NewsBoss®

Sample Tech Note

Testing Purposes Only

Purpose

This note explains how to create, modify and delete Queues in NewsBoss, and how to grant access to Queues to the appropriate Users through Group membership. Queue management must be done by an Administrator as Normal Users have limited ability to manage Queues, except in their own User area.

The information in this article applies to:

- All versions of NewsBoss.

Creating New Queues

Create Queues in NewsBoss by right-clicking on the parent Queue under which the new Queue should appear and select New Queue from the menu to display the New Queue dialog.

On the General tab enter the Queue Name and if required enter a Display Order value to adjust where the Queue is positioned in a list of Queues. Select Protected Type to prevent normal users changing the Queue name or Free Type to allow normal users to change the Queue name. Prior to V 6.5.r13 Normal users could not change the Reader of a Protected Queue to base the newscast duration on a reader's personal read rate.

On the Story List tab select the Queue type (Rundown, Normal, RSS, Twitter or Email). If creating a Rundown Queue complete the fields for Start time and Duration. Active Days should be completed if the contents of the Queue should be transmitted only on certain days. It is suggested to select Enable End-of-Cast Line.

On the Purging Tab select if stories should be purged from the Queue and enter how many hours stories should remain in the Queue before they are purged. Note that if the Queue is set to archive, the contents will be archived before the purge.

On the Attributes tab select the attributes which should apply to the Queue. Details of each attribute are provided via the Help button.

Note that Queues inherit properties from parent Queues and a property applied to any Queue can be applied to its sub-Queues by selecting the Apply to sub-Queues box at the bottom of the dialog and then confirming the properties that should be applied by selecting them in the Select Fields to Apply to Sub-Queues dialog, which opens automatically.

Note that Queues cannot be moved or copied. They can be created, modified or deleted.

Modifying Queue Properties

The properties of any Queue can be modified by right-clicking on the Queue and selecting Queue Properties from the menu to expose the Queue Properties dialog shown above.
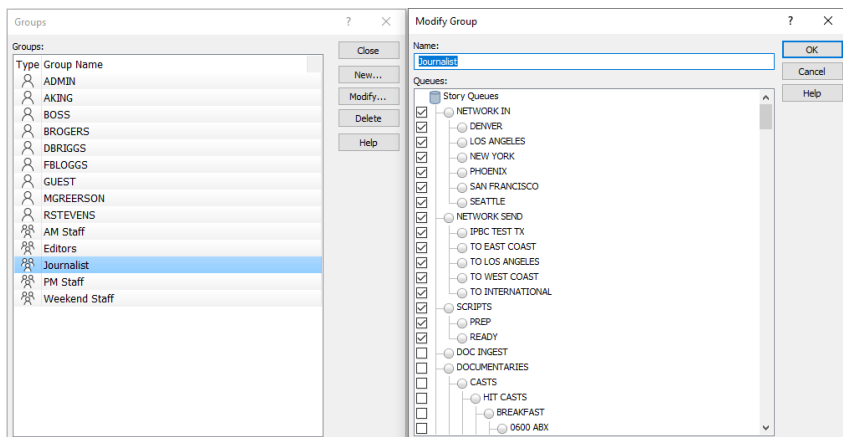
Deleting Queues

Queues can be deleted by right-clicking on the Queue and selecting Remove Queue from the menu. A confirmation message appears notifying that the stories in the deleted Queue will be sent to the TEMP Queue.

Granting Access to Queues

What Users can see and edit in NewsBoss is governed by their Group permissions. When new Queues are created, they are automatically included in Group permissions if they are a sub-Queue of a Queue already included in the Group. If not, the Queue must be added to the Group to grant access.

Groups are accessed by going to Setup – Groups. To modify an existing Group, highlight it in the Groups List and click the Modify button, then select all the Queues which a member of the Group should access. Once a Group is created any User can be made a member of the Group.

For further information on Group management please see also the NewsBoss User Note **Managing Users in NewsBoss.**

For further information on displaying Queues in Tab Sets please see the NewsBoss User Note **NewsBoss Tab Sets**.

For additional information on this topic, please contact NewsBoss Support. See NewsBoss Help or go to www.newsboss.com for a list of contact numbers. You can also email specific questions to support@newsboss.com.