



## Save, Check-in, and Submit

Frequently when admins have trouble with content not getting published in a timely fashion, it's because the content hasn't been submitted for publishing. Here are the relevant buttons, and an explanation for how content is submitted for approval. These numbers are not necessary steps, but rather are numbered for convenience of description.

- 1) **Preview** – The preview button will load a new page, which will try to approximate what the final page will look like after content submission and rendering. It is not 100% accurate. Depending on the page being previewed and the code involved it may preview as a blank page with the SSoE menu at the top.
- 2) **Save** – This button saves the content. It does not check the content in, nor does it submit the content for publishing. Save will only save your progress, preventing the work from being lost if the browser crashes or the page is closed prematurely.
- 3) **Check-in** – Check-in both saves the content and checks it back in for other users to edit.

Note: What do we mean by check-in and check-out? If two people could edit the same content, whoever saved last would overwrite the other user's changes. To prevent this from happening, content is put into a checked-out state when in use by one user. Only one user can edit a piece of content at a time. The content will remain checked-out and in your control until it is either checked back in or submitted for approval and publishing. **Closing the browser window without exiting the editor first will leave content in a checked-out state and unusable by others.**

- 4) **Undo check-out** – This button will undo all the work you've just entered and put the content back for others to use. Content will not be saved when using undo check out.

This is the appropriate button to use if you have made a mistake and would like to back up to the last version of the content.

- 5) **Publish / Submit** – In the image the button says Publish, but for most users it will say [SUBMIT]. Submit will check the content in for the next person to edit and will save all changes. It will then send a message to an approver alerting him that your content is ready to be pushed to the website. This is called the approval step. A member of the web team will look over the content before publishing it to the website. Remember that content doesn't get published instantly. Content is synced to the website on a schedule throughout the day and may lag up to a few hours before it goes live.

**If Submit was never used, then the content will never go out for publishing.**

- 6) **Cancel** – Cancel will discard any changes you've made to the content. It is not suggested that you use it, as this leaves the content checked out and not usable by others.

