

Checking a Page Out

Once the page to be edited has been identified, it will need to be checked out. A page may be checked out from the following locations by clicking the unlit light bulb icon:

- Pages list view
- File Navigation sidebar
- Dashboard > My Checked-Out Content dashboard gadget (if enabled)
- Preview and Edit views

Keep in mind that a lit (yellow) light bulb indicates that the page is checked out to you, the logged-in user. Only one user can have a page checked out at a time, and only the user to whom the page is checked out or an administrator can check a page back in.

Pages List View



Preview and Edit Views



Note: Entering into a page's editable regions may automatically check that page out.

Icons and Terms

Pages are marked as “checked out” when they are locked to a user. Only one person can check out a page at a time. When the page is checked out to a user, no other users, including administrators, can make changes to the page. This includes publishing the page. The only options users will have, other than the one who has the page checked out, are “Preview,” checking the “Log,” and setting “Reminders.” Users should check in pages they no longer need. Publishing pages will also check back in pages.

There are multiple reasons that a page will appear as checked out to a user, and there are different indicators to help make clear why a page is marked as checked out, and whether or not the page is checked out to another user or the logged in user.

From within the folder structure view, the indicator for the status of a page in the workflow, including whether it is checked out or not, is found under the Options column.



An unlit light bulb indicates that the page is checked in and can be checked out for editing.



A lit light bulb indicates that the page is checked out to you.



A red lock indicates that the page is checked out to another user. It is possible to hover over the lock to see to whom the page is checked out. This will appear in a little pop-up.



A green calendar icon is the status indicator for a publish scheduled by you. The calendar icon can be clicked on by an administrator or the individual who scheduled the page to be published in order to change the publish date and time or to cancel the publish completely.



A red calendar icon is the status indicator for a publish scheduled by another user. The calendar icon can be clicked on by an administrator or the individual who scheduled the page to expire in order to change the expiration date and time or to cancel the expiration completely.



A thumbs up indicates that the page is checked out to you as part of the workflow process. The page has been sent by another user for approval and should be reviewed for accuracy and completeness prior to being published.



A person icon indicates that the page is checked out to another user as part of the workflow process. The page is waiting for approval from that user. Hover over the icon to see to whom the page was sent for approval.

