



# 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



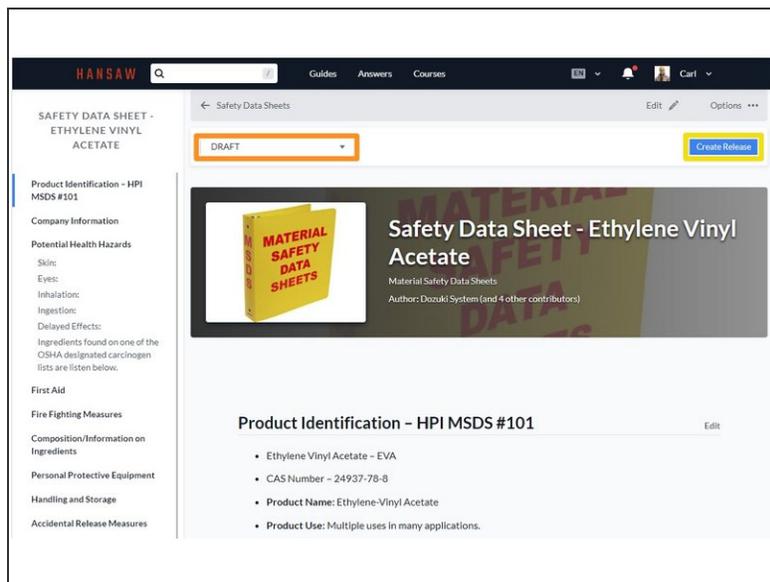
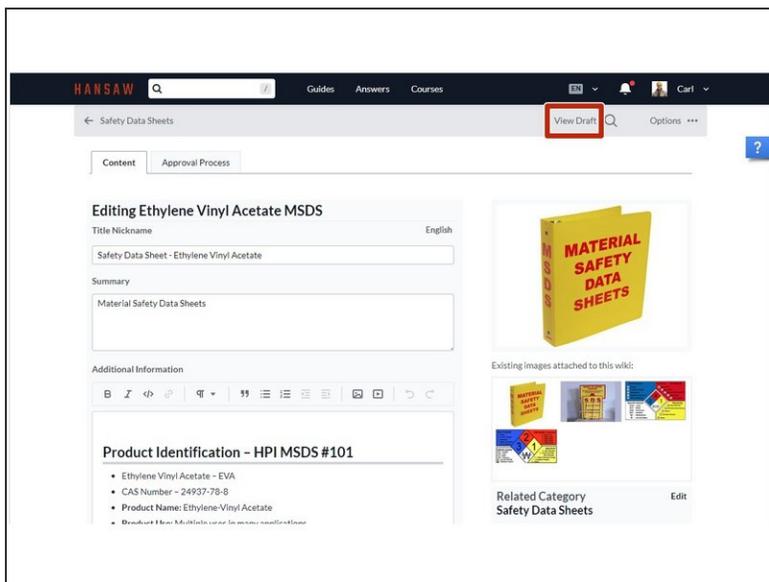
## INTRODUCTION

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

## Who Can Publish Content?

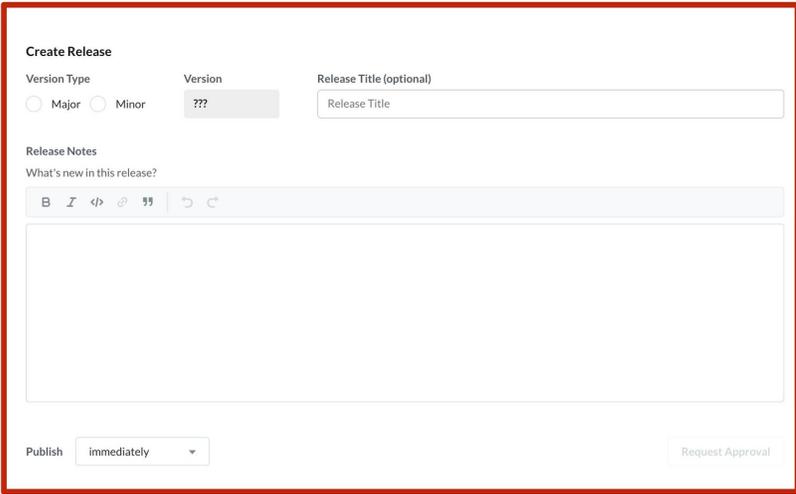
Users with **Admin** or **Author** privileges can make changes to the wikis or category pages and publish a new release of the page.

## 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 Notes

What's new in this release?

