



CONTRIBUTOR SUPPORT FOR DOCUMENT CHECK OUT/CHECK IN

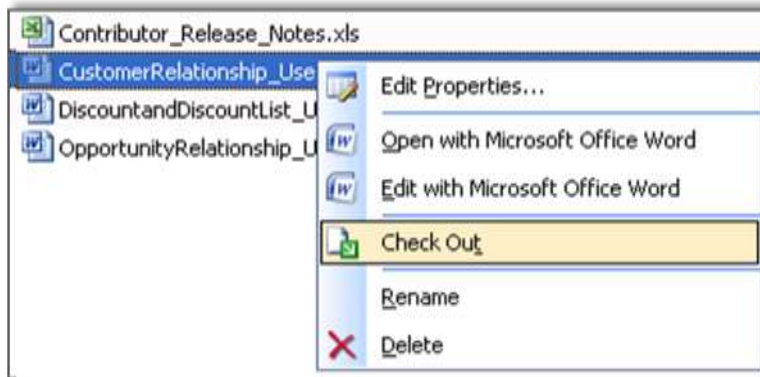
Introduction

Colligo Contributor for SharePoint Version 2.2 and above supports the SharePoint Check-Out/Check-In action. The behavior of this feature is described in greater detail in this document.

Check-Out a Document

To check-out document(s) the user performs the following actions:

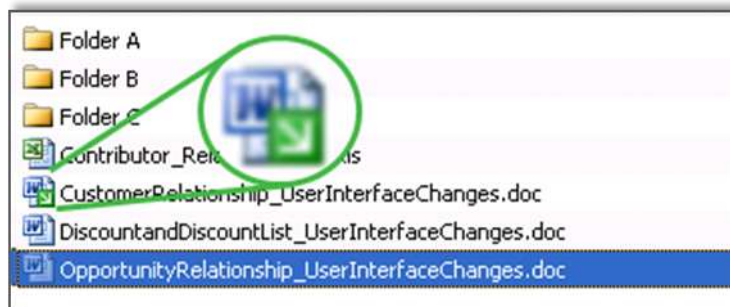
1. Select one or more documents within the Contributor interface.
2. Right-Click on the selection and select “Check-Out”.



3. Contributor will attempt to Check-Out the document(s).

Success:

The documents are successfully Checked-Out; the checked-out documents are highlighted as checked-out with the green “Check-Out” icon:

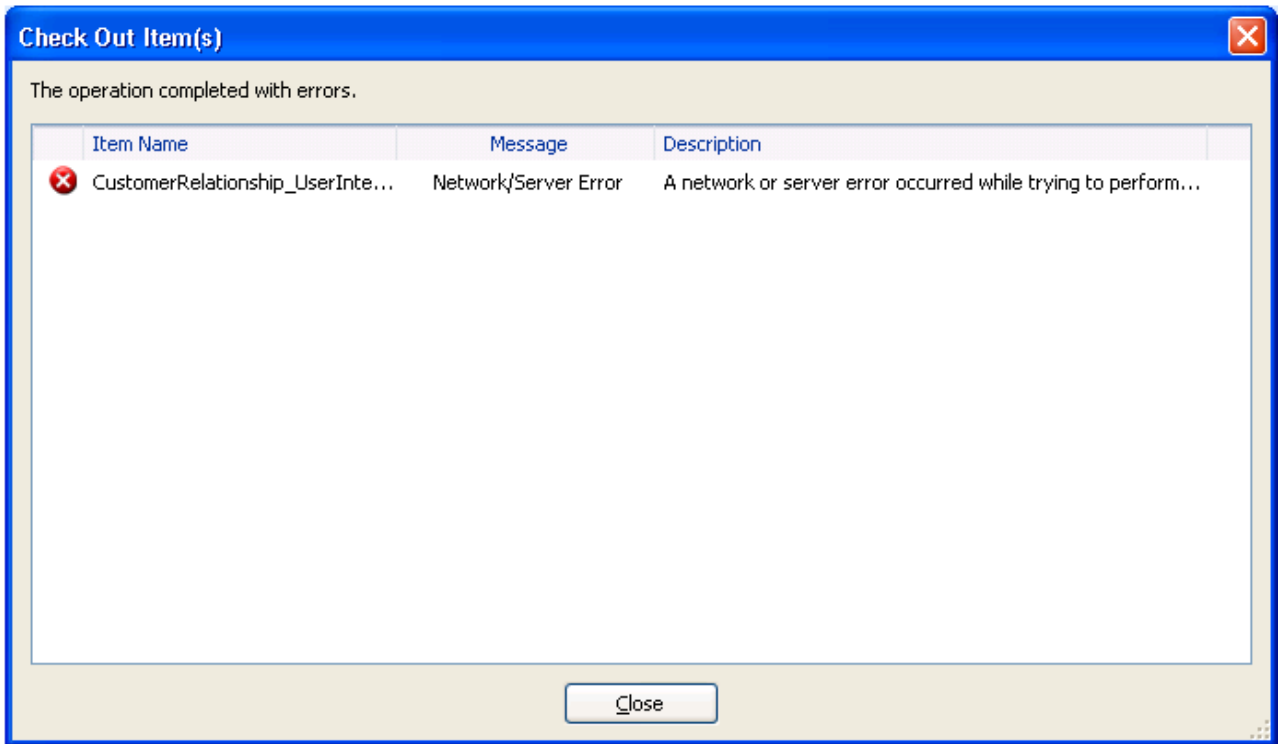


Failure:

Document Check-Out may fail for a number of reasons, these reasons are:

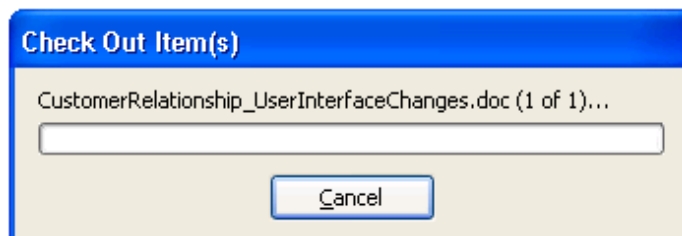
- File locked. File is checked out or locked for editing by another user.
- Access error. The user does not have permission to check out the file.
- Version mismatch. The version of the file on the server is different from the local version. The user needs to synchronize before attempting to check out the file.
- Cancelled. The check-out was cancelled locally.
- Sync error. An unknown error occurred.

If Contributor is unable to Check Out any of the documents it presents an the user with a dialog explaining why the Check Out failed:



Cancelling check-Out:

At any stage during the Check-Out process it is possible to cancel the Check-Out by clicking the "Cancel" button.

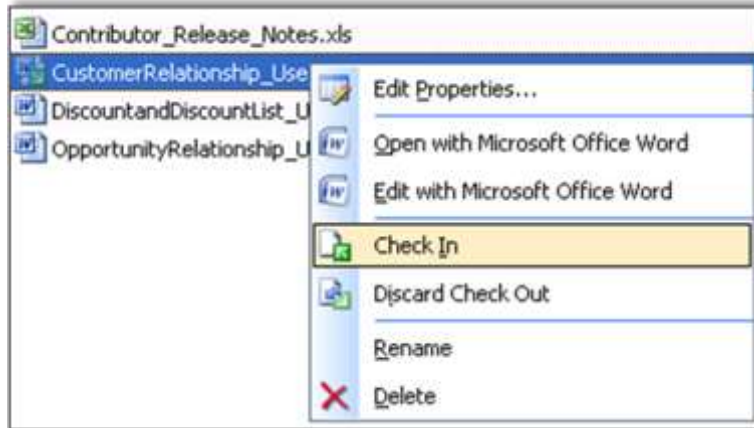


When the Check-Out is cancelled, the current check-Out is completed. Any subsequent Check-Outs are cancelled.

