Page Status

Unlocked, Locked, Published, Unpublished, Archived, Deleted

Unlocked vs. Locked

Pages in dotCMS start out in an "Unlocked" state.   This means that anyone with appropriate access can edit that page and the content on it.

When an Editor "Locks" a page, they take ownership while they are working on that item. No one else can edit this content while it's in a locked state – this prevents two people from inadvertently overwriting each other.

When the Editor is done with the page and unlocks it, the page is then available again to be edited.

If the page is left in a Locked state (say, by closing the browser before unlocking), the system will unlock the page after 24 hours.   The Webteam can also unlock items as needed.

The Locked indicator looks like this in the list of files:

Published Vs. Unpublished

Webpages that visible to the users of the site – i.e. not logged into dotCMS - must be Published. This is done as the pages are created, or can be done after changes are made.

The Published indicator looks like this in the list of files:

If a page has been Saved, but not Published, it can only be viewed by logged in Editors.

The Unpublished indicator looks like this in the list of files:

Archived

An Archived page has been removed from the main list of files in dotCMS and is generally hidden.

Editors can toggle back and forth to see these Archived files by clicking:

Show Archived   Hide Archived
                and

With the Archives visible, the indicator for an Archived page looks like this:

How to change the status of a dotCMS page

From the list of files, right click on the file you want to change. You'll see options based on the current state of the file:

Published <-> Unpublished <-> Archived -> Deleted

So, an Unpublished page could be Archived (and hidden from the Editor) or Published and made visible to the users.

<p style="text-align:center">Note: Once deleted, a page cannot be recovered</p>