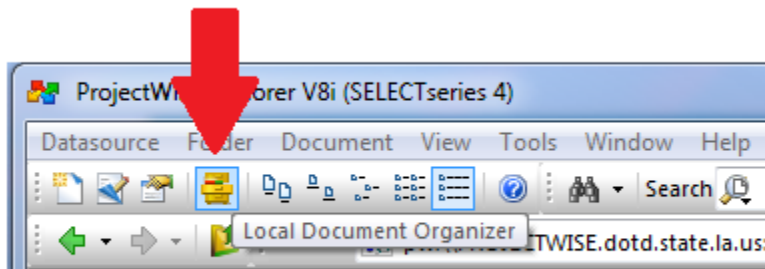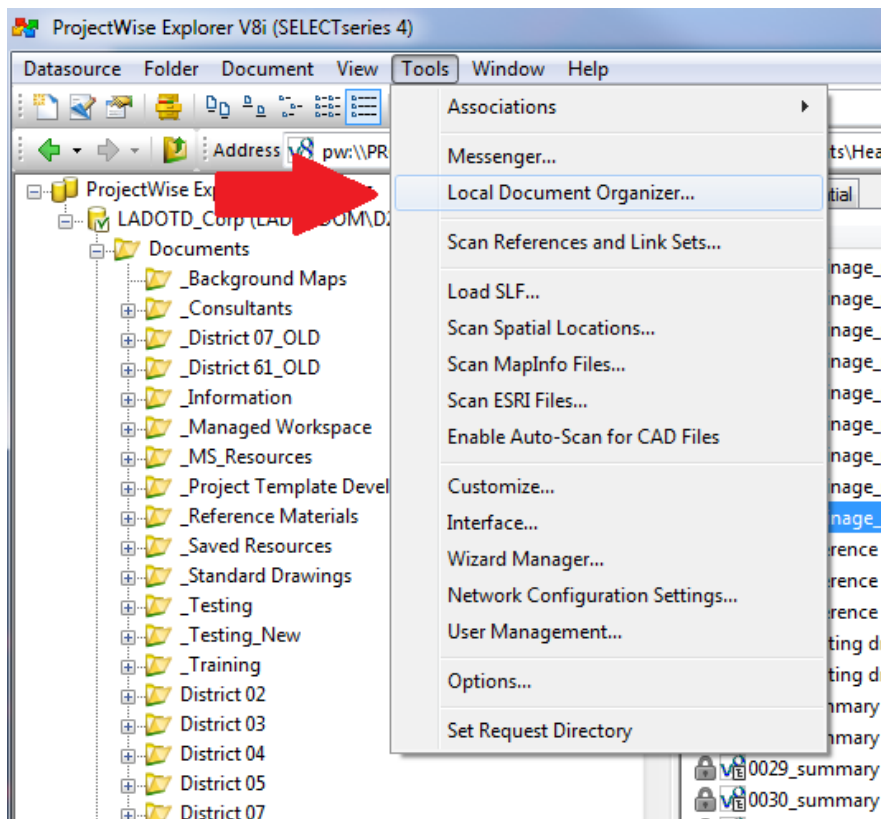# How to Check In files in ProjectWise

To see if you have any files checked out of ProjectWise, you need to open the Local Document Organizer. There are two ways to do this:
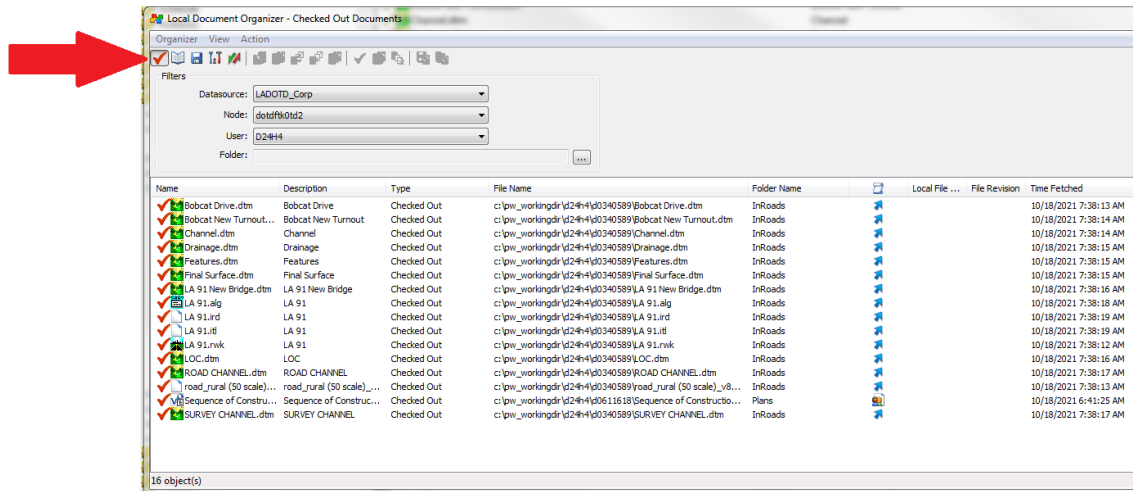
1. There is a shortcut on the standard toolbox:

