

Find & Publish items

The only way to search for "unpublished" items is in the "advanced Search" (Click in the upper right corner)

Tick only (2)"Unpublished items" and then search from date to date (1) or by item ID eg. 8669

You will get unpublished items, and one of them are item 8669 and I think this is the item you search for...

The screenshot shows the ConvaTec search interface. At the top right, there is a search bar with a magnifying glass icon circled in red (3). Below the navigation bar, the search results are displayed. The search criteria are: "From 12/10/2015" (1) and "Unpublished" (2). The search button is circled in red (3). The results show 4 items. The first item is "FLEXI-SEAL SIGNAL- Six Reasons 4pgr" (Media Id: 8669, Brochures). The second item is "AbViser WO-Transducer_YouTube-Compressed.mp4" (Media Id: 8667, GMSC Logistics). The third item is "AbViser W-Transducer_YouTube-Compressed.mp4" (Media Id: 8666, GMSC Logistics). The fourth item is "PERCEPTIONS OF WOUND BIOFILM BY WOUND CARE CLINICIANS" (Media Id: 8674, Posters).

Search result – items are blue if unpublished...

The screenshot shows the ConvaTec search results page. The search criteria are: "From 12/10/2015" and "Unpublished". The search results are displayed in a table with columns: Type, ID, Title, and Date. The items are: "FLEXI-SEAL SIGNAL- Six Reasons 4pgr" (Media Id: 8669, Brochures), "AbViser WO-Transducer_YouTube-Compressed.mp4" (Media Id: 8667, GMSC Logistics), "AbViser W-Transducer_YouTube-Compressed.mp4" (Media Id: 8666, GMSC Logistics), and "PERCEPTIONS OF WOUND BIOFILM BY WOUND CARE CLINICIANS" (Media Id: 8674, Posters). The items are highlighted in blue, indicating they are unpublished.

You have to go into the "edit" mode before you see the publish button.

This screenshot shows the 'edit' mode of a Global Media Item. The top navigation bar includes 'Search', 'Prev', and 'Next' buttons. On the right, there are four icons: a blue circle with a white 'i', a blue square with a white 'e', a green square with a white 'p', and an orange square with a white 'x'. The orange 'x' icon is circled in red. Below the navigation bar, the page title is 'FLEXI-SEAL SIGNAL- Six Reasons 4pgr'. The left sidebar shows a thumbnail of the document. The main content area displays metadata: Media Id (8669), Cedar # (AP-015753-MM), Document Owner (Siheem Kaddouri), Agency (Fusion), Origin (Convatec), and Description (FLEXI-SEAL SIGNAL- Six Reasons 4pgr).

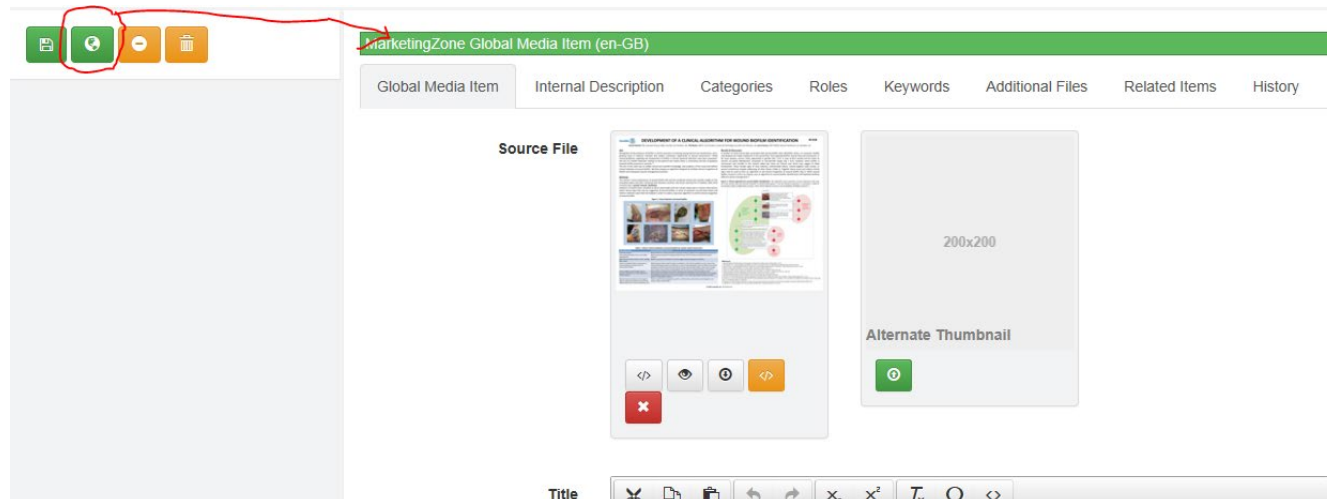
When it is a new item you have to save it before the publish button appears in blue...
Press "save" on the green button:

This screenshot shows the 'edit' mode of a new Global Media Item. The top navigation bar includes 'Search', 'Prev', and 'Next' buttons. On the right, there are four icons: a blue circle with a white 'i', a blue square with a white 'e', a green square with a white 'p', and an orange square with a white 'x'. The green 'p' icon is circled in red. Below the navigation bar, the page title is 'MarketingZone Global Media Item (en-GB)'. The left sidebar shows a thumbnail of the document. The main content area displays metadata: Media Id (8669) and Cedar # (AP-015753-MM). The 'Source File' section shows a thumbnail of the document and an 'Alternate Thumbnail' section with a green 'p' icon.

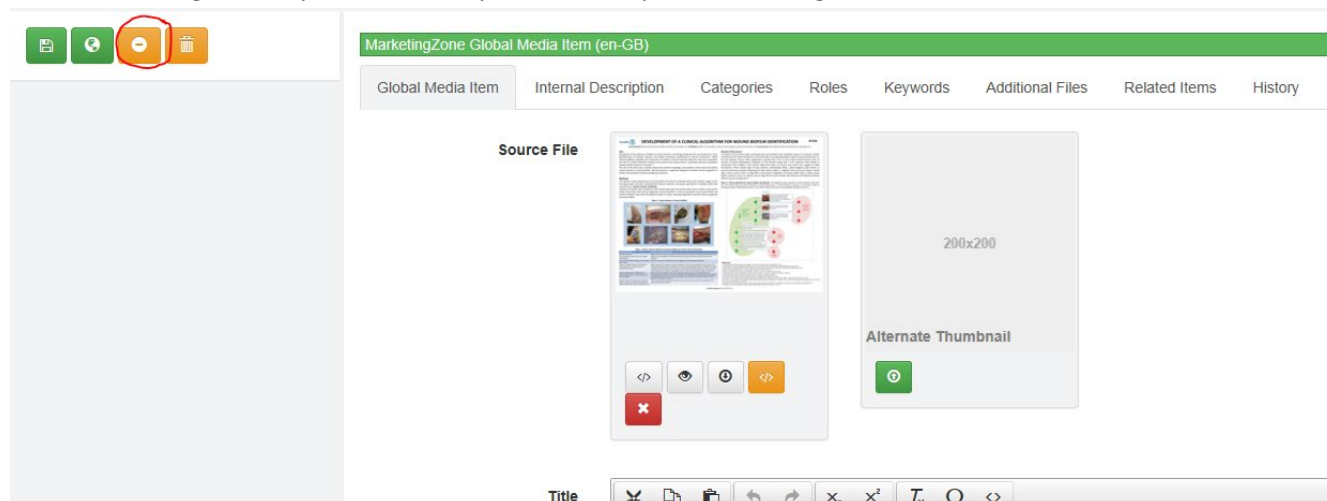
If it's an existing item & it's not published, the publish button appears blue.

This screenshot shows the 'edit' mode of an existing Global Media Item. The top navigation bar includes 'Search', 'Prev', and 'Next' buttons. On the right, there are four icons: a blue circle with a white 'i', a blue square with a white 'e', a green square with a white 'p', and an orange square with a white 'x'. The blue 'e' icon is circled in red. Below the navigation bar, the page title is 'MarketingZone Global Media Item (en-GB)'. The left sidebar shows a thumbnail of the document. The main content area displays metadata: Media Id (8669) and Cedar # (AP-015753-MM). The 'Source File' section shows a thumbnail of the document and an 'Alternate Thumbnail' section with a green 'p' icon.

If it's an existing item & it's already published, the publish button is green.



If it's an existing item & you want to unpublish, then press the orange button:



Important to publish items right away – do not choose a date option – only press “Publish”

