

Ektron CMS: Content State Buttons

Cancel



IMPORTANT: Do not use this button. If you click this button, you will return back to the page preview and the content will then be in a checked out state.

Publish



This button should be clicked when you are satisfied with the updates or changes you've made to your page.

NOTE: Publishing a piece of content makes your page live so that it will be visible to your Web site visitors.

Undo Checkout



This button should be clicked when you want to undo the changes made to your page. Clicking the "Undo Checkout" button reverts the page back to its prior published state.

Checkin



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This button should be clicked when you want to save the changes made to your page. In addition, other CMS authors will be able to make changes to your page once it is checked in. Clicking the “Checkin” button does not make the page live on your Web site.

NOTE: Your content will be saved and available to publish at a later time.

Save



This button should be clicked when you want to save all of your edits on your page. Clicking the “Save” button does not check the page in and does not send the page to the live site.

NOTE: Your page remains in a checked-out state when you click the “Save” button. Your changes will be kept but will not be viewable on the site until you click "Publish." If you are saving a new page, your work will be saved, and you will remain in “Edit” mode. The page will be viewable within the CMS, but not on the site.

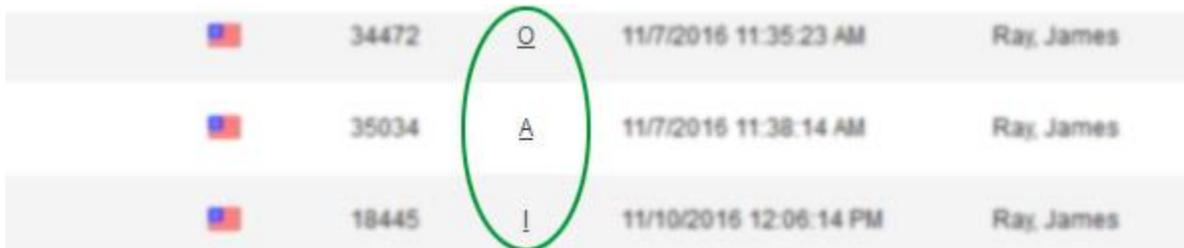
IMPORTANT: We advise saving a page only when you want to ensure that you do not lose your edits. **Please do not save a page and close the “Workarea” window** as this will leave the page checked out, and no one else will be able to edit it.

ADDITIONAL NOTES AND REMINDERS:

Please make sure that, at the very least, you **click either the “Undo Checkout” or “Publish” buttons after you’re finished working with your page.** Here are a few reminders:

- Use “Undo Checkout” - if you are **not happy** with your changes.
- Use “Publish” - when you are **happy** with your changes.

Also, please take note of your content states when you view pages in your folder(s). Below, you will see the various content states in this view. An “O” means that your content is checked out, an “A” indicates that your content is published, and an “I” tells you that your content is checked in.

A screenshot of a table showing content items. The table has five columns: a small flag icon, a numeric ID, a status icon, a timestamp, and the author's name. The status icons are circled in green. The first row shows a checked-out state (O), the second row shows a published state (A), and the third row shows a checked-in state (I).

	34472		11/7/2016 11:35:23 AM	Ray James
	35034		11/7/2016 11:38:14 AM	Ray James
	18445		11/10/2016 12:06:14 PM	Ray James

IMPORTANT: When a piece of content is checked out, no other author in your Web site can access that page to provide additional changes or updates. **Do not leave content in a checked out state.**