Managing Subscriptions

Subscriptions allow you to be notified when:

- A single article is updated.
- Any article in the specified category is updated, or when new articles are added to the category.
- A single file is updated.
- Any file in the specified category is updated, or when new files are added to the category.
- News is added or updated.
- A comment has been added to an article or file.

When you set up a subscription for a specified item or category, then KBPublisher sends you an email when that file or category is updated.

You can view and manage all your subscriptions in the **Subscriptions** section:

Knowledge Base	Q	\$ 🕀	
Knowledgebase News Downloads Ask a Question			
<u>KBPublisher</u> / <u>KB Home</u> / My Account			
Home Profile Security Notifications Favorites Must Read	<u>Subscr</u>	iptions	
News Subscription Subscribed - Unsubscribe Articles Subscription Subscribed (4) - Manage Article Categories Subscription Subscribed (1) - Manage Article Comments Subscription Not Subscribed - Manage Files Subscription			
Not Subscribed - <u>Manage</u>			
Subscribed (1) - <u>Manage</u> <u>Powered by KBPublisher</u> (Knowledge base software)			2

Subscribing to and Unsubscribing from News

To subscribe to or unsubscribe from news under **My Account**, perform these steps:

- In My account, click the Subscriptions section.
- In the News Subscription area, click Subscribe or Unsubscibe.

Subscribing to and Unsubscribing from Articles

There are two ways to subscribe to or unsubscribe from articles.

To subscribe to or unsubscribe from a single article in Public area, perform these steps:

- Open the article page.
- In the right float panel, click Save and Subscribe or Remove:

KBPublisher / KB Home / User Manual v7.0 / News / Delete news item
Delete news item
Article ID: 245 Last updated: 11/16/13
To delete a single news item:
Choose News menu
Click on the News tab
Click Delete from the options dropdow Save & Subscribe
Choose News menu
Click on the News tab
Check the Actions with selected check box to the left of orch article you wish to delete
Chaose Delete from the Actions with selected her at the
Choose Delete nom the Actions with selected box at the
click or
• CLICK OK
 OK again to confirm that you really do want to delete these articles.

To unsubscribe from a single article under **My Account**, perform these steps:

- In My account, click the Subscriptions section.
- In the Article Subsciptions area, click Manage.
- In the opened list, find an article that you wish to unsubscribe from. Click the [...] icon and select Unsubscribe email.

Subscribing to and Unsubscribing from Files

There are two ways to subscribe to or unsubscribe from files.

To subscribe to or unsubscribe from a single file in Public area, perform these steps:

- In the top left corner click **Downloads** and find a desired file.
- In the file details box, click **Save** or **Remove**.

KB Home / Downloads	
Recent files	Most downloaded
ShortName.png ④	Updates.PNG ④
09 Feb, 2019 48 kb Downloads: 1	14 Sep, 2016 6 kb Downloads: 110
Save	<u>Remove</u>
Update.png (*)	249509332.jpg ④
09 Feb, 2019 39 kb Downloads: 1	05 Dec, 2016 73 kb Downloads: 103
Save	<u>Remove</u>

To unsubscribe from a single file under **My Account**, perform these steps:

- In My account, click the Subscriptions section.
- In the Files Subsciptions area, click Manage.
- In the opened list, find a file that you wish to unsubscribe from. Click the [...] icon and select Unsubscribe email.

Subscribing to and Unsubscribing from All Articles/Files in Category

There are two ways to subscribe to or unsubscribe from all articles in a category.

To subscribe to all articles in a category or unsubscribe from them in Public area, follow these steps:

- In the category tree, select a desired category.
- Click **Options** in the top right corner. A panel with additional actions appears.
- Click Subscribe or Unsubscribe.

KBPublisher	Q 🕀 🛈 🗖
Knowledgebase News	Downloads Glossary Ask a Question Tags Site Map
Knowledgebase	KB Home / Getting started / KBPublisher Tour
 > FAQ > User Manual > Subscriptions ~ Getting started 	KBPublisher Tour Options Search in category Q Export to PDF Subscribe Update
 KBPublisher Tour Privileges Features What is KBPublisher? Installing 	Privileges One user can read articles, but in order to create articles and to publish them to the knowledgebase, users must have certain privileges. For example, to actually write articles a user must have ***** 04 Jun, 2010 Views: 29 Comments: 0
> Glossary > FAQ > Imported	<u>Features</u> KBPublisher is a web based knowledge base application, which means that people who read your knowledgebase don't require a special program to use it.

To subscribe to all articles/files in a category or unsubscribe from them under My Account, perform these steps:

- In My account, click the Subscriptions section.
- In the Article Categories Subscription or File Categories Subscription area, click Manage.
- Perform one of the following actions:
 - To subscribe, click the [+] icon. In the list, select desired categories, and then click OK.
 - To unsubscribe, in the list, find an article/file that you wish to unsubscribe from. Click the [...] icon and select **Unsubscribe**.

Subscribing to and Unsubscribing from Article Comments

When you post your comment to an article, you can subscribe to its new comments by selecting the check box below.

			:
Your comment to the	article.		?
Check it if you wis	h to be notified by	email about new co	mments
	in to be notified by	eman about new co	linients

To unsubscribe from comments under My Account, perform these steps:

- In My account, click the Subscriptions section.
- In the Article Comments Subscription area, click Manage.
- In the opened list, find a desired article. Click the [...] icon and select Unsubscribe.

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