

KB: Republishing Articles

Last Modified on 01/19/2021 3:37 pm CST

Steps to republish your Knowledge Base article.

Step 1.

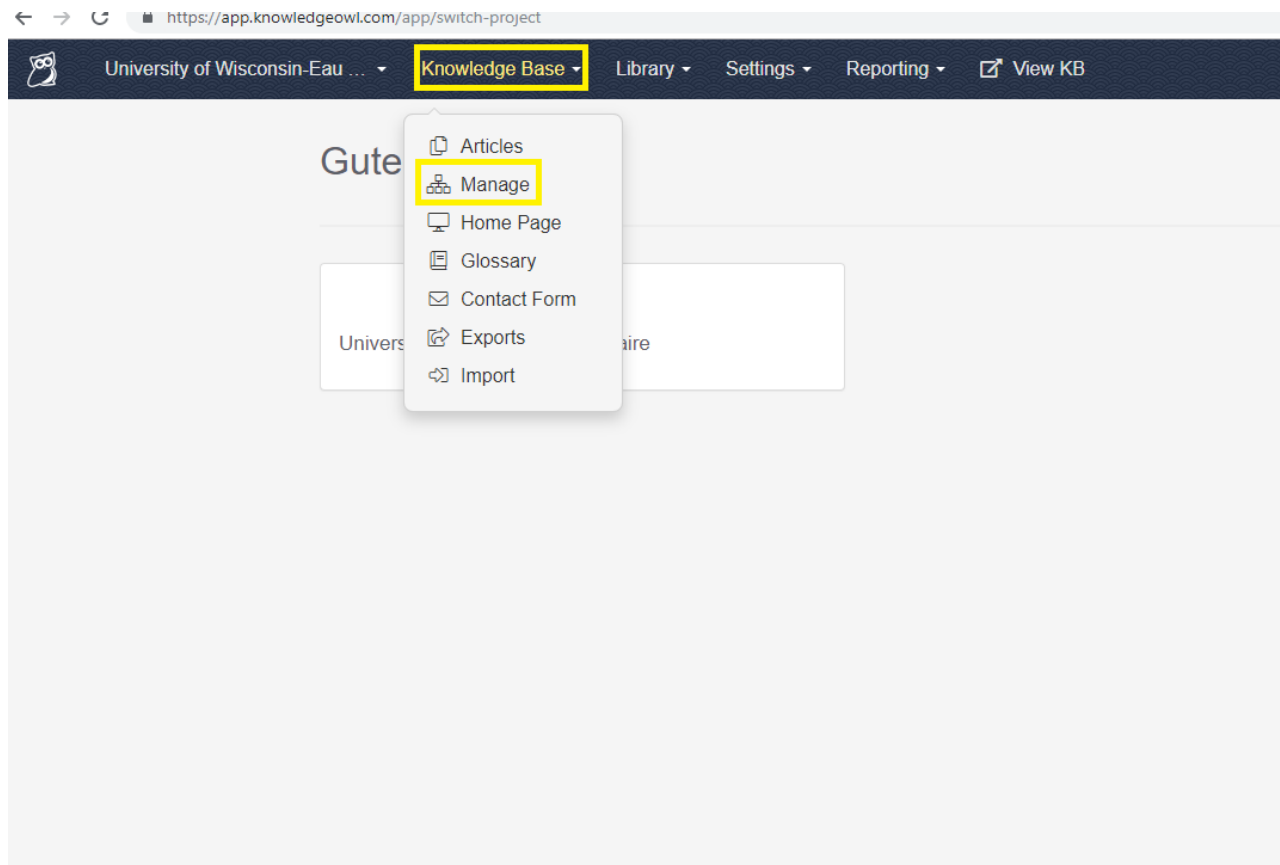
Go to Knowledgeowl.com

Step 2.

Log into your Knowledgeowl account.

Step 3.

Select the **Knowledge Base** drop down menu and select the **Manage** option.



Step 4.

Select **Create New Filter** in order to find the correct articles.

Manage Articles

All Non Deleted Create New Filter Search for articles...

Edit Bulk Edit Delete Export Articles to CSV Articles per page: 20 50 100

Article Name	Status	Visibility	Author	Last Modified	Date Created
Kaltura: Overview	PUBLISHED		April Pierson	07/01/2019 10:13 am	08/03/2018 11:21 am
Guide to the Ted Simpson Papers, 1990-2018	PUBLISHED		Crystal Schmidt	06/28/2019 11:15 am	08/29/2018 12:26 pm
Kaltura: Interactive Video Quizzing	PUBLISHED		April Pierson	06/27/2019 5:25 pm	08/08/2018 9:52 am
Kaltura: Record with KalturaCapture	PUBLISHED		April Pierson	06/27/2019 2:04 pm	08/08/2018 11:34 am
Kaltura: YouTube Integration	PUBLISHED		April Pierson	06/26/2019 4:35 pm	09/11/2018 2:34 pm
Kaltura: Upload and Share Videos	PUBLISHED		April Pierson	06/26/2019 4:32 pm	08/08/2018 8:56 am
Technology: Course Inventory Management (CIM)	PUBLISHED		Jessica Barnier	06/26/2019 2:38 pm	08/20/2018 10:38 am
WinDirStat	PUBLISHED		Tom Pemberton	06/26/2019 10:52 am	06/25/2019 2:54 pm
UWEC Mobile Application Discontinued	PUBLISHED		Chong Lor	06/26/2019 9:45 am	06/24/2019 12:04 pm
Orientation: Faculty and Staff Training and Employment Res...	PUBLISHED		Brad Patton	06/25/2019 10:54 am	02/02/2018 12:46 pm
Orientation: UWECBC Student Technology Support	PUBLISHED		Brandon Knuth	06/25/2019 10:52 am	05/30/2019 12:55 pm

Step 5.

