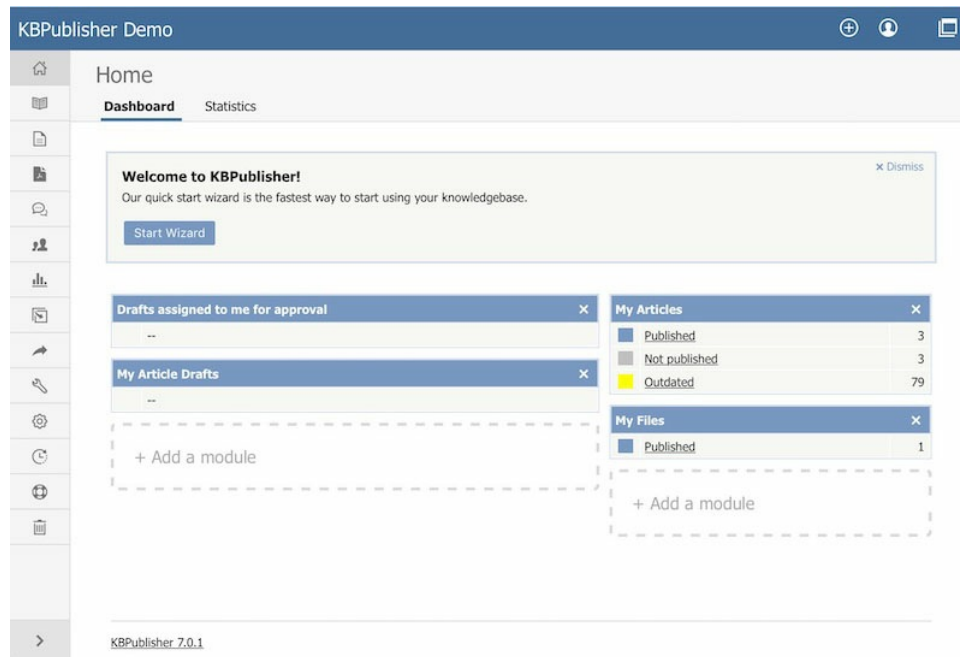


# Admin Area (Back-End); Common Actions

This article describes the Admin area home page and reviews the standard information you see and actions you can perform throughout the Admin area.

## Home page

When you log in to the Admin area you see the **Home** page:



This page has two tabs: **Dashboard** and **Statistics**.

To add the information that appears on the **Dashboard** or **Statistics** tab, select that tab, then click the **Add a module** block. In the form that appears check the check boxes beside the information that you want to display. Any changes you make take effect when you dismiss the form.

### Dashboard tab

This tab displays a summary of content created by or assigned to you, including your articles and files in draft form, published articles, and articles and files assigned to you for approval. The content is grouped within each category by status. Click any link to see a detailed list of the content in that category and status.

### Statistics tab

This tab displays counts of articles, files, and users in various categories. Click on any link to see more details. If you are logged in as an Admin user, you see information for the whole knowledgebase; otherwise you see statistics for your own articles and files only.

## Common actions in the Admin area

This section reviews information you can see and actions you can take in the Admin area of KBPublisher. The image shows the **articles** screen because it has the most functionality, but the explanations are applicable for working with **files** and **feedback** in the knowledgebase as well.

KBPublisher Demo

Articles

Articles

Drafts

Featured

Comments

Feedbacks

Glossary

Categories

Template

Category:

Status:

Type:

Search:

+

...

Records: 1 - 10 of 142

Pages: 1 of 15

Records per page: 10

ID	Posted	Updated	Title	Category	Rating	Views	Status	
487	09 Jun, 2019		Adding Code Snippets	New Category	★★★★★	5		...
482	02 Jun, 2019	04 Jun, 2019	How to create article	Custom fields [2]	★★★★★	7		...
62	03 Nov, 2007	14 Sep, 2016	The category input screen explained	Comments	★★★★★	43088		...
52	01 Nov, 2007	07 Jun, 2013	System Requirements	Installation	★★★★★	1		...
106	30 Nov, 2007	29 Nov, 2010	User privileges	Introduction	★★★★★	1		...
105	29 Nov, 2007	29 Nov, 2010	Article workflow	Introduction	★★★★★	9		...
103	29 Nov, 2007	29 Nov, 2010	What are categories?	Categories	★★★★★	8		...
96	26 Nov, 2007	29 Nov, 2010	Bulk update articles	Articles	★★★★★	6		...
82	05 Nov, 2007	29 Nov, 2010	Import users	Users [2]	★★★★★	2		...
79	05 Nov, 2007	29 Nov, 2010	Delete user	Users	★★★★★	1		...

Preview

Public View

Details

History: 2

Duplicate

Edit as Draft

Edit

Move to Trash

KBPublisher 7.0.1

The main section of the display is a list, in this case of the articles in your knowledgebase.

