



How to Publish a New Release of a Wiki or Category Page

This guide demonstrates the process of publishing a new release of a wiki or category page.

Written By: Dozuki System



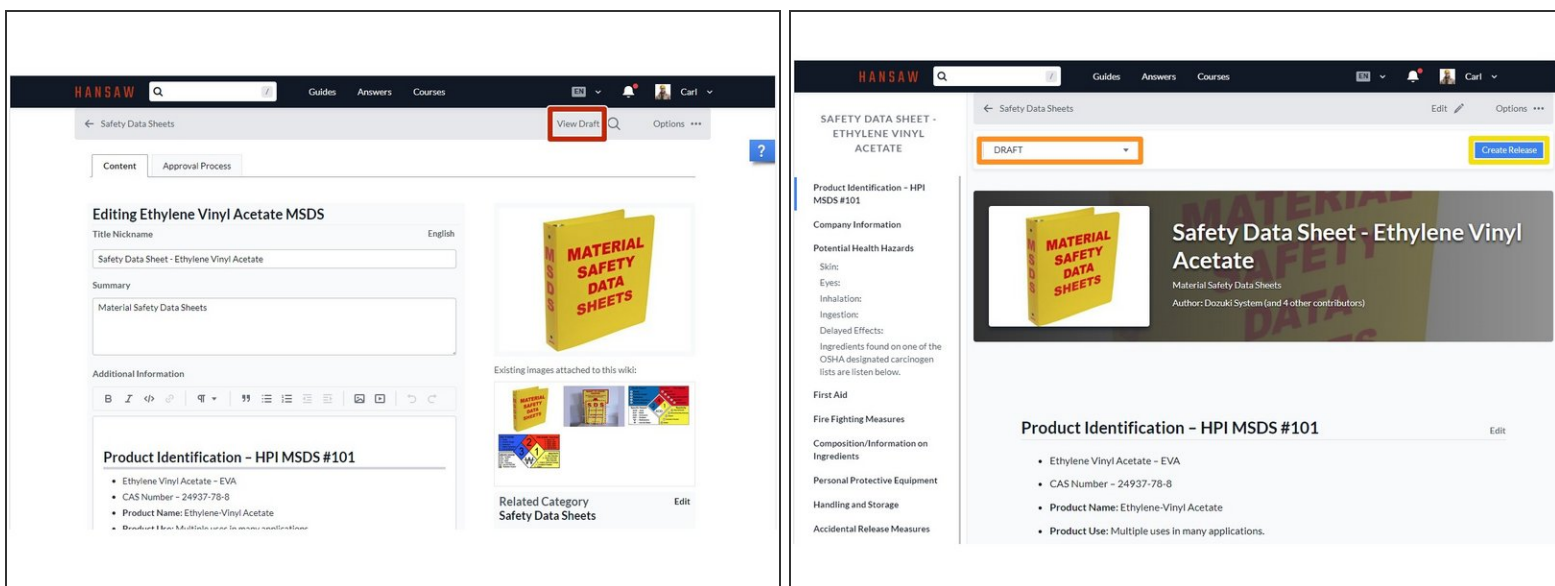
INTRODUCTION


This guide demonstrates the process of publishing a new release of a wiki or category page.

Who Can Publish Content?

Users with **Admin** or **Author** privileges can make changes to the wikis or category pages and publish a new release of the page.

Step 1 — Start the Process



- After completing your edits, click on the **View Draft** button.
- The drop-down in the upper-left of the page will read **DRAFT**.
-  The drop-down arrow will expand to display all of the published releases of the wiki or category page.
- Click on the **Create Release** button in the upper-right of the page.

Step 2 — Create a Release

Create Release

Version Type

☐ Major

☐ Minor

Version

???

Release Title (optional)

Release Title

Release Notes

What's new in this release?

B

I

<>

🔗

📄

↶

↷

Publish

immediately

Request Approval

- When the page refreshes, the **Create Release** window will open.

