

# Autosaved News Drafts

PHBKB Knowledge base provides you with the feature of "Autosaved Drafts" under News section. It auto saves a copy of news at regular interval of time so that even in case your computer crashes or connection is lost, you will still have a draft somewhere. **Enable Autosave** and **Autosave interval** settings can be enabled from the **Miscellaneous Settings** of **Manage Settings**.

**AUTOSAVE SETTINGS** SAVE

Enable Autosave?  Yes

Autosave Interval  (in minutes)

Expand **News** section of the left navigation bar and click on "Autosaved Drafts" link to open 'Autosaved Drafts' page as shown below:

| <a href="#">Manage News</a>    | <a href="#">Autosaved</a>                                                                 | <a href="#">Add News</a> |                                        |                                            |                                     |
|--------------------------------|-------------------------------------------------------------------------------------------|--------------------------|----------------------------------------|--------------------------------------------|-------------------------------------|
| Show                           | <input type="text" value="50"/>                                                           | entries                  | Select Bulk Action                     | <input type="button" value="Apply"/>       |                                     |
| ID                             | Title                                                                                     | Saved on                 | Actions                                |                                            |                                     |
| 53                             | <a href="#">Shining Examples of Great Knowledge Bases - An Infographic</a>                | Sep 12, 2016 at 10:16 AM | <input type="button" value="Actions"/> | <input type="checkbox"/>                   |                                     |
| 52                             | <a href="#">Knowledge Base Management Software</a>                                        | Sep 10, 2016 at 4:55 PM  | <input type="button" value="Actions"/> | <input type="checkbox"/>                   |                                     |
| 54                             | <a href="#">Knowledge Management in Software Engineering - Requirement &amp; Benefits</a> | Sep 12, 2016 at 10:27 AM | <input type="button" value="Actions"/> | <input type="checkbox"/>                   |                                     |
| Displaying 1 to 3 of 3 records |                                                                                           |                          | <input type="button" value="First"/>   | <input type="button" value="Page 1 of 1"/> | <input type="button" value="Last"/> |

The columns of the page are explained below:

**ID:** This column displays the serial ID of this draft in the database.

**Title:** This column displays the title of the news. You can click on the title to view contents of news draft.

**Saved On:** This column displays date and time when the news was added in autosaved drafts.

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

**Recover** - Click it to recover the saved draft so that you can continue working from where you left last time. When a draft is recovered, it is opened in "Add News" page with details of news preloaded with draft details.

**Delete** - Click to remove the saved draft if it is not required.

In multi-language editions of software, you can select a language from **language drop-down** available on right side of the page to view drafts saved under selected language.

You can perform the same action on more than one draft through "**Select Bulk Action**". For this, you first need to check the checkboxes corresponding to drafts on which action is required, then select the desired action from the bulk action list and 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)

