

Hunter WebCMS



“Check out” – “Check in”

Overview

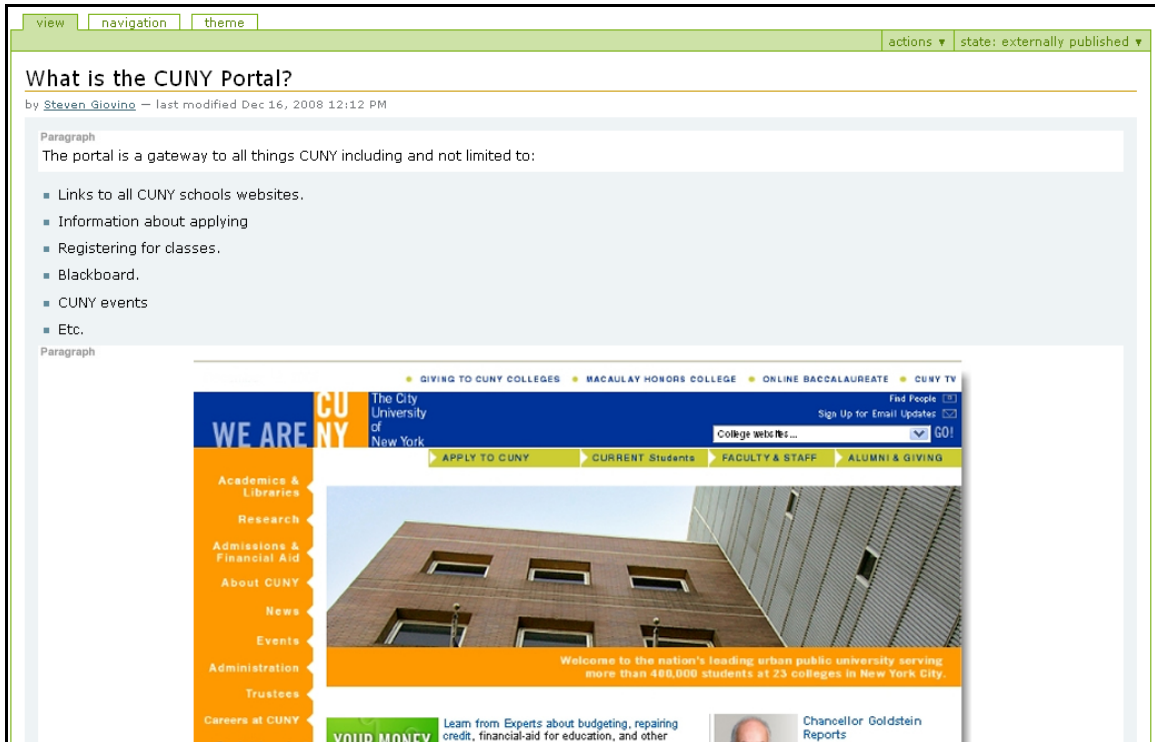
You have an externally published subsite on the CMS, and you need to update it, but you want the old version to exist on the web site until you have published the new one. You also want the new document to replace the current one, but you'd like to keep the history of the old one, just in case. "Check out" – "Check in" makes all this possible!

Essentially, you "check out" a version of the currently published document, which creates a "working draft" of the document. You then edit the working draft (for as long as you like) and when you're ready for the new version to go live, you "check in" your working draft, and it's live.

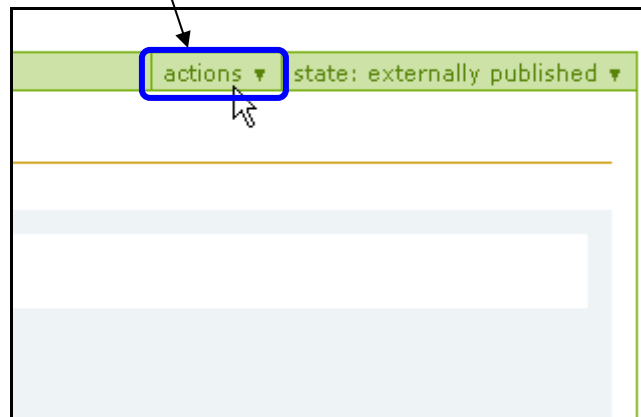
Behind the scenes, the Hunter WebCMS will replace the original document with the new one in the exact same location and web address, as well as and archive the old version as part of the document's version history!

Using "Check out"

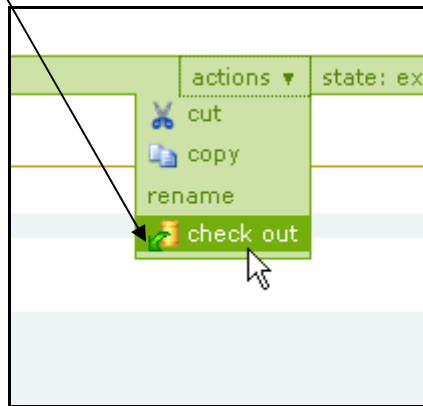
1. First, navigate to the page you want to "check out".



