

Admin Tab

Checked out pages-It is good practice to consider when the page was last checked out and when it was last saved before checking it back in. Otherwise, a user may still be working, and will be unhappy when they attempt to save and the save is rejected.

Pending Approvals-This is only accessible to the approver; it will list all the pages that need approval before being published.

Scheduled Actions- This allows you to stay on track with a project by allowing you to set a due date. For example, you can schedule a page to be published on a certain date, or to remove a page on a certain date.