To **create a new** record, click the [ + ] icon and complete the form that appears.

You can perform certain **actions** on the articles in the list. Click the [ ... ] on the right in the **Action** column for an article and choose from the available options, such as Preview and Edit.

For many columns, you can **sort the list** by the values in that column by clicking the column header. Click again to reverse the sort order.

You can adjust how many items appear on each page by changing the number in the **Records per page** field.

You can browse from page to page using the << and >> buttons, or by choosing a number from the **Pages** dropdown list.

## Filtering

You can **filter the list** using one or all of the fields at the top of the tab:

- **Category** - select a category to display only records in that category. Check the box to the right of the field to also display records in subcategories of the category you select.
- **Status** - select a status to see only records with that status.
- **Type** - select:
  - All types (the default, indicated by \_\_)
  - a type to see records with that type assigned.
  - Any type assigned to see records which have any type assigned to them.
  - No type assigned to see only records that do not have a type assigned to them.
- **Search** - enter keywords to search for content with that text in their title or body. Put an asterisk (\*) as a wildcard before and/or after the string you enter to broaden the search. For example, \*health\* would return content with "health", "unhealthy", and "healthcare", among other words.

Click the [ → ] button to filter the list. To return to the full list, remove entries to all filter fields and click→ again.

## Bulk Actions

You can also perform some actions, such as Set Status, on several articles at the same time. To do this, check the check box at the left end of the row for each article you want to act on, and pick the action from the **Actions with selected** menu which appears at the bottom of the page.

2

KBPublisher Demo

Articles

Articles Drafts Featured Comments Feedbacks Glossary Categories Template

Category: Status: Type: Search:

Records: 1 - 10 of 142 Pages: 1 of 15 Records per page: 10

ID	Posted	Updated	Title	Category	Rating	Views	Status
487	09 Jun, 2019		Adding Code Snippets	New Category	★★★★★	5	***
482	02 Jun, 2019	04 Jun, 2019	How to create article	Custom fields [2]	★★★★★	7	***
62	03 Nov, 2007	14 Sep, 2016	The category input screen explained	Comments	★★★★★	43088	***
52	01 Nov, 2007	07 Jun, 2013	System Requirements	Installation	★★★★★	105	***
106	30 Nov, 2007	29 Nov, 2010	User privileges	Introduction	★★★★★	119	***
105	29 Nov, 2007	29 Nov, 2010	Article workflow	Introduction	★★★★★	98	***
103	29 Nov, 2007	29 Nov, 2010	What are categories?	Categories	★★★★★	85	***
96	26 Nov, 2007	29 Nov, 2010	Bulk update articles	Articles	★★★★★	67	***
82	05 Nov, 2007	29 Nov, 2010	Import users	Users [2]	★★★★★	234	***
79	05 Nov, 2007	29 Nov, 2010	Delete user	Users		162	***

Actions with selected Clear Selection

## Adjustable List View

The list **display** gives you information about each article (in this example), including:

- Item **ID**.
- If the article is scheduled, indicated by a **clock icon**.
- If the article is private, indicated by a **key icon**.
- When the article was **posted** and last **updated**.
- The article's **title**. Click the title to see the article.
- The article's **category**. If it is in more than one category, the number of categories also appears in square brackets. Click the category name to see just the articles in that category.
- The number of **views** the article has had.
- If readers have rated the article, its **rating** and the number of votes received.
- The article's **status**, indicated by a block of color. Hover over the color to see what the color represents.

List fields are adjustable. Right-click the blue header row and select **Customize List** to adjust list fields. You can add, remove, and re-order the fields.

KBPublisher Demo

Articles

Articles Drafts

Category: Records: 1 - 10 of 142

Customize List

- ☒ ID
- ☒ Private
- ☒ Schedule
- ☒ Posted
- ☒ Updated
- ☒ Title
- ☒ Category
- ☐ Author
- ☐ Updater
- ☐ Type
- ☐ Comments

Save Set Defaults Close

ID	Posted	Updated	Title	Category	Rating	Views	Status
487	09 Jun		Adding Code Snippets	New Category	★★★★★	5	***
482	02 Jun	04 Jun	How to create article	Custom fields [2]	★★★★★	7	***
62	03 Nov	14 Sep	The category input screen explained	Comments	★★★★★	43088	***
52	01 Nov	07 Jun	System Requirements	Installation	★★★★★	105	***
106	30 Nov	29 Nov	User privileges	Introduction	★★★★★	119	***
105	29 Nov	29 Nov	Article workflow	Introduction	★★★★★	98	***
103	29 Nov	29 Nov	What are categories?	Categories	★★★★★	85	***
96	26 Nov	29 Nov	Bulk update articles	Articles	★★★★★	67	***
82	05 Nov	29 Nov	Import users	Users [2]	★★★★★	234	***
79	05 Nov	29 Nov	Delete user	Users		162	***

Actions with selected Clear Selection

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