



Bulk activate "ready for review" versions

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As part of the bulk editing options, you can also choose to "Activate next [version](#) marked ready for review." If you have a lot of versions that need to go "live" at the same time, as part of a release or policy update, this can be a great way to activate them all at the same time.



We recommend also setting the Updated Article Callout when you activate a new version, but that step is totally optional!

Publishing Status:

Keep Current Status

Author:

Keep Current Author

Update Article Callouts: Keep Current Status No Status NEW Article Status UPDATED Article Status**Status Expiration:**

01/22/2024

Restrict to Groups: Keep Current Restrictions None**Add Options:** Exclude from search results Hide from table of contents Hide from landing page Hide from article lists Add to required reading ?**Versions:** Activate next version marked ready for review**Add Tags**

Type tag name and hit enter or tab...

This is additive only. Tags will not be removed from articles.[Cancel](#)[Update Articles](#)**Check the box to Activate next version marked ready for review****To access this screen:**

1. In the top section of the lefthand navigation, select **Manage**.
2. Check the boxes next to the articles you'd like to bulk activate.
3. Select the **Bulk Edit** link to open the pop-up in the screenshot above.
4. Check the box next to "Activate next version marked ready for review."
5. *Optional:* If you use **Article callouts**, this is a great time to add the Updated article callout, too, as shown in the screenshot above!
6. Select the **Update Articles** button to complete the activation.

If you're unfamiliar with bulk editing, see [Bulk editing articles in Manage](#) for more details on steps 1-3.

"Activate next version marked ready for review" will check the selected articles. If any of them are articles with

multiple versions, and one of those versions is marked as "Ready for review", it will automatically set that version to be active. If the articles have no versions currently ready for review, they'll simply be re-saved.

So, for example, if we bulk edit this article to activate the next version:

The screenshot shows a 'Versions' panel with a list of article versions. The versions are listed from top to bottom: 5.02, 5.01, 5.00, 4.01, 4.00, 3.00, and 1.00. Each version has a plus icon and a trash icon to its right. Version 5.00 has an orange 'READY TO REVIEW' button. Version 4.00 has a 'VIEWING' button and a green 'ACTIVE' button. At the bottom of the panel is an 'Add version' button with a dropdown arrow. A dark blue banner at the bottom of the panel contains the text: 'Sample versions with one ready to review: version 5.00 will be activated'.

After the bulk edit completes, version 5.00 will be the current active version.

For the publishing status, that activated version will:

- If Keep Current Status is used, the version will inherit whatever publishing status the article already has overall.
- If you've selected a specific publishing status in the bulk edit screen, the newly-activated version will receive that publishing status.

If I have multiple versions marked ready for review, which version gets activated?

If an article has *multiple* revisions in a ready for review state, such as in this example:

Versions ^

<u>5.02</u>				+
<u>5.01</u>				+
<u>5.00</u>		READY TO REVIEW		+
4.01	VIEWING	READY TO REVIEW	+	
<u>4.00</u>		ACTIVE		+
<u>3.00</u>				+
<u>1.00</u>				+

Add version |

Article with two versions marked ready to review before bulk activation. Version 5.00 will be activated.

The most recent/newest version marked ready for review will be activated and the Ready to Review flag will be removed from the other versions.

So in this example, once we bulk edit to activate versions, version 5.00 will be the current active version and 4.01 will no longer be marked ready to review:

Versions ^

<u>5.02</u>				+
<u>5.01</u>				+
5.00	VIEWING	ACTIVE		+
<u>4.01</u>				+
<u>4.00</u>				+
<u>3.00</u>				+
<u>1.00</u>				+

Add version |

Same article after bulk activation



For this reason, we don't recommend marking multiple versions as ready for review at the same time if you're using bulk activation. If multiple ready versions makes sense for your workflow, we recommend manual activation of versions.
