

Flag articles for review

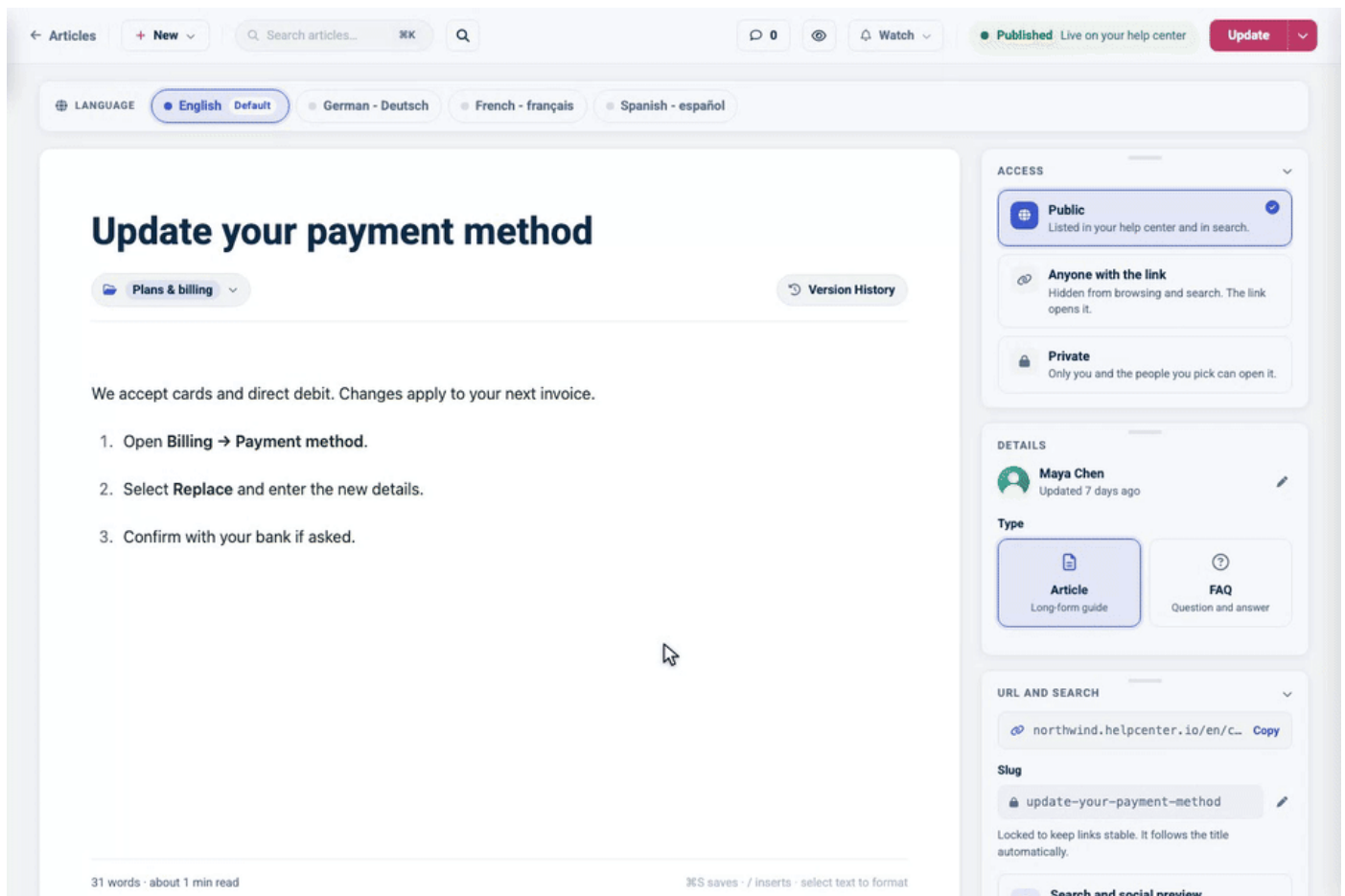
Organize and publish

Ask a teammate to double-check an article, or set a reminder to re-check it later. Reviews help you catch outdated steps before your readers do.

Who can do this: Owners, Admins and Editors · **Plans:** All plans

Flag an article for review

1. Open the article from **Articles**.
2. Click the arrow next to **Update** (or **Publish** on a draft) and choose **Flag for review**.
3. Under **Assign to (optional)**, pick a teammate, or leave it on **Anyone on the team**.
4. Under **Note (optional)**, say what needs checking.
5. Leave **Notify the assignee by email** on, and click **Flag for review**.



1 Open the menu next to **Update** and choose **Flag for review**

The assignee gets an email, and a banner on the article shows the request.

On the Articles page, the article is marked **For review** with the reviewer's name, and it's listed under the **In review** tab. In the editor, a banner shows who flagged it, who it's assigned to and your note. The person you assigned gets an email with the subject "You have been assigned to review an article".

Complete a review

1. Open the flagged article and click **Mark as reviewed** in the **Flagged for review** banner. You can also choose **Complete review** from the menu next to **Update**.
2. Add a **Comment (optional)** for the person who flagged it.

3. Leave **Notify the person who flagged it** on to email them, and click **Mark as reviewed**.

The flag is cleared. A flag doesn't lock the article: anyone who can edit it can still update or publish it while it's in review.

Schedule a review

For articles that go stale, such as pricing details or screenshots of your product, set a reminder:

1. Click the arrow next to **Update** (or **Publish**) and choose **Schedule for review**.
2. Enter the number of days. The dialog shows the date it falls on.
3. Click **Schedule**.

On that date, the article's author gets an email listing their articles that are due for review, and the article moves to **In review**. To change the date, choose **Change review schedule** from the same menu. **Clear schedule** removes it.

Clicking **Update** on a live article clears its review date, so set the next one after you update the article.

See an article's review history

Check who asked for a review, what they asked for and how it was answered, for every review the article has had.

1. Open the article in the editor.
2. Click the arrow next to **Update** (or **Publish**) and choose **Review history**. While the article is flagged, you can also click **History** in the **Flagged for review** banner.

The **Review history** panel lists every review, newest first. Each one shows whether it's **Pending** or **Reviewed**, who flagged it and when, who it was assigned to and the note. A completed review also shows who reviewed it, when, and their comment. If the article has never been flagged, the panel says "No reviews yet."

Flag many articles at once

On **Articles**, tick the articles and click **Mark for review** in the bar. They're flagged without an assignee or a note, and nobody gets an email.

Find articles that need review

On **Articles**, click the **In review** tab or the **Needs review** view. Both list flagged articles and articles that are past their review date.

Troubleshooting

The reviewer didn't get an email. Emails go out only when you assign someone and leave **Notify the assignee by email** on, and never when you assign yourself. Ask them to check their spam folder. See [I'm not getting emails from HelpCenter.io](#).

An article still shows For review after you mark it as reviewed. It also has a review date that has passed, for example because it was flagged with **Mark for review** in the bar. Choose **Change review schedule** from the menu next to **Update** (or **Publish**) and click **Clear schedule**.

Related articles

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- [Leave notes for your team](#)
- [Keep your help center up to date](#)