current headline used in the app is displayed here for reference.

< TEMPLATE OPTIONS
MOBILE LAYOUT >

HERO IMAGE SOCIAL IMAGE SOCIAL PREVIEW

PAGE/SOCIAL TITLE

Flugtag pilots don't fly far but make big splash anyway at Three Rivers Regatta

CURRENT KICKER

CURRENT HEADLINE

Flugtag pilots don't fly far but make big splash anyway at Three Rivers Regatta

CURRENT SUBHEAD

PAGE/SOCIAL DESCRIPTION

Red Bull Flugtag 2017, part of the Three Rivers Regatta, brought gasps and laughter to the Allegheny River on Saturday.

CURRENT BILLBOARD

Red Bull Flugtag 2017, part of the Three Rivers Regatta, brought gasps and laughter to the Allegheny River on Saturday.

← EXIT TO EDITION

USERS ON THIS PAGE:
Last Saved: 9 mins ago
SAVE

Previewing Story Landing Page

The preview button on the story landing page steps allows you to preview the story landing page version of the article in a separate browser tab/window.

Mobile Layout

By default, all slides are tablet-only. While laying out a slide via Story Creator you have the option to add a mobile version of the story.

Note: Multi-Story Cover Layout option is not available on mobile.

Note: The entire edition must be defined as enabling mobile during creation for any slide to allow mobile (this can be adjusted post-creation in the Edition Summary).

< TEMPLATE OPTIONS **STORY LANDING PAGE** MOBILE LAYOUT >

HERO IMAGE SOCIAL IMAGE SOCIAL PREVIEW

PAGE/SOCIAL TITLE
Flugtag pilots don't fly far but make big splash anyway at Three Rivers Regatta

CURRENT KICKER

CURRENT HEADLINE
Flugtag pilots don't fly far but make big splash anyway at Three Rivers Regatta

CURRENT SUBHEAD

PAGE/SOCIAL DESCRIPTION
Red Bull Flugtag on Saturday Allegheny River

Do you want to create a mobile version on this story?
NO YES

CURRENT BILLBOARD
Red Bull Flugtag 2017, part of the Three Rivers Regatta, brought gasps and laughter to the Allegheny River on Saturday

← EXIT TO EDITION USERS ON THIS PAGE: Last Saved: 9 mins ago SAVE

Creating a mobile layout is consistent with creating the tablet layout, with a singular addition. The copy and headline may be modified further for display on mobile due to the smaller screen size.

< STORY LANDING PAGE
STORY SUMMARY >

COPY
BYLINE

TABLET

LAST UPDATE: 10 MINS AGO

KICKER

HEADLINE

Flugtag pilots don't fly far but make big splash anyway at Three Rivers Regatt

SUBHEAD

READ OUT/BILLBOARD

Red Bull Flugtag 2017, part of the Three Rivers Regatta, brought gasps and lai

BYLINE

Adalberto Toledo / Pittsburgh Post-Gazette

MOBILE

LAST UPDATE: 10 MINS AGO

KICKER

HEADLINE

Flugtag pilots don't fly far but make big splash anyway at Three Rivers Regatta

SUBHEAD

READ OUT/BILLBOARD

Red Bull Flugtag 2017, part of the Three Rivers Regatta, brought gasps and laug

BYLINE

Adalberto Toledo / Pittsburgh Post-Gazette

← EXIT TO EDITION
USERS ON THIS PAGE: QT
Last Saved: 10 mins ago
SAVE

Note: Mobile cover images may have their viewport adjusted in Story Creator to simulate the most common phone sizes.

< STORY LANDING PAGE
MOBILE LAYOUT
STORY SUMMARY >

COPY COVER IMAGE HEADLINE BOX KICKER HEADLINE SUBHEAD BILLBOARD BYLINE

IMAGE

IMAGE SCALE

 %


POSITION

⏏

Drag image to reposition

ADJUST MOBILE VIEWPORT

iPhone 5 320 x 568



← EXIT TO EDITION
USERS ON THIS PAGE: QT
Last Saved: 59 secs ago
📁 SAVE

Story Summary

The Story Summary is a report that summarizes the story's readiness for publishing.

Story Landing Page URL

The URL for the story landing page is created before publishing so that the URL can be used in planning of campaigns on other platforms, this URL will not change after publishing so a corresponding twitter, facebook, email, etc. campaigns can use this URL for planning and execution.

