

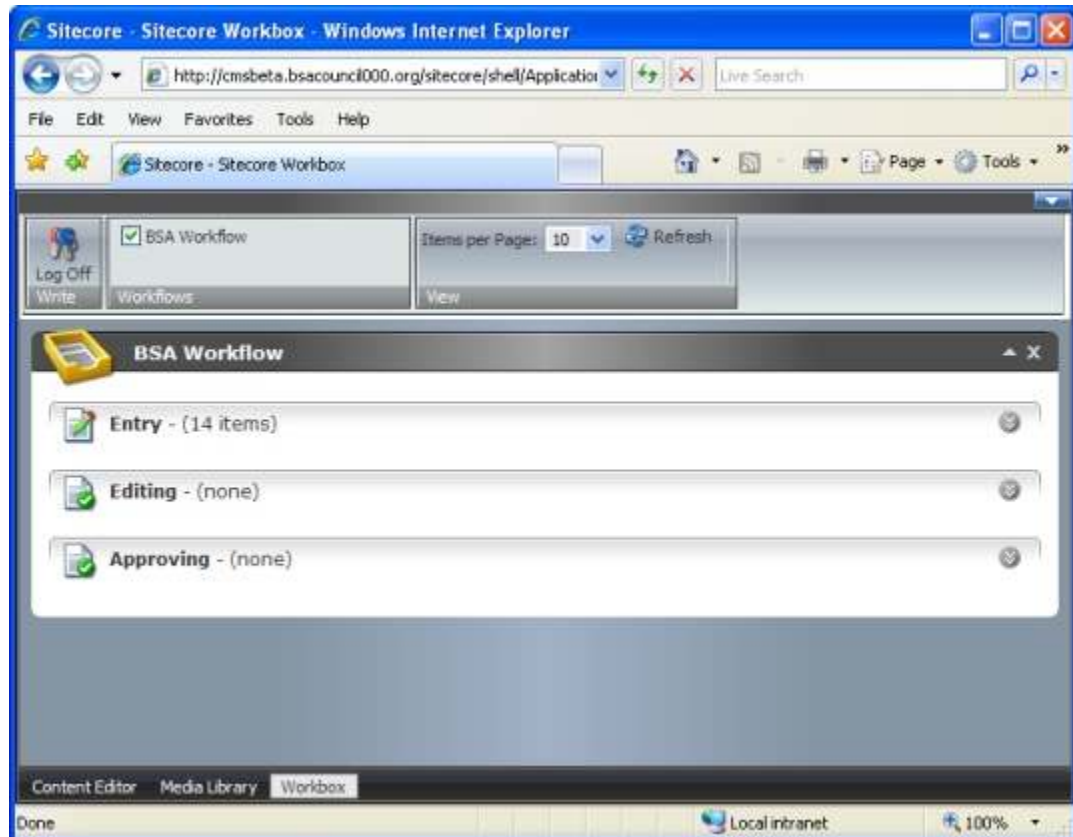
Sitecore Tips & Tricks

Using the Workbox to Publish Multiple Items

So you've been hard at work creating your site, and now you want to publish your items to see what your site would look like "live". But in order for the items to be published, they need to be pushed through the workflow process, and it will take a long time to go to each individual item to push it through the three workflow states necessary to publish.

Here is where the workbox comes to the rescue. With the workbox, you can see a list of the items within each workflow state and approve/reject one or many within that state.

1. After logging in to Sitecore with the Content Editor, click on the **Workbox** tab at the bottom under the content tree.



2. Click on the double-down arrow (⌵) to expand a workflow state or click on the double-up arrow to contract it.
3. Once expanded, at the bottom of each workflow state are the actions that can be used against what is selected (indicated by a check in the

checkbox next to each item) or against all. Select **Submit** or **Approve** to advance the selected (or all) to the next state.



Once you approve the items from the **Approving** state, those items are published.

Note: Media items that are uploaded to the Media Library do not follow a workflow, so those items need to be published manually under the Publish tab.

Note: Calendar event items also do not follow a workflow, but it is not necessary to publish those items as they are live as soon as you save them.