## DOZUKI

# How to Change the Author of a Guide

This guide demonstrates how to change the author of a guide.

Written By: Dozuki System



## INTRODUCTION

This guide demonstrates how to change the author of a guide.

### Reminders

Only Admins can change the author of a guide.

Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.

#### Step 1 — In Guide "Edit"



- Navigate the guide you wish to update and click on the Edit tab in the top-right of the page, just beneath the site header.
- Scroll down to the **Author** section on the right side of the page.

#### Step 2 — Edit Author Setting

How to Lock Out / The Out # 0000	Look out ing out (Loro)	Hereite Lock Out / Two Out (10070)	con our lug our (coro)	Hearto Lock Out / Two Out (LOTO)	concourt ing out (corro)
Hew to bok Out / hig Out (C/TO)	741	Here to box our ragion corror	741	Here to concour and concourt	
Search Summary		Search Summary		SearchSummary	
Summarize in a sentence or two what this guide will accomplish.	Steps	Summarize in a sentence or two what this guide will accomplish.	Steps	Summarize in a sentence or two what this guide will accomplish.	Steps
	TRANE - D ME B				2000 - D M
	<b>P</b> +		S . +		S & +
	Author		Author		Author Edit
	Depuki System		1 Carl Roberts (ilicarl)		L Carl Roberts (Bcarl)
	0		Edit Desmissione D		Edit Desmissions
			Euro Permissions		Europerinissions
	Close		Representation requirements approve complex.		Aspectation requires to approve changes.
	=				
introduction	Privacy	Introduction	Privacy	Introduction	Privacy
8 Z 0   9 - 0   5 0	Q Public Private A	B Z Ø   9- m   5 Ø	Q Public Private A	8 Z Ø   9 - 10   5 Ø	Q Public Private B
Responsibility	Add Teams	Responsibility	Add Teams	Responsibility	Add Teams
Authorized Machine Operators	Add a team by name	Authorized Machine Operators	Add a team by name	Authorized Machine Operators	Add a team by name
Requirements	Guide is visible to you.	Requirements	Guide is visible to you.	Requirements	Guide is visible to you.
This assessments are also find to and a dama a factory memory or allowers a second of the in bands index or	Add Users	This assessment we shall be followed when a large second sector a west of their back late as	Add Users	This assessment we shall be full as and a form a formal membra a formal and their back back and	Add Users
area that contains moving parts while cleaning, repairing, inspecting, etc.		area that contains moving parts while cleaning, repairing, inspecting, etc.		area that contains moving parts while cleaning, repairing, inspecting, etc.	
When in doubt lock it out!	Invite a member by name	When is doubt lock it out!	Invite a member by name	When is doubt lock it out!	Invite a member by name
	Data Capture		Data Capture		Data Capture
Flags	On OF	Flags	On OII	Flags	On OII
Bulk-create steps	Tags	Bulk-create steps	Tags	Bulk-create steps	Tags
	safety × 2		safety × 2		safety × 2
D. Debras Codes		D. Dalate Guida		C Dalate Guida	

Click on the **Edit** button and type in the new author's name in the drop-down field.

The field is not case sensitive.

- Click on the **Save** button above the **Author** name.
- Click on the **Save** button at the bottom of the page.