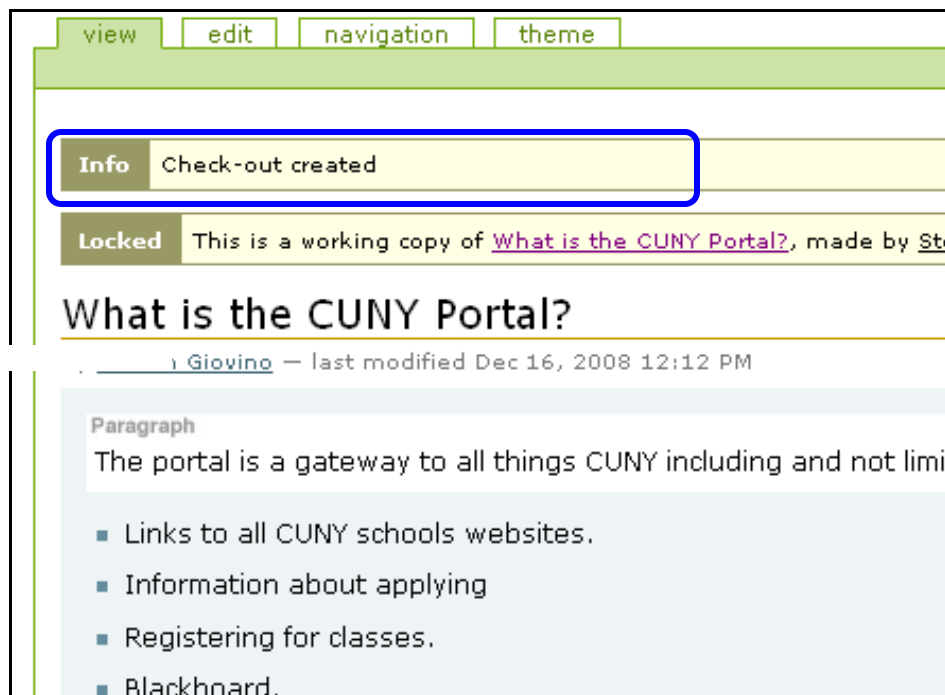
2. Then click on the "actions" drop-down menu:



3. Select "**check out**" from the "**actions**" drop-down menu:









4. Next, you will be brought back to the "**view**" tab of the document you just checked out. You will notice in the "**Info**" box the "**Check-out created**" message:



Note: You will edit a "**working copy**" of the page while the original remains live.

5. You will also notice in the contents of the folder, under the “**Contents**” tab, that there are two versions, an “Externally published” version and a “working draft” version your folder:

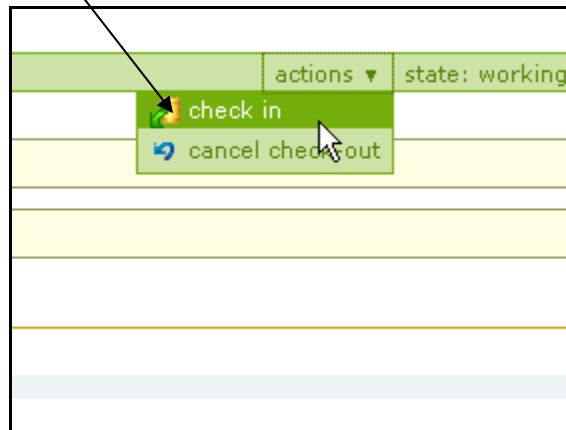
<input type="checkbox"/>	 IT Help for New Students	2.6 kB	Dec 09, 2008 02:51 PM	Externally published	::
<input type="checkbox"/>	 CUNY Portal FAQ	4.0 kB	Dec 16, 2008 12:12 PM	Externally published	::
<input type="checkbox"/>	 What is the CUNY Portal?	1 kB	Dec 16, 2008 12:12 PM	Externally published	::
<input type="checkbox"/>	 What is the CUNY Portal?	1 kB	Dec 16, 2008 12:12 PM	Working draft	::
<input type="checkbox"/>	 Accessing Blackboard 8.0	1.2 kB	Jan 20, 2009 06:10 PM	Externally published	::
<input type="checkbox"/>	 Forgot Blackboard Password	1 kB	Dec 16, 2008 12:12 PM	Externally published	::

6. Now you're free to edit your own local copy of a published document. During this time, the original document is "**locked**" so no one else can edit that published version while you have a working copy checked out. This will prevent other changes from being made to (and subsequently lost from) the published version while you edit your copy.