Step 3 — Select a Version Type

The 'Create Release' form consists of the following fields and controls:

- Version Type:** Radio buttons for 'Major' and 'Minor'. In the first screenshot, 'Major' is selected and highlighted with a red box. In the second, 'Major' is selected and highlighted with an orange box. In the third, 'Minor' is selected and highlighted with a yellow box.
- Version:** A text input field. In the second and third screenshots, the value '2.0' and '1.11' are visible respectively.
- Release Title (optional):** A text input field.
- Release Notes:** A text area with a rich text editor toolbar (bold, italic, link, unlink, list, indent, outdent, undo, redo).
- Buttons:** 'Publish' and 'Immediately' (dropdown).

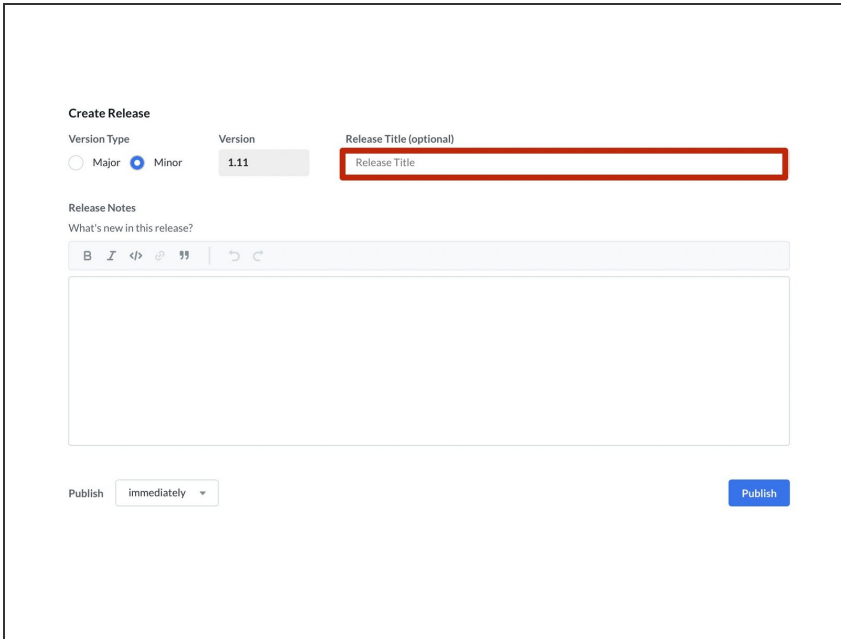
- Select either **Major Version** or **Minor Version** to identify the version type for this new release.
- **Major Versions** are typically categorized as document releases that contain major changes to steps (procedures) or the addition or editing of data capture forms.
- **Minor Versions** are typically categorized as document releases that contain only small changes to the document, like grammar, punctuation, or spelling.
- ① Wikis and category pages can have different **Approval Processes** assigned to Major and Minor versions.
- ① Alternatively, a single **Approval Process** can be assigned for one version type with no process assigned for the other. With this scenario, Authors have the ability to publish the release without it first going through an **Approval Process**.

Step 4 — Version Number

The image contains two side-by-side screenshots of a 'Create Release' form. Both screenshots show the 'Version Type' section with radio buttons for 'Major' and 'Minor', and a 'Version' text input field. In the left screenshot, 'Major' is selected and the version is '2.0'. In the right screenshot, 'Minor' is selected and the version is '1.11'. Both screenshots also show a 'Release Title (optional)' text input field, a 'Release Notes' text area with a rich text editor toolbar, and a 'Publish' button with a dropdown menu set to 'immediately'.

- If auto-numbering is enabled on your site, a version number will populate when you select the **Version Type**.
 - **Major Versions** increase the version to the next whole integer.
 - 📘 Ex: 1.0, 2.0, 3.0
 - **Minor Versions** increase the version to the next decimal.
 - 📘 Ex: 1.1, 1.2, 1.3

Step 5 — Release Title



Create Release

Version Type: ☐ Major ☒ Minor

Version: 1.11

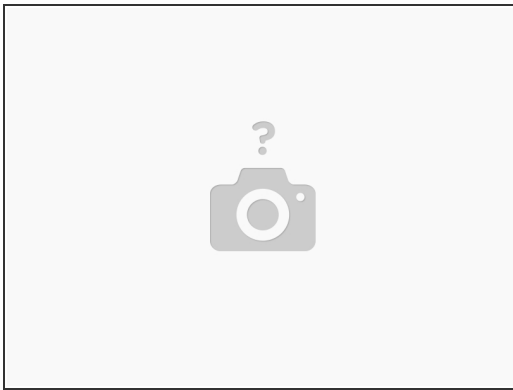
Release Title (optional):

Release Notes: What's new in this release?

