

Check In

An item that has been checked out can be checked in to release the lock on the item and to upload the revised document.

1. To check in, select “Checkin” from the item’s associated Actions menu.
2. On the Check-In screen, click **Browse** to search your computer for the document to upload. Once the appropriate item has been selected, it will be added to the **Check-In** field.
3. Click [Upload](#) to complete the process, and the item will show as Checked-In.

Note: A Check-Out can be canceled (e.g., if a revised document does not need to be uploaded) by accessing the Actions menu associated with the checked-out item and selecting “Cancel Checkout.”