



## How to Administratively Check In a Project

**(OR Resource, OR Custom Field, OR Calendar, OR Lookup Table )**

On occasion, when a schedule is opened, a message will appear that states that this is a Read-Only schedule and/or that the schedule is already checked out. It may be that the Project Manager does not think it is checked out or there has been some sort of computer or network issue that is causing this to occur. (It may be as easy that they have it checked out on a different computer and know that it should be checked in.)

If a schedule stays “checked-out” when it should not be, then only an Administrator can force the schedule back in from PWA (this is different than clearing the cache on the local machine which is covered in a different white paper).

The process to check a schedule back into the system is to have the Administrator force it back in. This is done by going to PWA and the “Server Settings” option. In the “Server Settings” there is a column called “Queue and Database Administration”. In that column is the “Force Check-in Enterprise Objects” option.



Within the “Force Check-in Enterprise Objects” screen is a listing of all the Projects, Resources or other objects still checked out. The Administrator can select the items that they want to check in and then click on the “Check In” option to force the object to be checked back in.

EPM Strategy Portfolio Center

## Force Check-in Enterprise Objects ⓘ

Select the type of object you want to force check-in:

Enterprise Projects ▼

 CHECK IN

<input type="checkbox"/>	Name ▲	Type	User
<input type="checkbox"/>	zz test cq 22323	Project	Collin Quiring
<input type="checkbox"/>	zzTesting Project Sites	Project	Collin Quiring

**NOTE: If a schedule that is checked in by the Administrator is currently open by a user in Project Professional, then that user's changes will not be saved.**

If the forced check-in process does not appear to work, the Administrator needs to check the queue. The Queue column in the Server Settings has the option for "Manage Queue Jobs" which shows all the jobs still in the Queue based on the selection criteria. Additional job clearing can be done in this screen.

If the schedule still says that it is checked out after the queue has been cleared and the force check-in process has been done then there is one more step that can be attempted. The user can go to Project Professional and clear their local cache. This is covered in a different white paper on our website.