Rich text editor toolbar: B I <> @ ¶ ↵ ↶

Rich text editor area

Publish:

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

## Step 3 — Select a Version Type

The image shows three sequential screenshots of the 'Create Release' form. In the first screenshot, the 'Version Type' dropdown is highlighted with a red box, showing 'Major' and 'Minor' options. In the second screenshot, the 'Major' radio button is selected and highlighted with an orange box. In the third screenshot, the 'Minor' radio button is selected and highlighted with a yellow box. Each screenshot also shows a 'Version' field with a dropdown menu, a 'Release Title (optional)' field, a rich text editor for 'Release Notes', and a 'Publish' button with an '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**.

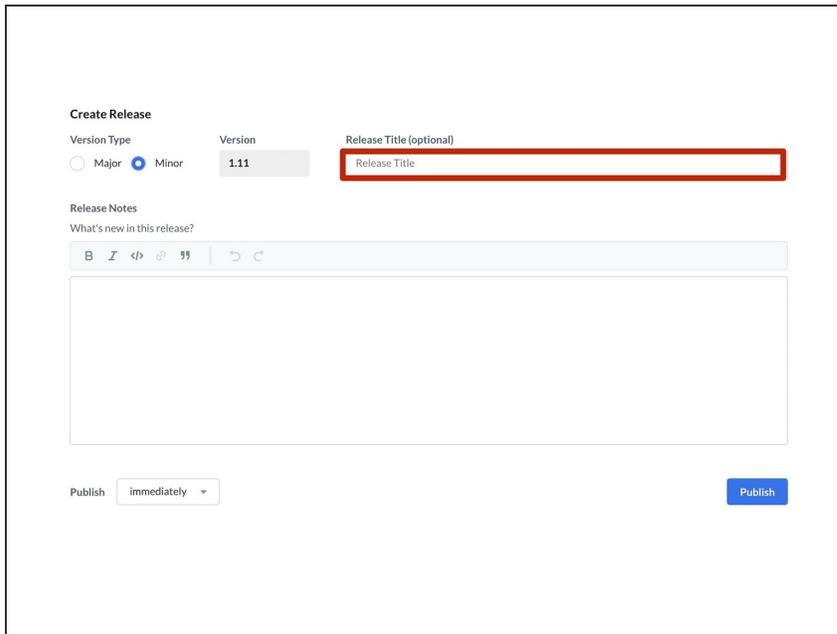
## Step 4 — Version Number

The image shows two side-by-side screenshots of the 'Create Release' form. Both forms have the following layout:

- Create Release** header.
- Version Type**: Radio buttons for 'Major' and 'Minor'. In the left screenshot, 'Major' is selected. In the right screenshot, 'Minor' is selected.
- Version**: A text input field. In the left screenshot, '2.0' is entered. In the right screenshot, '1.11' is entered.
- Release Title (optional)**: A text input field labeled 'Release Title'.
- Release Notes**: A section with the prompt 'What's new in this release?' and a rich text editor with a toolbar (B, I, U,  $\langle \rangle$ ,  $\text{\&#x2013}$ ,  $\text{\&#x2014}$ ).
- Publish**: A 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

