



# Version review process for readers

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While the [in-app version review process](#) can work well if all of your reviewers are also KnowledgeOwl authors, it's quite possible you have reviewers or subject matter experts who don't have author accounts in KnowledgeOwl.

Or you might want reviewers to be able to see that version they're reviewing live in the full knowledge base, so they can see how it will look to your readers.

This is what the **Make Visible to Groups** option is for: it allows you to publish a new version of an article or custom content category to only specific reader groups accessing your knowledge base, so they can view that version as it will appear when it's fully activated.

## How it works

The Make Visible to Groups section only appears in the editor when you're viewing an inactive version of:

- An article with a Published or Needs Review publishing status
- A custom content category

[Draft articles will not show a Make Visible to Groups option.]

When it's visible, the Make Visible to Groups section appears in the righthand panel of the editor:

- In the article editor, this section displays between Inherited Restrictions and Restrict to Groups/Add More Restrictions.
- In the custom content category editor, it displays between the In Category section and the Inherited Restrictions section.

The Make Visible to Groups section shows all the reader groups available in your knowledge base.

## Inherited Restrictions i

Administrator

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### Make Visible to Groups

☐ Administrator

☐ Agents

☐ Executive Team

Sample Make Visible to Groups section in the article editor

To share the article or custom content category version with members of those groups:

1. Check the boxes next to the groups you'd like to make this version visible to.
2. Be sure to **Save** your changes.

When you check one of the boxes next to a group in the **Make Visible to Groups** section and save, this article version becomes available in your knowledge base to those groups:

1. In the Table of Contents, under the currently published version, with the version number added to the end of the title. For example:

 Home

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 Glossary

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## ▼ Main Content

Why Knowledge Management Matters

Updated

Test for versions


Test for versions v3.00



Sample version 3.00 visible to group in Table of Contents

2. Via direct URL link. Once you add one or more groups in **Make Visible to Groups** and save, you'll see hyperlinks in the message at the top of the version editor that will allow you to:

- Copy Version Link:** copies the URL for this particular version to your clipboard, so you can paste it somewhere else (like an email, a note, etc.)
- View Version:** Will open the knowledge base to this version in a new tab (basically the same place you'd get to by clicking the link in the Table of Contents screenshot above).



Knowledge Base Tools Library Settings 158 Reporting View KB

⚠ Until published, changes you make to this version will only alter this version and will not appear publicly. Visibility, call outs, etc. are locked to the current article version and cannot be changed from this version.

[Copy Version Link](#) [View Version](#) [Generate version PDF](#)

Sample banner from the top of an inactive version that's been Made Visible to Groups.

This version will only be accessible by readers in the groups you select in **Make Visible to Groups**.

Once you **activate** this version, the **Make Visible to Groups** section disappears entirely and the regular **Restrict to Groups** permissions apply.