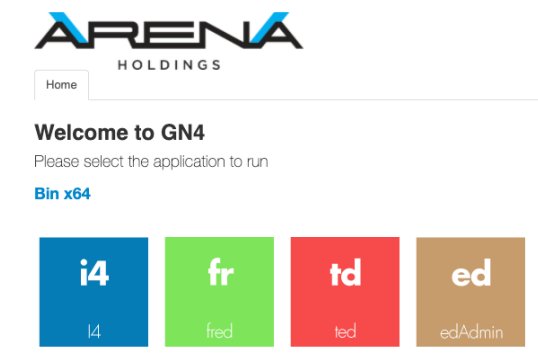


Community News Portal

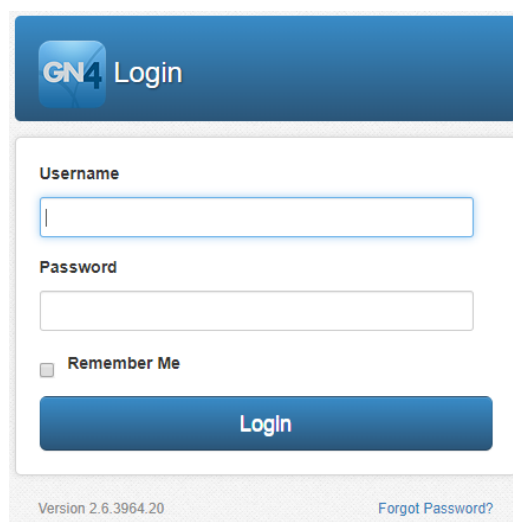
In your search bar, type in <https://gn4.tisoblackstar.co.za>

This will bring you to the GN4 home screen.



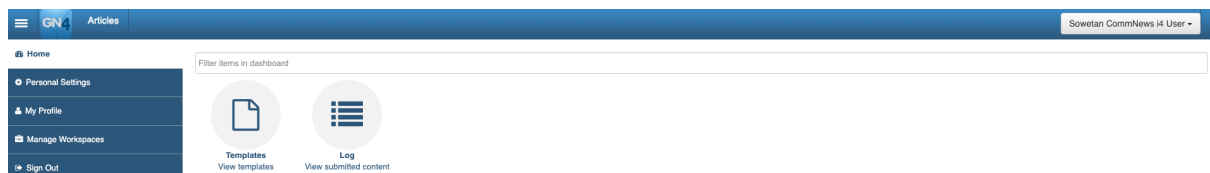
Click on i4.

The login dialogue box will appear.



Type in your username and password.

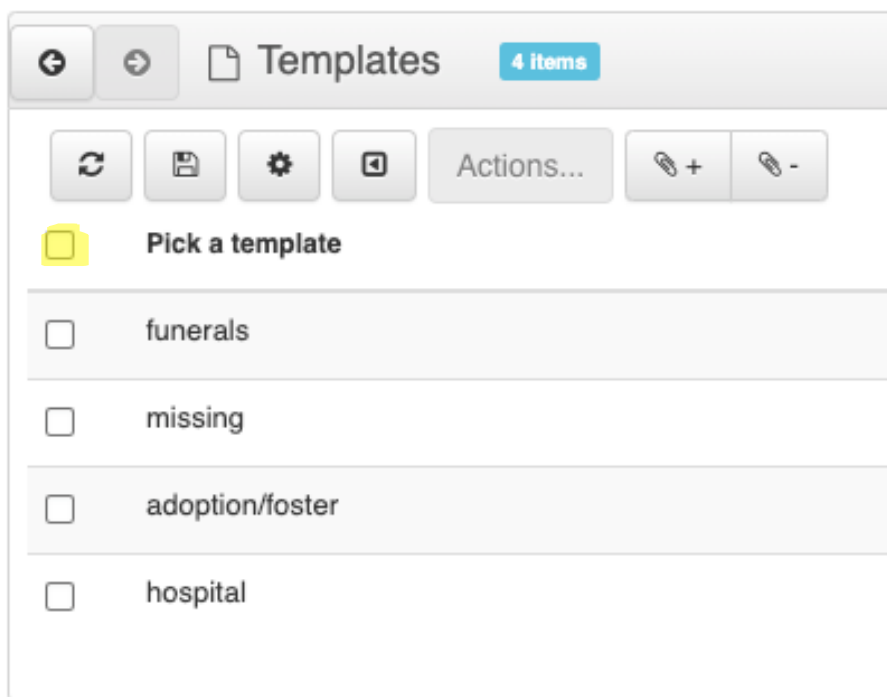
It will bring you to this screen.



