



# RSS MODULE

## INSTRUCTION MANUAL



OTYS Recruiting Technology

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# 1 | INTRODUCTION

## 1.1 ABOUT THE RSS MODULE

### 1.1.1 RSS

What is RSS? RSS stands for Really Simple Syndication and is an easy way to automatically stay up to date with news and information from many different websites without having to visit each one individually and search it for information and news relevant and of interest to you.

For example, many people start their day with a number of different websites that they always check, such as news, weather, traffic information and possibly a specific website such as Zoopla, because they are currently looking for a house. What's more convenient if the information provided by these websites is automatically collected in one central location, without having to visit four separate sites? And you are probably not interested in all the available news, but for example only in news from the category Home, Abroad and Tech. And you are probably only interested in the weather forecast in your home town, the traffic jam information on your commute route and only those houses on Zoopla in a specific area or within a specific price range. These specific, filtered data streams are provided by these websites in separate RSS feeds.

### 1.1.2 RSS MODULE

These RSS feeds can be read by the RSS module. This saves you time and you will always have all relevant, up-to-date information available at a glance. The RSS module is a place to bring all these information streams together in a handy readable format. In addition, you can use the RSS module to publish this information on your OTYS Dashboard to see your personal news selection every morning after logging into OTYS. Also, you can choose to publish the collected information on your own website. For example, because you want to offer your visitors an online job bank with the latest vacancies.

## 1.2 PURPOSE OF THIS INSTRUCTION

In this instruction manual, we will teach you how to use the RSS module to receive information from different websites, and how you can use this in an easy way for your own dashboards or OTYS website.

## 1.3 INSTRUCTION STRUCTURE

After this explanation of RSS and the introduction of the RSS module, we will tell you how to get started:

- Set the RSS module
- Articles
- Use of the RSS module

## 2 | SET THE RSS MODULE

### 2.1 INTRODUCTION

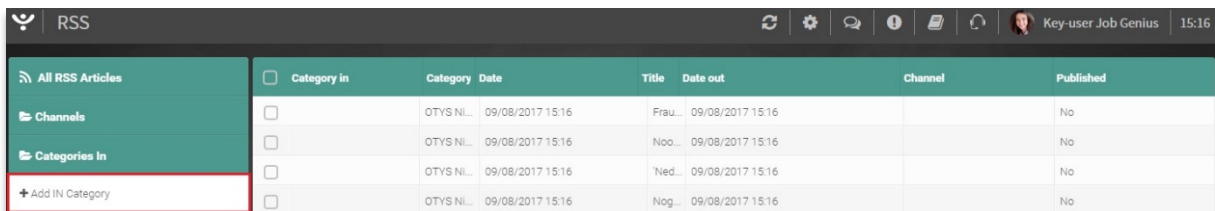
We make use of channels and categories for setting the different incoming data streams. What is the difference?

- Each individual data stream, such as recruitment news from an employment-specific website, is received through an individual channel.
- These separate channels with recruitment news from different websites can then be combined into one category, Recruitment news, which can then be published on your own website.

### 2.2 CREATE A CATEGORY

We start by creating a category. Take the following steps to achieve this:

1. In the left column of the screen, click 'Categories'.
2. Click '+ New category'.
3. In the pop-up window that will follow you can enter the appropriate category name, such as 'Recruitment news'.
4. Finally, click 'Add'.



Category in	Category	Date	Title	Date out	Channel	Published
<input type="checkbox"/>	OTYS NI...	09/08/2017 15:16	Fra...	09/08/2017 15:16		No
<input type="checkbox"/>	OTYS NI...	09/08/2017 15:16	Noo...	09/08/2017 15:16		No
<input type="checkbox"/>	OTYS NI...	09/08/2017 15:16	Ned...	09/08/2017 15:16		No
<input type="checkbox"/>	OTYS NI...	09/08/2017 15:16	Nog...	09/08/2017 15:16		No

Fig. 1 - Create new category

### 2.3 EDIT A CATEGORY NAME

To edit the name of a category, take the following steps:

1. Click on the pencil icon behind the category name.
2. Enter a new category name.
3. Click 'Save'.


### 2.4 DELETE A CATEGORY

To delete a category, follow these steps:

1. Click on the pencil icon behind the category name.
2. Click on 'Delete'.

## 2.5 CREATE A CHANNEL

To retrieve the information from a particular website, a new channel needs to be created:

1. Click in the left column of your screen on 'Channels'.
2. Click '+ New channel'.
3. Enter the URL of the RSS feed in the first field in the pop-up screen. This URL can usually be found on the source website under RSS, the RSS symbol or  [source website].com/rss.
4. Enter the title and description of the channel or click 'Retrieve info.' OTYS Go! then retrieves the available data based on the URL.
5. With the option 'Active' you can temporarily stop and reactivate a channel. In this way, you can pause a channel that you temporarily do not want to use, without having to delete it.
6. Tick 'Automatically publish' if you want all articles from this source to be automatically published. This option is primarily applicable when you publish the news via the RSS feed on your website. When you untick this option, your website will not automatically publish the news from the source website. This allows you to maintain maximum control as you choose which articles you publish on your website. However, updating the website always requires action from you. If you tick the option 'Automatically publish', the news will be published automatically. However, you can always choose to unpublish certain articles. This can be useful if, for example, the recruitment news features a laudatory article on your biggest competitor. In such a case it may be that you do not want to give even more attention to this competitor by publishing this article on your own website.
7. There is the option to set the maximum number of articles that you want to publish through this channel.
8. Use 'Publish with detail' to set the detail level of the articles you want to publish.
9. Choose which category, that you created earlier, you want to add this channel to.
10. Confirm by clicking on 'Save'.

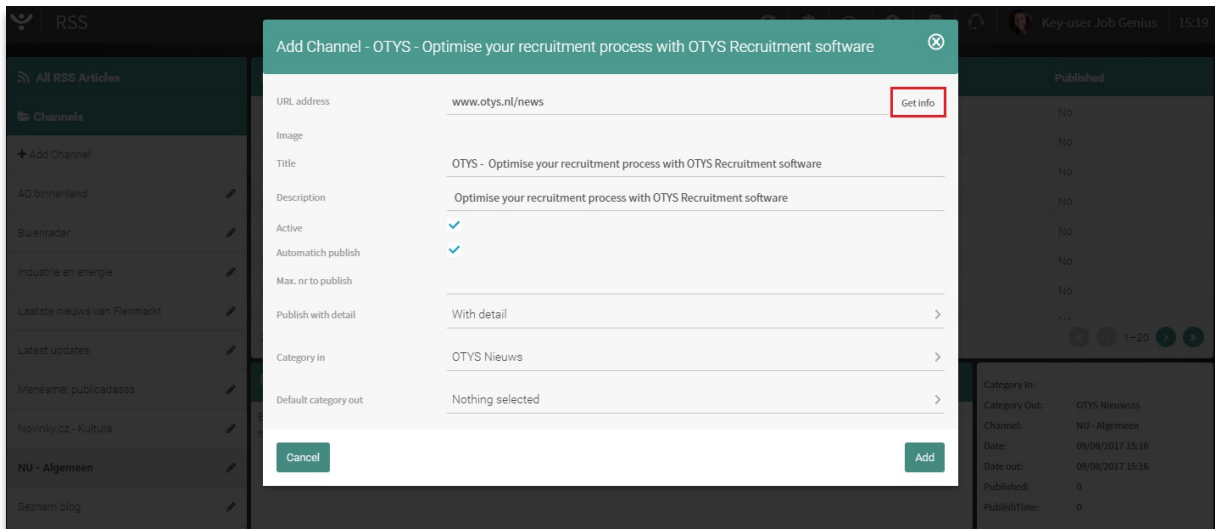


Fig. 2 – Enter new channel data

## 2.6 EDIT A CHANNEL

To edit the settings of a channel, take the following steps:

1. Click on the pencil icon behind the channel name.
2. Edit the desired data.
3. Click 'Save'.

## 2.7 DELETE A CHANNEL

To delete a channel, follow these steps:

4. Click on the pencil icon behind the channel name.
5. Click on 'Delete'.

### 3 | ARTICLES

All kinds of articles are delivered by the RSS module. OTYS will refresh the created RSS channels hourly to load new articles. This mountain of articles is filtered via the created channels and categories. The RSS module allows you, for example, to easily check all incoming recruitment news of a particular website in groups. This method makes article retrieval easy.

Click the 'All RSS articles' button in the top left corner to return to the overview of all articles of all created channels. This is also the homepage when you open the RSS module.

#### 3.1 EDIT ARTICLE

Click on an article from the list. The screen will display the details of the article. At the bottom of your screen you will find the 'Edit' button. In the next screen you can edit the article details.

