We have recently come across a feature that we think will be a helpful resource when using Sitecore. The next time you are logged into site, in the content tree there is a narrow column all the way to the left of your screen. In that column, if you right-click (control-click for Macs using a one-button mouse) a menu will pop up.

In that menu, click on:

- Cloned Items
- My Locked Items
- Locked Items
- Workflow State
- Publishing Warnings
You may have the right/control click after choosing each item to bring the menu back up again. Now that those items are selected, you will see icons in that left column if any of the selected parameters you've checked apply to an item in your tree.

- This item is a clone. Click this icon to be brought to the original item in the tree.

- This item is locked.

- This item is locked by me.

- A small black arrow in the lower corner of an icon means there is more than one icon to be viewed. This will always happen when you have a locked item locked as Sitecore sees it as both "locked" and "locked by you".

- This is a publishing warning. You will see this if an item has been set to not publish OR if a new version of an item is in draft or is awaiting approval. Once an item is approved this icon will not display.

- This item is still in draft and has not been submitted for approval. Notice the small black arrow in the lower-right corner. Clicking that will show the "Publishing warning" that this version is in draft and will yet be published.

- This item is has been submitted and is awaiting approval. Again, notice the small black arrow in the lower-right corner. Clicking that will show the "Publishing warning" that this version is awaiting approval and will not be published until it is approved.

We hope that these added features aid in your use of Sitecore and help you in knowing more about the item you are working on. Please let us know if you have any questions (webmaster@simmons.edu). Thanks!