NOTE: Prior to publishing the URL will lead to a predefined general marketing page and then to the story after publication of the edition.

Validation Errors

- **Critical Error (shown in red)** — Must be corrected in order to publish
- **Cautionary Error (shown in orange)** — May be a problem, but may be ignored for editorial or business reasons

< EDITION SUMMARY
PEARLHARBOR1207
PG3.0 THURSDAY 2019-01-17 - PEARL
HARBOR
CONTENT >

<p>CREATED 01/14/2019 03:44:06 AM EST test.SSDL</p>	<p>LAST MODIFIED 01/21/2019 02:07:25 PM EST test.SSDL</p>
<p>EDITION PG3.0 Thursday 2019-01-17</p>	<p>SECTION Top Stories</p>

NOTES

Schedule Push Notifications

Story Landing Page URL (Published) Copy

Story Landing Page URL (Preview)

STATUS
Approved VALIDATE STORY

CONTENT Edit

- ▲ The kicker does not match the source. Fix this error
- ▲ The headline does not match the source. Fix this error
- ▲ The subhead does not match the source. Fix this error

LAYOUT Edit

✔ No errors found.

TEMPLATE OPTIONS Edit

- ▲ The thumbnail kicker is blank. Fix this error

← EXIT TO EDITION
USERS ON THIS PAGE: JH
SAVE

Removing Stories

1. Select “Editions” from main menu (or, if your role allows, directly from your dashboard)
2. Select the appropriate edition card
3. Select the edit icon on a slide (in the upper right corner of the appropriate card) then select “Delete”

Note: Stories are removed not deleted; they still exist in the content library and still may be placed in the edition again.

News Alerts

News Alerts features stories that can be published in the app immediately outside the context of an edition publish. The steps are a very streamlined subset of the story creation process that focus on only images and copy necessary to facilitate display in the list in the app and the story landing page. The story landing page is used in the app to display news alerts. News Alert Stories are published individually.

Creating and Editing

Selecting Stories from Libercus

1. Select “News Alerts” from main menu
2. Click “Create” on the News Alerts landing page
3. Use the search fields provided to search the story within Libercus
4. Select “Select Story”

The screenshot shows a 'SELECT STORY' modal window overlaid on a dark background. The modal has a white background and contains the following elements:

- SEARCH FILTERS:**
 - SOURCE:** A dropdown menu with 'Libercus - Web' selected.
 - START DATE:** A date input field with '07/23/2017' and a calendar icon.
 - KEYWORDS:** A text input field with 'Keywords'.
 - END DATE:** A date input field with '08/06/2017' and a calendar icon.
 - Search:** A black button with white text.
- PAGINATION:** A row of buttons: 'First', 'Previous', '1' (highlighted), '2', '3', '...', 'Next', 'Last'.
- RESULTS TABLE:**

Story Slug	Publish Date	Author	Last Modified
Needleman0806	8/1/2017	By Sean D. Hamill / Pittsburgh Post-...	10 mins ago
nkorea0806	8/5/2017	By Edith M. Lederer Associated Pre...	18 mins ago
BUCNOT0805	8/5/2017	By Stephen J. Nesbitt / Pittsburgh P...	27 mins ago
snoter0805	8/5/2017	By Ray Fittipaldo/Pittsburgh Post-G...	37 mins ago
- MODAL CONTROLS:**
 - X CANCEL:** A button in the bottom left corner.
 - SELECT STORY >:** A button in the bottom right corner.

Note: Story creator will automatically convert the matching HTML markup to the corresponding markdown for headings, bold, strong, italics, emphasized, unordered lists, ordered lists, and blockquotes for all channels except for “LiberCUS - Print” channel.

Content

The copy and images from LiberCUS will be imported into proper tabs already.

The copy tab contains the original copy from your CMS and the copy to be used on the story landing page. These may be the same or may vary. Markdown can be used to add headings, bold, italics, lists, and pull quotes to the body of the story.

