Tagging an Organization:

The first step is to tag any relevant Yale Staff affiliated with this article. You can do this by using the search box (highlighted above in green).

The next step shows you to which organizations your news article will be suggested based upon the organizations with which you, as a user, are affiliated:
As news editor, you can automatically approve this article to display for the Organizations listed in this section by clicking the plus icon to the right of the Organization name, highlighted in red above.
If you have decided to tag an organization, a pop up will appear with the keywords affiliated with that organization:

From this list, you can choose the most appropriate keywords by clicking the plus icon to the right of the keyword, highlighted in red. Once you have selected a keyword, it will appear to the right of the “Selected Keywords” header, indicated above with the green arrow.

Please note: You may choose more than one keyword.
To delete a keyword added in error, simply click the “X” button highlighted in red. To close out of the window completely making no change, click either the “X” button in the top right corner of the pop up, or click the “Cancel” button (highlighted in yellow).

Based upon the faculty or staff member tagged in the first section, certain organizations will auto populate into the “Recommend to these Organizations” section. If you do not wish to have this article suggested automatically to a particular organization, click the trashcan icon to the right of the Organizations name (highlighted above in red).
If you this article pertains to an organization that has not been suggested otherwise on this page, you can search for that organization in the above section (highlighted in yellow). By adding an organization to this list, you will send a notification to the organization’s administrator, giving them the opportunity to approve or deny that news article for their particular organization.