

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

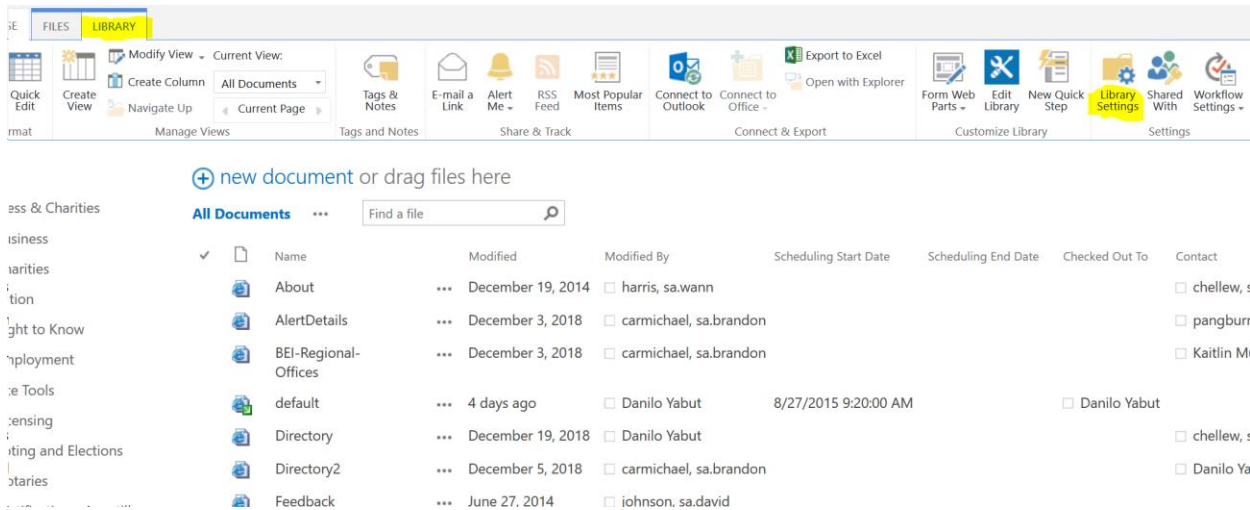
The screenshot shows the SharePoint interface with the 'FILES' tab selected. The ribbon includes options like 'New Document', 'Upload Document', 'New Folder', 'Edit Document', 'Check Out', 'Check In', 'Discard Check Out', 'View Properties', 'Edit Properties', 'Shared With', 'Delete Document', 'Version History', 'Share', 'Alert Me', 'Popularity Trends', 'Download a Copy', 'Go To Source', 'Send To', 'Manage Copies', 'Workflows', 'Publish', 'Unpublish', 'Approve/Reject', and 'Cancel Approve'. Below the ribbon, a table displays document information:

✓	📄	Name	Modified	Modified By	Scheduling Start Date	Scheduling End Date	Checked Out To	Contact
✓	📄	default	4 days ago	Danilo Yabut	8/27/2015 9:20:00 AM		Danilo Yabut	
✓	📄	File-a-Complaint	January 17	Jennifer Blyler			Jennifer Blyler	Nichola

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



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

Pages ▸ Settings

List Information

Name: Pages
Web Address: <https://auth-agency.pa.egov.com/sites/dos/Pages/Forms/AllItems.aspx>
Description: This system library was created by the Publishing feature to store pages that are created in this site.

General Settings

- List name, description and navigation
- Versioning settings
- Advanced settings
- Validation settings
- Column default value settings
- Manage item scheduling
- Rating settings
- Audience targeting settings
- Metadata navigation settings
- Per-location view settings
- Form settings

Permissions and Management

- Permissions for this document library
- Manage files which have no checked in version
- Workflow Settings
- Generate file plan report
- Information management policy 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

Pennsylvania Department of State Business & Charities Professional Licensing Voting & Elections State Athletics
 Settings > Checked Out Files ⓘ

Take Ownership of Selection

<input type="checkbox"/>	Type	Name	Location	Checked Out To	Modified
Files checked out to others:					
<input checked="" type="checkbox"/>		Deputy-Secretary-External-Affairs-and-Elections.aspx	/sites/dos/Pages	<input type="checkbox"/> Nicholas Winkler	11/18/2014 2:06 PM

- Once you take ownership of the page you will see that page in the pages library of the same site