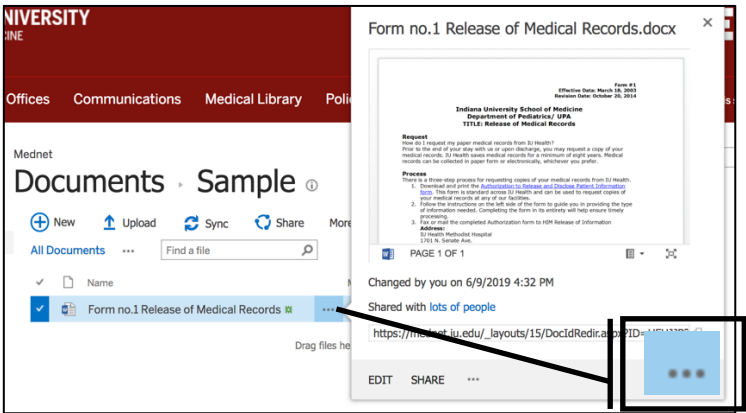
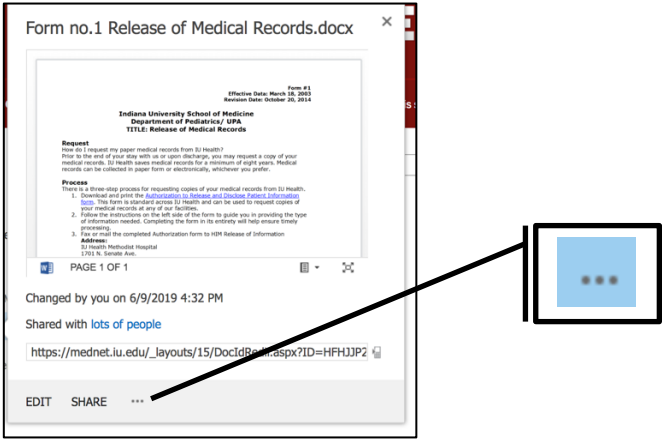
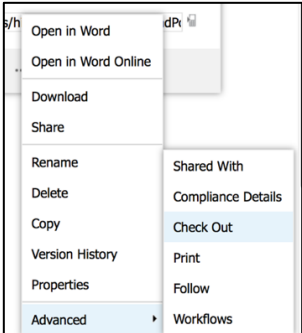


HOW DO YOU CHECK IN AND OUT A DOCUMENT?

To make edits to your document, you will need to check out the document. Once you are finished editing the document, and have saved your changes, you will check back in the document to the library or document center to share your changes. Until you check in the document, the changes will not be viewable by other users.

Check Out a Document

<ol style="list-style-type: none"> 1. View your documents 2. Click on the checkbox to the left of the document to checkout to highlight that document (☑) 3. Click on the ellipses to open the context menu for that document (⋮) 	 <p>Figure 1</p>
<ol style="list-style-type: none"> 4. The context menu will open. It will look similar to Figure 2. A preview of your document will also be displayed. 5. Click on the ellipses (⋮) to open the options menu 	 <p>Figure 2</p>
<ol style="list-style-type: none"> 6. Select “Advanced” from the bottom of the menu of options. 7. Click on the “Check Out” option to check out the document 8. The document will then be checked out. 	 <p>Figure 3</p>

Note:

- When the file is checked out, the icon next to the file name is partially covered by a green, downward-pointing arrow
- In the “Checked Out To” column, it will display the name of the user who has the document checked out

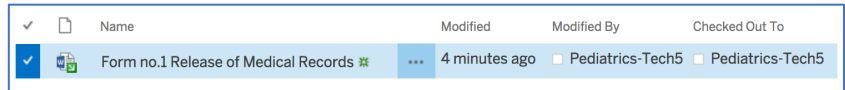


Figure 4

Checking out a document restricts all others’ editing permissions. When you check out a document, you are telling others you would like to be the only one, at that time, making changes to the document. Once you are finished with editing your document, be sure to check in your document to share your changes.

Check In a Document

1. Navigate to the document library that contains your checked-out document
2. Click on the checkbox to the left of the document to checkout to highlight that document
3. Click on the ellipses to open the context menu for that document

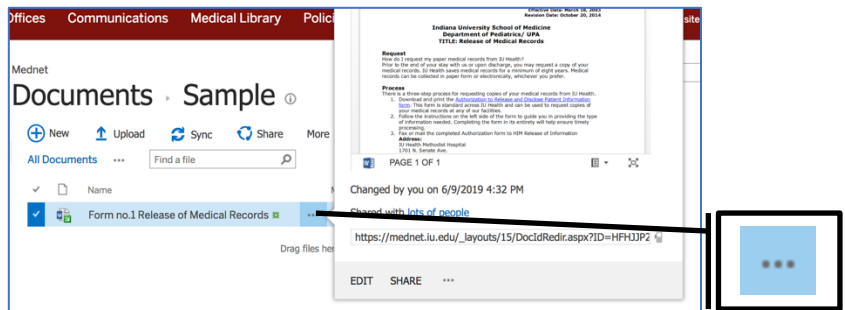


Figure 5

4. The context menu opens and looks similar to Figure 2 on the previous page, Figure 6 here.
5. Click on “Advanced” from the options menu
6. Select “Check In” to check in the document

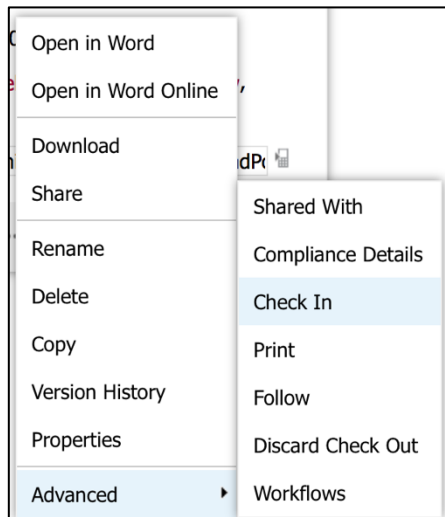


Figure 6

7. The check in window is displayed.
8. For most cases, you do not want to retain your check out. Select “No” for Retain check out. Retaining the check out would allow the changes to be uploaded but the document to still only be editable by you.
9. Enter any comments. Comments will be displayed as part of the document information
10. Click “OK”

Check in [X]

RETAIN CHECK OUT
 Other users will not see your changes until you check in. If you wish to continue editing, you can retain your check out after checking in.

Retain your check out after checking in?
 Yes No

COMMENTS
 Type comments describing what has changed in this version.

Comments: [Text Box]

[OK] [CANCEL]

Figure 7

Note:

- Your name will be removed from the “Checked Out To” column and placed in the “Modified By” column

✓	Name	Modified	Modified By	Checked Out To
✓	Form no.1 Release of Medical Records	... A few seconds ago	Pediatrics-Tech5	

Figure 8

This document is guided for the MedNet users to understand the process of checking in and out documents. If you have any questions, or concerns, please fill out an IT Helpdesk request at MedNet.iu.edu