

Manage annotations

Follow this procedure to manage annotations.

 Difficulty Easy

 Duration 10 minute(s)

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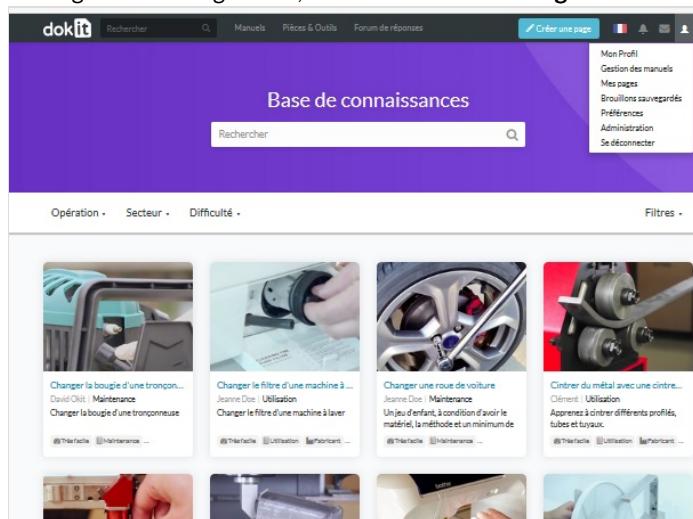
Comments

Step 1 - Accessing administration settings

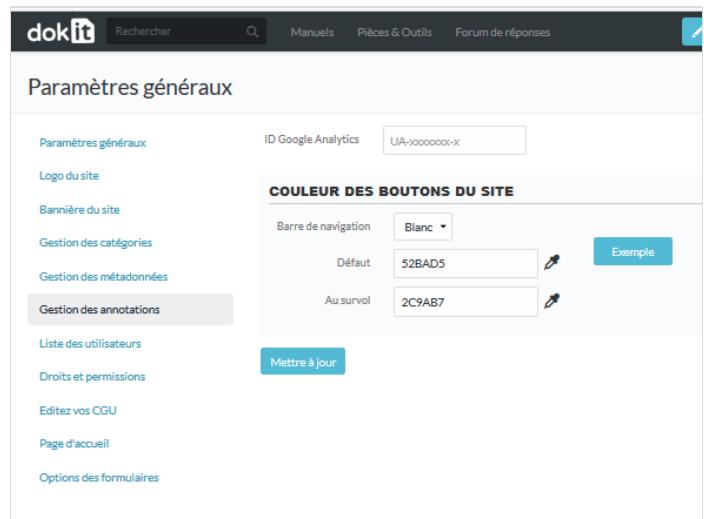
On the home page, click on the avatar icon.

Select **Administration** from the drop-down menu.

In the general settings menu, select **Annotation Management**.



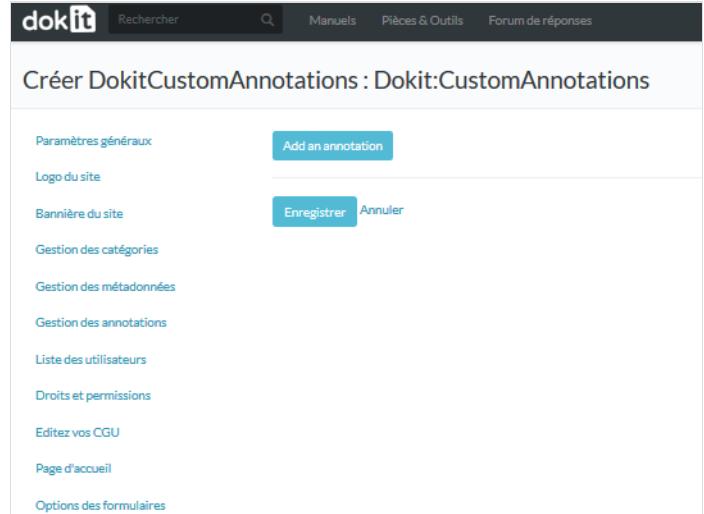
The screenshot shows the Dokit knowledge base homepage. At the top, there's a navigation bar with links for 'Manuels', 'Pièces & Outils', 'Forum de réponses', and a 'Créer une page' button. Below the navigation is a purple header bar with the text 'Base de connaissances'. A search bar is located at the top right. On the left, there are filters for 'Opération', 'Secteur', 'Difficulté', and 'Filtres'. The main content area displays a grid of maintenance tasks, each with an image, a title, a brief description, and a list of users who have viewed or edited it. Examples include 'Changer la bougie d'une tronçonneuse' and 'Changer le filtre d'une machine à laver'.



The screenshot shows the 'Paramètres généraux' (General Settings) page. In the center, there's a section titled 'Gestion des annotations'. To the right, there are two color selection boxes for 'Barre de navigation' (Navigation bar) and 'Au survol' (Mouse over), both currently set to 'Blanc' (White). There are also input fields for 'Défaut' (Default) containing '52BAD5' and 'Au survol' containing '2C9AB7'. A 'Mettre à jour' (Update) button is located below these fields. The rest of the page contains other settings like 'Paramètres généraux', 'Logo du site', 'Bannière du site', 'Gestion des catégories', 'Gestion des métadonnées', 'Liste des utilisateurs', 'Droits et permissions', 'Editez vos CGU', 'Page d'accueil', and 'Options des formulaires'.

Step 2 - Add an annotation

Click on **Add an annotation**.



The screenshot shows the 'Créer DokitCustomAnnotations : Dokit:CustomAnnotations' creation page. On the right side, there's a large blue button labeled 'Add an annotation'. On the left, there's a sidebar with various settings sections: 'Paramètres généraux', 'Logo du site', 'Bannière du site', 'Gestion des catégories', 'Gestion des métadonnées', 'Gestion des annotations', 'Liste des utilisateurs', 'Droits et permissions', 'Editez vos CGU', 'Page d'accueil', and 'Options des formulaires'. At the bottom right, there are 'Enregistrer' (Save) and 'Annuler' (Cancel) buttons.

Step 3 - Write an annotation

Click on the blue insert to add images.

Select **Save** to publish the annotation.

- i** In the area dedicated to annotations, you have various tools at your disposal:
- The trash can icon for deleting annotations.
 - The arrow icon with a plus to add an instance above this annotation.
 - The "Add an annotation" icon to edit a new annotation.

Créer DokitCustomAnnotations : Dokit:CustomAnnotations

Paramètres généraux

Logo du site

Bannière du site

Gestion des catégories

Gestion des métadonnées

Gestion des annotations

Liste des utilisateurs

Droits et permissions

Editez vos CGU

Page d'accueil

Options des formulaires

Add an annotation

Enregistrer Annuler