

News

The news page under Administration provides a tool for you to use to create news stories to post for your local users.

Click on the “Administration” dropdown arrow on the lefthand side menu in NCAttrak and select “News.”

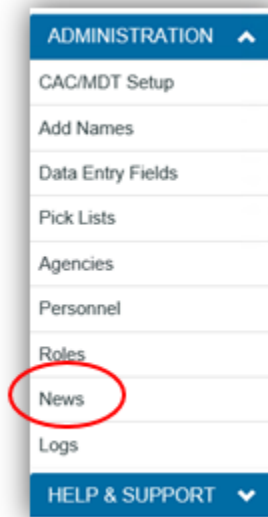


Figure 1. “News” on the Administration Menu

Click a link or scroll down to locate information on the following topics:

- [Types of News and Where Each Type Displays](#)
- [Add a News Story](#)
- [Edit or Delete a News Story](#)

Types of News and Where Each Type Displays

Locations where News and Messages are Displayed

There are two different locations where news and messages are displayed in NCAttrak:

- Pop-up message window: news and messages display in a pop-up window the first time users log into NCAttrak each day; and

- “News” Section under Help & Support: go to “Help & Support” dropdown menu on the lefthand side of NCAttrak and select “News.” These messages are view only.

There are four different types of news or messages. News display in both locations and messages display only in the pop-up message window.

Types of Messages in the Pop-up message window:

- Local CAC news – This is news created by and for the local CAC and multi-disciplinary team.
- National news – This is news created by NCA and posted for all users of NCAttrak.
- Personal messages – These are messages that are relevant to the individual user who is logged into NCAttrak. This type of message may say your password is going to expire.
- National messages – These are messages that are relevant to all NCAttrak users and are posted by NCA’s technical partner. These messages often indicate that the system will be down for maintenance or enhancements.

Types of Messages on the Help & Support News Page:

- Local CAC news – This is news created by and for the local CAC and multi-disciplinary team.
- National news – This is news created by NCA and posted for all users of NCAttrak.

Add a News Story

Under Administration on the lefthand side menu of NCAttrak, click on “News”. You will be redirected to the Admin News page.

To create a new item to be displayed under “News”, click on the “Create New” button.



Figure 2. “Create New” News Item

An “Add News Item” dialog box will come up.

Use the calendar to enter the date on the “Date Issued” field or type the date in MM/DD/YYYY format to indicate when you want the news item to display on the home page.

Use the calendar to enter the date on the “Date to Remove” (optional) field or type the date in MM/DD/YYYY format to indicate when you want the news story to be automatically removed from the home page.

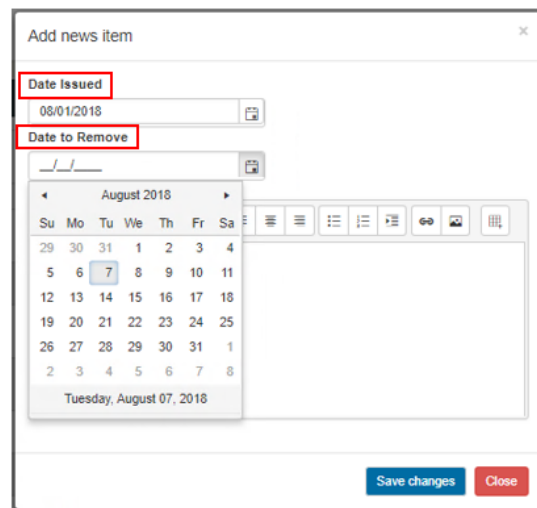


Figure 3. Calendar Function

Enter the news story in the “Story” text field. The tool bar in the text field contains formatting options that you can use to modify the text which are mostly similar to that in MS Word.

Figure 3. “Story” text field

Click on the “Save changes” button to save your news item or “Close” if you do not want to save it.

Edit or Delete a News Story

From the Administration menu on the left hand side of NCAttrak, click on “News.” You will be redirected to the Admin News page which displays all the news items/stories that have been created for your center.