The screenshot displays the 'CONTENT' tab of the NewsSlide Story Creator interface. The interface is divided into two main columns: 'ORIGINAL' and 'CURRENT'. Each column has a 'LAST' timestamp (29 mins ago for original, 1 sec ago for current). Below these are input fields for 'SLUG', 'KICKER', 'HEADLINE', 'SUBHEAD', 'READ OUT/BILLBOARD', 'BYLINE', and 'AUTHOR'. The 'BODY' field is a large text area with a rich text editor toolbar (H, B, I, list, quote, link icons) and contains the text: 'The crowd held its breath and waited. "Will this one fly?" they asked. "Or will it meet its watery end?" For the crowds that gathered along both sides of the Allegheny River'. At the bottom, there is a navigation bar with 'EXIT TO NEWS ALERTS', 'USERS ON THIS PAGE: 01', 'Last Saved: 1 sec ago', and a 'SAVE' button.

Only a single image from LiberCUS or one that is directly uploaded can be included with news alerts. All other images attached to the story and not selected will be omitted.

The screenshot displays the 'CONTENT' section of the NewsSlide app. At the top, there are three tabs: '< STORY SUMMARY', 'CONTENT', and 'TEMPLATE OPTIONS >'. Below these is a dark bar with 'COPY' and 'IMAGES 2'. The main content area has two sections: 'DISPLAY AS' with two grid icons, and 'POSITION' with a drag icon and the text 'Drag images to reposition them in a different order in the gallery'. Three image thumbnails are shown: a photo of a model airplane (captioned 'FLUGTAG-1' and 'HALEY NELSON/POST-GAZETTE'), a black image with diagonal lines (captioned 'DEFAULT_IMAGE'), and a dashed box with a plus sign. At the bottom, a dark bar contains 'EXIT TO NEWS ALERTS', 'USERS ON THIS PAGE: 07', and 'Last Saved: 41 secs ago'.

Note: If the news alerts story does not have any images, the default image can be used in the app navigation.

Template Options

Template options for news alerts only include layout of the thumbnail image for display in the app.

Note: If the news alerts story does not have any images, the default image can be used in the app navigation.

Story Landing Page Layout

These steps allow you to select the hero image for use on the story landing page and the social image and descriptions that will show in social feeds when the story is shared by your app users.

Hero image and social image selection, zoom and pan options work exactly like the controls used for cover image selection. See [Tablet Layout](#) section.

Publishing

1. Select “News Alerts” from main menu (or, if your role allows, directly from your dashboard)
2. Select the appropriate story
3. Verify that the edition is ready for publishing using notes, status and validation messages (all critical errors must be resolved before you can proceed)
4. Select “Publish”

Republishing

Follow the same steps of the publishing process. In general, we don’t recommend sending push notifications for a republish. However, this depends on your content strategy.

Push Notifications

Understanding Push Notifications

Notifications are handled by the user's device's OS, and the user must allow notifications from that app during the initial install of the app.

NOTE: If the user disallows notifications they will not receive notification of any type from the app and this cannot be overrode without user intervention.

NOTE: Notifications only allow text and emojis—rich media (images, video, etc.) is not supported.

Story Creator allows the management of push notifications for:

- Slide view editions and stories
- Traditional view editions
- News Alerts

Description	UI ELEMENTS								DETAILS	
	Location	Schedule	Title	Text	Schedule	Medium	Select Edition	Select Story	Source	Volume
Slide View Edition Download	Slide View	Edition Download			X	X	X		News API	Quiet
Slide View Edition Notification	Slide View	Edition	X	X	X	X	X		News API	Loud
Slide View Story (Deep Link) Notification	Slide View	Story	X	X	X	X	X	X	News API	Loud
Traditional (Print View) Edition Notification	Traditional View	Edition	X	X	X		X		External Feed	Loud
Traditional (Print View) Edition Download	Traditional View	Edition Download			X		X		External Feed	Quiet
News Alert Story Notification	News Alerts	Story	X	X	X	X		X	News API	Loud
News Alert General Notification (RSS)	News Alerts	General	X	X					External RSS	Loud
News Alert Story Notification (RSS)	News Alerts	Story	X	X				X	External RSS	Loud

Slide View Notifications

There are three types of edition-based notifications that may be scheduled for NewsSlide:

- Edition
- Story
- Edition Download

Slide View push notifications can be scheduled both before publishing or after publish is complete, depending on your content strategy. There is no limit on the frequency or scheduling of notifications other than you cannot schedule notifications sooner than 10 minutes in the future or for content that is not yet published; however, unpublished content may be “queued” but may also expire if scheduled before publication occurs.

Edition Notification

These are notifications presented to the user that lead them back to the published slide view edition when they interact with them. You can customize the title and text of the notification, as well as choose a delivery date and time.