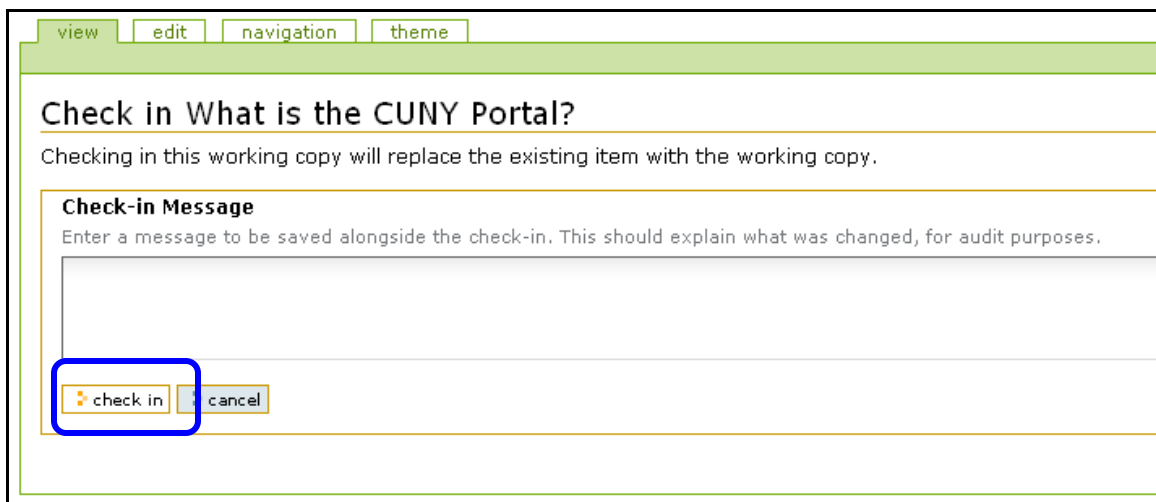
Using "Check in"

When you are ready to have your edited copy replace the published one, simply:

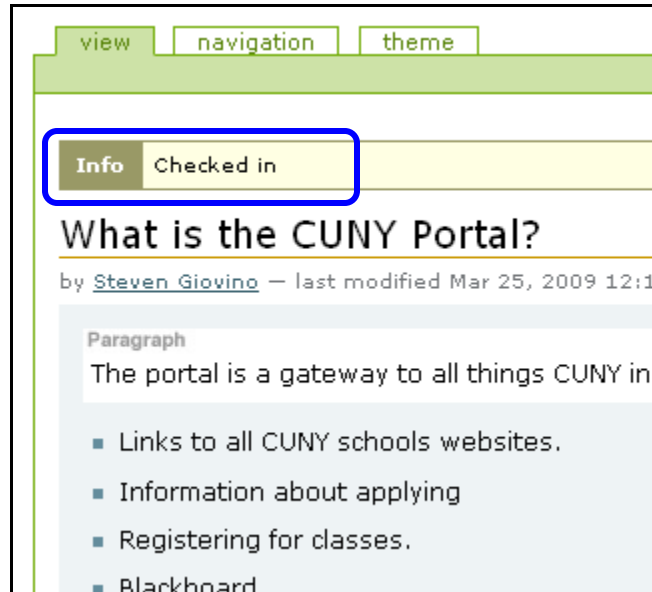
1. Choose "**check-in**" from the "**actions**" drop-down menu:



2. You will then be prompted to enter a "**Check-in Message**" (this is optional). Fill it out and click on the "**check in**" button located below the message box:

A screenshot of a web interface showing a "Check in" dialog box. At the top, there are tabs for "view", "edit", "navigation", and "theme". The main heading is "Check in What is the CUNY Portal?". Below the heading, there is a message: "Checking in this working copy will replace the existing item with the working copy." Underneath, there is a section titled "Check-in Message" with the instruction: "Enter a message to be saved alongside the check-in. This should explain what was changed, for audit purposes." Below this instruction is a large, empty text input area. At the bottom of the dialog box, there are two buttons: "check in" and "cancel". The "check in" button is highlighted with a blue rectangular box.

3. Your updated document will now replace the published copy and become the new published copy!

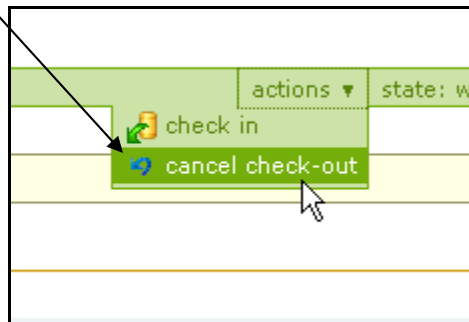


4. You will also notice that there is no longer a “**working draft**” of the document in the folder.

Canceling a "Check out"

If for any reason it becomes necessary to cancel a **check out** and **you don't want to save any of your changes**, simply:

1. Navigate to the working copy, click on the **"actions"** and select **"cancel check-out"**:



2. You will be prompted to confirm the **"cancel checkout"** or to **"keep checkout"**:

