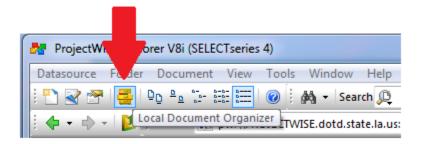
## How to Check In files in ProjectWise

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:

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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:

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Bobcat New Turno	ut Bobcat New Turnout	Checked Out	c:\pw_workingdir\d24h4\d0340589\Bobcat New Turnout.dtm	InRoads	*		10/18/2021 7:38:1
Channel.dtm	Channel	Checked Out	c:\pw_workingdir\d24h4\d0340589\Channel.dtm	InRoads	*		10/18/2021 7:38:
Drainage.dtm	Drainage	Checked Out	c:\pw_workingdir\d24h4\d0340589\Drainage.dtm	InRoads	*		10/18/2021 7:38:
Features.dtm	Features	Checked Out	c:\pw_workingdir\d24h4\d0340589\Features.dtm	InRoads	*		10/18/2021 7:38:
Final Surface.dtm	Final Surface	Checked Out	c:\pw_workingdir\d24h4\d0340589\Final Surface.dtm	InRoads	*		10/18/2021 7:38:
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	.dtm SURVEY CHANNEL	Checked Out	c:\pw_workingdir\d24h4\d0340589\SURVEY CHANNEL.dtm	InRoads	*		10/18/2021 7:38:

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:

Organizer View Action       Image: Comparison of the second se			
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User: D24	144		- -
Folder:			
Name	Description	Туре	File Name
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Bobcat New Turnout.	Bobcat Nev: T. Channel	Open Folder	: \pw_workingdir \d : \pw_workingdir \d
Drainage.dtm	Drainage	Update Server Copy	:\pw_workingdir\d :\pw_workingdir\d
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LA STINEW Bridge	LA 91 New	Check In - Leave Copy	:\pw_workingdir\d
LA 91.alg	LA 91	Free - Leave Copy	:\pw_workingdir\d
	LA 91	Free	:\pw_workingdir\d :\pw_workingdir\d
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LOC.dtm	LOC	Checked Out	c: \pw_workingdir \d
✓ ROAD CHANNEL.dtm	ROAD CHANNE	EL Checked Out	c:\pw_workingdir\d
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6 object(s)			

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

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Filters			
Datasource: LADO	DTD_Corp		•
Node: dotd	ftk0td2		•
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Folder:			
Name	Description	Туре	File Name
Bobcat Drive.dtm	Bobcat Drive	Checked Out	c:\pw_workingdir
Bobcat New Turnout	Bobcat New Turnout	Checked Out	c:\pw_workingdir
✓ Mannel.dtm			c:\pw_workingdir
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Final Surface.dtm LA 91 New Bridge.dtm LA 91.alg LA 91.ird LA 91.ird LA 91.ird LA 91.ird LA 91.ird	Final Surface LA 91 New Bridge LA 91 LA 91 LA 91 LA 91	Checked Out Checked Out Checked Out Checked Out Checked Out Checked Out	c:\pw_workingdir\ c:\pw_workingdir\ c:\pw_workingdir\ c:\pw_workingdir\ c:\pw_workingdir\ c:\pw_workingdir\
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<u>Warning</u>: 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 <u>all</u> work if you free a document.