

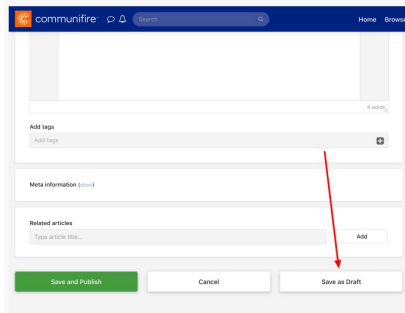
Save as Draft

Version 10

Published 7/28/2017 06:22 PM by [Grace Kamau](#) Last updated 6/30/2021 11:10 PM by [Grace Kamau](#)

You can save content as a draft and edit it later. Supported [Content Types](#) :

- [Articles](#)
- [Blogs](#)
- [Ideas](#)
- [Wikis](#)



How to Find My Drafts

1. Click your name in the header, then click **Activity Stream**.
2. In the left menu, under **My Content**, click the content type.
3. Click **Filter**.
4. In the **Filter by status** menu, select **Draft**.

A screenshot of the 'My Articles' page in CommuniFire. The page has a dark blue header with a search bar and navigation links: 'Home', 'Browse', 'Create', 'Spaces', and a user profile for 'Alexis'. Below the header, the 'My Articles' section is visible. It includes a 'Hide Filter' button and two buttons: 'Add Article' and 'Manage Comments'. There are three filter dropdowns: 'Filter by space' (set to 'View All'), 'Select parent category', and 'Select sub category'. Below these, it says 'Total records: 15'. A table of articles is displayed with columns for 'Headline', 'Views', and 'Status'. The first article is 'The Value of Processes and Procedures in the Workplace' by Alexis Fox, Status: Published, Category: News, Space Name: Human Resources, with 71 views. The second article is 'Recognized as Best Place to Work in Region' by Alexis Fox, Status: Published, Category: News, Space Name: Company Announcements, with 82 views. The third article is 'New Wellness Program Launched!' by Alexis Fox, Status: Expired, Category: News, Space Name: Human Resources, with 132 views. A red arrow points to the 'Filter by status' dropdown menu, which is open and shows options: 'All', 'Declined', 'Delayed Publishing', 'Draft' (highlighted), and 'Expired'.

Related

Content Expiration

Ensure that content in your intranet is always current and accurate by using content expiration. Select the date and time to expire content, and whether the content should be visible or hidden after expiration. You'll be notified when the content expires, and can then update or delete the content. Content expiration keeps the knowledge base in your intranet relevant and accurate.

tags : member