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Issue Date: August 27 2014	Subject: Check Out Check in a File
Review Date:	
Revision Date:	

SUBJECT:

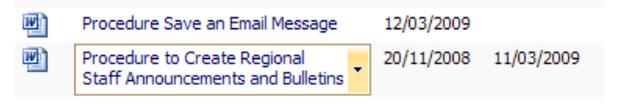
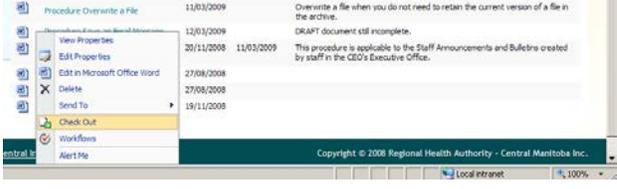
Check Out Check in a File

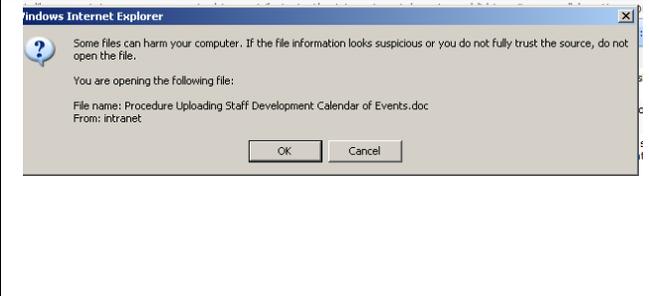
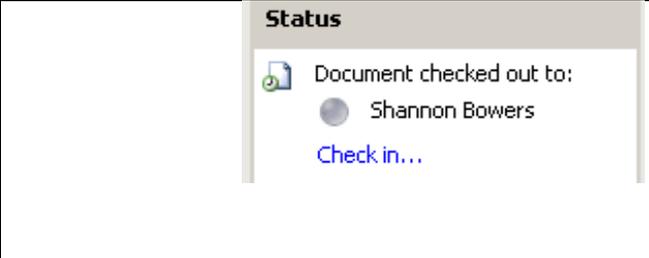
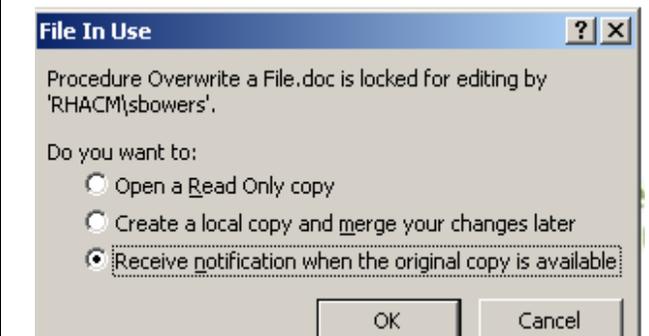
PURPOSE:

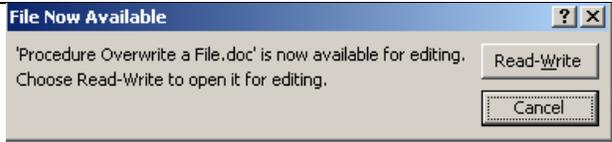
Procedure to Check Out Check in a File on the Internal Portal Service

PROCEDURE:

Staff are encouraged to work with the reliable electronic original, therefore, when working with files in the Collaborative Work Site(s) it is a best practice to use the Check Out Check In file feature to facilitate updating, identifying to others which electronic documents are in use by which users at a given time prior to return to storage. This control prevents others from attempting to edit a file at the same time resulting in a potential file version conflict.

<p>1. Hover your cursor over the file you want to open. Click the drop down arrow that appears beside the file name.</p>	
<p>2. From the drop down, click Check Out .</p>	
<p>3. You will be prompted to confirm You are about to check out: <i>file name</i></p> <p>Click OK.</p>	

<p>4. The screen will refresh. Your file will now be checked out. This is indicated by the visual cue that shows an arrow to the bottom right of the file icon.</p>	
<p>5. Click the file name once to open the file you have checked out.</p> <p>You will be prompted with a screen indicating that you areopening the following file: <i>File Name</i></p> <p>Click OK.</p>	
<p>6. The file will open. The right hand of your screen will indicate that the file is checked out to you.</p> <p>You can now make any required changes to the file.</p>	
<p>7. When you have completed your edits, save the file and close it.</p> <p>You will be provided with three choices.</p> <p>Check in file means that others can now access the file and check it out to make additional revisions.</p> <p>Keep checked out means that the file will remain checked out to you.</p> <p>If someone else in your collaborative work group attempts to open the file you have checked out, a screen will appear advising them that the file is checked out and <i>locked for editing by</i></p>	 

<p>By selecting <i>Receive notification when the original copy is available</i>, you will be prompted by a message indicating <i>File Now Available</i></p> <p>Discard changes and undo check out is straight forward.</p> <p>Select one of the options and click OK</p>	
<p>8. Once you have checked the file in, the green arrow will no longer appear.</p>	