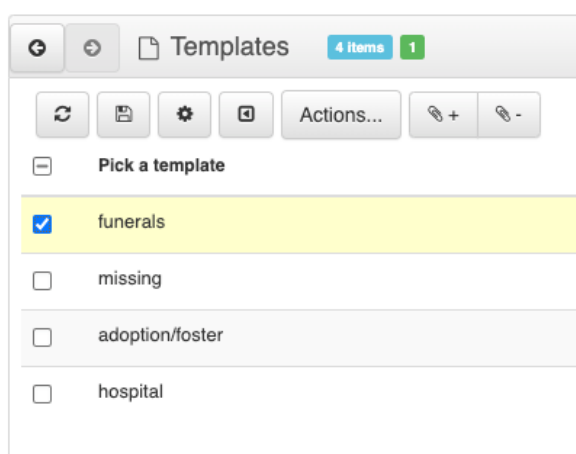
Click on Templates. This will appear:



Choose one of the templates by clicking in the box.



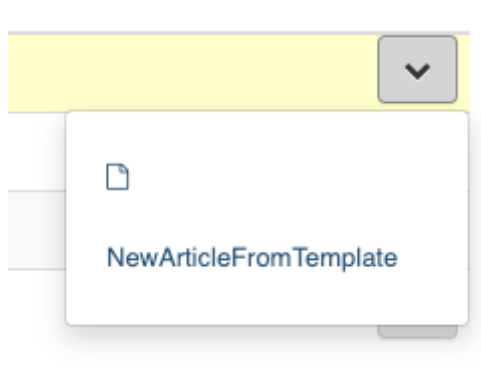
This will highlight the template you want to use.



Click on the arrow on the far right.



This will pop up.



Click on NewArticleFromTemplate, which will direct you to the “creation” of the article.

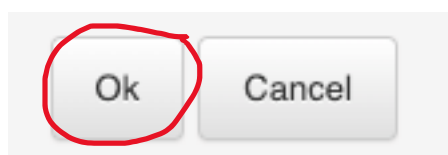
A screenshot of a web form titled 'New article from template' in a blue header. The form contains three fields: 'Name *' with an empty text input box, 'Folder' with a dropdown menu showing '/SO/Production/In_Progress/CommNews', and 'Notes' with an empty text area.

Give the your article a name, and type in a note if need be. The destination is already set, so do not change the folder.

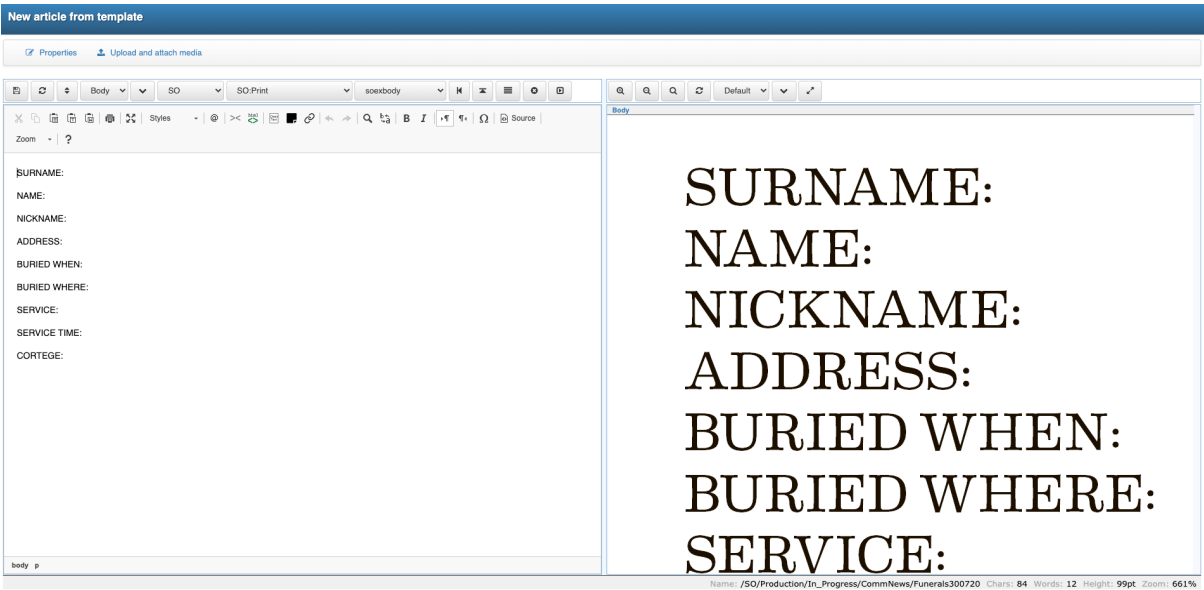
Here is an example:

A screenshot of the same 'New article from template' form. The 'Name *' field now contains the text 'Funerals300720'. The 'Folder' dropdown remains the same. The 'Notes' text area now contains the text 'There is no picture for Joe Soap.'.

