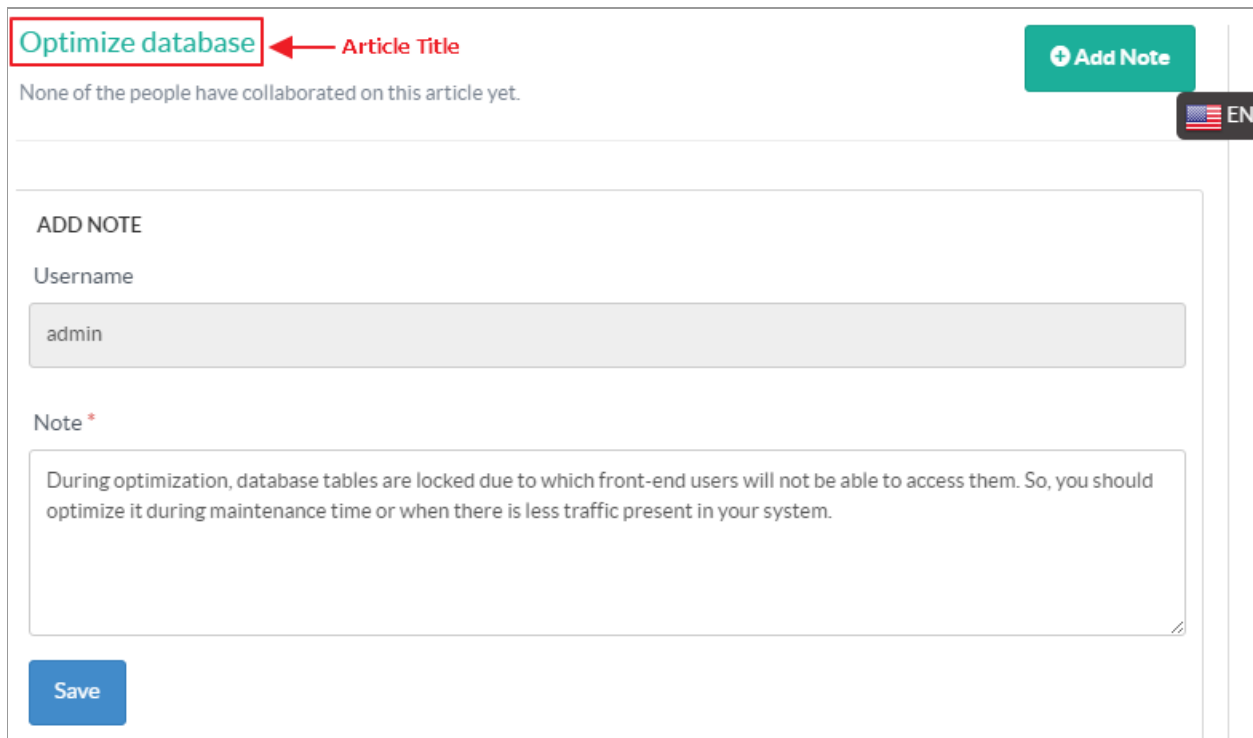


# Collaborating on an article

145 Gurjeet Kaur August 8, 2017 Articles

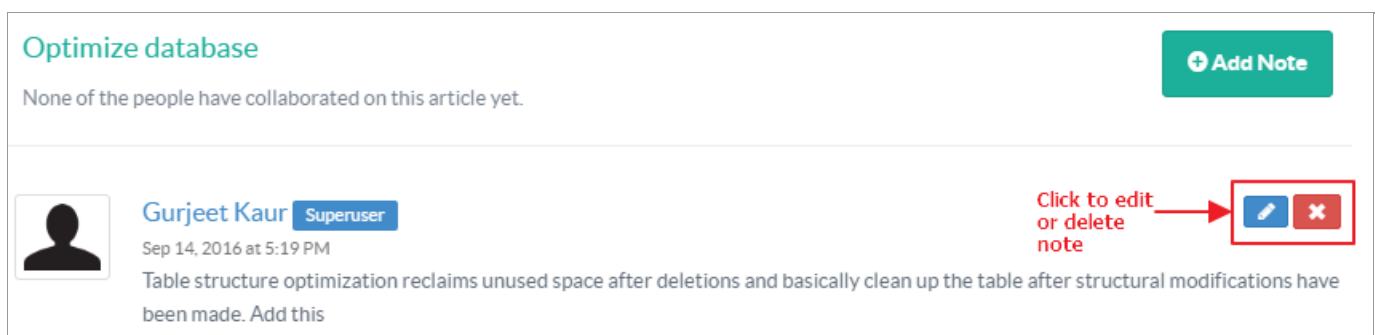
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**Article Collaboration** allows admin users to share their views, ideas, opinions & comments in the form of notes with other admin users in order to refine the content of an article. The intent of this collaboration is to polish the articles and to bring them up to the highest standards. To collaborate on an article, go to **Manage Articles** link under **Articles** section of the left navigation bar and click on **Collaboration** action from the **Actions** menu. The collaboration screen will be displayed as shown below:



The screenshot shows the 'Optimize database' article page. At the top, the article title 'Optimize database' is highlighted with a red box and labeled 'Article Title' with a red arrow. Below the title, it says 'None of the people have collaborated on this article yet.' There is a green 'Add Note' button in the top right corner. Below this, there is a section for adding a note. It includes a label 'ADD NOTE', a 'Username' field with 'admin' entered, and a 'Note' text area. The note text area contains the text: 'During optimization, database tables are locked due to which front-end users will not be able to access them. So, you should optimize it during maintenance time or when there is less traffic present in your system.' At the bottom left of the note section is a blue 'Save' button.

Enter the contents of note in the text area and select the user for whom you are writing this note and after that click on "Save" button.



The screenshot shows the 'Optimize database' article page with a posted note. The article title 'Optimize database' is at the top. Below it, it says 'None of the people have collaborated on this article yet.' There is a green 'Add Note' button in the top right corner. Below this, there is a section for posted notes. It includes a user profile for 'Gurjeet Kaur' with the role 'Superuser' and a timestamp 'Sep 14, 2016 at 5:19 PM'. The note text is: 'Table structure optimization reclaims unused space after deletions and basically clean up the table after structural modifications have been made. Add this'. To the right of the note, there is a red box containing two icons: a blue pencil icon and a red 'X' icon. A red arrow points to these icons with the text 'Click to edit or delete note'.

The existing collaborations are shown on the same screen above the collaboration form which can be read by other admin users. You can either click on edit or cross icon displayed at the right side of the posted note (shown in the figure) to edit or remove it from the knowledge base.

## 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)

Online URL: <https://www.phpkb.com/kb/article/collaborating-on-an-article-145.html>

