Use the dashboard on a phone

Getting started

You can check on your help center, fix a typo or publish an article from your phone. The dashboard rearranges itself for small screens, so everything you need is a tap or two away.

Who can do this: Everyone on your team (what you see depends on your role) · **Plans:** All plans

Get around

On a phone, or any window narrower than a small tablet, the left menu is replaced by a dark header at the top of the page.

- Tap the menu button at the left of the header to open **Menu**. It lists the same pages as the left menu, then **Send feedback** and **What's New**, then your account: **Account Settings**, billing, **Cookie settings**, **Need Help?** and **Log out**.

- On the Articles page, the folder button opens your categories, and the plus button starts a new article (if your role can create articles).

Tap a page in the menu to go there.

Write and publish articles

The article editor works on a phone. The article comes first, and the cards that sit beside it on a computer (**Details**, **Access**, **URL and search** and the rest) are stacked below it, so scroll down to reach them.

- The top bar keeps **Articles** (back to the list), search, **Save draft** and **Publish** (or **Publish changes** on an article that's already live). The save status moves to its own line under them.

- Comments, the article preview and watching an article aren't in the top bar on a phone. Open the article on a wider screen for those.

Design your help center

The template editor opens on a phone too, with your help center's preview filling the screen.

- Tap the settings panel button at the top right to show the panel with your theme, pages and components. It slides over the preview; tap the preview to close it again.

- The top bar keeps **Publish** and the button to leave the template editor. Undo, redo, resetting your draft and the save status are hidden on small screens, so make bigger design changes on a computer.

Troubleshooting

I can't see the left menu. Your window is narrower than the dashboard needs for it. Tap the menu button in the dark header, or make the window wider.

I can't find a card such as Access in the editor. On a phone the cards are under the article. Scroll past the end of the article.

Related articles

- Find your way around the dashboard