**How to Administratively Check In a Project (or Resource)**

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 checked out.

This occurs due to a few different causes. When a schedule is closed, it must be checked back in. When closing a project, a box similar to this will appear. You must decide to either "Save" or "Discard Changes" and then "Check in" the schedule. If you do not check-in the schedule then it will stay checked out until the next time that you check it in or it is forced back in by an Administrator.
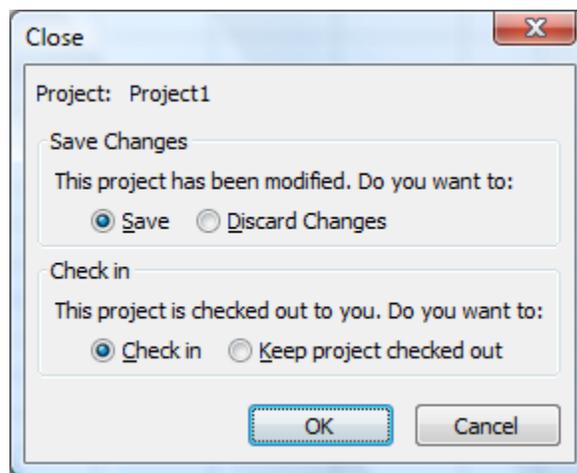
If a schedule stays "checked-out" then only an Administrator can force the schedule back in.

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 "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.

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. To do this, the user goes to Tools, Local Project Cache and then Clean up Cache. The user can select the projects to remove from the cache. After clearing the cache, Project Professional must be closed and then re-opened.