

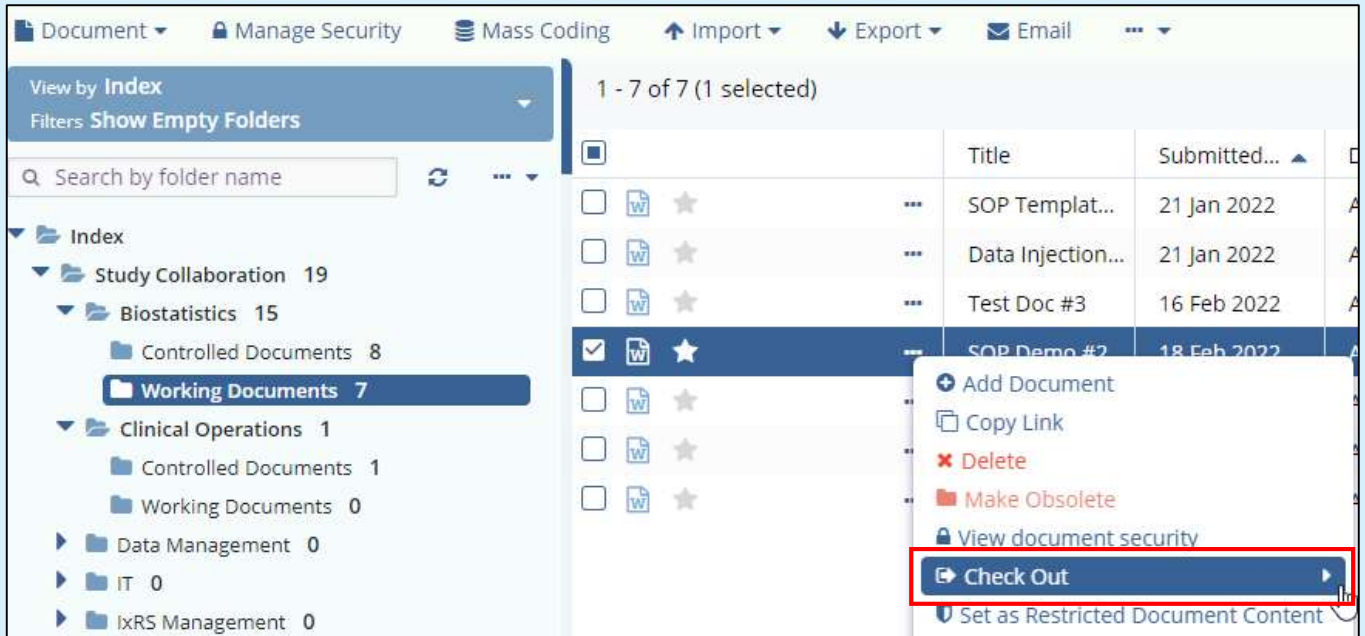
APPLICABLE TO:

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

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



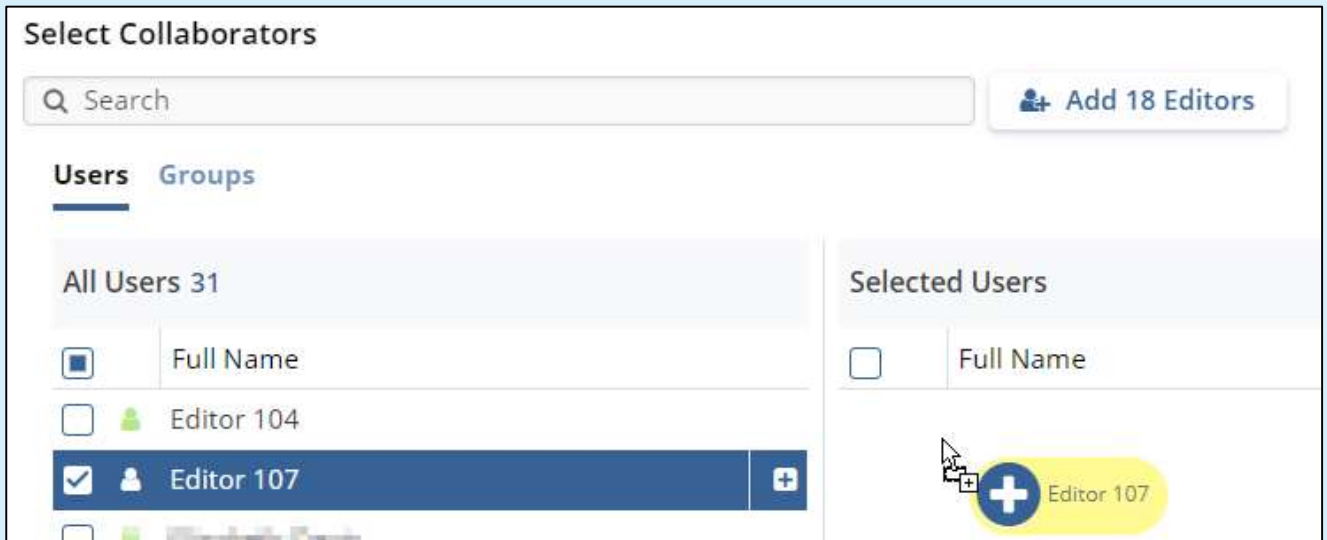
2a. Click on the **Document Action Menu** and expand the selection for **Check Out**.



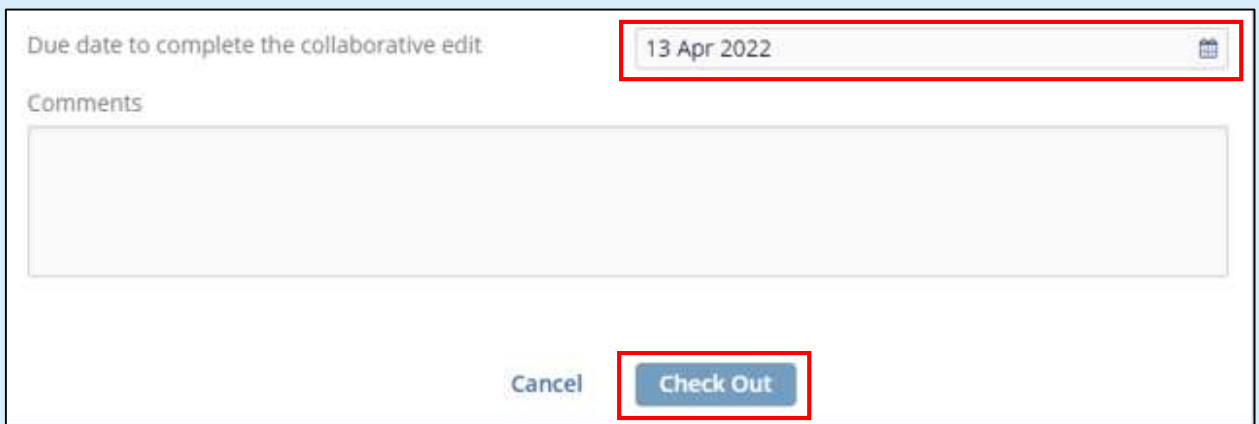
2b. Select **Team Edit**.



