Knowledge Base

How to Create a New Article

Step 1: Go to https://oatnkb.ohiohighered.org. Enter your username and password assigned to you. If you forgot your password, click on the “Request new password” link beside the Log in tab and enter your email address to have your password reset.

Step 2: Once logged in, click on the “Create New” link from the right navigation bar under the Quick Links heading.

Step 3: The Create article page offers a variety of options to categorize your post. Start by filling out the Subject Line, then you may choose the type of article, The SIS system, and the institution you would like the article associated with.
Step 4: Next, scroll down to use the text editor to enter all the pertinent information about your article. Note that if you would like to add screenshots or attachments, it can be done in the next section.

Step 5: Scroll down further after adding text to add attachments. Please note that there is a 8 Mb limit to the size of your file. Most of the commonly used formats are accepted. You can also change the Revision information setting, which can help identify when changes are made.

Step 6: Next, you may also change the comments settings for your article if you choose to eliminate comments to your post.

The publishing options exist to ensure that subscriptions can be sent. Check boxes for Promoted to front page help to have your article be seen at a later date.
Step 7: When complete with the article, click on the “Submit” button on the bottom left of the page.

Step 8: Your article should be posted. The page should show with a message explaining the article has been posted. Options exist to subscribe to the article, which would send updates when changes are made, as well as the ability to add a comment if desired. Also, the user can simply edit the post if while viewing the post there are changes to be made.

---

Add a new file

Choose File: No file chosen

Files must be less than 8 MB.


Revision information

New revision

Comment settings

Open

Authoring information

By ksosa

Published options

Published, Send subscriptions notifications

Published on

Format: 2013-05-21 09:27:07 -0400. The date format is YYYY-MM-DD and -0400 is the 4 hour offset from UTC. Leave blank to use the time of form submission.

Submit

Knowledge Base (ATC) Update has been created.

DISCUSSION

Update

View Edit

Submitted by ksosa on Tuesday, May 21, 2013 - 10:02

SIS: Jenzabar

How many versions of Jenzabar are there?

Subscribe Add new comment