

Tutorial:Managing your articles

Statistics Explained

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This tutorial provides a general overview of the tools by which authors or any other 'allowed users' (with the right to edit in Statistics Explained) can monitor specific articles or past activity in [Statistics Explained](#) .

What articles is my unit responsible for?

You can check on this [list](#) which Statistics Explained articles are under the responsibility of your unit.

Watching a page

In order to be aware of anything happening to a Statistics Explained page you are responsible for or interested in, you can **watch** this page and add it to your [Watchlist](#) . As a result, you will be informed by an e-mail notification whenever the page is changed, validated etc.

E-mail notifications

Please note that if you do not look at the page after having received a change message, you will not receive any further change messages! The system implicitly assumes that you are already aware of changes on this page, and the need to look at it.

These e-mail notifications also inform the Statistics Explained editorial team about activity on the page.

A notification message has two main parts:

- the first one gives information about who did what to which page;
- the second one consists of two direct links:
 - to the current version of the page (normally a draft version);
 - to a page showing the changes from the stable page to the latest draft version.

Activating the watchlist

To add a page to your Watchlist:

- log in to have the necessary access;
- on the top menu bar of the page you want to be kept informed about, click 'Watch'.

If you want to undo this, and no longer receive e-mail notifications:

- click 'Unwatch' at the same place, on the top menu bar.

You can view or edit your watchlist:

[Watchlist](#)

[Edit watchlist](#)

User contributions

If you want an overview of your (or somebody else's) contributions in Statistics Explained:

- go to your (or somebody else's) user page (via 'Special pages' in 'Tools' in navigation on the left, 'Users and rights', 'User list', and clicking the desired username) and then click 'User contributions' in 'Tools';
- or directly by typing 'Special:Contributions/Username' in the search window and clicking 'go'.

List of articles 'owned' by a Unit

All articles in Statistics Explained are assigned to a unit who 'owns' them and is responsible for their content (see [tutorial describing how articles are assigned](#)). All articles a particular unit is responsible for are grouped in a category called 'Unit A3', 'Unit B4', 'Unit C1' etc.; this list is of most interest to the persons responsible for dissemination in a particular unit or to its hierarchy.

They can be accessed in several ways:

- type 'Category:Unit A3' etc. in the search window and click the name in the dropdown list or 'Go';
- go to 'Categories' in 'Navigation' in the left column, type 'u' in the search window 'Display categories starting at' on top, enter, and then click the appropriate unit from the list.

See also