The screenshot shows a web form for configuring a notification. At the top, under "NOTIFICATION LOCATION", the "SLIDE VIEW" tab is selected. Below that, under "NOTIFICATION SCHEDULING", the "EDITION" tab is selected. The "SCHEDULED DATE & TIME" field is set to "12/16/2020 10:17:50 PM" with a calendar icon. To the right, "APP TYPES TO NOTIFY" has "TABLET" and "MOBILE" checked. Further right, an "EDITION" dropdown menu is open, showing "SELECT EDITION". The "NOTIFICATION TITLE" field contains "New Edition". The "NOTIFICATION TEXT" field is a large empty text area. At the bottom, character counts are shown: "SUGGESTED MAXIMUM CHARACTERS: 40", "ABSOLUTE MAXIMUM CHARACTERS: 400", and "CHARACTER COUNT: 0". An "ADD TO PENDING" button is at the bottom right.

Story Notification

These single story notifications lead the user back to the specific story in a slide view edition (this doesn't require the user to download the entire edition). You can customize the title and text of the notification, as well as choose a delivery date and time.

NOTIFICATION LOCATION

SLIDE VIEW TRADITIONAL VIEW NEWS ALERTS

NOTIFICATION SCHEDULING

EDITION **STORY** EDITION DOWNLOAD

SCHEDULED DATE & TIME (TIMES ARE IN EST FORMAT) APP TYPES TO NOTIFY EDITION

12/16/2020 10:17:50 PM TABLET MOBILE **SELECT EDITION**

NOTIFICATION TITLE

New Edition **SELECT STORY**

NOTIFICATION TEXT

SUGGESTED MAXIMUM CHARACTERS: 40 ABSOLUTE MAXIMUM CHARACTERS: 400 CHARACTER COUNT: 0

ADD TO PENDING

Edition Download Notification

These are silent background notifications that prompt a device to attempt to download the slide view edition automatically in the background. This does not alert the user in anyway about the edition, it just signals to the NewsSlide section of the app that it can start downloading the recently published edition in the background. They may also be manually cancelled and scheduled.

NOTIFICATION LOCATION

SLIDE VIEW TRADITIONAL VIEW NEWS ALERTS

NOTIFICATION SCHEDULING

EDITION STORY **EDITION DOWNLOAD**

SCHEDULED DATE & TIME (TIMES ARE IN EST FORMAT) APP TYPES TO NOTIFY EDITION

12/16/2020 10:17:50 PM TABLET MOBILE **SELECT EDITION**

ADD TO PENDING

NOTE: Delivery of notifications is not guaranteed. The user's device's OS may decide to suppress the notification (this is especially true on iOS) for a variety of reasons out of our control. Due to the app regularly checking for new editions when it is running, the user is always presented with the latest edition.

Traditional View Notifications

Traditional push notifications can be scheduled for anytime in the future and are not dependent on any workflow within Story Creator. There are two types of traditional notifications that may be scheduled for NewsSlide:

- Edition
- Edition Download

Both of these notifications presume that the edition has been published externally prior to receipt of the push notification. The edition push notification is automatically scheduled every day, but a user may cancel or schedule this manually.

Edition Notification

These are notifications presented to the user that lead them back to the traditional view edition when they interact with them. You can customize the title and text of the notification, as well as choose a delivery date and time.

NOTIFICATION LOCATION

SLIDE VIEW **TRADITIONAL VIEW** NEWS ALERTS

NOTIFICATION SCHEDULING

EDITION EDITION DOWNLOAD

SCHEDULED DATE & TIME (TIMES ARE IN EST FORMAT)

12/16/2020 10:17:50 PM

EDITION

SELECT EDITION

NOTIFICATION TITLE

New Edition

NOTIFICATION TEXT

SUGGESTED MAXIMUM CHARACTERS: 40 ABSOLUTE MAXIMUM CHARACTERS: 400 CHARACTER COUNT: 0

ADD TO PENDING

Edition Download Notification

These are silent background notifications that prompt a device to attempt to download the traditional view edition automatically in the background. This does not alert the user in anyway about the edition, it just signals to the NewsSlide section of the app that it can start downloading the recently published edition in the background. They may also be manually cancelled and scheduled.