Click on OK in the bottom right-hand corner.



Now we can begin! The following will appear:



Type in the left-hand side, the right is a preview.

You can fill in the details, or type as you normally would.

Like this:

SURNAME: DOE
NAME: Jane
NICKNAME: Janie
ADDRESS: 16 Empire Road, Parktown
BURIED WHEN: On Saturday
BURIED WHERE: Avalon Cemetery
SERVICE: Will be held at home
SERVICE TIME: 9am
CORTEGE: 11am

FANGA

Virginia Fanga, of 1612 Nkosi Street, Mofolo, will be buried tomorrow at Avalon Cemetery. The service will be held at home at 9am and the cortege will leave at 11.30am.

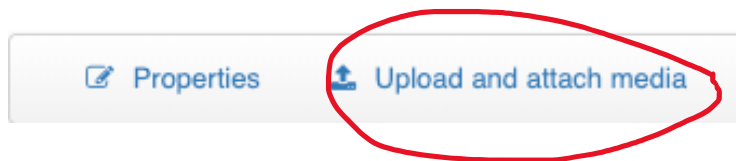
You must save at the end of your article, or at any time.



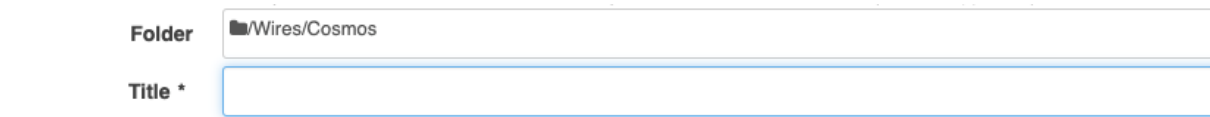
If you need to refresh:



To add a picture or pictures, click on Upload and attach media at the top.



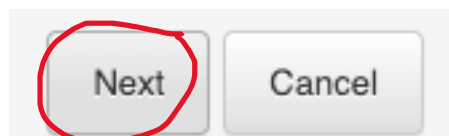
This will appear.

A screenshot of a dialog box for uploading media. It has two input fields: 'Folder' with the value '/Wires/Cosmos' and 'Title *' which is currently empty.

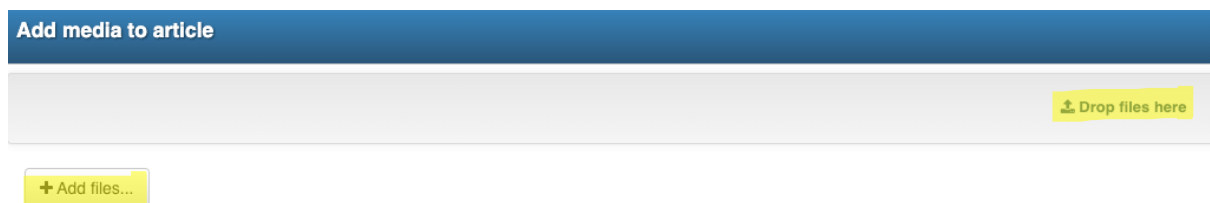
Type in the name of the person who is in the picture.

A screenshot of the same dialog box as before, but now the 'Title *' field contains the text 'Jane Doe'.

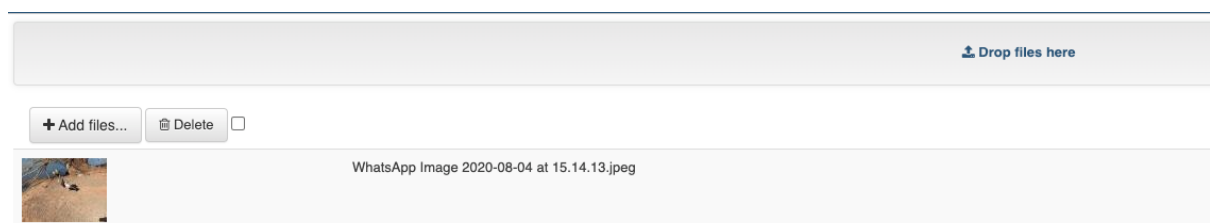
Click on Next in the bottom right-hand corner.