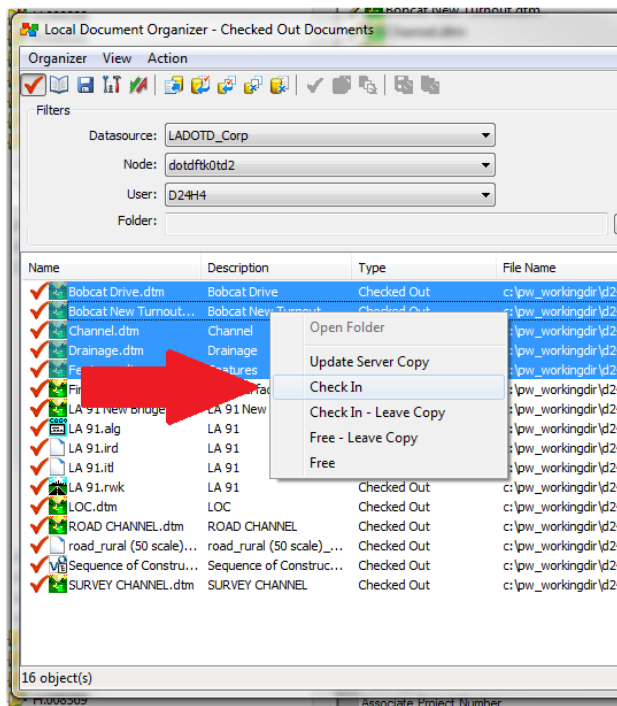2. Go to Tools and click on Local Document Organizer:

Once you open the Local Document Organizer, make sure the red check mark is selected. You will see a list of <u>every</u> file you have checked out:
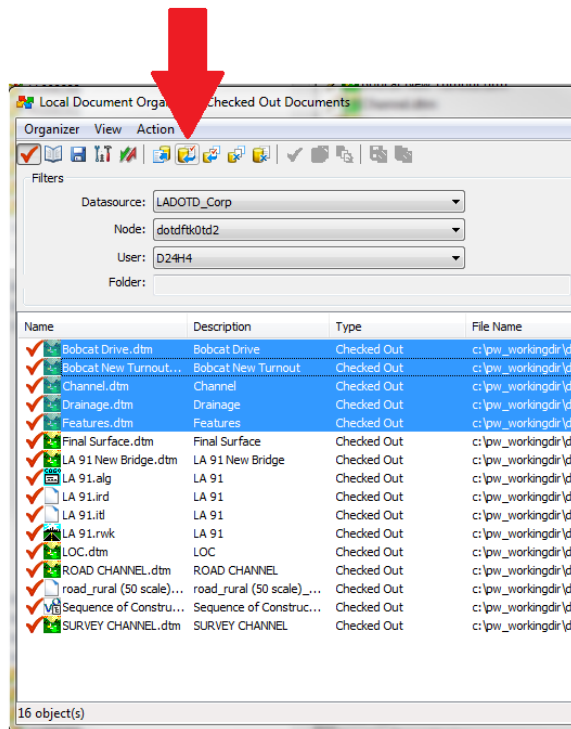

There are two ways to check back in a document:

1. Right click on the file you want to check in (you can select multiple files) and click on Check In:

2. Highlight the file you want to check in, and click the Check In button in the toolbox:

Warning: When you check in a document, the document uploads its changes to the ProjectWise storage area. Freeing a document causes the document not to upload the changes to Projectwise. You will lose all work if you free a document.