NOTIFICATION LOCATION

SLIDE VIEW TRADITIONAL VIEW NEWS ALERTS

NOTIFICATION SCHEDULING

EDITION EDITION DOWNLOAD

SCHEDULED DATE & TIME (TIMES ARE IN EST FORMAT)

12/16/2020 10:17:50 PM

EDITION

SELECT EDITION

ADD TO PENDING

NOTE: Delivery of notifications is not guaranteed. The user's device's OS may decide to suppress the notification (this is especially true on iOS) for a variety of reasons out of our control. Due to this the app regularly checks for new editions when the app is running so the user is always presented with the latest edition.

News Alert Notifications

News Alerts behave differently depending on where the source data originates for the tenant.

WDRB News Alerts

Source content for WDRB originates from Story Creator within the News Alerts section of the main site navigation.

Story Notification

These are notifications presented to the user that lead them to the specified News Alerts story. You can customize the title and text of the notification, as well as choose a delivery date and time.

Blade and PG News Alerts

Source content for Blade and PG News Alerts is generated externally via client-managed RSS feeds. These alerts cannot be scheduled and are sent immediately. All News Alert content that is available for selection is already published.

There are two types of notifications that may be sent for these RSS-sourced notifications:

- Story - an individual story is selected
- General - a general notification that directs a user to the News Alerts UI within the app

General Notification

These are notifications presented to the user that lead them to the News Alerts selector. You can customize the title and text of the notification, and they are sent immediately.

NOTIFICATION LOCATION

SLIDE VIEW TRADITIONAL VIEW **NEWS ALERTS**

NOTIFICATION SCHEDULING

GENERAL STORY

NOTIFICATION TITLE

New Edition

NOTIFICATION TEXT

SUGGESTED MAXIMUM CHARACTERS: 40 ABSOLUTE MAXIMUM CHARACTERS: 400 CHARACTER COUNT: 0

ADD TO PENDING

Story Notification

These are notifications presented to the user that lead them to the specified News Alerts story. You can customize the title and text of the notification, and they are sent immediately.

NOTIFICATION LOCATION

SLIDE VIEW TRADITIONAL VIEW **NEWS ALERTS**

NOTIFICATION SCHEDULING

GENERAL **STORY**

NOTIFICATION TITLE

New Edition

NOTIFICATION TEXT

SUGGESTED MAXIMUM CHARACTERS: 40 ABSOLUTE MAXIMUM CHARACTERS: 400 CHARACTER COUNT: 0

STORY

SELECT STORY

ADD TO PENDING

Creating Notifications

1. Select “Push Notifications” from main menu
2. Select the appropriate “Location” and “Schedule” which determines the type of notification you wish to send
3. Complete the required fields which will include a combination of the following (when applicable):
 - a. Schedule
 - b. App type
 - c. Edition and/or Story
4. Enter the notification title and text (recommended to be less than 40 characters)
5. Select “Add to Pending”

Cancelling Notifications

Notifications that have not yet passed their delivery date and time will show a “cancel” button next to them. This does not apply to News Alerts for PG and Blade which are sent immediately.

1. Select “Push Notifications” from main menu
2. Select the appropriate “Location” and “Schedule” which determines the type of notification you wish to cancel. This will filter the list of notifications.
3. Click “Cancel” on the appropriate notification listing

Pending Notifications Statuses

Pending (Pending)

Notification hasn't been scheduled with the notification provider because the content isn't published. When the content is published this will automatically move to **Scheduled** status. If the delivery date and time for this notification is in the past when the content is published this will automatically move to **Expired** status.

Skipped (Skipped)

For audit purposes only this shows when the notification was marked to not be sent to this app type (mobile or tablet) by the user scheduling notifications.

Cancelled (Pending – Deleted)

For audit purposes only this shows when the user scheduling notifications cancels a previously scheduled notification.

Scheduled Notifications Statuses

Scheduled (Scheduled)

Notification is scheduled with the notification provider and will be sent at the delivery date and time. Until the delivery date and time has passed this notification can be cancelled (moves to **Cancelled** status).

Expired (Expired)

Notification was not sent because the delivery date and time was in the past, at the time of content publication. If you wish to still send this notification you must schedule another notification for this content.

Not Supported (NotSupported)

For audit purposes only this shows when the content is tablet only and mobile notifications are attempted.

Cancelled (Scheduled - Deleted)

For audit purposes only this shows when the user scheduling notifications cancels a previously scheduled notification.

