# Article in-app version review process

Last modified on 08/18/2026 3:39 pm EDT

If you'd like other KnowledgeOwl authors with access to the editor to review your version, you can use a two-step workflow:

1. Editing authors set the version as **Mark for review**. This adds the **Ready for review** badge to the version.
2. Reviewing authors can use a **Manage** filter to view a list of articles with versions ready for review, open them, and provide feedback or activate them.

**Custom content category versions**
While you can use this process with Custom content categories, those categories do not show up in Manage, so you'll need to handle the workflow in some other way. Refer to In-app version review process, custom content categories for instructions specific to custom content categories.

## Mark article version as Ready for review

Authors with the default Editor or Writer role can mark article and custom category versions ready for review. If you're using a custom role, you'll need to have:

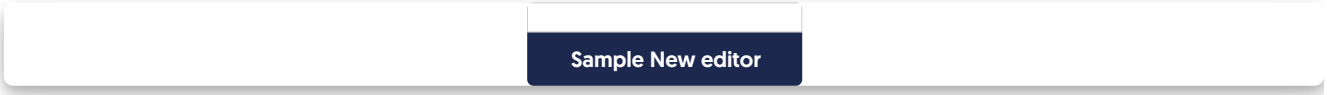
- For article versions: The **Articles** custom author role permission to **Edit versions of articles**.
- For custom content category versions: The **Categories** custom author role permissions to **Edit categories**.

The information below varies based on whether you're using our 2026 new editor or old editor.

To figure out which instructions to follow:

1. Open any article for editing.
2. If the lefthand navigation is collapsed and there's a link near the top of the page to **Switch to old editor**, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a heavier grey background, follow the **Old editor** documentation.

Here are side-by-side examples of the new editor and the old editor:




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Sample Old editor

**Try out the new editor**
We'd love your feedback on the new editor. To switch to the new editor, open any article for editing and select the **Switch to new editor** link at the top of the editor.

New editor | Old editor

# Use Manage filter to view a list of versions ready for review

Reviewing authors can then view a list of articles ready for review in **Manage** following these steps:

1. In the left menu, select **Manage**.
2. Create a custom Manage filter with the **Versions ready for review** checkbox checked. You can use any combination of other filters, such as date, author, and so on.
3. Save your filter to view the list.
4. You can also export the Manage Articles filter output to CSV and work the list from there. Articles with versions ready for review will show `TRUE` in the **New Version Ready to Publish** column.

Reviewing authors can add feedback in the Version Notes field, make edits to the version themselves, or activate the version.

Have multiple versions ready for review that you'd like to activate? You can activate versions marked Ready for review in bulk using the Manage articles bulk editing interface and this same filter!

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