

## Chapter 19: Global Check-in, Clean Cache

Last Updated Wednesday, 24 May 2006

### Global Check-in:

When a User edits a file, Joomla! changes its status to "Checked Out". In effect, the file is locked and only the User who has checked it out has permission to work with it. This is a security feature that prevents two Users from editing a document at the same time, thus preventing loss of data upon saving.

When the User clicks the 'Save' or 'Cancel' icon, the file should be checked back in. If there is a connection error, or the user presses the 'Back' button in his or her browser, a file can stay checked out, meaning no one can edit it.

A file remains 'Checked Out' until the User clicks 'Save' or 'Cancel', at which time the file is "Checked In". However, if there's a connection error, the user presses the 'Back' icon in his/her browser, or the User chooses another menu item without saving or canceling the work in progress, the file remains 'Checked Out'.

This means no one can edit this content item but the person who "Checked Out" the item or the Super Administrator. This is usually reported or experienced as Users being unable to edit or access items, and can be verified by looking at the column labeled "Checked Out" in the Section, Category, or Item file list .

If you wish to edit a "Checked Out" item, you will have to ask the last author who "Checked Out" the item to "Check In" the item or to ask the Super Administrator to "Check In" the item.

Joomla has a protocol, called "Global Check-in" that allows an administrator to unlock all files that are currently Checked Out.

To perform the 'Global Check-in' select "System > Global Check In" from the Administrator menu bar.

After performing the 'Global Check-in', Joomla !returns a list showing how many items, and from which tables, were Checked back in.

Warning: Be very careful in doing this as anyone who is editing a document at that very moment can have his or her work lost.

### System Info:

The System Info page provides detailed information about the system that your Joomla! site is deployed on.

This includes version information for the site OS, My SQL, PHP, Web server, and Joomla. It also includes the relevant PHP settings.

The information on this page is very useful to Joomla! developers when they are trying to help you fix a bug with Joomla!. For this reason, it is good practice to post this information along with bug reports or support requests to the Joomla forums.

The system information can be reached by selecting 'Help' from the Administration Menu, then 'System Information' in the Index displayed.

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Note: If you have suggestions/corrections this chapter, please visit the doc forum.

<http://forum.joomla.org/index.php/board,59.0.html>

Thank you!  
Documentation Team

