

# Bulk Update Articles

KBPublisher allows you to bulk update articles to:

- Move to category
- Add to category
- Set tags
- Make the articles public or private
- Schedule article publication
- Reset rating
- Set article type
- Set author
- Set custom fields
- Sort articles (available only when filter for category applied)
- Set article status
- Delete articles.

You can do this direct from the **Articles** menu, **Articles** tab.

The screenshot shows the KBPublisher interface for managing articles. At the top, there's a navigation bar with 'Articles' selected. Below it, there are tabs for 'Articles', 'Drafts', 'Featured', 'Comments', 'Feedbacks', 'Glossary', 'Categories', and 'Template'. A search and filter section includes fields for 'Category:', 'Status:', 'Type:', and 'Search:'. Below this, it shows 'Records: 1 - 10 of 142', 'Pages: 1 of 15', and 'Records per page: 10'. The main content is a table of articles with columns for ID, Posted, Updated, Title, Category, Rating, Views, Status, and Actions. Three articles are visible: ID 52, 482, and 487. A dropdown menu is open over the table, listing various actions like 'Move to Category', 'Add to Category', 'Set Tags', 'Set Private', 'Set Public (remove private)', 'Schedule', 'Reset Rating', 'Set Type', 'Set Author', 'Set Custom Fields', 'Set Status', and 'Move to Trash'. The 'Schedule' option is highlighted.

ID	Posted	Updated	Title	Category	Rating	Views	Status	Actions
52	01 Nov, 2007	06 Jul, 2019	System Requirements	Installation	★★★★★	112	Public	...
482	02 Jun, 2019	06 Jul, 2019	How to Create Article	Custom fields [2]	★★★★★	10	Public	...
487	09 Jun, 2019		Adding Code Snippets	New Category	★★★★★	6	Public	...

To update the article:

- Check one or more articles to update
- Choose the appropriate action from the drop down list of **actions with selected**
- This brings up further options to select from according to the action chosen. Choose the appropriate selection
- Click **OK**.

Note:

- Bulk actions available depend on your user access. For example if your privilege does not allow you to delete items, or allows you to only delete articles that you have created, then there is no 'Delete' action in the list of options. If your privilege does not allow you to update items, or allows you to only update items you have created, then this menu will not be available for you at all.

