Terminology

Locking and Unlocking

Since many editors can work in dotCMS at the same time, safeguards are in place to prevent two editors from working on the *same content* at the *same time*. Otherwise, content could be overwritten and whomever Saved *last* would "win". These safeguards are managed though [Locking] and [Unlocking] content.

When an editor clicks on [Lock for Editing] they get temporary ownership on that piece of content. No one else can edit until the content is unlocked when they are done. As such, this should be an editor's first step when starting to work on content in dotCMS.

[Releasing the Lock] allows others to work on that item. If an editor releases the lock without having made any changes, they can close the item and move on to other areas. If editors make changes and release the lock – without Saving – they will see a warning message:

"Are you sure you want to close the editor? You will lose any unsaved changes you have made to this content."

Proceeding will abandon pending changes. Otherwise, editors should Cancel to return to editing and use one of the Save options.

Saving vs. Save/Publish

The [Save] button allows editors to save any changes made in the content up to that point. Once saved, editors can continue working or [Release Lock and] close the item. A Saved item won't show on the Live website until published.

The [Save/Publish] option will save current changes and make them Live on the website immediately. There is no easy 'undo' option for Publishing content, but you can always make additional edits and then re-Save/Publish to make corrections

Status of Pages

dotCMS uses icons to indicate the status of the pages, files and content in edit mode.

Content	Search	Website	Browser	
●	○ ✓	**Published** A published item is visible on the live website without being logged in.
◑	● ✓	**Revision** A revised item means that the Saved version in dotCMS is different from the live website. Publishing a revised item will "sync" the editing and live versions.
○	● ○	**Draft (unpublished)** Draft items will not show on the live website.
⊖	○ ●	**Archived** Editors can archive an unpublished item in dotCMS to remove it from the list of visible files – this is one step away from a permanent deletion.
🔓	(no icon)	**Unlocked** Unlocked items can be edited as needed.
🔒	🔒	**Locked** A locked item is reserved by an editor while it is being updated.

When editing a page in dotCMS, the icons for locked/unlocked are:

🔓▭	Unlocked page. Ready for editing.
▭🔒	Locked page – usually accompanied by a note about the current editor for the page.