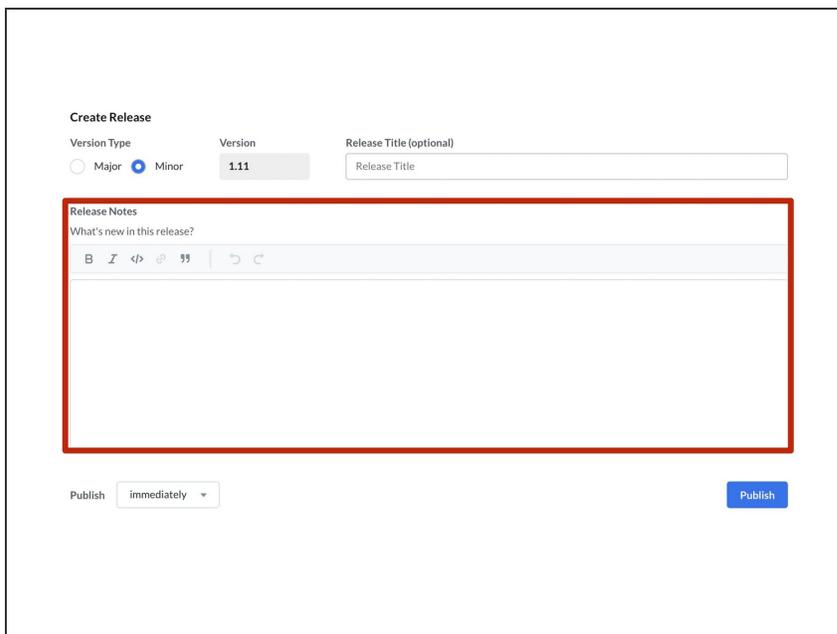
## Step 5 — Release Title



The screenshot shows the 'Create Release' form. At the top, there are radio buttons for 'Major' and 'Minor' (selected), and a 'Version' field containing '1.11'. To the right is a 'Release Title (optional)' text input field, which is highlighted with a red rectangular box. Below this is a 'Release Notes' section with a rich text editor. At the bottom, there is 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. The 'Release Title (optional)' field is now empty. The 'Release Notes' section, which includes a rich text editor, is highlighted with a red rectangular box. The rest of the form, including the 'Publish' button and the 'immediately' dropdown, remains the same.

- 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 image shows two side-by-side screenshots from a web application. The left screenshot is the 'Create Release' form. It has fields for 'Version Type' (Major/Minor), 'Version' (1.12), and 'Release Title (optional)'. Below these is a 'Release Notes' section with a rich text editor. At the bottom, there is a 'Publish' dropdown menu set to 'immediately' and a blue 'Publish' button. The right screenshot shows the resulting 'Safety Data Sheet' page for 'ETHYLENE VINYL ACETATE'. The page header shows the date '06/14/2022' and the author 'Dozuki System'. The main content area is titled 'Safety Data Sheet - Ethylene Vinyl Acetate' and 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'. A list of product details is shown under 'Product Identification - HPI MSDS #101': 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 8 — Request Approval for Immediate Release

The image shows two side-by-side screenshots from a software interface. The left screenshot is the 'Create Release' form. It has fields for 'Version Type' (Major selected, Minor unselected), 'Version' (2.0), and 'Release Title (optional)' (Release Title). Below these is a 'Release Notes' field with a rich text editor. At the bottom, there is a 'Once approved, publish' dropdown set to 'immediately' and a blue 'Request Approval' button highlighted with a red box. The right screenshot shows the resulting page for 'SAFETY DATA SHEET - ETHYLENE VINYL ACETATE'. The status is 'AWAITING APPROVAL' in an orange box. The page includes a warning banner: 'A version of this wiki needs your approval! You should take care of that.' Below this is a preview of the Safety Data Sheet for Ethylene Vinyl Acetate, showing a yellow cover with 'MATERIAL SAFETY DATA SHEETS' and the title 'Safety Data Sheet - Ethylene Vinyl Acetate'. The 'Product Identification - HPI MSDS #101' section is visible, listing: 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 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 image shows two side-by-side screenshots of a software interface for scheduling a release. Both screenshots show the 'Version Type' (Major/Minor), 'Version' (1.0), and 'Release Title (optional)' fields. The 'Release Notes' section is also visible.

**Left Screenshot:** The 'Once approved, publish' dropdown menu is open, showing three options: 'immediately', 'on a specific date', and 'after a number of days'. The 'on a specific date' option is highlighted with an orange box.

**Right Screenshot:** The 'on a specific date' option is selected. A calendar for July 2022 is displayed, with the 28th highlighted. Below the calendar is a date input field with the placeholder 'mm/dd/yyyy' and a 'Request Approval' button.

- 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: 0.2 Release Title (optional):

Release Notes: What's new in this release?

After approval, publish: after a number of days

Users can train on this immediately after approval:

**How to Lock Out / Tag Out (LOTO)**

**create Release**

Version Type: Major  Minor  Version: 0.2 Release Title (optional):

Release Notes: What's new in this release?

After approval, publish: after a number of days

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 Title

Release Notes

What's new in this release?

B I Z </> [link] [list] [undo] [redo]

Once approved, publish on a specific date   [Request Approval](#)

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

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

The image shows two side-by-side screenshots from a software interface. The left screenshot is the 'Create Release' form. It has fields for 'Version Type' (Major selected, Minor unselected), 'Version' (2.0), and 'Release Title (optional)' (Release Title). Below these is a 'Release Notes' field with a rich text editor. At the bottom, there is a 'Once approved, publish' dropdown set to 'on a specific date', a date field containing '08/08/2022', and a blue 'Request Approval' button. The right screenshot shows a 'Safety Data Sheet' page for 'ETHYLENE VINYL ACETATE'. The status bar at the top indicates 'AWAITING APPROVAL' with a date of '08/08/2022'. The page content includes a title, a product image, and a list of 'Product Identification - HPI MSDS #101' items.

- 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**.