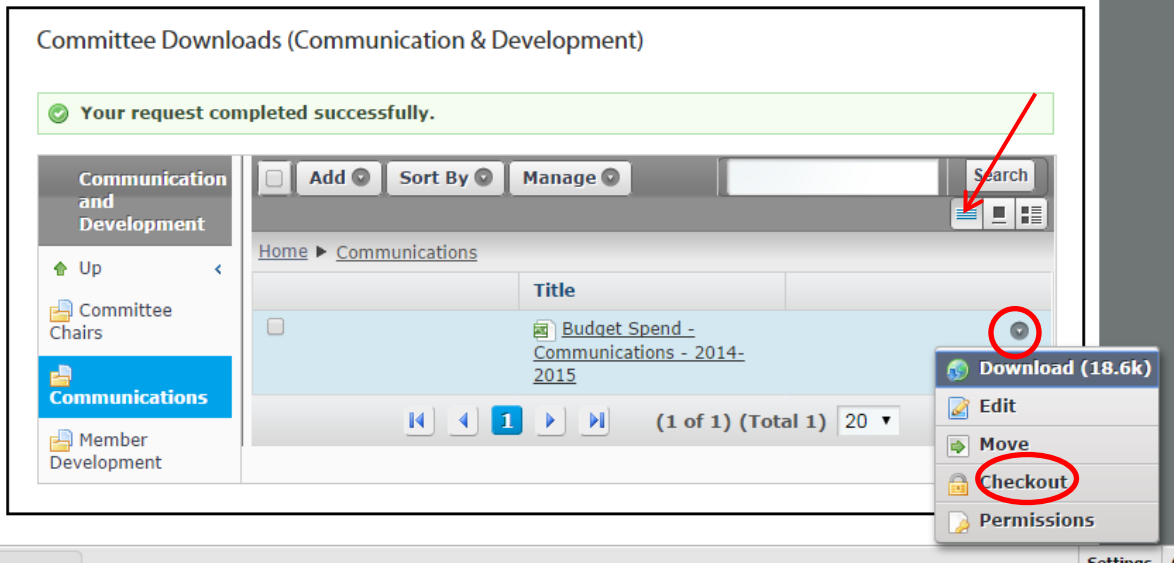


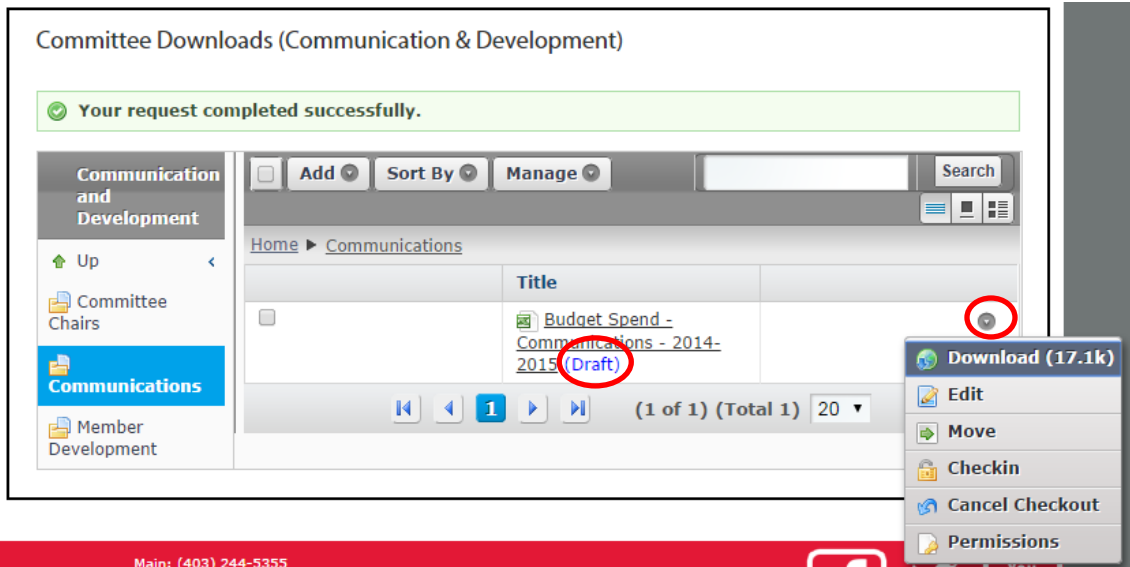
Workspace - Checking Out, Editing, and Uploading Revised Files

To Check Out a Document for Revisions

Log into the *Member Area* and select the appropriate *Workspace*.
Choose the document that you want to check out.




In *List View* (see red arrow), select the gray arrow right of the file name. Choose *Checkout*. The screen changes and *Draft* shows after the file name.




