## How to Initiate and Perform Team Edits



TI version 10.7

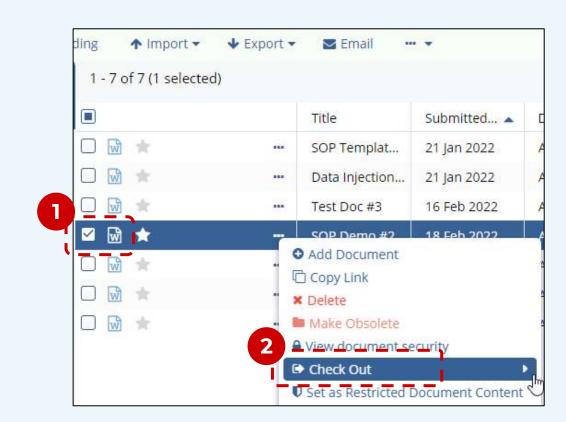
**APPLICABLE TO:** 

AdminManagerEditor

Reader

- Collaborate
- elSF

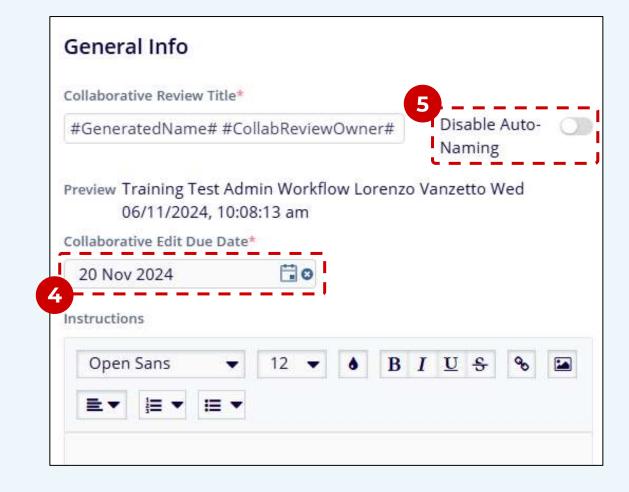
- 1 Locate the document you wish to edit in the Documents Library.
- Open the Document Action Menu and expand the selection for Check Out.



Select **Team Edit**.



- Review the *General Info* and assign a **Due Date**. A default date is provided.
- If you wish to personalize the Review Title, you can **Disable Auto-Naming**.

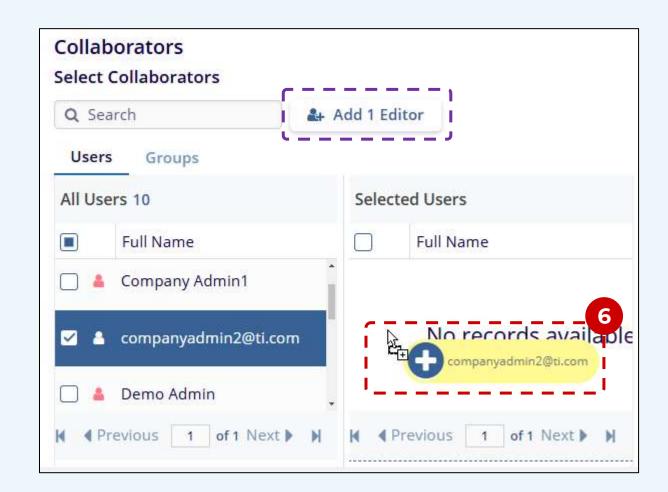


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- In the <u>next</u> section, **select Collaborators** who will have access to this edit, by moving names from left to right.
  - There is a helpful button to add all available Editors in one click.



7 Click **Check Out** to start the edit.



8 Enter the **Document View** to access the document in edit mode.



Documents open for collaborative editing can be found under 'Pending', 'Open', or 'In Progress' in the **Collaborate** module\*.

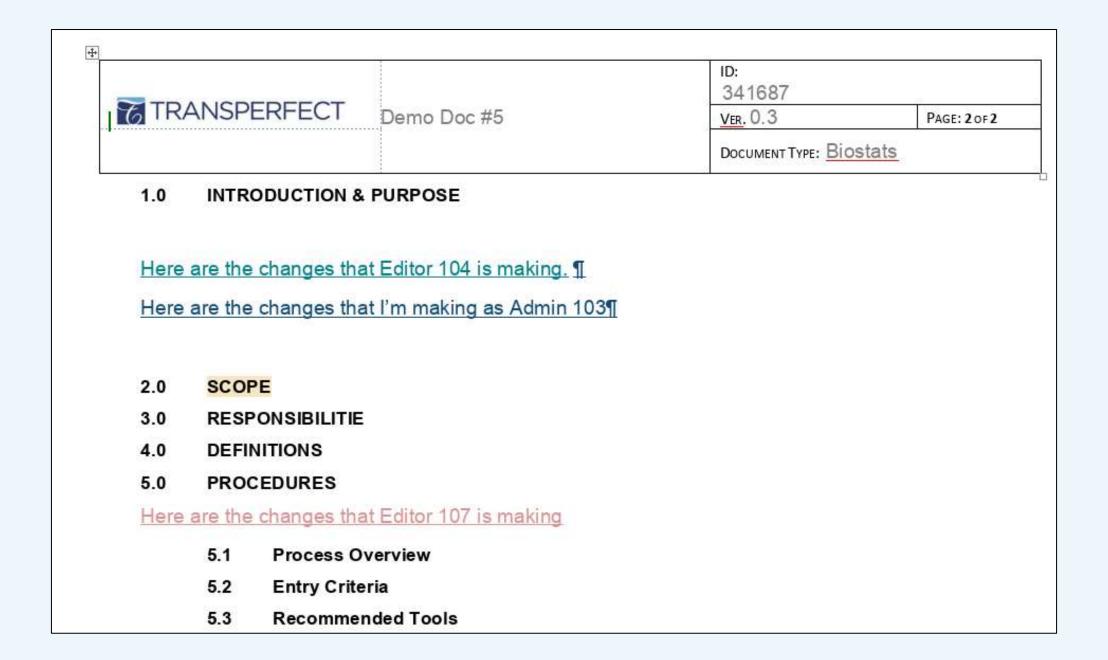


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In the edit window, changes can be made in real-time by multiple users. Here's an example of what that would look like, with each contributor marked in different ink.



Users can **update the review status** in the metadata panel, and the Review Owner can <u>close the edit</u> there.