Skipped (Skipped)

For audit purposes only this shows when the notification was marked to not be sent to this app type (mobile or tablet) by the user scheduling notifications.

Performance

There are many screens and events that are tracked in the app. These screenviews and events are sent to Google Analytics for tracking and analysis.

Tracked screens include:

- Story Slides
- Ad Slides
- Main Navigation
- Help
- Registration
- Login
- Settings
- Read Later
- Edition Selection

In addition to the standard Google Analytics dimensions captured with a screen view, the following custom dimensions are sent:

- The date in which the edition was published
- The template used for the slide being viewed
- Slide number within section
- Slide number within edition
- Unique story ID - Libercus
- Unique story ID - Story Creator
- Story Headline
- Advertiser
- Campaign
- The type of user on the app
- User's push notification setting on this device
- User's automatic setting on this device
- Advertising Category
- If the slide is being viewed in preview mode
- Whether the edition being viewed was downloaded manually or automatically
- App is currently offline
- Launched from deep link
- The version of the app the user is using
- List of the content included on a slide in a delimited list
- User ID
- Edition name (content grouping)
- Section name (content grouping)
- Slide type (content grouping)

Lastly, various events are captured in the app and sent:

- 2-second View
- Account Created
- Forgot Password
- Login
- Logout
- Menu Button Clicked
- Section Navigation
- Story Selected
- News Alerts Section Opened
- Help Launched
- Read Later Section Opened
- Settings Changed
- Scroll Depth
- In-Article Navigation Used
- Attachment Viewed
- Social Sharing
- Read Later
- Multi-Story Cover CTA Button
- Article Expandable
- Ad Interaction
- Web View Opened
- Photo Viewer
- Video Player Controls
- Video Play Length
- In-App Browser
- Manual Edition Download
- Automatic Edition Download
- Manual Edition Remove
- Open Edition

Performance Reports

Reporting for NewsSlide has been set up in Google DataStudio and hooked up real-time to Google Analytics.

<https://datastudio.google.com/>

Note: Reports must be shared with your Google account in order for you to view them.

In-app Ratings

Based on app usage users are prompted to rate the app when they show sufficient engagement. Those that indicate they enjoy the app are directed to provide ratings in the appropriate store, while those that have not have feedback collected. Depending on your specific user role you may have this feedback emailed to you daily.

User Management

The User Management System (UMS) is a separate site from Story Creator. It manages permissions for the entire NewsSlide ecosystem. Story Creator and the UMS feature single sign-on that allows users to move between the site seamlessly without requiring them to log in repeatedly.

☰ MENU
USER SEARCH

USER SEARCH

USERNAME

FIRST NAME

ROLE

EMAIL

LAST NAME

PERMISSION

USER STATUS

LOCK STATUS

USERS

[Download CSV](#)

First Name	Last Name	Username	Email	User Status	Lock Status	Created	Last Modified	Actions
Sierra	Anderson	andersonsierra@yahoo.com	andersonsierra@yahoo.com	Active	Unlocked	01/24/2020	01/24/2020	<input type="button" value="View/Edit"/>
Joseph	cantwell	jeepjoe@yahoo.com	jeepjoe@yahoo.com	Active	Unlocked	01/23/2020	01/23/2020	<input type="button" value="View/Edit"/>
Robert	Joyce	rjoyce07@buckeye-express.com	rjoyce07@buckeye-express.com	Active	Unlocked	01/23/2020	01/23/2020	<input type="button" value="View/Edit"/>
samuel	gamble	sasgamble@roadrunner.com	sasgamble@roadrunner.com	Active	Unlocked	01/23/2020	01/23/2020	<input type="button" value="View/Edit"/>
Carmen	ware	ware.carmen5@gmail.com	ware.carmen5@gmail.com	Active	Unlocked	01/23/2020	01/23/2020	<input type="button" value="View/Edit"/>
thomas	kucera	tkucera2205@gmail.com	tkucera2205@gmail.com	Active	Unlocked	01/23/2020	01/23/2020	<input type="button" value="View/Edit"/>
Jana	Gessner	shahoo@bex.net	shahoo@bex.net	Active	Unlocked	01/23/2020	01/23/2020	<input type="button" value="View/Edit"/>
Tony	Lockard	tonylockard75@aol.com	tonylockard75@aol.com	Active	Unlocked	01/23/2020	01/23/2020	<input type="button" value="View/Edit"/>

Understanding Roles and Privileges

Privileges are individual permissions to perform certain actions within the NewsSlide ecosystem.