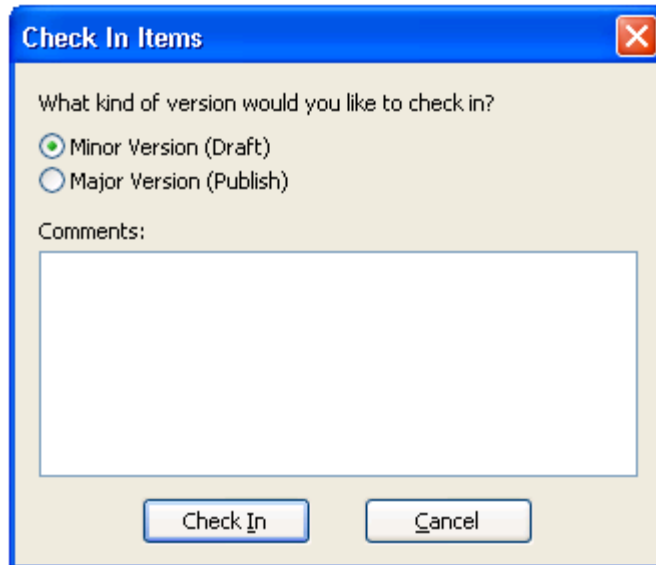
Check-In a Document

To check-in document(s) the user performs the following actions:

1. Select one or more checked-out documents within the Contributor interface.
2. Right-Click on the selection and select “Check-In”.



3. Contributor prompts the user for comments and Major/Minor version information.



4. Contributor will attempt to Check-In the document(s).

Success:

The documents are successfully Checked-In.

Failure:

Document Check-In may fail for a number of reasons, these reasons are:

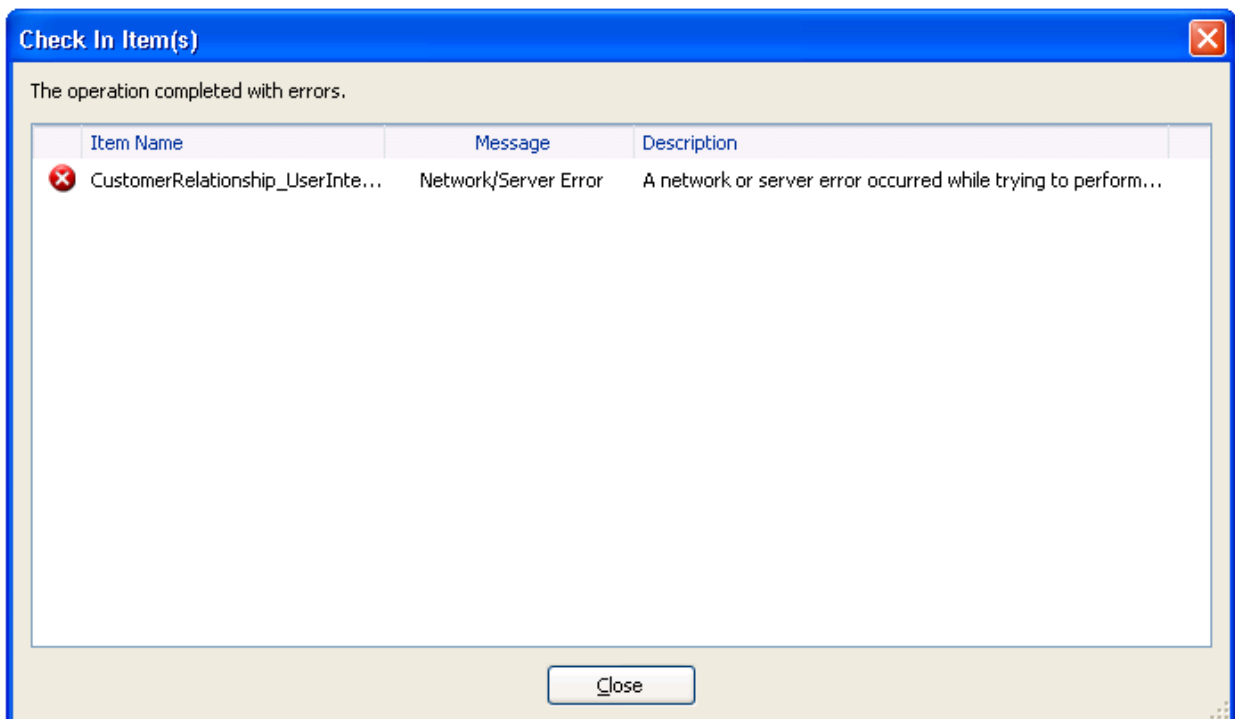
- File not checked out. The file appeared to be checked out in CFS, but had been checked back in (or the check-out was discarded) through the browser. The checked-out status of the document in CFS is updated accordingly.