Publish immediately ▾ Publish

- A **Release Title** can be set for the new release version of the wiki or category page.
- ⓘ The use of a **Release Title** replaces the release version number in the **Version History**.

Step 6



- 🚩 If you wish to disable the **Release Title** field on a page, please see [How to Disable Release Titles](#).

Step 7 — Include Release Notes

Create Release

Version Type

Version

Release Title (optional)

☐ Major ☒ Minor

1.1.1

Release Title

Release Notes

What's new in this release?

B

I

</>

🔗

🔗

Publish

immediately

Publish

- In the **Release Notes** field, record the change(s) that will be published in the new release.
- 📘 Once the new release is published, site users can view the **Release Notes** on the wiki or category page.

Step 8 — Immediate Publishing of a Release

The left screenshot shows the 'Create Release' form. It includes fields for 'Version Type' (Major/Minor), 'Version' (1.12), and 'Release Title (optional)'. There is a 'Release Notes' section with a rich text editor. At the bottom, the 'Publish' drop-down menu is set to 'immediately' (highlighted with a red box), and the 'Publish' button is highlighted with an orange box.

The right screenshot shows the resulting 'Safety Data Sheet' page for 'ETHYLENE VINYL ACETATE'. The page header shows the date '06/14/2022' (highlighted with a yellow box) and the author 'Dozuki System'. The main content area displays 'Product Identification - HPI MSDS #101' with a list of properties: Ethylene Vinyl Acetate - EVA, CAS Number - 24937-78-8, Product Name: Ethylene-Vinyl Acetate, and Product Use: Multiple uses in many applications.

- To immediately publish your release, be sure the **Publish** drop-down field is set on **Immediately**.
- Click on the **Publish** button.
- Once the page refreshes to its normal view, the release date updates.
- If published immediately, the current date shows in the upper-left of the page.

Step 9 — Request Approval for Immediate Release

Create Release

Version Type

☒ Major ☐ Minor

Version

2.0

Release Title (optional)

Release Title

Release Notes

What's new in this release?

B I Z <P & 99 ↶ ↷ ↺ ↻

Once approved, publish

immediately

Request Approval

HANSAW

Guides Answers Courses

SAFETY DATA SHEET - ETHYLENE VINYL ACETATE

v2.0 M AWAITING APPROVAL Quality Approval 08/05/2022 by Carl Roberts Cancel Release Details

Product Identification - HPI MSDS #101

Company Information

Potential Health Hazards

First Aid

Fire Fighting Measures

Composition/Information on Ingredients

Personal Protective Equipment

Handling and Storage

Accidental Release Measures

Exposure Controls

A version of this wiki needs your approval! You should [take care of that](#).

MATERIAL SAFETY DATA SHEETS

Safety Data Sheet - Ethylene Vinyl Acetate

Material Safety Data Sheets

Author: Dozuki System (and 4 other contributors)

Product Identification - HPI MSDS #101

- Ethylene Vinyl Acetate - EVA
- CAS Number - 24937-78-8
- Product Name: Ethylene-Vinyl Acetate
- Product Use: Multiple uses in many applications.

- To immediately publish a release that has an Approval Process, click the **Request Approval** button in the lower-right corner, beneath the **Release Notes** field.
- The release status will now be **Awaiting Approval**.

This document was generated on 2023-09-13 03:33:43 PM (MST).

© 2023

help.dozuki.com/

Page 10 of 14

Step 10 — Schedule a Future Publish Date

The image displays two side-by-side screenshots of a software release management interface. Both screenshots show the 'Version Type' (Major/Minor), 'Version' (1.0), and 'Release Title (optional)' fields. The 'Release Notes' section is titled 'What's new in this release?' and includes a rich text editor with formatting options (B, I, <>, link, unlink, list, indent, outdent, undo, redo). The 'Once approved, publish' dropdown menu is open in both screenshots, showing options: 'immediately', 'on a specific date', and 'after a number of days'. The right screenshot also shows a calendar pop-up for July 2022, with the date 28 highlighted, and a date input field with the format 'mm/dd/yyyy'.

