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## Write a Knowledgebase Article

Karsten Lloyd - 2025-06-24 - Kommentarer (0) - Getting Started

Managing a helpdesk isn't the easiest job in the world. You have a lot on your plate, so finding simple ways to reduce the strain on you and your team is a priority.

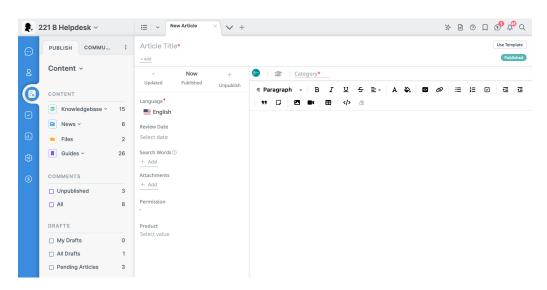
Deskpro makes support simple for you and your customers with a highly customizable 24/7 self-service Help Center. Our easy-to-use content publishing tools enable you to build a truly useful Knowledgebase.

We know that it's vital to give you every opportunity to handle support inquiries quickly and effectively.

You can use Knowledgebase Articles to provide help articles, how-to information, FAQ answers - any information that you want users to be able to look up for themselves.

To create an article from scratch:

1. Select the Create Article from the + button in the header bar



- 2. In the New Article window, you need to:
  - 1. Select the **Category (or Categories)** that the article will appear in.
  - 2. Choose the **Status** the article should have when you create it.
    - $1. \ \, \textbf{Published} \, \text{-} \, \text{visible to users on the Help Center}.$
    - 2. **Unpublished** Not visible to users.
    - Draft Not visible to users. In the Agent interface, Drafts will appear in the Drafts Section (under My Drafts for articles you create)
  - 3. Enter a Title, and add Labels if you want.

- 4. Write the article contents in the editor.
- 5. In the  ${f Properties\ sidebar}$ , you can:
  - 1. Set the Language.
  - 2. Set the **Review Date**.
  - 3. Add **Search Words** (if a user searches for any of these words, the article will appear at the top of the results).
  - 4. Add **Attachments** to attach **files** to the article.
- 2. Click **Create Article** to create the article with your chosen status.

For more information on using <u>publishing tools</u>, refer to our guide.