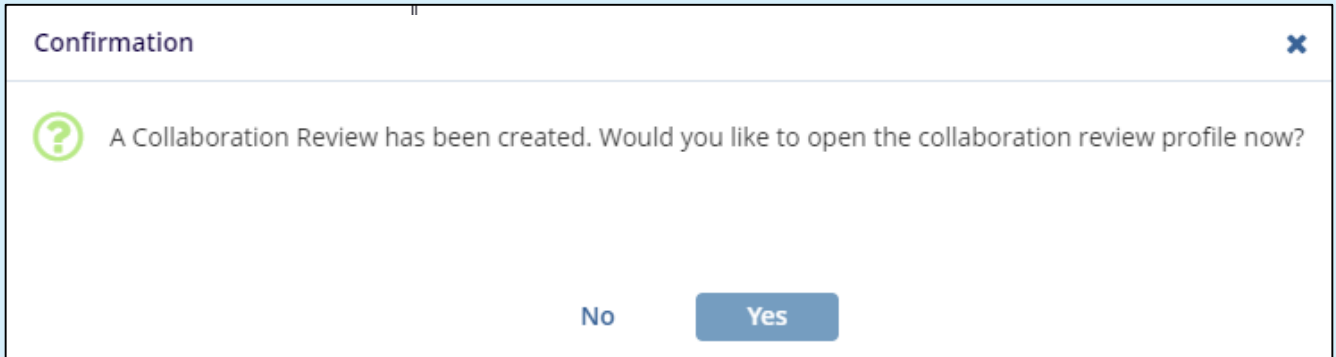
3. Next, in the Team Edit window, select the team members who will work on the document by adding them to the right-hand column.




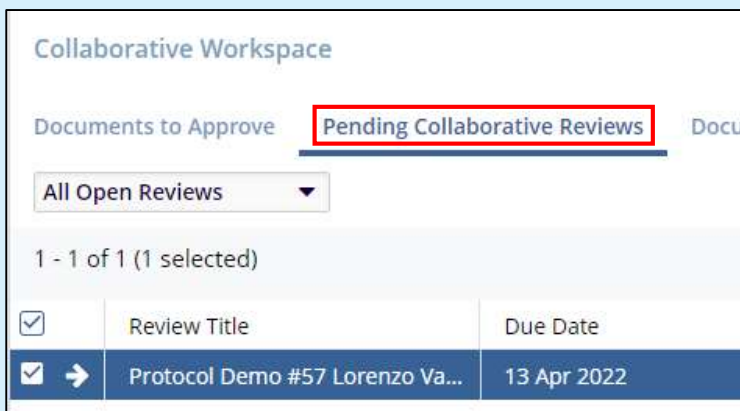
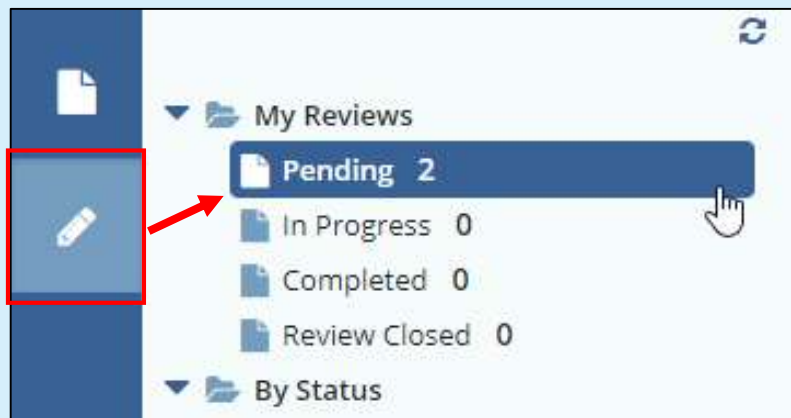
4. In the same window, assign a **due date** for the collaborative edit and, optionally, add comments for the team. Click **Check Out** to start the session.



5. You can start editing immediately, or leave it for later.




 Should you wish to edit at a later time, you can find your document under your **'Pending'** reviews in the **Collaborate** module...



..and also in your Dashboard, in **Collaborative Workspace**, under **Pending Collaborative Reviews**.

6. In **Team Edit**, changes can be made in real-time by many users. Here's an example of what that would look like.

 <b>TRANSPERFECT</b>	Demo Doc #5		ID: 341687
			VER. 0.3
			PAGE: 2 OF 2
			DOCUMENT TYPE: <u>Biostats</u>

**1.0 INTRODUCTION & PURPOSE**

Here are the changes that Editor 104 is making.