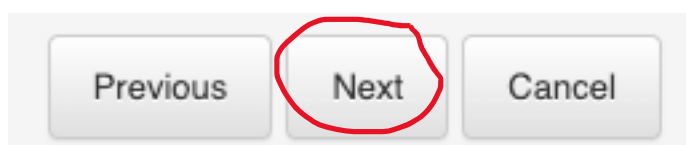
You can drag the picture and drop it in, or add the picture.



Once the picture is in, the following screen will appear.



Click on Next in the bottom right-hand corner.



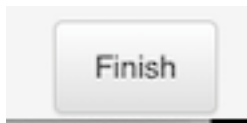
When the picture has loaded, the system will give you the following message.

Add media to article

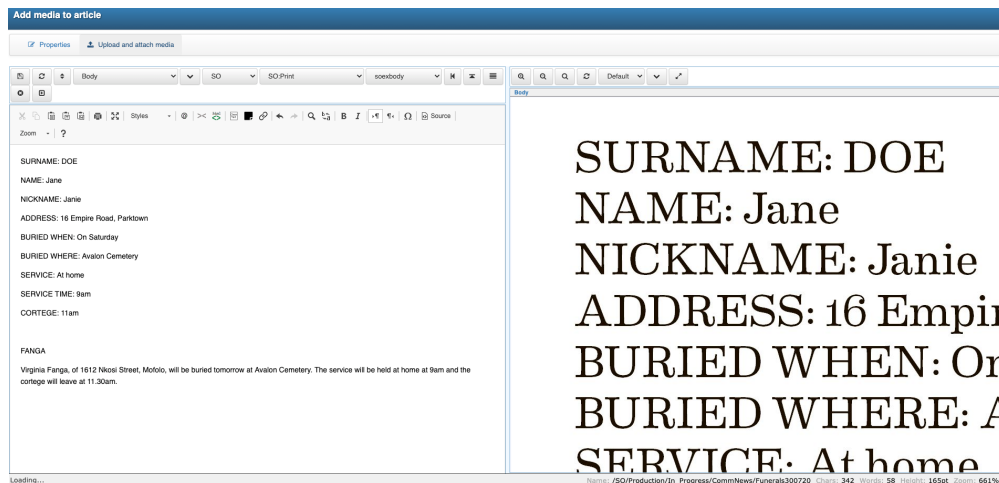
✓ Add media to article completed successfully

✓ Created 1 image ('Jane Doe'), 1 editorial image ('Jane Doe_11407020'), modified 1 article ('Funerals300720')

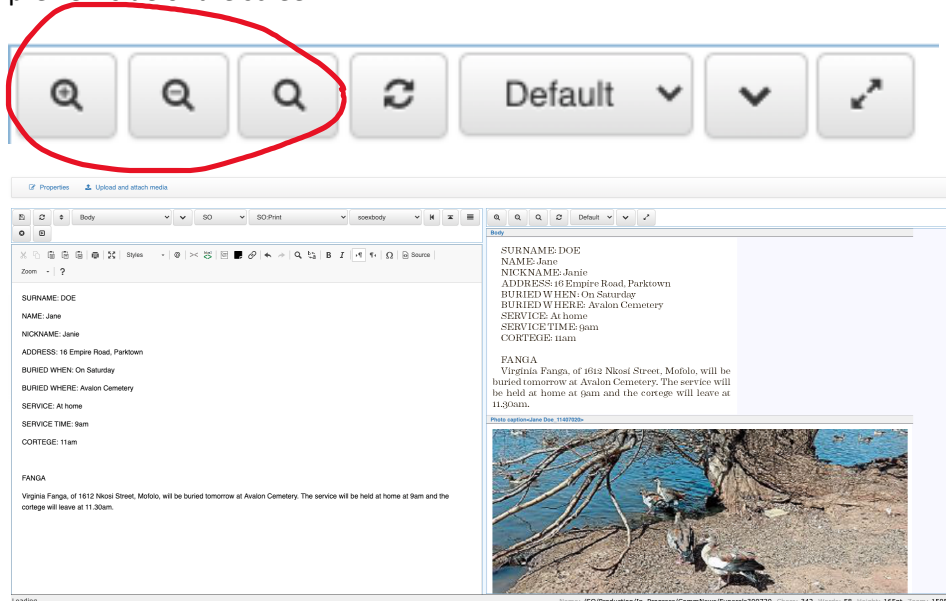
Click on Finish on the bottom right.



This will take you back to the text screen.



To see if your picture or pictures is or are attached to the article, click on the zoom icons on the preview side of the screen.



Click on refresh if the picture/pictures take/s long to load.