- Version mismatch. The version of the file on the server is different from the local version. The user needs to synchronize before attempting to check in the file (or discard the check-out).

- Cancelled. The operation was cancelled locally.

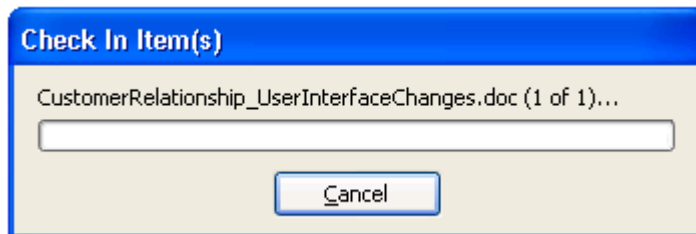
- Sync error. An unknown error occurred.

If Contributor is unable to Check In any of the documents it presents an the user with a dialog explaining why the Check In failed:



Cancelling Check-In:

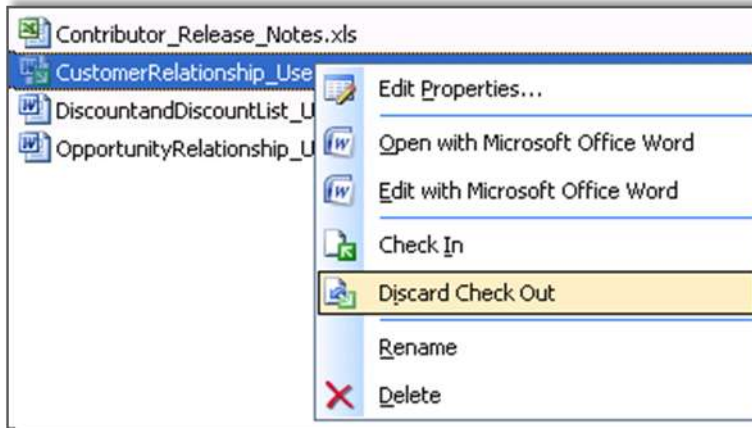
At any stage during the Check In process it is possible to cancel the Check In by clicking the “Cancel” button.



When the Check In is cancelled, the current Check In is completed. Any subsequent Check In are cancelled.

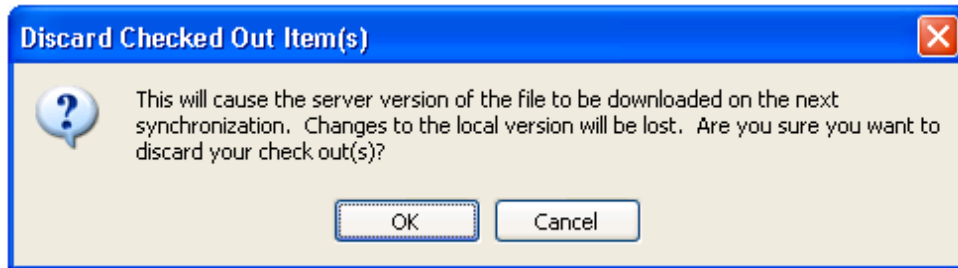
Discard Check-Out

Users can choose to discard a check-out of specific documents.



Caution

Discard Check Out will replace a locally edited document with the current server version, according Contributor will warn the user:



Limitations

Contributor does not highlight items checked out to other users, or items checked out to the current user not through Contributor.

Available in:

- Colligo Contributor for SharePoint (Full)
- Colligo Contributor for SharePoint (Trial)

Not available in:

- Colligo Reader for SharePoint
- Colligo Contributor for SharePoint (Viewer)
- Colligo Contributor for SharePoint (Outlook Online)

Server Requirements:

Document Checking is a feature of the SharePoint 2007 system (WSSv3 & MOSS2007).

Links

Maintaining versions of files or items:

<http://office.microsoft.com/en-us/sharepointserver/CH101779681033.aspx>

Support

For further details on the new Check Out/Check In support, please contact our technical specialists at support@colligo.com.