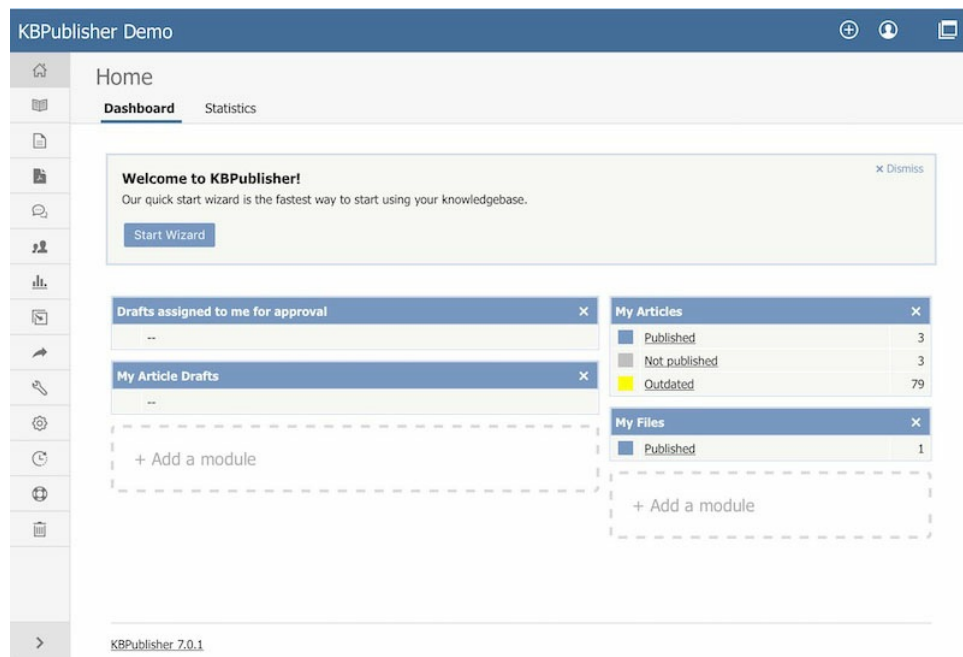


Admin Area (Back-End); Common Actions

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

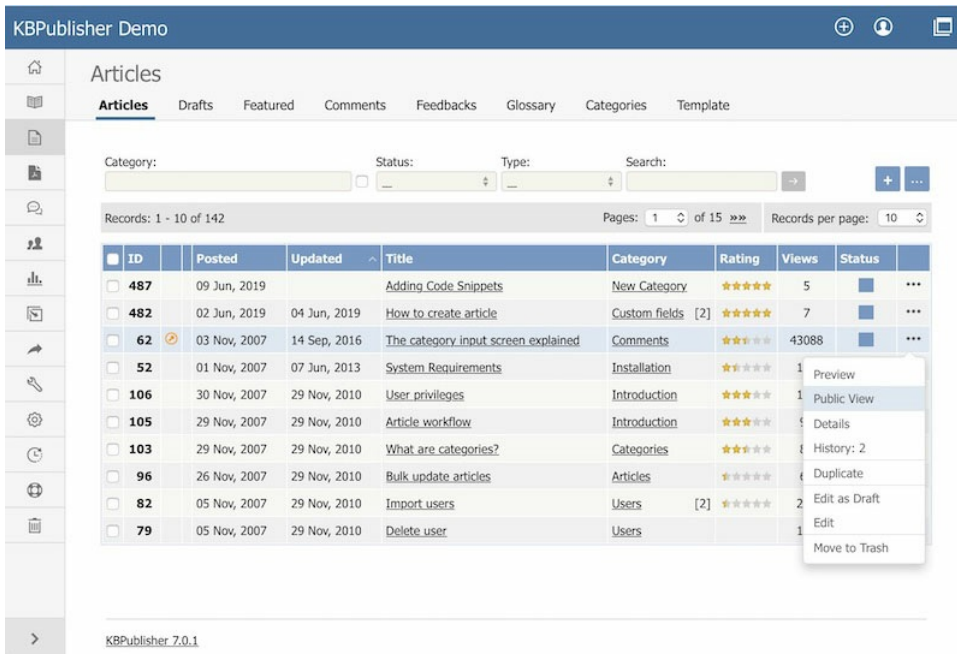
This tab displays a summary of content created by or assigned to you, including your articles and files in draft form, published articles, and articles and files assigned to you for approval. The content is grouped within each category by status. Click any link to see a detailed list of the content in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



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.

