



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



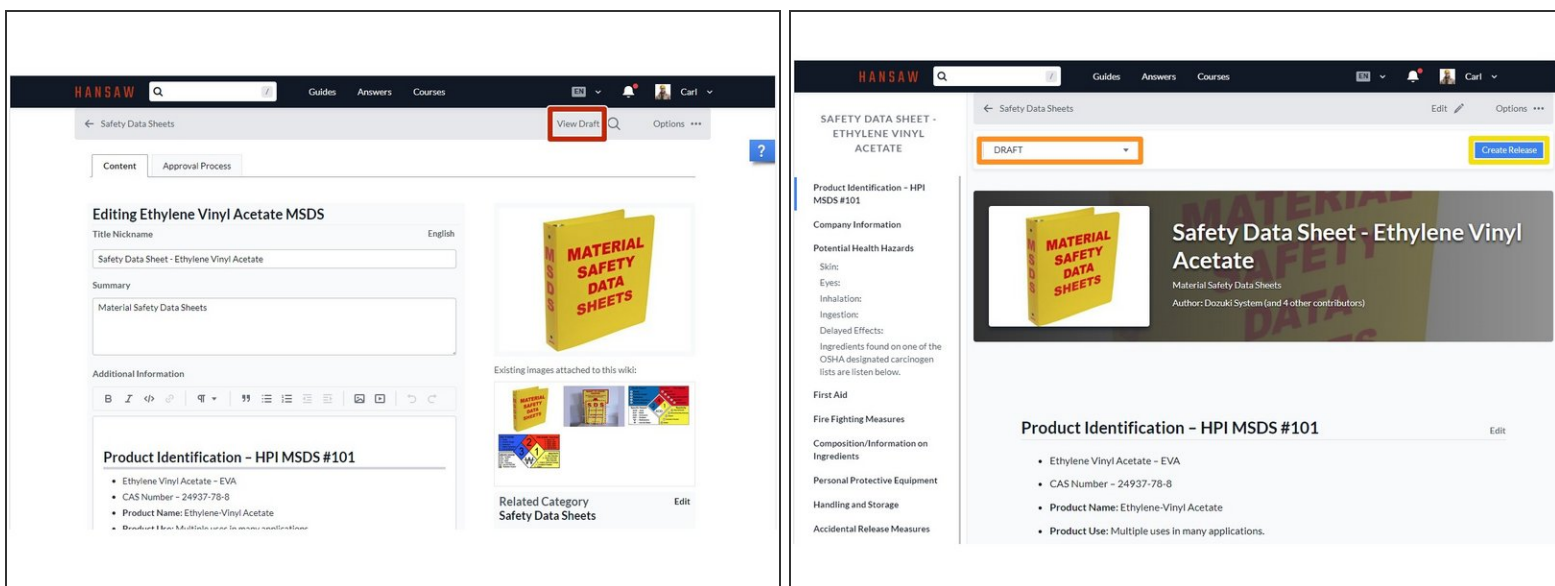
INTRODUCTION

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**.
- ① 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?

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Publish

immediately

Request Approval

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

Step 3 — Select a Version Type

The figure consists of three side-by-side screenshots of the 'Create Release' form. Each screenshot shows the 'Version Type' section with radio buttons for 'Major' and 'Minor'.
- The first screenshot shows the 'Major' radio button selected and highlighted with a red box.
- The second screenshot shows the 'Major' radio button selected and highlighted with an orange box.
- The third screenshot shows the 'Minor' radio button selected and highlighted with a yellow box.
Other visible elements include a 'Version' field with '1.11', a 'Release Title (optional)' field, a 'Release Notes' text area, and a 'Publish' button.

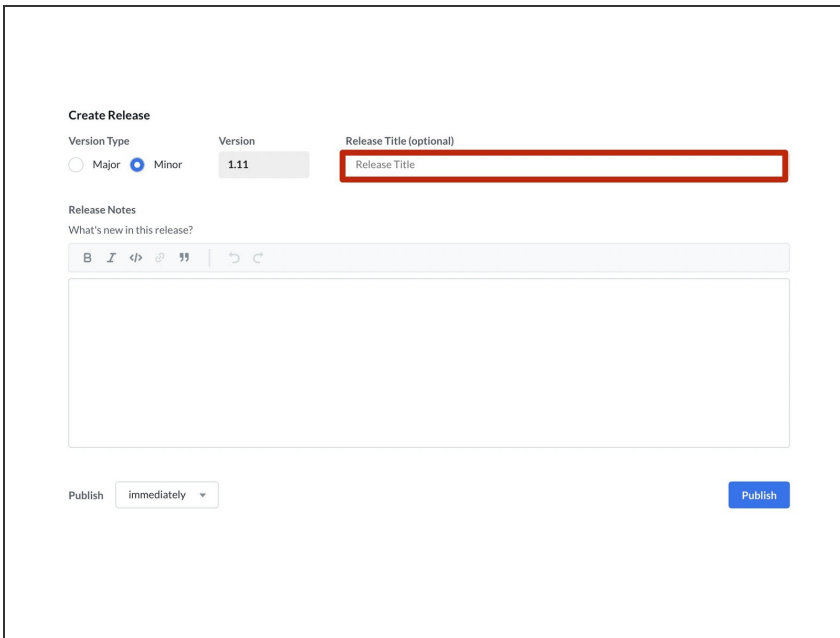
- Select either **Major Version** or **Minor Version** to identify the version type for this new release.
- **Major Versions** are typically categorized as document releases that contain major changes to steps (procedures) or the addition or editing of data capture forms.
- **Minor Versions** are typically 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 'Major' and 'Minor' radio buttons, and a 'Version' text 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 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