Roles are groups of one or more privileges corresponding to specific types of users (e.g., editor, news designer).

Users are assigned one or more roles within the system.


ROLES												
Permissions	Ad Manager	Ad Salesperson	Customer Service	Editor	Editor Managing	End Customer	God Mode	Interactive Designer	Layout Manager	News Designer	Read Only	User Admin
CanAddOrRemoveAd	✓				✓				✓			
CanAddOrRemoveStory				✓	✓				✓			
CanApproveStory				✓	✓							
CanEverything							✓					
CanManageAd	✓				✓							
CanManageContent	✓	✓		✓	✓			✓		✓		
CanManageEdition	✓			✓	✓				✓			
CanManageRole					✓							✓
CanManageSections	✓			✓	✓				✓			
CanManageStory				✓	✓					✓		
CanManageUser			✓	✓	✓							✓
CanModifyAdOrder	✓				✓				✓			
CanModifyStoryOrder				✓	✓				✓			
CanPreviewApp	✓	✓		✓	✓			✓	✓	✓	✓	
CanPublishEdition				✓	✓							
CanSignInApp	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
CanSignInStoryCreator	✓	✓		✓	✓			✓	✓	✓	✓	
CanSignInUMS			✓	✓	✓							✓

Note: Roles can be created by existing users with CanManageRole privileges assigned to their role.

Note: Privileges are immutable to the ecosystem and are not able to be created or deleted by system users.

Creating Users

1. Select “User Management” from the menu (this action requires CanSignInUMS privilege)
2. Select “Create User” from the menu (this action requires CanManageUser privilege)
3. Enter the user information and role, then select “Save”

 MENU CREATE USER

CREATE USER

USERNAME	<input type="text"/>	EMAIL	<input type="text"/>
FIRST NAME	<input type="text"/>	LAST NAME	<input type="text"/>
ROLES	<input type="text"/>		

Note: The email address provided will be sent an email to set their own password.

Creating and Editing Roles

1. Select “User Management” from the menu (this action requires CanSignInUMS privilege)
2. Select “Create Role” from the menu (this action requires CanManageRole privilege)
3. Enter the role information and privileges, then select “Save”

☰ MENU
CREATE ROLE

CREATE ROLE

ROLE NAME

PERMISSIONS

Delete

Save

Search

On any screen outside of the story creation wizards there is a search box available in the upper right corner of the screen. This search box will search all content in the content library (including stories).

The following fields are searched for the various types of content:

	Image	Ad	Video	Audio	Document	Story	Author	Rich Content
Slug (exact match)	x	x	x	x	x	x	x	x
Title	x	x	x	x	x		x	x
Description	x	x	x	x	x			x
Notes	x	x	x	x	x	x	x	x
Video ID (exact match)			x					
Account ID (exact match)			x					
Policy Key (exact match)			x					
Default Caption	x		x					

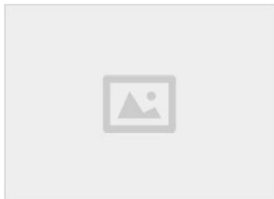
Default Credit	x		x					
Category		x						
Campaign		x						
Advertiser		x						
Ad Salesperson		x						
Name							x	
Title							x	
Twitter Handle							x	
Email Address							x	
Bio							x	
LiberCUS Slug						x		
Kicker						x		
Headline						x		
Subhead						x		
Readout / Billboard						x		
Byline						x		
Body						x		

☰ MENU
SEARCH RESULTS

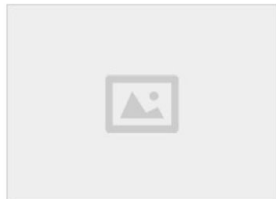
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CONTENT TYPE
 AD
 AUDIO
 AUTHOR
 DOCUMENT
 IMAGE
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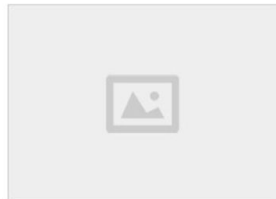
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VENEZUELA0805
STORIES



