

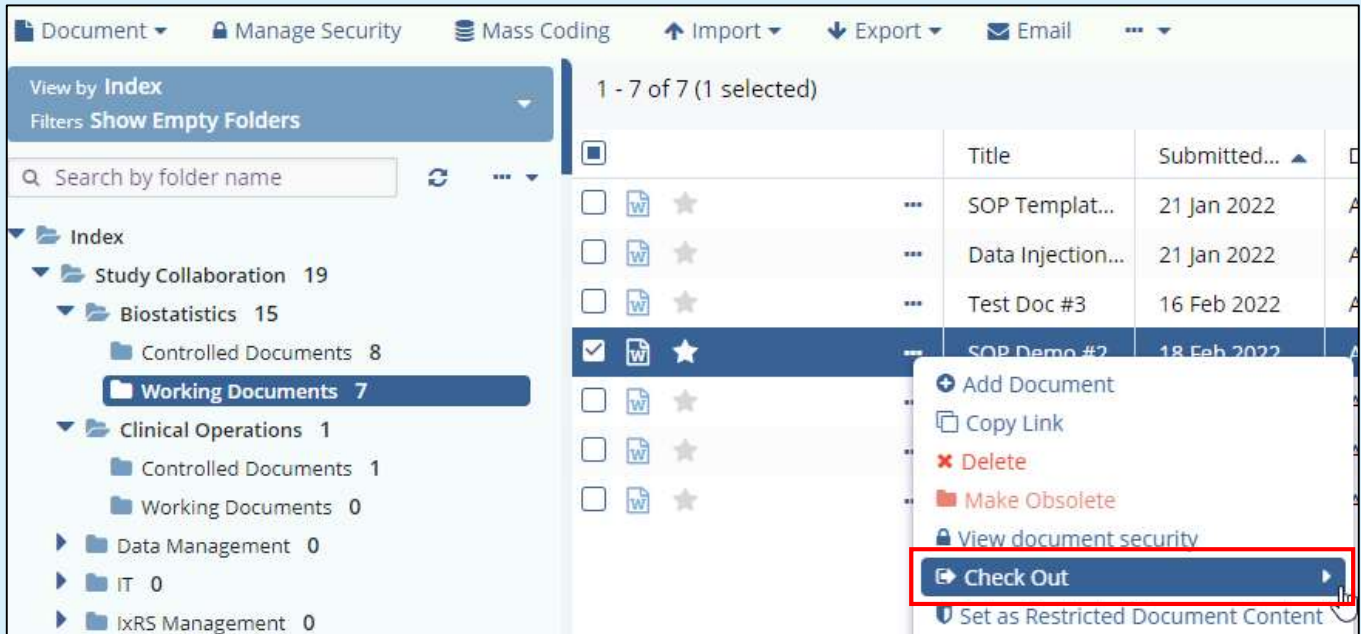
APPLICABLE TO:

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

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



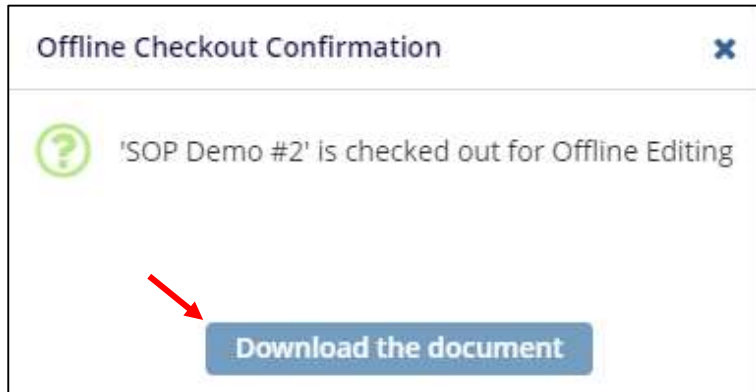
2a. Click on the **Document Action Menu** and expand the selection for **Check Out**.



2b. Select **Offline Edit**.



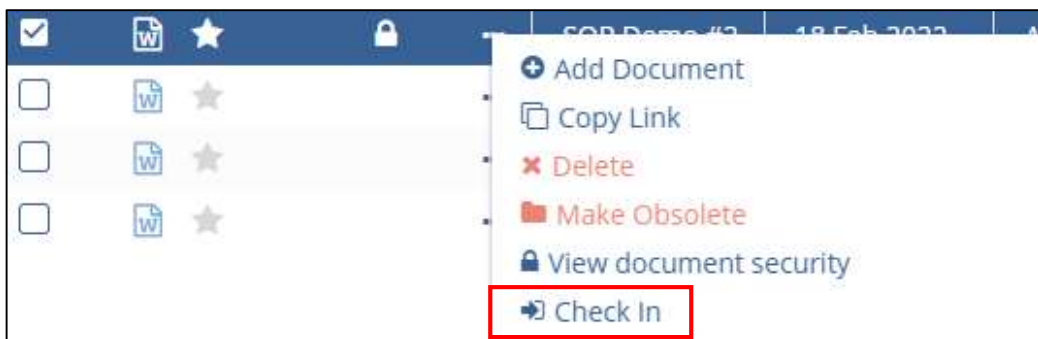
3. At this point, the document is locked pending your edit. The system will prompt you to download the document. Doing so is completely optional.



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**.



The image shows a 'Check In' dialog box with a close button (X) in the top right corner. It contains the following elements:

- An 'Attachment*' field with the text 'SOP Demo #2.docx' and a 'Browse' button to its right. A mouse cursor is pointing at the 'Browse' button.
- A question: 'What kind of version would you like to check in?'
- Three radio button options: 'Major' (selected), 'Minor', and 'No Changes'.
- A 'Comments' text area.
- At the bottom, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular border.