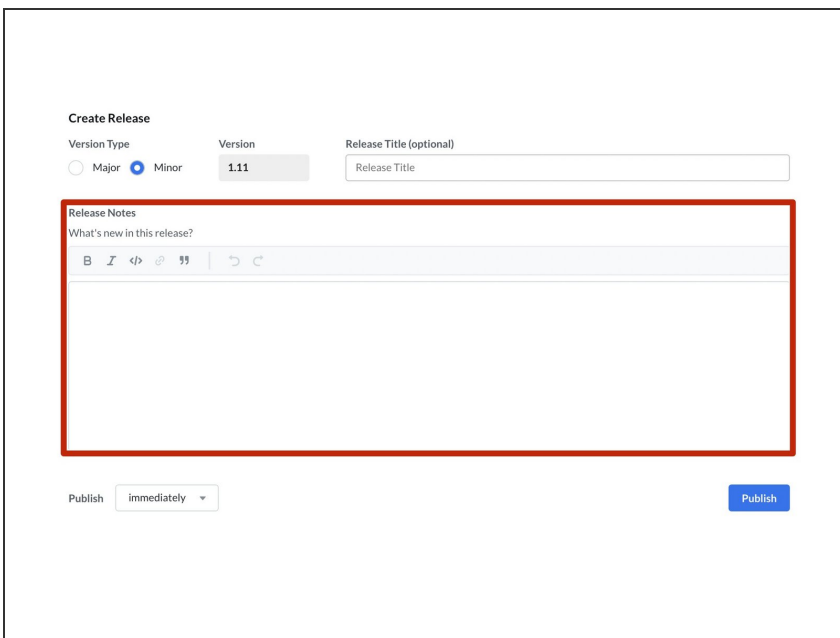
Step 5 — Release Title



The screenshot shows the 'Create Release' form. At the top, there's a 'Version Type' section with 'Major' and 'Minor' radio buttons, and a 'Version' field showing '1.11'. To the right is the 'Release Title (optional)' field, which is highlighted with a red rectangular box. Below this is the 'Release Notes' section, which includes a text area for 'What's new in this release?' and a rich text editor toolbar with buttons for bold, italic, code, link, unlink, and list. At the bottom, there's a 'Publish' button and a dropdown menu set to 'immediately'.

- 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 — Include Release Notes



The screenshot shows the 'Create Release' form, similar to the one in Step 5. The 'Release Title (optional)' field is now empty. The 'Release Notes' section, which includes the text area for 'What's new in this release?' and the rich text editor toolbar, is highlighted with a red rectangular box. The 'Publish' button and the 'immediately' dropdown menu are still visible at the bottom.

- 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 7 — 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 text area and a 'Publish' dropdown menu set to 'immediately'. A blue 'Publish' button is at the bottom right.

The right screenshot shows the 'Safety Data Sheet - Ethylene Vinyl Acetate' page. The top right corner displays the date '06/14/2022' next to the author 'Dozuki System'. The page content includes sections for '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', and 'Accidental Release Measures'.

- 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 8 — 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 *I* <P>

Once approved, publish

immediately

Request Approval

HANSAW

Guides Answers Courses

100

Carl

Safety Data Sheets

v2.0

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AWAITING APPROVAL

Quality Approval


08/05/2022

by Carl Roberts

Cancel Release

Details

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



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.

- 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**.

Step 9 — Schedule a Future Publish Date

The form is titled 'Schedule a Future Publish Date' and contains the following fields:

- Version Type:** Major (selected), Minor
- Version:** 1.0
- Release Title (optional):** Release Title
- Release Notes:** What's new in this release? (Rich text editor)
- Once approved, publish:**
 - immediately (selected in left screenshot)
 - on a specific date (selected in right screenshot)
 - after a number of days
- Request Approval** button

In the right screenshot, a calendar for July 2022 is displayed, showing the date 28th selected. Below the calendar is a date input field with the placeholder '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 10

create Release

Version Type: ☐ Major ☒ Minor Version: Release Title (optional):

Release Notes
What's new in this release?

Once approved, publish:

Users can train on this immediately after approval

How to Lock Out / Tag Out (LOTO)

create Release

Version Type: ☐ Major ☒ Minor Version: Release Title (optional):

Release Notes
What's new in this release?

Once approved, publish:

Users can train on this immediately after approval

How to Lock Out / Tag Out (LOTO)

- 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 11 — 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:

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

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.

- 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 12 — 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 95

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

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

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**.