- To schedule a future Publish date and time, click in the **Publish** drop-down field.
 - ❗ If you do not adjust this field, the new release will be published immediately (or immediately after it clears any [Approval Process](#) assigned).
- Select **on a specific date**
- Click in the **date** field in the lower-right of the page.
- Type in the publish date for the new release, or you can select it from the calendar.

Step 11

The image displays two side-by-side screenshots of the 'create Release' form, illustrating the steps to configure the release timing.

Left Screenshot: The 'after a number of days' option is selected in the dropdown menu, highlighted with a red box. The form includes fields for 'Version' (0.2), 'Release Title (optional)', and 'Release Notes'. A 'Request Approval' button is visible.

Right Screenshot: The number '3' is entered in the text field, highlighted with an orange box. The form includes fields for 'Version' (0.2), 'Release Title (optional)', and 'Release Notes'. A 'Request Approval' button is visible.

Both screenshots have the title 'How to Lock Out / Tag Out (LOTO)' at the bottom.

- To publish after a specified number of days, select **after a number of days**.
- Type in the number of days between the day the release is approved and the day the release is published.
- ❗ The selected number of days will only start "counting down" once the release has been approved; the release will be unpublished until then, regardless of how much time passes.
- ★ When it is part of a course, users can immediately train on the new release.

Step 12 — Schedule Your New Release

Version Type: ☒ Major ☐ Minor

Version: 1.0

Release Title (optional):

Release Notes

What's new in this release?

B *I* `</>`

Once approved, publish: [Request Approval](#)

SAFETY DATA SHEET - ETHYLENE VINYL ACETATE

Product Identification - HPI MSDS #101

Company Information

Potential Health Hazards

Skin:

Eyes:

Inhalation:

Ingestion:

Delayed Effects:

Ingredients found on one of the OSHA designated carcinogen lists are listed below:

First Aid

Fire Fighting Measures

Composition/Information on Ingredients

Personal Protective Equipment

Handling and Storage

Accidental Release Measures

← Safety Data Sheets

v1.0 M **APPROVED** Quality Approval 08/05/2022 by Carl Roberts Details

Safety Data Sheet - Ethylene Vinyl Acetate

Material Safety Data Sheets

Author: Dozuki System (and 4 other contributors)

Product Identification - HPI MSDS #101 Edit

- Ethylene Vinyl Acetate - EVA
- CAS Number - 24937-78-8
- Product Name: Ethylene-Vinyl Acetate
- Product Use: Multiple uses in many applications.

- Click on the **Request Approval** button when all of the fields are complete.
- Once the page refreshes to its normal view, the release date will update.
- When the release of a wiki or category page is scheduled to publish on a specific date, the status of the release displays as **AWAITING APPROVAL** or **APPROVED**, if approved.

Step 13 — Request Approval for Scheduled Release

Create Release

Version Type

☒ Major ☐ Minor

Version

2.0

Release Title (optional)

Release Title

Release Notes

What's new in this release?

B I Z <P 99

Once approved, publish

on a specific date

08/08/2022

Request Approval

HANSAW

Guides Answers Courses

Carl

Safety Data Sheets

v2.0

M

AWAITING APPROVAL

Quality Approval

08/08/2022

by Carl Roberts

Cancel Release

Details

Product Identification - HPI MSDS #101

Company Information

Potential Health Hazards

Skin:

Eyes:

Inhalation:

Ingestion:

Delayed Effects:

Ingredients found on one of the OSHA designated carcinogen lists are listed below.

First Aid

Fire Fighting Measures

Composition/Information on Ingredients

Personal Protective Equipment

Handling and Storage

Accidental Release Measures

Exposure Controls

MATERIAL SAFETY DATA SHEETS

Safety Data Sheet - Ethylene Vinyl Acetate

Material Safety Data Sheets

Author: Dozuki System (and 4 other contributors)

Product Identification - HPI MSDS #101

Edit

Ethylene Vinyl Acetate - EVA

CAS Number - 24937-78-8

Product Name: Ethylene-Vinyl Acetate

Product Use: Multiple uses in many applications.

- If the wiki or category page has been assigned an Approval Process, click the **Request Approval** button in the lower-right corner, beneath the **Release Notes** field.
- The release status will now be **Awaiting Approval**.