

Manage Changes - Publishing Multiple Items

Jenny Kongkalai - 2023-12-06 - Manage Content

[Publishing Multiple Items \(Manage Changes\)](#)

This article contains 2 sections:

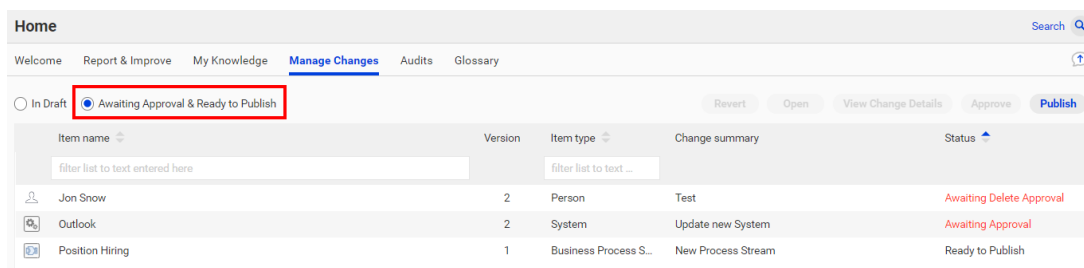
1. Publish Items
2. View All Release

1. Publish Item

Publishing multiple items at the same time will allow you to have multiple content updates in a single release.

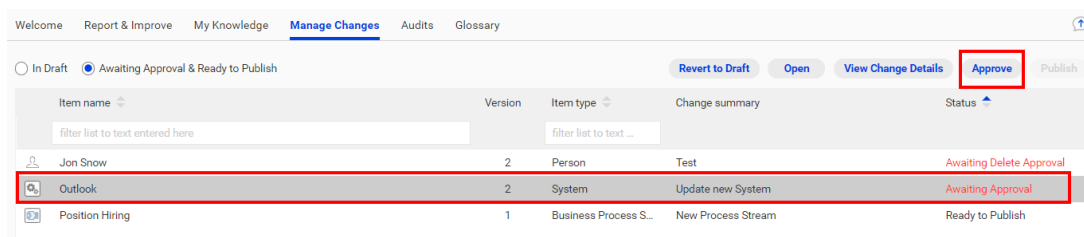
1.1. You can manage multiple updates at the same time by accessing the **Home** tab and clicking **Manage Changes**.

1.2 Click the **Awaiting Approval & Ready to Publish** tab to view the list of all updates that are pending approval and publication. You can also use this page to revert content to draft or to revert an impending deletion.



**Image is for illustrative purposes only. Menu bar options vary based on your permissions or organisation's subscription .*

1.3. Any items marked 'Awaiting Approval' need approval before they can be published. You can use the interface in **Manage Changes** to approve the item. To do so, click on any item marked 'Awaiting Approval' and then **Approve**.



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1.4. A release management workflow appears. Write a summary of what was changed and click **Approve**. You also have the option to select who approved the item, the date on which it was approved as well as the next review date. The item is now marked 'Ready to Publish'.

Approve this System

Start Editing Finish All Editing **Approve** Publish

Approve that "Outlook" is ready to publish.

Approved by:
Holocentric Support

Approved on:
01 Jun 2023

Next review:
Select when this version should next be reviewed

Summary of what was changed:
Update new System

1.5. You can also revert an impending deletion with the **Revert Delete** button.

Home Search

Welcome Report & Improve My Knowledge **Manage Changes** Audits Glossary

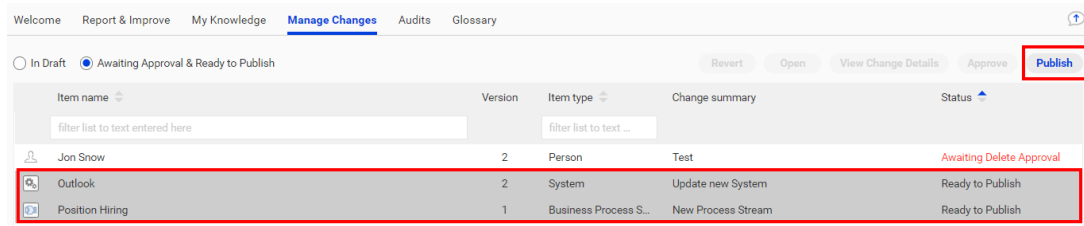
In Draft Awaiting Approval & Ready to Publish

Item name	Version	Item type	Change summary	Status
Jon Snow	2	Person	Test	Awaiting Delete Approval
Outlook	2	System	Update new System	Ready to Publish
Position Hiring	1	Business Process S...	New Process Stream	Ready to Publish

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1.6. Select multiple items with 'Ready to Publish' status to publish the items in bulk then

click **Publish**.



