Checked Out Pages

So there are 2 scenarios regarding checked out pages:

- 1. Existing pages checked out to a user
- 2. New pages which were never checked in and checked out to the user who created it

Scenario 1

- Click the gear icon in the top right corner and click "site contents"
- Go to the Pages library
- Filter on the "Checked out to" column available in the Pages library, select all check boxes with user name against it
- Repeat above steps for all the subsites for which you want to find out the checked out pages

To force checkin, you can select the pages and go the files tab and click on the checkin option as shown below

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Charities migration Right to Know Employment Site Tools	 ✓ ∰ default ✓ ∰ File-a-C 	4 days ago complaint January 17	Danilo Yabut 8/27/2015 9:20 Jennifer Blyler	:00 AM	Danilo Yabut	Nichol

Note: we suggest you do a minor check in and verify the content modified by other user before publish.

Scenario 2

- Click the gear icon in the top right corner and click "site contents"
- Go to the Pages library
- Click the library tab and then click on the library settings option as shown below

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• Once on the settings page, click the "Manage files which have no checked in version" option as shown below

Pages - Sett	ings	
List Information Name: Web Address: Description:	/Forms/AllItems.aspx feature to store pages that are created in this site.	
General Settings		Permissions and Management
 List name, description and navi Versioning settings Advanced settings Validation settings Column default value settings Manage item scheduling Rating settings Audience targeting settings Metadata pavingtion settings 	gation	 Permissions for this document library Manage files which have no checked in version Workflow Settings Generate file plan report Information management policy settings
 Metadata navigation settings Per-location view settings 		
Form settings		

• You will see all the files which does not have any checked in version and therefore you don't see them in the pages library if they were created by someone else

• You can select them all and take ownership of them if they are no longer being edited by the same user who created it and do check in \ delete

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Files ©		
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• Once you take ownership of the page you will see that page in the pages library of the same site