Select the gray arrow right of the file name. Choose *Edit*; the screen will change as follows:

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File
 No file chosen

Title

Description

Document Type

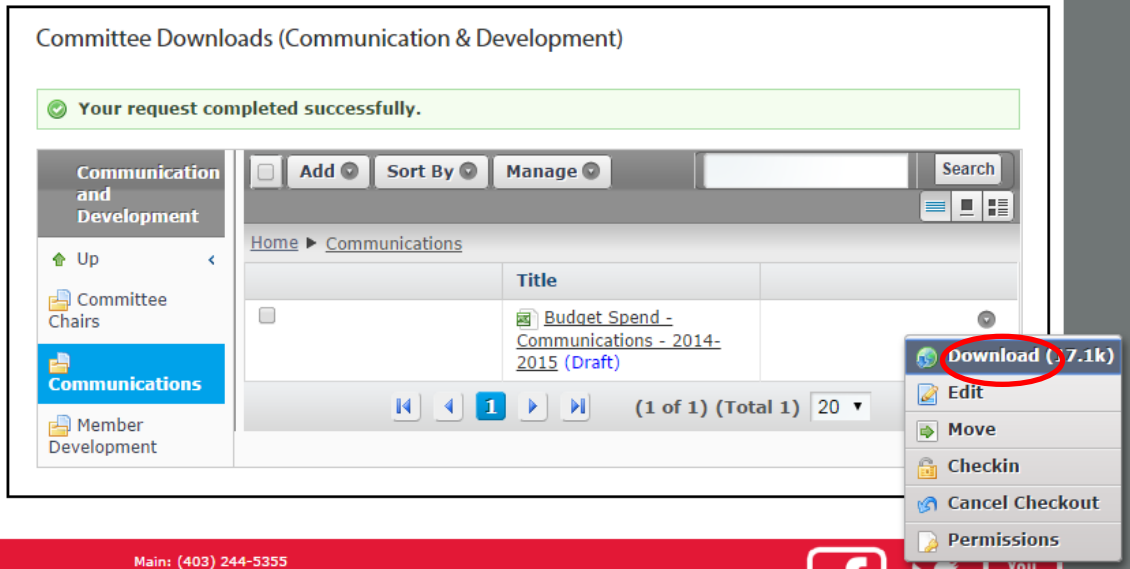
Document Type

► **Categorization**
► **Related Assets**

Choose *Back* at top right of the screen to keep the file locked while you edit.

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Choose *Download* to download a copy of the file to your personal device.

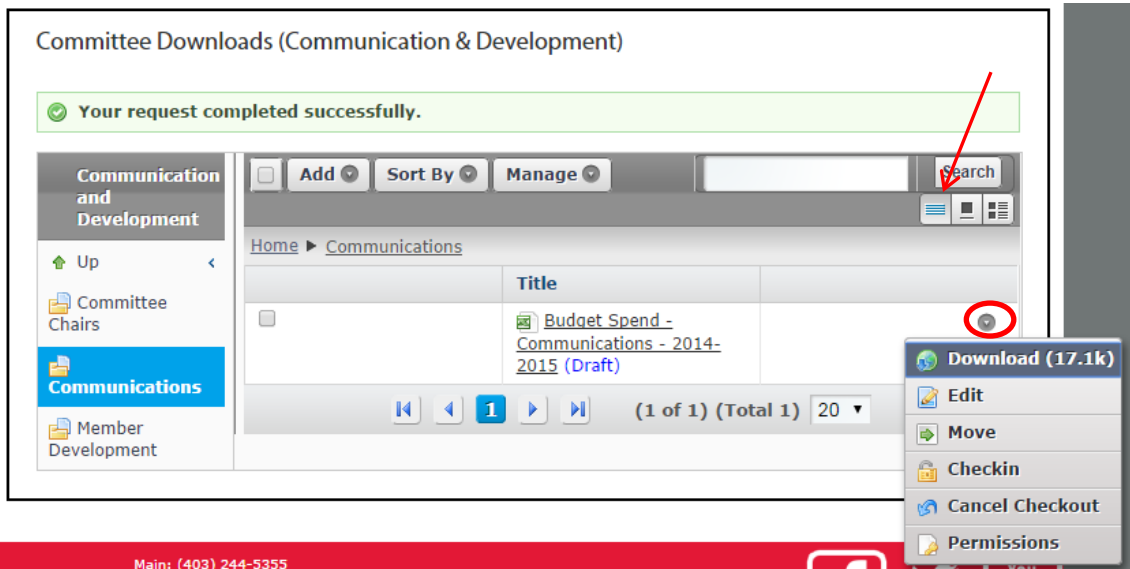


Revisions to Document

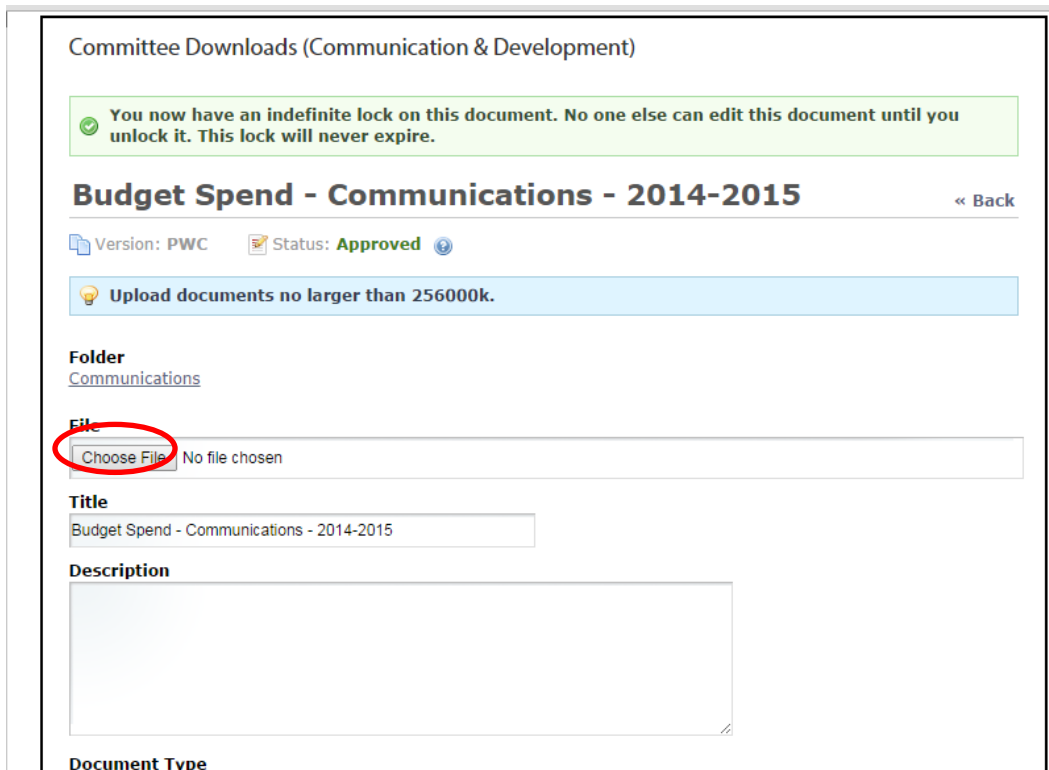
After downloading the document, **revisions will be made on the downloaded version on your device**. Typically, the file resides in *Downloads* folder unless you've directed downloads to be saved elsewhere. You must save the file **on your device** after you make revisions.

Check In the Revised Version

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Choose *Edit*, screen will then change.



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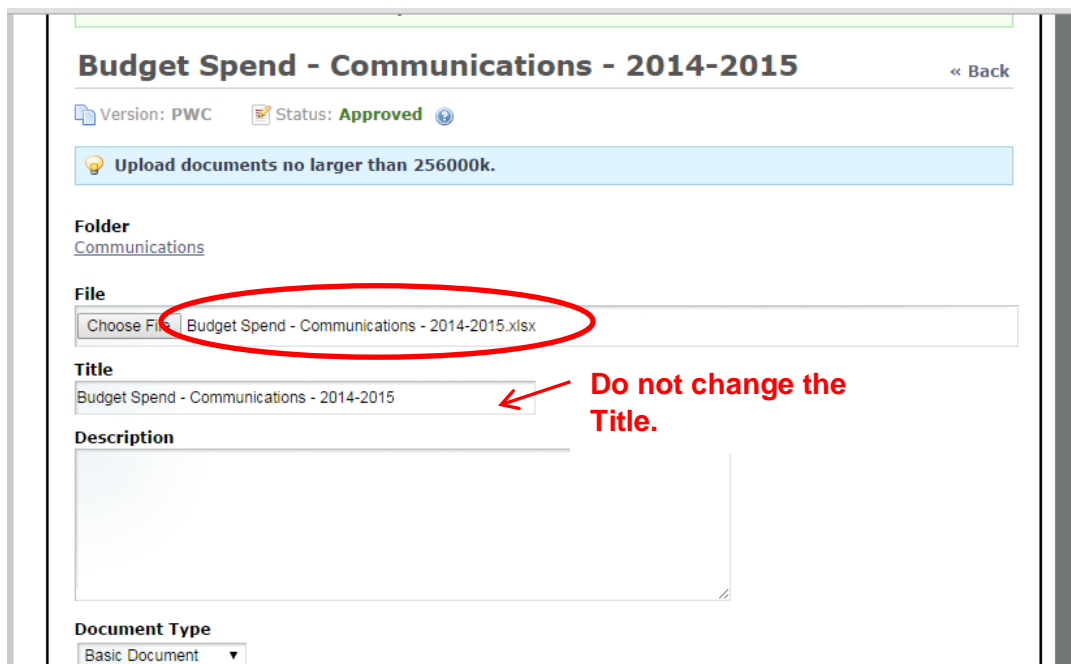
File
Choose File No file chosen

Title

Description

Document Type

Select *Choose File* and then find the browse on your device to the location of the **revised** file. The name of the file will then show in the *File* box as below.



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File
Choose File Budget Spend - Communications - 2014-2015.xlsx

Title
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Description

Document Type

At the bottom of the screen choose *Save and Check In*.

Description

Document Type
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► **Categorization**
► **Related Assets**

💡 A new version will be created automatically if this content is modified.

Save **Save and Checkin** Cancel Checkout Cancel

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❗ You cannot modify this document because it was checked out by Marie Johnson on 9/17/14 5:32 PM.

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File
Choose File No file chosen

Title
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