Click on the “Edit” button on the same row as the news item/story you wish to edit.







		Date Issued	Date to Remove
 Edit	 Delete	2/17/2009	2/19/2009
 Edit	 Delete	12/4/2009	12/5/2009
 Edit	 Delete	12/21/2009	12/31/2009

Figure 4. Edit News Item

The “Edit News Item” dialog box will come up. Make the changes by modifying the data already entered and/or by selecting a different date issued or date to remove.

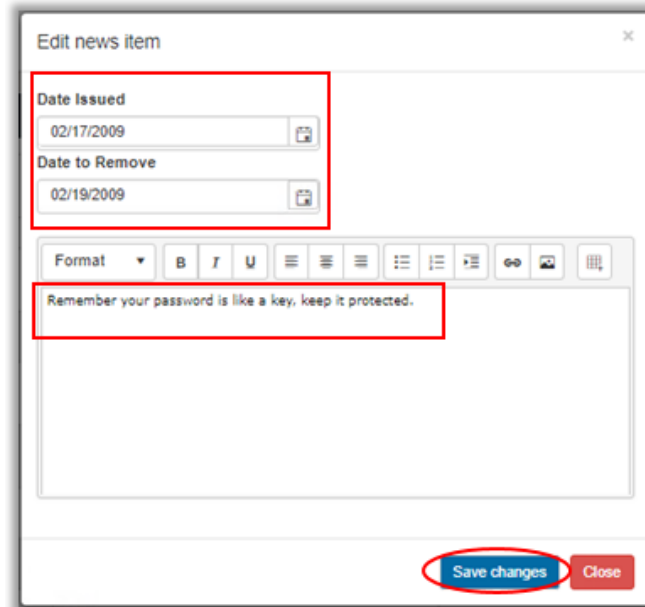
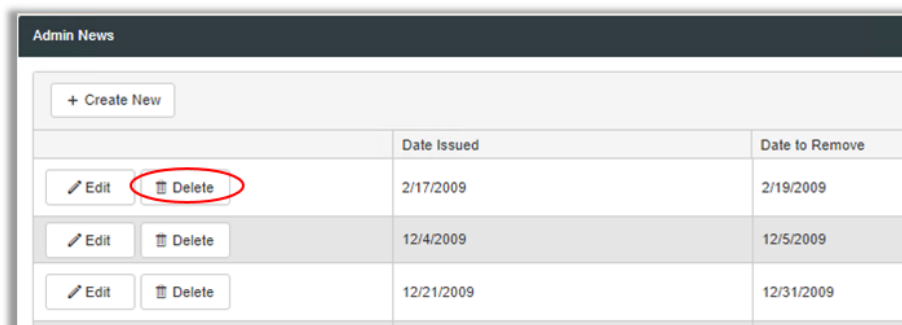


Figure 5. “Edit News Item” dialog box

Click on the “Save changes” button to save your changes or “Cancel” to forego any changes.

If you want to remove an existing news story, click on the “Delete” button on the same row as the news item you want to delete.



Admin News		
+ Create New		
	Date Issued	Date to Remove
Edit Delete	2/17/2009	2/19/2009
Edit Delete	12/4/2009	12/5/2009
Edit Delete	12/21/2009	12/31/2009

Figure 6. Remove Existing Story

A dialog box will come up to ask you to confirm the deletion.

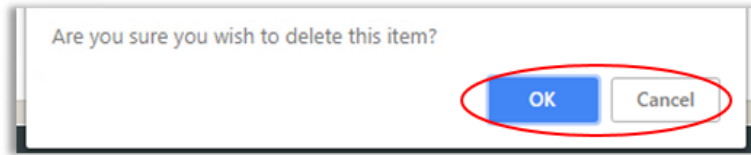


Figure 7. Delete Confirmation

Click on "Cancel" to cancel the deletion or "OK" to confirm that you want to remove the selected news item.