

Check In\Check Out Process

Sam Menown - 2021-10-19 - X-Docs

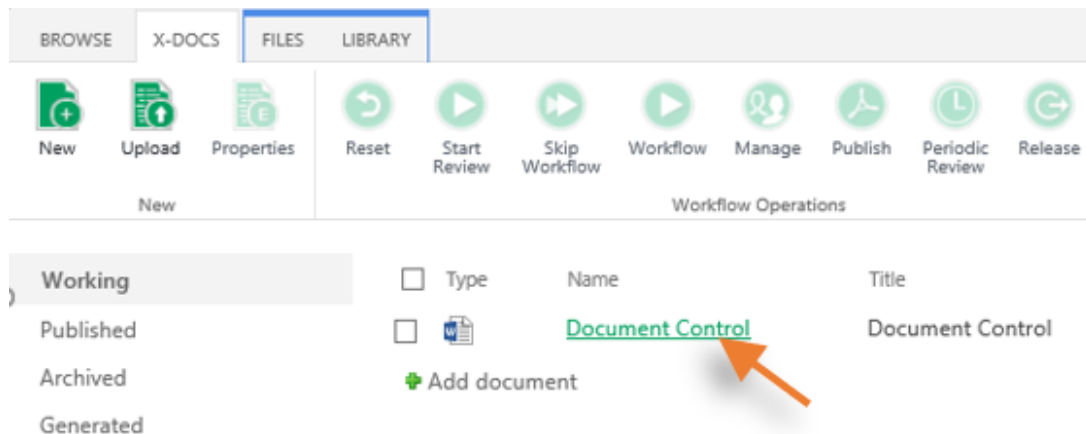
X-Docs

This article will cover the recommended way to Check In/Out documents

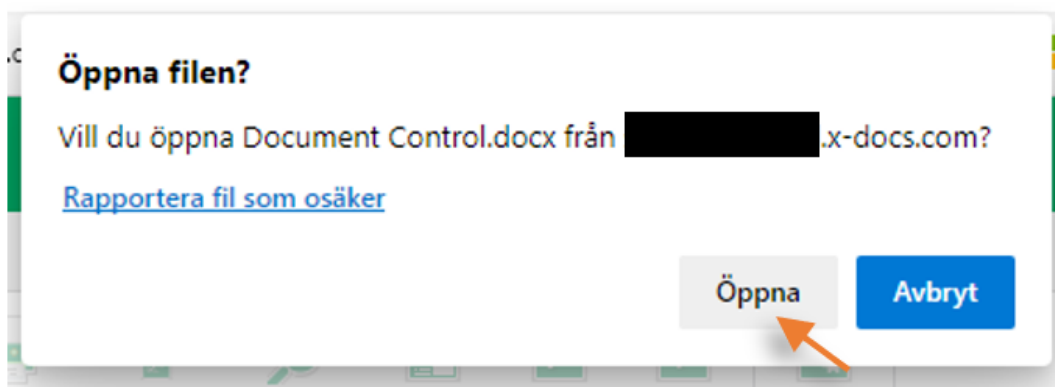
Recommended Check In/Check Out process X-docs

(Formpipe recommends Internet Explorer and Edge Browsers)

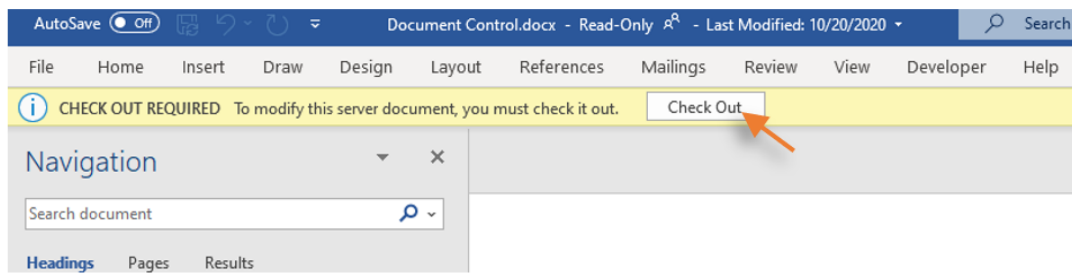
1. Open the document using the document name link



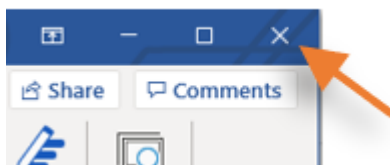
2. Choose Open/Öppna



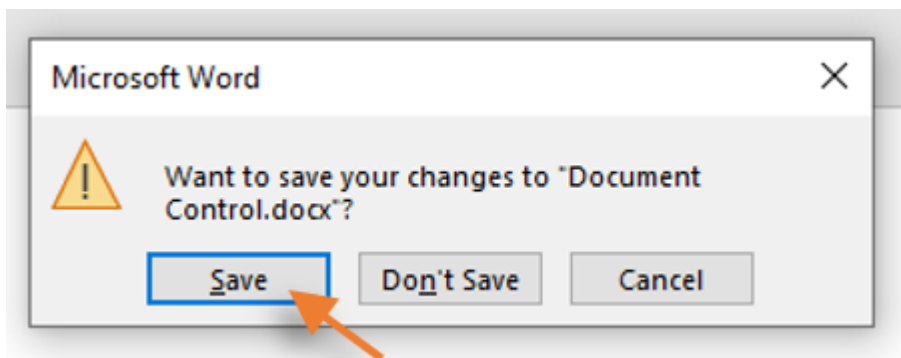
3. The document should open in an Microsoft Office application. Click the Check Out option within Microsoft Office



