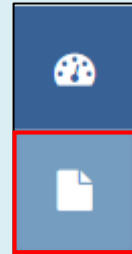


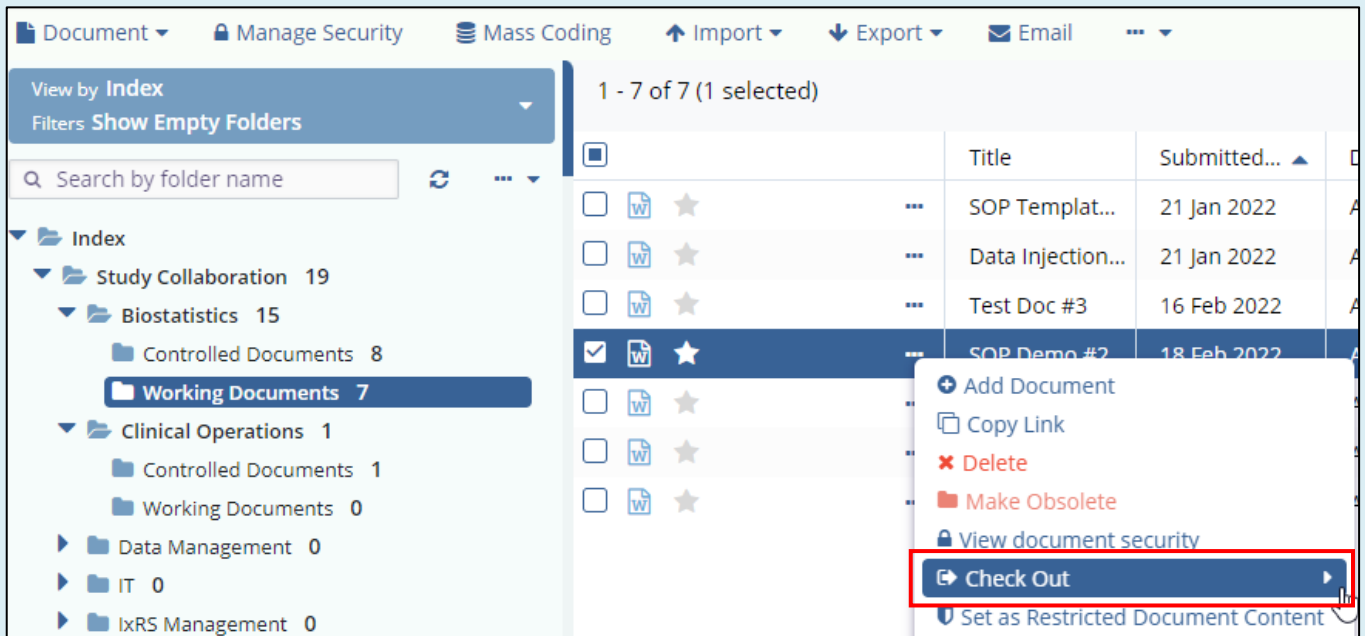
APPLICABLE TO:

- Administrators
- Collaborate
- Room Managers
- Editors
- eISF
- Readers

1. Locate the document you wish to edit in the Documents Library



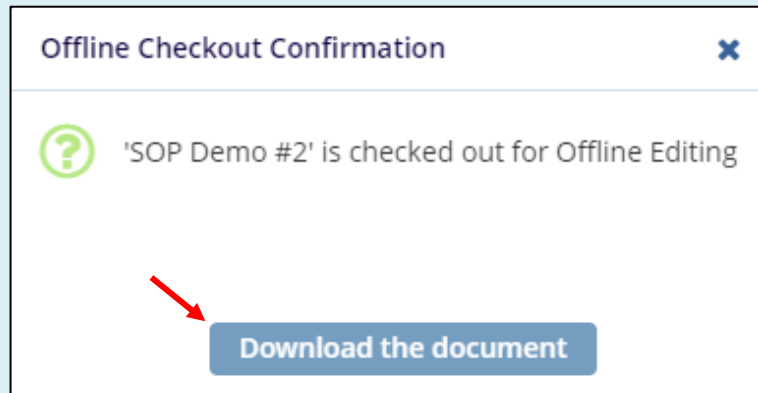
2a. Click on the **Document Action Menu** and expand the selection for **Check Out**



2b. Select **Offline** Edit



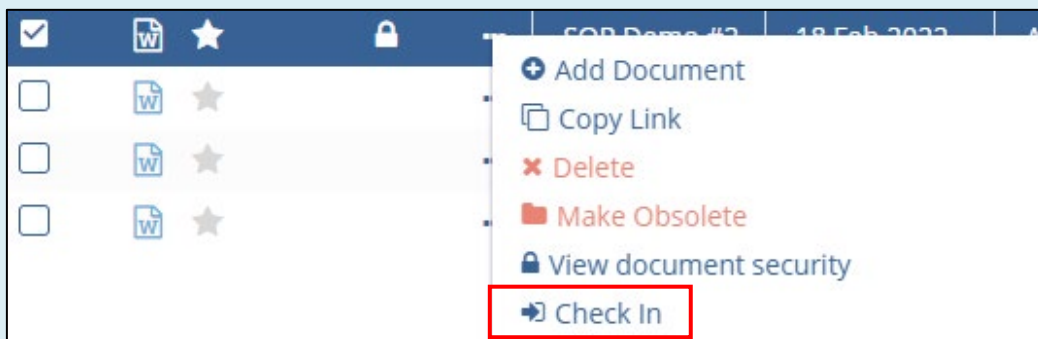
3. At this point, the document is locked waiting for your edit. The system will prompt you to download the document. Doing so is completely optional



4. Make changes to the document locally using your software of choice



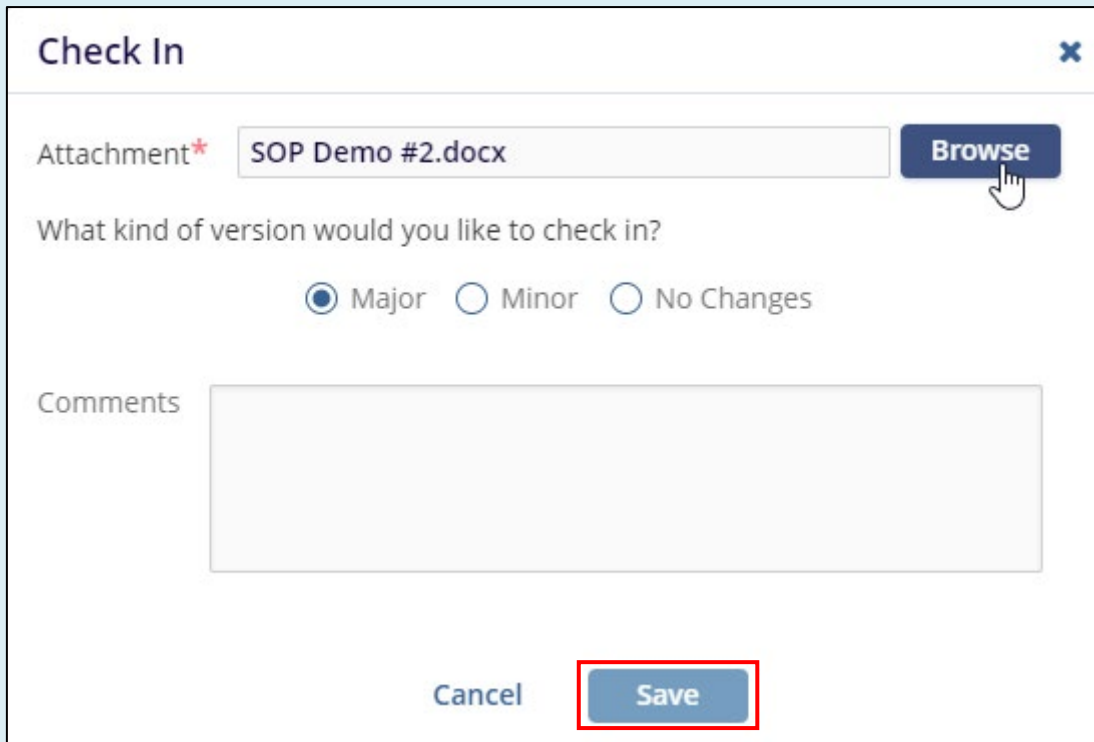
5. Once you've finished editing the document, you'll want to upload the new version to the Documents Library. First, select **Check** In under the Documents action Menu



6. The Check In popup appears. Select the new version of the document from your device using the **Browse** button.

Next, select the appropriate option: **Major** changes will create a new version of the doc (x.0), **Minor** will create a revision (0.x), while **No Changes** will unlock the document and ignore your uploaded version.

Conclude the process by clicking on **Save**.



**Check In** ✕

Attachment\*  **Browse**

What kind of version would you like to check in?

Major  Minor  No Changes

Comments

Cancel **Save**