

# LineupNX 2 release note 20\_004

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## All the story ideas from all the staff

LineupNX ships with a *Future File* template that your newsroom can use to store information for potential stories. In the **User Guide** we show how individual reporters can keep their own, offline, personal *Future Files* and how stories could be linked to a show rundown. The master *Future File* was originally designed to be used by the *Desk* in the same way a paper *Future File* has traditionally been used. The paper *Future File* was the purview of the Assignment Editor, though production assistants would often add news releases they received in the mail.

But it doesn't have to be that way. The show's *Future File* on the local network should be accessible to the entire newsroom. Individual journalists should be able to add their story ideas to the *Future File* or to any show outlook when they have them and production assistants and others should be able to add news release and other information too. With LineupNX, they can.

## The trick is the LineupNX Altedit login<sup>i</sup>

Normally with LineupNX only one person can add, delete, copy or sort items in a rundown. That is the designated "Editor". But this is only important for the rundown of the show that is about to go to air. There is no need to lock all rundown files that way. For that reason, LineupNX has a login called Altedit. This gives the user the same privileges as the editor on any rundown except the one for the current show that is being prepared.

## Here is how anyone can submit an idea to the Desk via the Future File

A journalist or other staff member with a story idea can do one of the following:

- Start LineupNX, login as *Altedit* and navigate to the folder with the Future File and open the file.
- Use Windows to navigate to the folder with the future file and double click on it to start LineupNX with the future file loaded. when the login screen appears, log in as *Altedit*.
- Start LineupNX and login as *Altedit*. Then navigate in Windows to the folder with the future file. Drag and drop the file onto the blank LineupNX rundown editing screen.

LineupNX by default keeps the *Future File* in a folder called *Outlooks* but your newsroom can change that.

Now the journalist may now add the story idea in the same way as the Assignment Editor would. Select **Add Item (Ctrl F1)**. The *Future File* already has 31 blocks built in, one for each day of the month. The block position the journalist selects will be dictated by the intended air date for the story. The reporter field should hold the name of the person who entered the story idea. A note file should be created with the basic pitch for the story idea and important contact information.

Once the entry is created, it will be available to the Desk for consideration even before a story meeting is held.

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<sup>i</sup> By the way, this procedure also works for all earlier versions of LineupNX, not just version 2