

Document intake

Demonstration provenance: “this page was created via reviewed intake” is the label illustrated by this example. This demo page is maintained by the demo provisioner; the label is not evidence of an actual approval event for this version.

1. Choose a source

In your BookHost dashboard, open **Document intake** and select the destination book. Upload a supported PDF, DOCX, Markdown or text document. Use a document you are authorized to process and remove unnecessary personal or confidential information first.

2. Inspect the proposal

Wait for the suggested title and page content. Read the original alongside the proposal. Check names, dates, numbers and instructions carefully: a fluent summary can omit a condition or state something the source never said.

3. Make it useful

Give the page a title a teammate would search for. Keep the steps in order, explain unfamiliar terms and remove repetition. Preserve important exceptions. If the source is ambiguous, ask its owner rather than filling the gap with a guess.

4. Ask an authorized reviewer to approve

A workspace owner or admin reviews the proposal before publication. Confirm the destination book's permissions as well as the text. Approval publishes a BookStack page; uploading alone does not publish it.

5. Verify the published page

Open the resulting page, check formatting and links, and assign a content owner. Keep the source and review context according to your team's retention policy. If the job fails, inspect its status before resubmitting to avoid duplicate pages.

Demo boundary: this public workspace is read-only. Try intake in your own workspace. Do not assume an email submission address is available unless your dashboard explicitly provides one.

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