Name the filter, find your name under the Authors option and select it. Click on the **Needs Review** status. Click on **Create Filter** in the lower right corner.

University of Wisconsin-Eau Claire Knowledge Base Library Settings Reporting View KB Help

Manage Articles

All Non Deleted Create New Filter Search for articles...

Edit Bulk Edit Delete Export Articles to CSV Articles per page: 20 50 100

Use the settings below to create / edit a filter with which to refine your list of articles.

Name:

Last Modified:
No Filter

Created:
No Filter

Tags:

Versions ready for review

Authors:

- Harvey Schofield
- Justin Wilcox
- Sally Eckwright
- Michael Jablonsky
- Hunter Mattison
- John Lund
- pattonbw-1st pattonbw-1st
- Eric Olson
- Hannah Erffmeyer
- Wes Franson
- Sarah Kocken

Teams:

- No Teams
- Publishers
- LTS Training
- WebDev
- Office365
- SharePoint
- BGC
- LTS Consulting
- Archives

Status:

- Needs Review
- Published
- Ready to Publish
- Rejected Draft
- Draft
- Deleted

Visibility:

- Public Only
- Agents
- Publishers
- Developers
- Default
- Hidden
- FacStaff
- Authenticated
- Students
- Office365
- WebDev

Create Filter

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Step 6.

Make the changes/revisions if there are any needed.

The screenshot displays the Knowledge Owl article editor. The main content area contains a 'Contents' section with the following list of questions:

- What are the goals of the Blugold Fellowship?
- How do students choose their projects?
- What is the time commitment for the Blugold Fellowship?
- Do I have to work five hours every week?
- Does the project have to last two years?
- Can students work on more than one project at a time for the Blugold Fellowship?
- Can students get paid for the research they do?
- Can students come up with their own projects?
- Do I have to file reports?
- What output is expected from this project?
- What if the student is not ready to present during their second year?
- Can I work more than two years?
- What happens if I go abroad?

On the right-hand side, the 'Publishing Status' dropdown menu is set to 'Needs Review'. Other visible settings include 'Author', 'Category' (Blugold Fellowship), 'Internal Flags', 'URL Redirect', and 'Restrict to Groups' (set to 'None / Inherit').

Step 7.

On the right side of the screen, locate the Publishing status drop down. It should say Needs Review.

[ew Article](#)

[Save](#) [Preview](#) [Back](#)

Saved last: 02/04/2019 11:05 am CST
Saved by: Bailey Budnik
(8) [Recent Revisions](#)

Publishing Status:
Needs Review ▾
Published on: [Add published date](#)

Author:
▾

Category:
Blugold Fellowship ⚙️

Internal Flags:

- Template - Quickly create new articles from this content
- Topic - Embed this content within other articles

URL Redirect:

[Final Title](#)

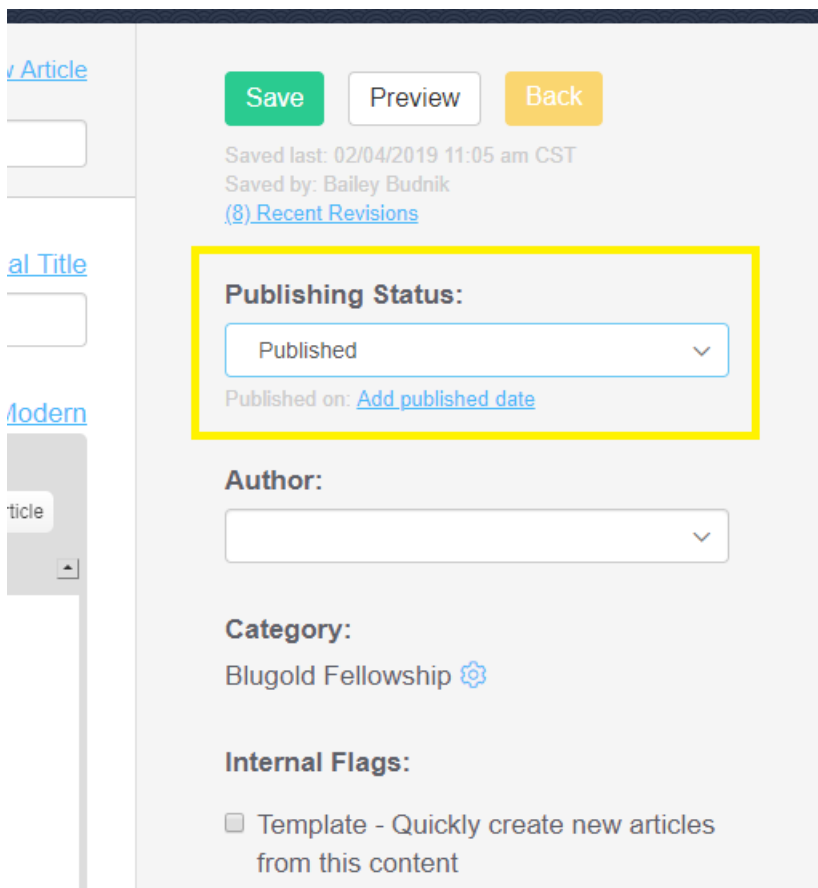
[Modern](#)

Article

Step 8.

Click on the **down arrow** and select the **Published** option (if available) or **Ready to Publish**.

NOTE: This may not work for all individuals, if you're unable to publish your article. Please contact documentation@uwec.edu and we will publish it after you've finished reviewing your article.



Step 9.

Click the **Preview** button to see what your article will look like on the website. Then, click **Save** and you're good to go!

NOTE: The website updates on the half hour and hour. So, your changes might not show up right away.

