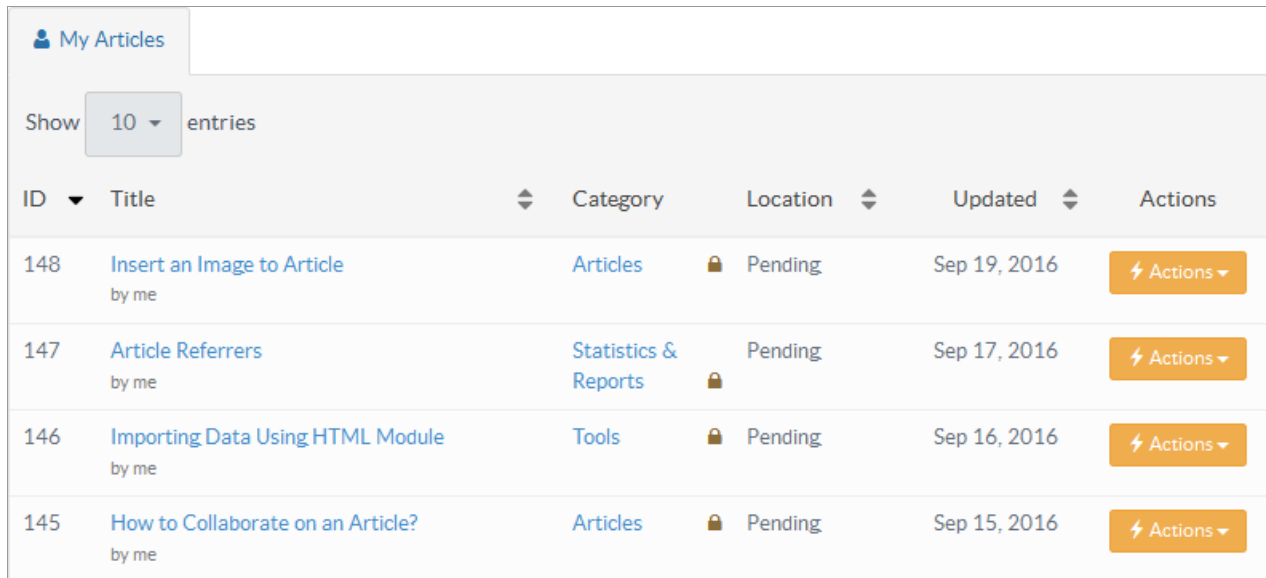


Users can expand "My Articles" link under **Articles** section of left navigation bar to view their own articles to update them. 'My Articles' page will be displayed which contain several columns as shown in the figure below:



ID	Title	Category	Location	Updated	Actions
148	<a href="#">Insert an Image to Article</a> by me	Articles	Pending	Sep 19, 2016	Actions
147	<a href="#">Article Referrers</a> by me	Statistics & Reports	Pending	Sep 17, 2016	Actions
146	<a href="#">Importing Data Using HTML Module</a> by me	Tools	Pending	Sep 16, 2016	Actions
145	<a href="#">How to Collaborate on an Article?</a> by me	Articles	Pending	Sep 15, 2016	Actions

**ID:** This column displays unique serial ID of the article in the knowledge base.

**Title:** This column displays the title of an article in the knowledge base. You can click on article title to preview the article contents.

**Category:** This column displays categories under which article is posted. Superusers and editors can click on the category name to view its details. **Multiple** is displayed if the article is posted under more than one category.

**Location:** This column displays the location or status of the article in the knowledge base, i.e, whether the article is pending, approved, disapproved, featured or expired.

**Updated:** This column displays the date on which the article was last updated.

**Actions:** This column displays a drop-down list of actions that can be performed on the article. These actions are:

**Edit** - Click to modify the article.

**Delete** - Click to delete the selected article. The deleted article is sent to 'Trash Box' section which behaves similarly to Recycle Bin.

**Attachments** - Click to add or delete an attachment in the selected article.

**Disapprove** - Superusers or editors can click this to disapprove the article.

**Mark Featured** - Superusers or editors can click this to make this article featured.

**Reset rating** - Superusers or editors can click this to set the rating of an article to 0.

**Subscribers** - Superusers or editors can click this to view the list of subscribers associated with this article.

**Revisions** - Superusers or editors can click this to view the old versions or revisions of the corresponding article.

**Collaboration** - Superusers or editors can click post notes on articles for other admin users.

You can click on sorting icon ( ) to sort the articles in ascending or descending order accordingly. You can also select the no. of entries (articles) to be displayed at one time in show entries field.

"**Select Bulk Action**" allows you to perform the same function on more than one article. For this, you need to mark the articles on which operation is required and then select a function from a drop-down list of actions. At last, click on "**Apply**" button.

## Custom Fields

**Applicable To:** Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

