XAWES Next Web Lite Edition
Overview

XAWES Next Web Lite Edition (**XAWE Lite**) is a *WEB* application that allow you to operate in editorial system: news creation, starting and sending. **XAWE Lite** is able to manage all news typologies: text (simple and advanced), photo, video and audio.

XAWE Lite is dedicated to all ANSA collaborators and journalists who can't use the **XAWE** "standard", for example cause login *Token* missing.

System Login

XAWE Lite requires *FireFox* 3.0 and later or *IE* 7 and later; it is available at URL:

https://xawelite.ansa.it

To Log in, it is necessary to:
- Click "Accept" on the website *protection certificate* message
- Select *Server*, your own *Editorial Office* and type your own *Editorial Sign* and the *password*

You must to know that...

Each user is associated with an authorization profile that describes the features and content enabled. In **XAWE Lite** are available only this operations:

- start/send news
- display own news in the desk list

The contributors will be requested to change the password at first logon.

References

In the Help of **XAWE Lite** are available the present quick guide and a more detailed user guide.

Support requests or questions about warning messages or explanations can be addressed to ***Assistenza e Soluzioni (Support)***: **06/6774444** (Mon-Fri 8:00 AM - 10:00 PM)

Security warnings

In order to avoid unauthorized system login you should:
- Never give to anybody your login credentials
- Change often your password
- Be careful that no one is watching you during the password typing
- Always log out from the system and close the browser at the end of the work session

Session Timeout

In order to prevent unauthorized access to the system, there is a mechanism that inhibits the use of XAWE Lite if it is inadvertently left open.

This mechanism is triggered automatically if the user does not interact in any way with the application for about 15 minutes.

In other words, if for 15 consecutive minutes is not made any clicks and do not enter any text, a window appears in the browser that blocks the use of XAWE Lite.

To unlock the screen and resume work from where it left off, simply insert your own password of your editorial sign (like the one used to access XAWE Lite).

This mechanism does not involve any loss of data, then all the information entered, even partially, during the creation of a news, are preserved.

Forwarding check

To check the status of the *Start* operation (to the own editorial office) or *Send* operation (to another editorial office), you can verify the forwarded news presence in the *list of receipt*. The news arrived properly to the desk will be tagged with status **S** (if started) or **I** (if sent). Later the news will assume different status according to the operations performed on it by another user in the editorial office.

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Operations Panel

Allows to create, manage and forward news.

OPERATIONS ON THE NEWS

View — allows to display the detail of the news
Create — allows to create a news (for multimedia news is required to accept an additional certificate to upload files from the local computer)
Cancel — allows to cancel the operations in progress
Copy and Edit — allows to create a new text type news from an already existing one
Recovery — allows to access the news details to recover an audio, video or image file
Upload resume — allows to resume the interrupted file uploading
List open (during the news creation) — shows a second window with the list of news in the desk (for reference only, forwarding operations are not allowed)

FORWARDING OPERATIONS

Start (during the news creation) — allows to start a news to your own desk
Send (during the news creation) — allows to send a news to another journalistic redaction

Navigation Panel

Allows to filter the news list.

LIST FILTER

XAWE Lite manages just one type of news:
Received — Applies the filters on your own received news that have your own sign (news are displayed aside from their status).

DESK FILTER

Filter the news related to the selected sub desk.

DATE FILTER
Filters the news of a specific day or in a time interval.

News Search

Filters the news by search string in the title, in the subtitle or in the news body (**Text to search**). Optionally the search occurs in the title only.

News List

Allows you to view a list of the news filtered from the Navigation Panel

General List ( ) displays all typologies of news.
Specific List (/ / /) displays news according to the typology of content.
The type of the displayed news is identified through the icons highlighting.
In the **Received** list news can assume the following status:
S — Subjected to the action of the editor at the desk (to handle)
M — like **S**, in case of multiple sending (in cc)
H — Hold waiting for a next action (Hold)
P — In progress by another user (Parked)
I — Sent to another editorial office
T — Transmitted on the network
F — Sent and Transmitted (combined operation)
V — Sent again to another redaction
Y — Transmitted again on the network
D — Delayed for a later transmission or sending
C — Deleted from the desk

Creating and Forwarding a News

EXECUTING THE CREATE FUNCTION

In order to activate the procedure of creating a news, it is necessary to use the function **Create** or **Copy and edit** from the Operations Panel.

SELECTING THE NEWS TYPE

To choose the content type of a news, you have to select the options provided by the application (no choice is required if you are enabled to a single typology).

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 for news with audio content
 for news with video content
 for news with image content
 for news with textual content

INSERT DATA
Each typology of news has its own editor.
For news with audio, video and image content, you can attach more than one file at same time. This operation allows you to create more news with progressive number of TAKE, according to the number of attached files.

FORWARDING NEWS
Use **Start** in order to forward the news to your own desk or **Send** in order to forward it to another editorial office. Audio — Video — Photographic news can be only started.

Buttons

 Allows to activate the Log In procedure

 Displays the news list

 Closes the work session

 Shows the information about the application

 Displays the present fast guide and a more detailed user guide

 Allows to modify the password of access to the system

 Closes the working window

 Confirms the performed operation

 Cancels the recalled function

 Refreshes the news list according to the set filters