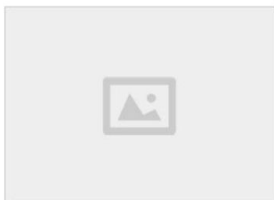
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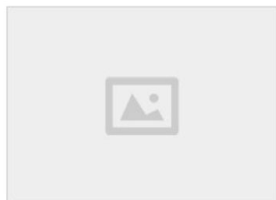
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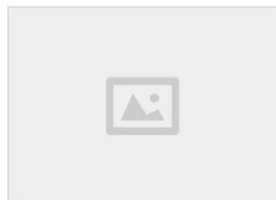
SLUG
IMAGES



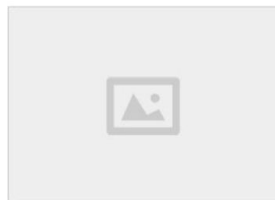
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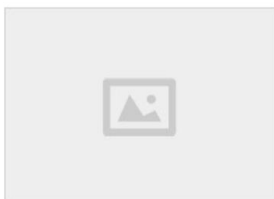
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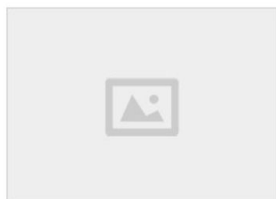
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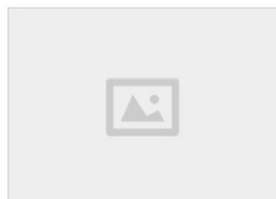
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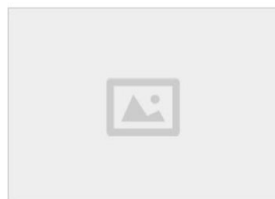
AGINGRUNNING0803
STORIES



LEAKS0804
STORIES



BARBECUE0801
STORIES



PIPELINERESUMES0804
STORIES

Reference Documents

Design Definition Document

<https://files.hansoninc.com/files/r8lqx7vw>

Ad Definition Documents

<https://files.hansoninc.com/files/qa8tdh1g>

Ad Tester Tools

<https://files.hansoninc.com/folders/xrf7jgxy>

Shopify Ad / Ad Shim Documentation & Tools

<https://files.hansoninc.com/folders/kfjumxq5>

Support & Maintenance

Non-business Critical Support

In order to ensure all components are working properly and that Hanson is providing timely and appropriate support for BCI and its users, a Maintenance & Support agreement has been put in place to clearly outline appropriate protocols, procedures and policies.

This agreement outlines the specifics related to the different types of requests, and the appropriate protocol and guardrails for each. These items include:

- **Warranty** — a period of guarantee in which Hanson fixes defects in the products
- **Maintenance** — a process for BCI to request feature enhancements, changes or additions to any of the products (and also to address any bugs/defects not identified during the Warranty period)

During the Warranty period, defects will be submitted via Gemini or directly to the designated Hanson project lead. The project lead will provide an initial response, get the request into queue for resolution, and will then communicate expected time for resolution.

Maintenance requests will be submitted by the newsroom or other BCI contacts through Gemini, validated by OSI, prioritized by BCI leadership, and then sent to Hanson for resolution.

NOTE: See NewsSlide Hanson/BCI SLA agreement for specifics.

Business Critical Support

Beginning in March, 2020 Business Critical Support (defined as issues preventing acceptable workflow or preventing the newsroom's ability to publish content to the public during acceptable windows) will be routed through OSI via submission of tickets in the Gemini ticket and online chat instead of the previously defined Hanson channels.

Hanson's support will be officially sunset April 2nd, 2020 and thus resources will no longer be retained.

OSI will be trained to resolve issues, however In the event that the NewsSlide owner is contacted because OSI is unable to provide support to resolve for publish, and he determines that emergency support is still desired from the Hanson team, the following protocol should be followed:

The NewsSlide owner should attempt to reach Hanson contacts in the order provided in the call support tree below. **Note:** As On-Call support is dissolved, Hanson does not guarantee contacts will be available.

- Amy Frye - 1 (419) 356-2164
- Paul Molnar - 1 (419) 450-4346
- Joe Holub - 1 (419) 215-9860
- Mike Hirsh - 1 (419) 280-0777

When a contact is reached, they should be provided with the Gemini ticket number with relevant details about the request. Hanson will attempt to provide a resolution (attempting escalation to development as necessary) to the issue and will keep the NewsSlide owner and the Gemini ticket updated on the status of the request.

An emergency fee will be incurred for each off-hours support call initiated. Please consult the maintenance agreement for details on this fee structure.