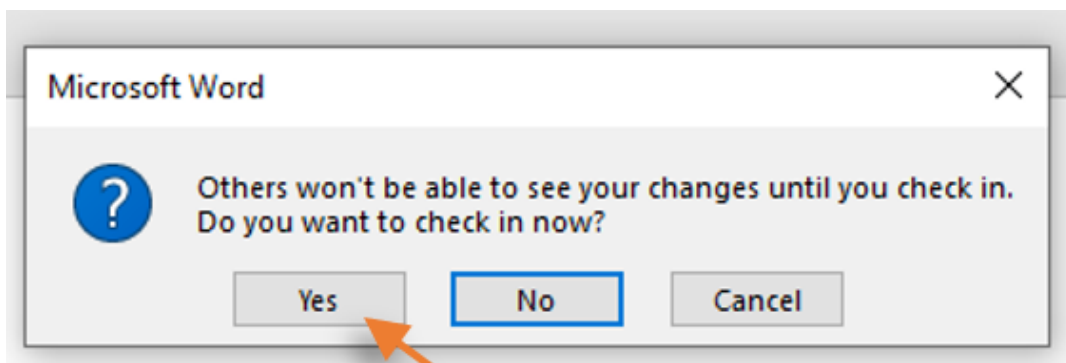
4. When your edits are completed then close the document using X in top right corner.



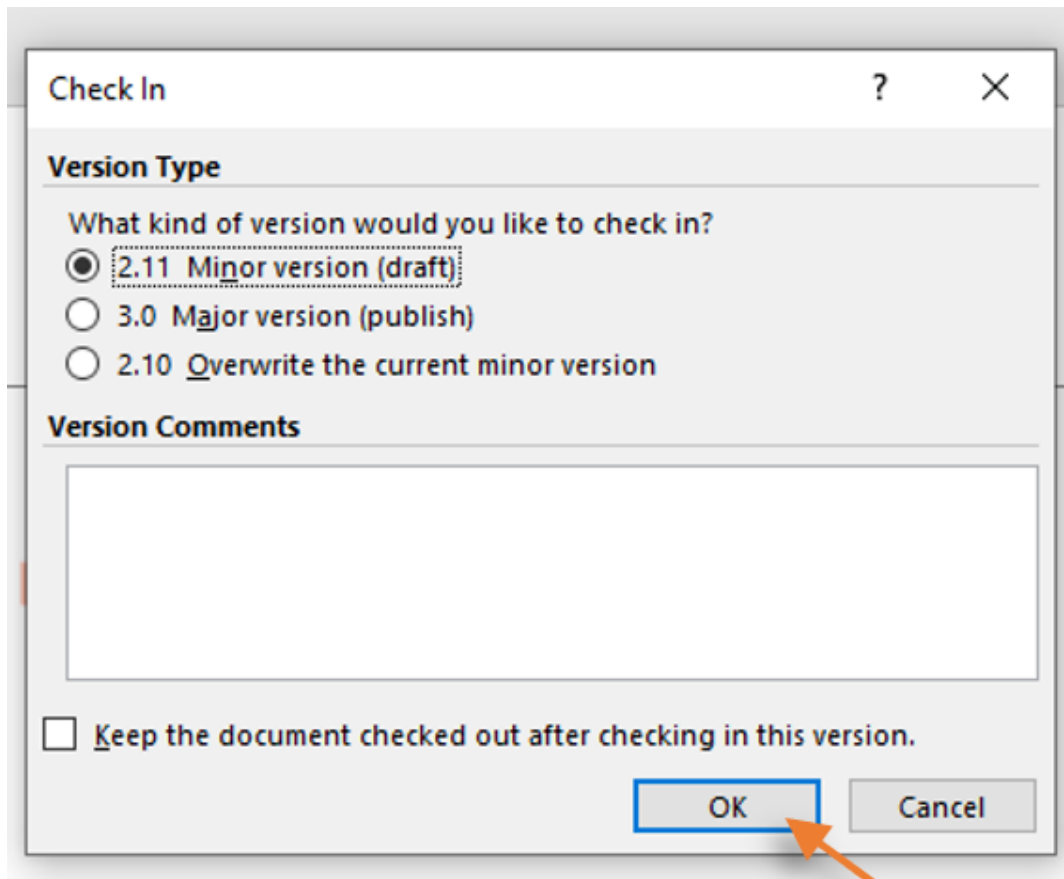
5. You will be asked to save the document



6. After saving the next question will appear. Choose Yes to initiate the final step.



7. Check In as Minor version (Draft)



8. Edits are now saved and the document should be checked back in.