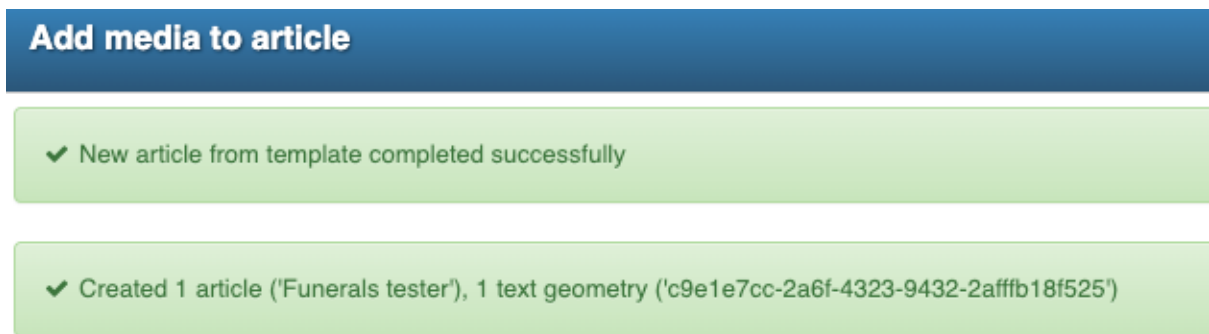
Save your article and picture/s by clicking on the Save icon.



Click on Next in the bottom right-hand corner when you are done.



This will direct you to here, telling you, you have been successful.



Click on Finish in the bottom right-hand corner.



You are now done, and will revert back to the Template home screen.

To see your articles

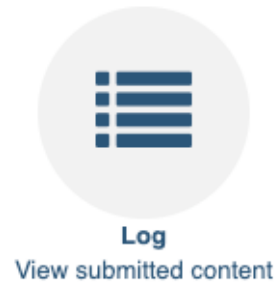
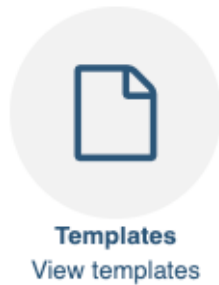
If you have just clicked on Finished (above), and were redirected to the Template home screen, you can click on Log on the left-hand side of the screen.



Or click on the GN4 icon at the top of your screen.



This will direct you to the home screen, and you can click on Log.



A list of your articles will appear.

Log 18 Items				
Article			Date	Info
☐		Funerals tester [id: 11454138] SURNAME: Tester NAME: Test NICKNAME: Testy ADDRESS: 16 Empire Road BURIED WHEN: On Sunday BURIED WHERE: Avalon Cemetery SERVICE: At home SERVICE TIME: 9am CORTEGE: 11am	14 minutes ago	 
☐		Funerals300720 [id: 11406785] SURNAME: Doe NAME: Jane NICKNAME: Janie ADDRESS: 16 Empire Road, Parktown BURIED WHEN: On Saturday BURIED WHERE: Avalon Cemetery SERVICE: At home SERVICE TIME: 9am CORTEGE: 11am FANGA Virginia Fanga, of 1612 Nkosi Street, Mofolo, will be buried tomorrow at Avalon Cemetery. The service will be held at home at 9am and the cortege will leave at 11.30am.	6 days ago	 
☐		WenTest [id: 11102857] SURNAME: Doe NAME: Jane AGE: 4-5 FROM WHERE: The Far East LAST SEEN: Central CONTACT: Some kind of cop NUMBER: 011-280-3000	about a month ago	 
☐		NameOfPerson [id: 11067770] SURNAME: Jon NAME: Doe NICKNAME: DoeJon ADDRESS: 12 Place BURIED WHEN: Next Week BURIED WHERE: Place SERVICE: Today SERVICE TIME: 11:00 CORTEGE: 12:00	about a month ago	 
☐		WTestMon [id: 11059183] SURNAME: Thandi Nhlapo of 1571 Mbatha Street, Zondi 1, was laid to rest yesterday July 2 2020 at Doornkop Cemetery. The service was held at home at 8am. NAME: Thandi NICKNAME: ADDRESS: 1571 Mbatha Street, Zondi 1 BURIED WHEN: Yesterday BURIED WHERE: Doornkop Cemetery SERVICE: At home SERVICE TIME: 8am CORTEGE:	about a month ago	 
☐		Kelden_Test_ [id: 11058999] SURNAME: Jon NAME: Doe NICKNAME: Jones ADDRESS: 12 Place BURIED WHEN: Today BURIED WHERE: Hill on Empire SERVICE: Tomorrow SERVICE TIME: 10:00 CORTEGE: 11:00	about a month ago	 