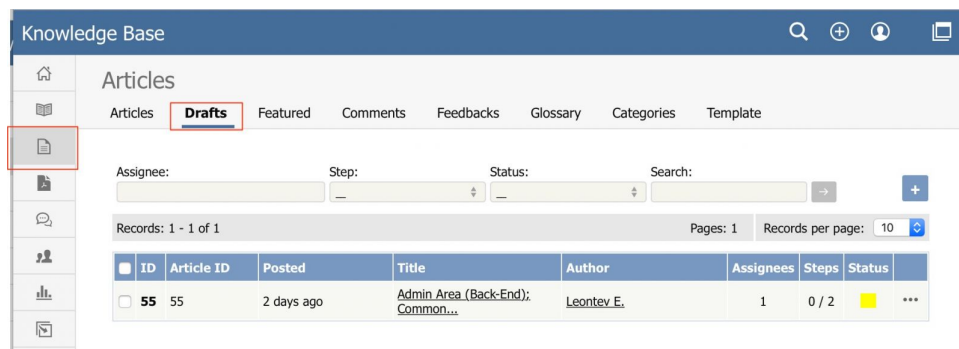


Manage Drafts

To manage existing drafts or create a new one, select **Articles** or **Files** from the main menu and select the **Drafts** tab:



The tab lists all existing drafts. If the list is long, use the filter fields above the list to show just the drafts of a particular status, or the drafts with a certain word in their titles.

The **Status** column shows a color for each draft to indicate its status:

- gray = in progress
- yellow = waiting for approval
- red = rejected
- green = approved
- dark gray = completed (approval not required)

Click the actions icon in the **Action** column for a draft to perform an action.

For drafts of **articles**:

- **Approve** - Appears if draft requires approval and you are an assignee (are allowed to approve or reject the draft).
- **Preview** - Display a preview of the draft to review.
- **Details** - Display details about the draft.
- **Edit** - Open the draft for editing.
- **Delete** - Delete the draft.

For drafts of **files** some extra options available:

- **Open** - Open the file in a browser if possible.
- **Download** - Download the file to a location on your computer.

Depending on your privilege level, the following **Bulk Actions** are available:

- **Set Assignee** - Change assignee. Can be applied to drafts that are in the approval queue.
- **Reset** - Move drafts to the beginning of the approval queue. Updates do not reset drafts.
- **Set Status** - Change draft status to "In Progress" or "Completed". Can be applied to drafts that are not in the approval queue.
- **Delete** - Delete the draft.

Adding a draft

To add a draft of an article or file, click **Add new** on the relevant tab and complete the form that appears.

- For a description of the form for adding a draft of an article, see [Add an article](#).
- For a description of the form for adding a draft of a file, see [Add a file](#).

Approve a draft

If you are an assignee for a draft in its current workflow step, you can:

- [Approve the draft](#) as-is and either publish it or move it to the next workflow step.
- Edit the draft and save your changes before [approving it](#), as in the previous option.
- Reject the draft so it returns to the author for further edits.