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1.7. The release label and notes window appears. Complete all the relevant sections. You can edit the release notes later if required. You have the option to publish those items selected in the view or all items.

The 'Publish' dialog box is shown. It has a title bar 'Publish'. Below the title bar, there are radio buttons for 'Publish: Selected items (2)' and 'All items (2)' (selected). Below this is a text input field for 'Label this release:' with the value 'Updated items'. Below that is a rich text editor for 'Release notes:' with the text 'Items in this release have been update'. Below the rich text editor is a checkbox 'Post a News Item about this when the items are published' (checked). Below that is a text input field for 'News Item title:' with the value '2 items have been changed, added or deleted'. Below that is a text input field for 'News message:' with the value 'View the release notes for the published items'. Below that is a checkbox 'Include a link to the Release summary' (checked). Below that is a checkbox 'Email notification: Email all users when this News Item is published' (unchecked). At the bottom right, there are buttons for 'Cancel' and 'Publish'.

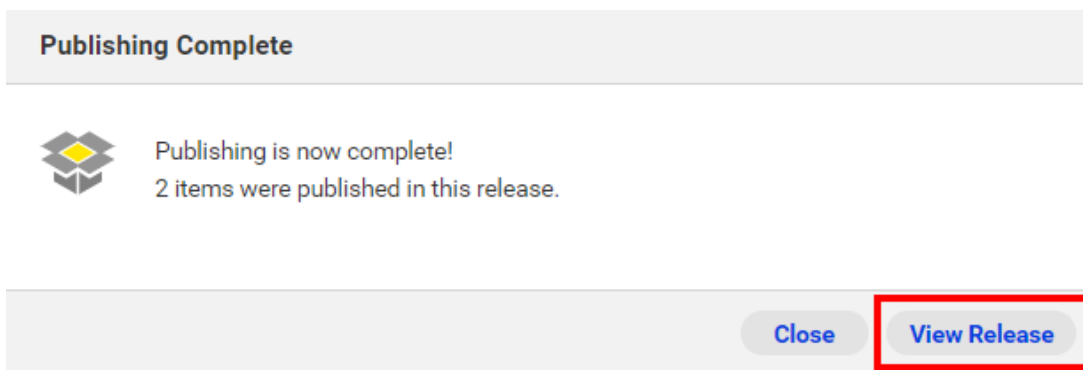
Field	Description
Label this release	The official name of this release.

Release notes	Details about what updates you have made.
Post a news item about this when the items are published	If selected, you can post a news item on the Home tab to notify users about your content changes.
News item title	Title of the news item that will appear in the Home tab.
News message	The message that will appear under the news item title.
Include a link in the release summary	If selected, this option will allow you to include a link to the release notes for the item.
Email all users when this News Item is published	If selected, all web app users in your organisation (provided they have activated their account) will receive an email notification about the release at 5:30 am AEDT/AEST the following day.

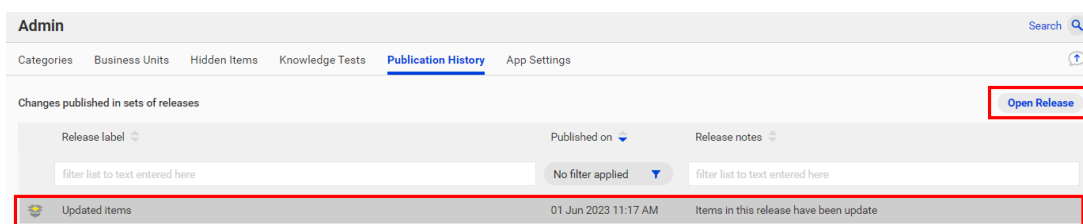
1.8. Click **Publish** to officially release all items to all the users within your organisation.

2. View all release

2.1. Click the View Release button. Alternatively, you can view all your content releases by accessing the **Admin** tab and clicking **Publication History**.



2.2. By clicking **Open Release**, you can access a page to view notes for the release.



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2.3 Click the **Edit Label** to change the title of the release and **Edit Notes** to change the release notes.

Updated items



Items in this release have been update

Edit Label

Edit Notes

Published: 01 Jun 2023, by Holocentric Support

List of new, changed and deleted items

View Change Details

Open

Item name	Version	Item type	Last edited	Change summary
<input type="text" value="filter list to text entered here"/>		<input type="text" value="filter list to text ..."/>		<input type="text" value="filter list to text entered here"/>
Outlook	2	System	01 Jun 2023 10:49 AM	Update new System
Position Hiring	1	Business Process S...	25 May 2023 05:26 PM	New Process Stream

END