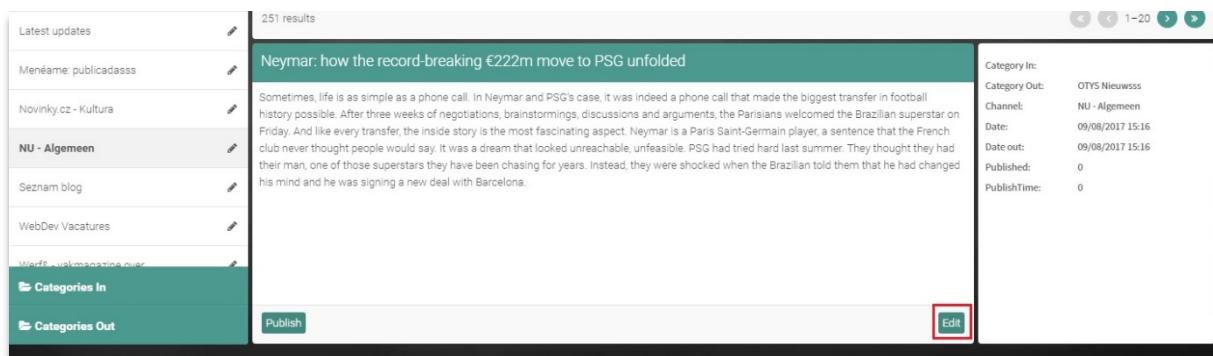


Fig. 3 – Edit article

The following details can be edited:

- The title of the article
- The shown publication date
- The contents of the article
- The summary shown, for example, on your website or your OTYS dashboard
- The category in which you want to classify an article in (the default is the category in which you've placed the channel)
- The level of detail of the published article. This allows for exceptions from the level of detail that you have chosen for that channel.

After editing, click on 'Save'.



### 3.2 PUBLISH/UNPUBLISH ARTICLE

Click on an article from the list. The screen will display the details of the article. At the bottom of your screen you will find, depending on the current status of the article, the 'Publish' or 'Unpublish' button.

If you selected 'Automatically publish', a few steps earlier when creating the channel, the articles will be published here by default.

When you click the 'Publish' button or tick 'Automatically publish' at channel, it doesn't mean that the article will be automatically published on the website. For this we need to publish a page with the desired RSS category on the website using the CMS.

## 4 | USE OF THE RSS MODULE

Now that your OTYS Go! system receives the news from various sources, you may want to publish it on your OTYS Go! Dashboard or on your website. We will discuss both scenarios.

### 4.1 PUBLISH RSS FEEDS ON YOUR OTYS DASHBOARD

To publish on your OTYS Go! Dashboard, take the following steps:

1. Open your OTYS Go! Dashboard.
2. Click in the top right corner of your screen on the cog wheel icon to configure your boards.
3. In the list of available widgets, click RSS Feeds to place the widget on your dashboard, or drag the widget directly to the desired location on your dashboard.
4. Click the cog wheel icon in the top right corner of the widget to go to the settings screen. You can specify in this window which channels you want to display news from, for example. If you select multiple channels, the articles from these channels will be published in publication date order.

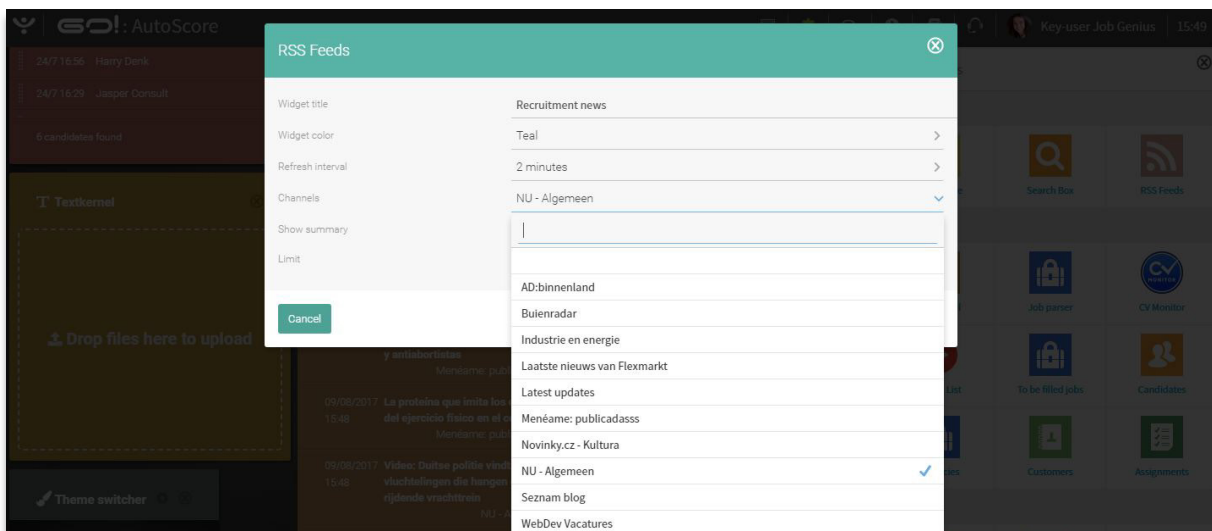


Fig. 4 – Select channels for your RSS widget

### 4.2 PUBLISH RSS FEEDS ON YOUR WEBSITE

Follow these steps to publish RSS feeds on your website:

1. Open the CMS.
2. Go to the page where you want to publish the news.
3. Click the RSS button to select which created category you want to publish on this page.
4. Click 'Save'.