



Schedule an article to be published

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If you'd like to publish a new article, there are several ways you can do so:

1. Edit the article directly to change the [Publishing status](#) to Published.
2. [Bulk edit](#) several articles at once in [Manage](#), to publish them all at once.
3. Schedule the article to be published at a future day/time. This option is detailed more below.

All undeleted articles have the [Schedule](#) option just below the Publishing Status dropdown. Any article that is unpublished (doesn't have a publishing status of "Published" or "Needs Review") has the [To be published](#) option.

Using this option will prompt you to select a future day and time for the publication. Articles that are scheduled for publication will display:

- An alert across the top of the editor letting you know what/when they've been scheduled.
- The scheduled date/time and an option for you to remove them from the schedule in the righthand column of the editor.

Schedule an article for publication

To schedule an article for publication:

1. Open the article you'd like to schedule in the editor.
2. In the upper right, just below the Publishing Status dropdown, select [Schedule](#).
3. In the dropdown that appears, select [To be published](#). (You won't see this option if the article is already Published or in a Needs Review status.)



A calendar picker opens where you can complete your scheduling details.

4. First, use the date picker select the date you'd like your article to be archived on. This must be at least one day in the future, but you can schedule as far out as you'd like.
 - a. By default, the picker shows the current month; you can jump to a different month by selecting the <month year> label at the top and then selecting the month you'd like:

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 - b. To jump to a different year, select the <month year> label at the top, select the year, then select the year

you'd like to switch to. Then you can proceed with selecting the month:

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5. Next, select the hour you'd like to publish the article. Publication generally occurs 10-15 minutes after the selected hour in the displayed time zone. The time zone displayed and used depends on the **Timezone** set for your knowledge base in **KB settings > Basic**.

a. To switch between AM or PM, select the lowercase **am** or **pm** in the upper right corner of the picker:

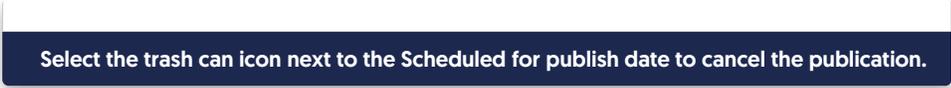
6. Once you've finished making your selections, select **Schedule** to finalize the schedule.

7. Once your schedule is added, the editor displays an alert across the top with the details of the schedule:



Sample publication statement at the top of the editor

8. The righthand column also shows the scheduled publication date. If you need to cancel or edit the schedule in any way, remove it by selecting the trashcan icon there. Refer to [Edit or remove an article's scheduled publication or archival](#) for more information.



Select the trash can icon next to the Scheduled for publish date to cancel the publication.

How publication schedules work

When the day and hour arrives, we run a scheduled job in the background to process your scheduled articles. Typically you'll see the scheduled article publish around :10 or :15 after the hour you selected.

What you can expect to see:

- The status will change to **Published**.
- The **Published Date** will automatically update to use the date you scheduled the publication.
- The **Last Modified** date will update when the schedule has run.
- If you added a **New** or **Updated** callout, it will display when the article is published. (As long as the callout's expiration date isn't in the past!)
- If you use **webhooks**, the `article.statuschange` and `article.publish` will log the change.
- If you use **Subscriptions** and included a **New** or **Updated** callout, this article will be included in your next scheduled subscription notification email. (As long as the callout's expiration date hasn't passed!)