

# Global Check-in

Last Updated Saturday, 28 June 2008

## How to access

Select Tools --> Global Check-in from the drop-down menu on the Back-end of your Joomla! installation.

## Description

Selecting this menu option causes Joomla! to perform a global check-in of all checked out or locked items. It then shows the results of the Global Check-in. This is useful, for example, if an Article is locked by a User who opened it for editing and never finished the editing session. In this case, other Users are not able to edit this Article. Performing a Global Check-in releases all such items.

## Screenshot

## Column Headers

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Database table. The name of the table checked.

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# of Items. The number of items checked out from the table.

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Checked in. Whether the items were successfully checked in. A green tick indicates that the table was checked in successfully. A red X indicates that the table was not checked in correctly. An empty column indicates that there were no items to check in.

## Toolbar

At the top right you will see the toolbar:

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Help. Opens this Help Screen.

#### Quick Tips

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If an Article or some other content element is locked, do a Global Check-in to unlock it.

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Make sure no one is busy editing any items before you perform a global check-in. When a Global Check-in is done, all items are checked in, including those currently being edited.

#### Related Information

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To see all logged in users: [User Manager](#)