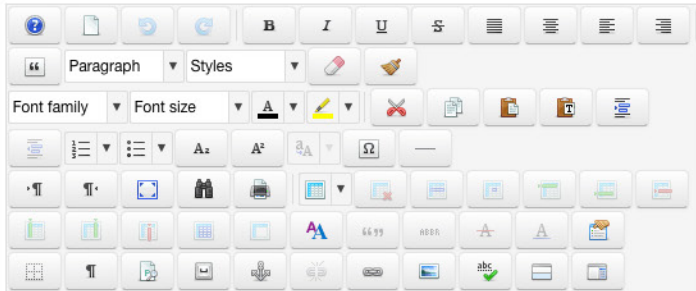


How to Add News & Newsletter Articles

Add News Details Form

News Title *

News Description *



Path: p Words: 0

Posted on *

Posted by *

Visible to the Public? Yes No

Publish Yes No

Where:

http://www.grantpud.org/administrator/index.php?option=com_rsform&view=-forms&layout=show&formid=12

Also accessible in the Back-End Editor under **Components > Add News Details Form**

Overview:

In order to create a News article, simply copy/paste or fill in the relevant information into the fields provided.

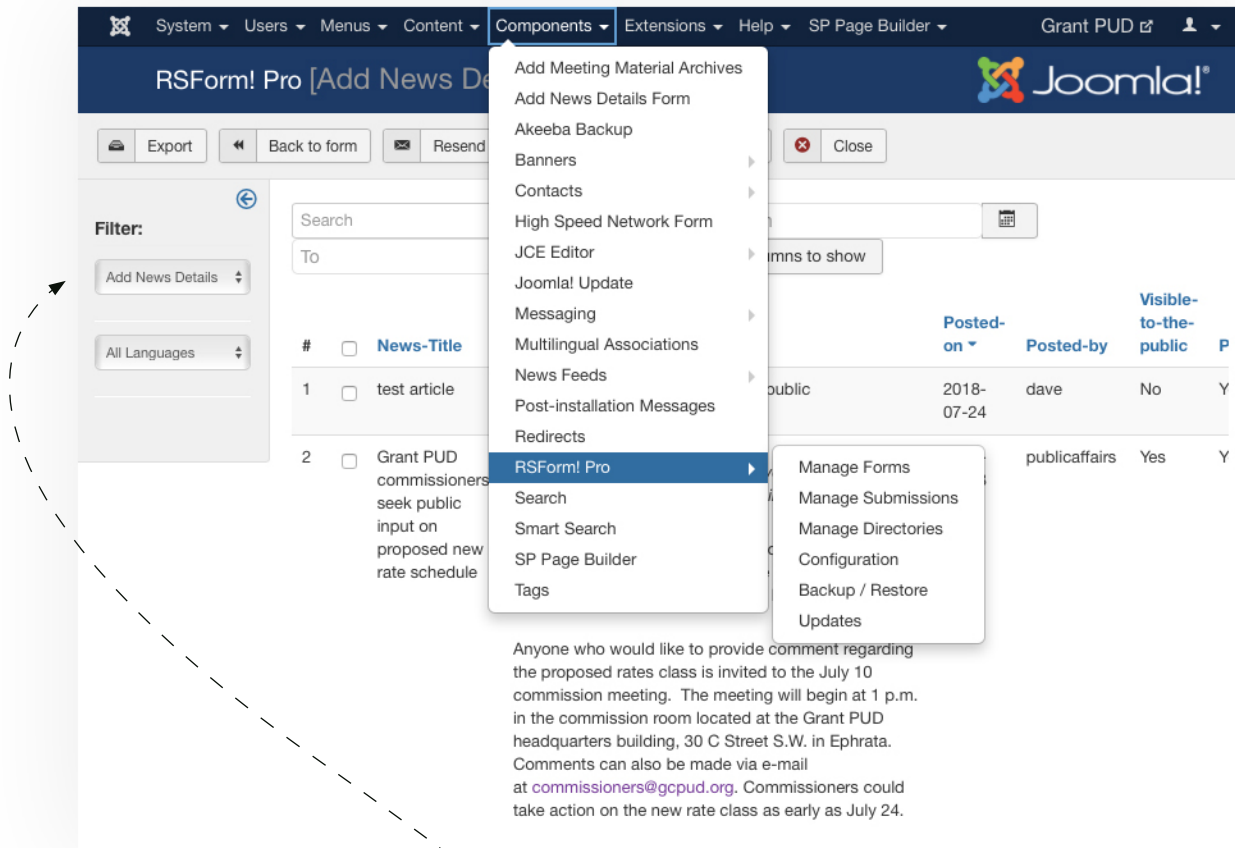
Details:

Posted On: The display date on the article. Since all articles are listed chronologically, this information helps the site determine the order in which it's shown.

Posted By: If you want to establish an author or group responsible for the content.

Visible to the Public: If yes, then this story will be published on the site under About Us / News & Media and be visible by all guest.

How to Edit Existing News & Newsletter Articles



Where:

http://www.grantpud.org/administrator/index.php?option=com_rs-form&view=submissions&formId=12

Also accessible in the Back-End Editor under **Components>RSForm Pro! > Manage Submissions**

Filters:

Within the Submissions panel, you'll have access to a variety of content.

Use the Filters on the left hand side News Details

How to Edit Existing News & Newsletter Articles

The screenshot shows the Joomla! RSForm! Pro interface. At the top, there's a navigation menu with options like System, Users, Menus, Content, Components, Extensions, Help, and SP Page Builder. The main header displays 'RSForm! Pro [Add News Details Form]' and the Joomla! logo. Below the header is a toolbar with buttons for Export, Back to form, Resend Emails, Edit, Delete, and Close. A search bar is present with a 'Search' button and a 'Clear' button. A 'Filter:' section on the left includes 'Add News Details' and 'All Languages'. The main content area shows a table of news articles. The second article is selected with a blue checkmark in the first column. The article details are as follows:

| # | <input type="checkbox"/> | News-Title | News-Description | Posted-on | Posted-by | Visible-to-the-public | P |
|---|-------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|-----------------------|---|
| 1 | <input type="checkbox"/> | test article | this is just a test not visible to the public | 2018-07-24 | dave | No | Y |
| 2 | <input checked="" type="checkbox"/> | Grant PUD commissioners seek public input on proposed new rate schedule | <p><i>Rate Schedule 17 would impact Evolving Industries which applies to cryptocurrency mining</i></p> <p>EPHRATA — Grant PUD commissioners are asking for public input as they look to finalize the new customer rate class, Schedule 17 – Evolving Industries.</p> <p>Anyone who would like to provide comment regarding the proposed rates class is invited to the July 10 commission meeting. The meeting will begin at 1 p.m.</p> | 2018-07-18 | publicaffairs | Yes | Y |

Once you've filtered your view to show News Articles, you'll see a list of all entries in chronological order.

Simply **check the box to the left** of the meeting you want to edit and hit **Edit** in the tool bar above.

The screenshot shows the Joomla! RSForm! Pro interface for editing a news article. The top navigation menu is the same as in the previous screenshot. The main header displays 'RSForm! Pro' and the Joomla! logo. Below the header is a toolbar with buttons for Export to PDF, Save, Save & Close, and Cancel. The main content area shows the following information:

This information has been submitted in **en-GB**.

| | |
|------------------------|---------------------|
| ID | 87 |
| Date Submitted | 2018-07-11 14:52:41 |
| Submitter's IP Address | 127.0.0.1 |
| Submitter's Username | omni |
| Submitter's User ID | 187 |
| Language Code | en-GB |

News-Title

Grant PUD commissioners seek public input on proposed new rate schedule

Editing:

From here, you'll see all associated data with the News Article. To add new content, or overwrite content, simply copy/paste or type in new materials.

Once your edits are complete, hit the green **Save** button in the toolbar.