Lock Vs. Unlock

dotCMS allows many editors to be working on the site at the same time. To prevent two editors from editing the same item at the same time – and possibly over-writing each other – dotCMS uses a "locking" process. Here's how it works:

1. When editing a Page, the first step is to Lock for Editing.

| |
|---|
| Lock for Editing |
| Publish Page |
| Push Publish Page |
| Add To Bundle |
| Assign Workflow |

This reserves the page for your use and no one else can work on that page while you have it locked.

2. When you are done editing that page (editing content, rearranging the items, deleting or reusing content, etc), click the Publish Page link to make those changes live. Or Release Lock if you'd like others to be able to edit, but aren't ready to Publish the changes.

Release Lock
Publish Page
Push Publish Page
Add To Bundle

3. Editing content also requires Locking that item. First, click on the Edit Content button above the section of the page you want to edit:
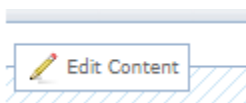
Edit Content

4. Next, click Lock for Editing to take temporary ownership of that item:

Lock for Editing
Assign Workflow
Cancel
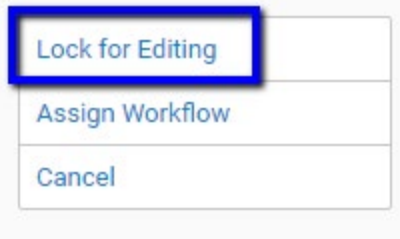
5. When you're done editing the content, you can click Save or Save/Publish – or click Release Lock to abandon your changes without saving them.

Release Lock
Save
Save / Publish
Cancel

6. Once your Content and then your Page have been unlocked, you can move to another page by clicking on the Website | Browser link:

Website   1
Browser   2
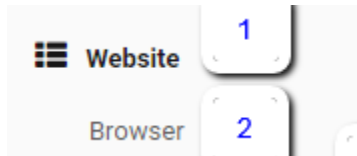
Note: If you close your browser window without unlocking an item, the item will "auto-unlock" after 24 hours. Problems unlocking content should be directed to the UA webteam: web-team@lists.uakron.edu