Here are the changes that I'm making as Admin 103

**2.0 SCOPE**

**3.0 RESPONSIBILITIE**

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

Here are the changes that Editor 107 is making

**5.1 Process Overview**

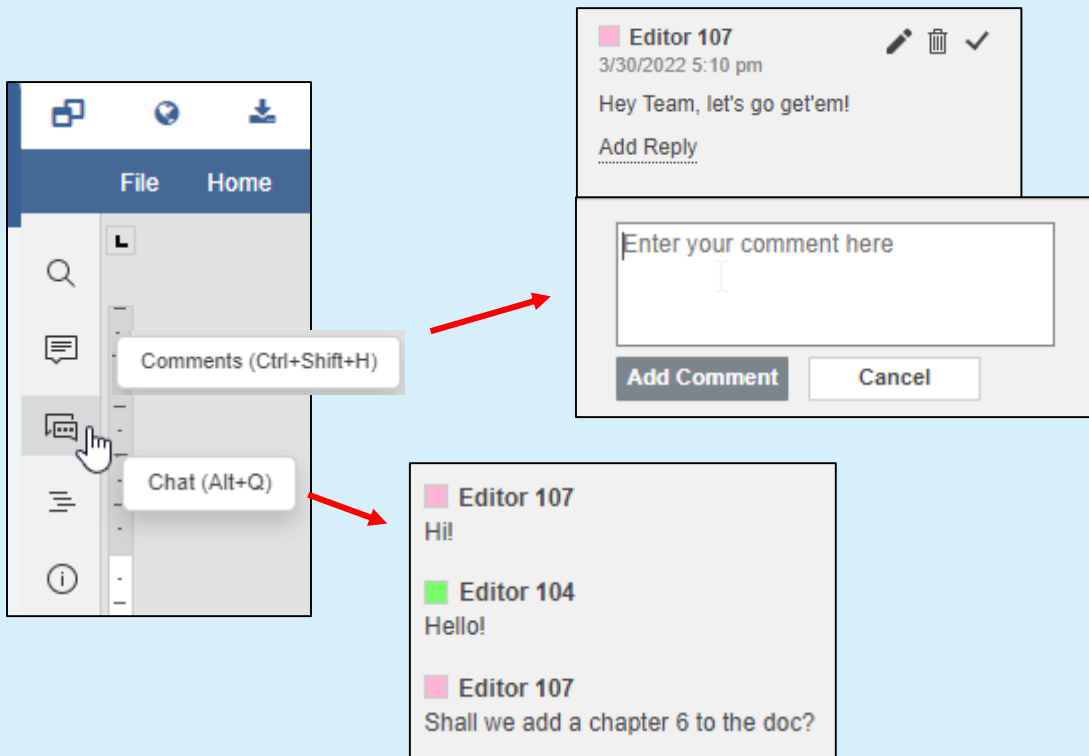
**5.2 Entry Criteria**

**5.3 Recommended Tools**

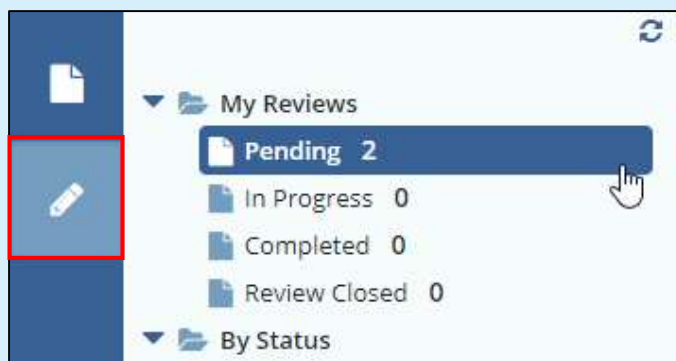


The color-coded text was added for clarity and does not reflect default working conditions.

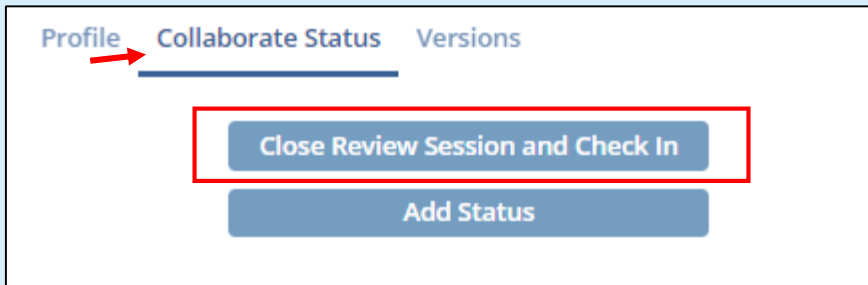
7. The collaborative interface allows you to leave comments or even chat with other editors while you work on your documents.



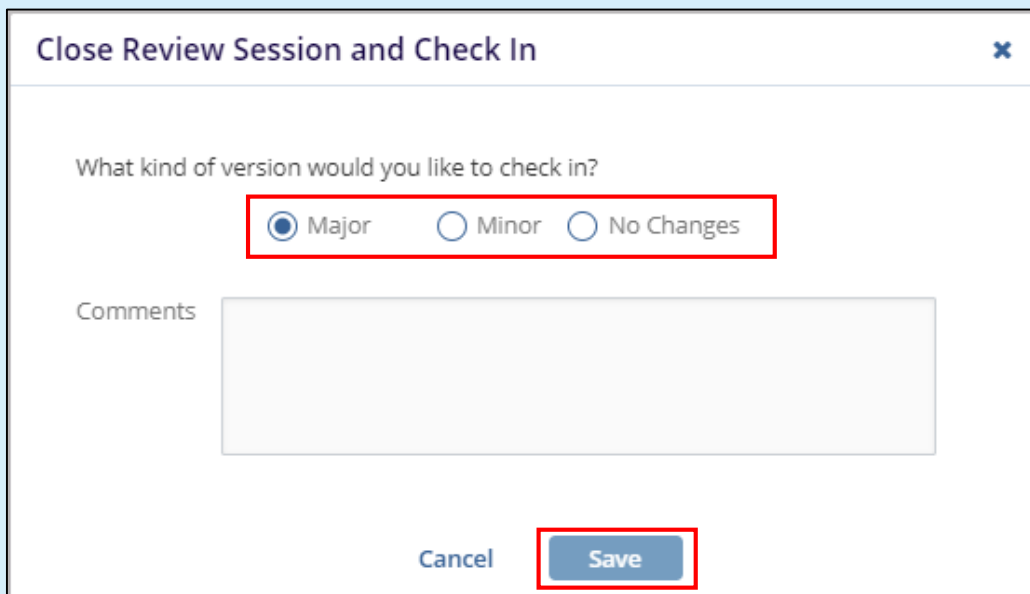
8. When you are done editing the document, you can close the review. To do this, navigate to your Pending Reviews in the **Collaborate** module.



9. Select the document you wish to close Team Edit for, then switch to **Collaborate Status** in the metadata pane. Click on **Close Review Session and Check In**.



10. Choose the kind of version change and press **Save** to close the session.



The screenshot shows a dialog box titled 'Close Review Session and Check In' with a close button (X) in the top right corner. The main text asks 'What kind of version would you like to check in?'. Below this text are three radio button options: 'Major' (selected), 'Minor', and 'No Changes'. The 'Major' option is highlighted with a red rectangular box. Below the radio buttons is a text input field labeled 'Comments'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box.



The document now shows under 'Completed' reviews in the Collaborate module.