SharePoint Batch Check In Installation Instruction

System Requirements

Microsoft Windows SharePoint Services V3 or Microsoft Office SharePoint Server 2007.

License management

Click Batch Check In trial version link on "Check In Multiple Documents" page.

| randysoft > Shared Documents > Check In Multiple Doc Check In Multiple Documents | uments | | | |
|---|--------------------------|---|---------------------|-----------------------|
| You are using a trial license for Batch Check In 1.0 license | 223.0 (3 | <u>80 daws left), pleas</u> | se click here to | <u>manage</u> |
| Documents Check In Other users will not see your changes until you check in. Specify options for checking in these documents. | См См Со Кеер t | ind of version would yo inor version (draft) ajor version (publish) verwrite the current mir he document checked o es ⓒ No | nor version | n this version? |
| Select Documents Select documents you want to check in. | | ndude subfolders select documents you v | want to checked in | : |
| | | Document Name | Folder | Checked Out To |
| | 2 | UI1-cn.JPG | Shared Documents | IE7 \Administrator |
| | • | UI 1n.jpg | Shared Documents | IE7 \Administrator |

On the License Management page, click the link to purchase license code and send the Farm ID or Site Collection ID to sales@sharepointboost.com.

| Batch Check In 1.0.223.0 | License Information | | |
|--|---|--|----|
| Check in or discard multiple | Farm ID: | {7b32a901-8d35-46a3-ba37-0d0a6656a51f} | |
| check out documents in | Site Collection ID: | 57c9f0b2-742c-45b7-be9c-569bd21ac555 | |
| document library (Powered by SharePointBoost) | Current amount of users in this site collection | : 3 | |
| by share on boosty | License status: | No Registration | |
| | Add license(ASCII): | Click here to get license | |
| | | | ¥ |
| | | | ОК |

Please input the license code and click OK.

| Batch Check In 1.0.223.0 | License Information | | | | |
|---|---|--|--|--|--|
| Check in or discard multiple | Farm ID: | {7b32a901-8d35-46a3-ba37-0d0a6656a51f} | | | |
| check out documents in document library (Powered | Site Collection ID: | 57c9f0b2-742c-45b7-be9c-569bd21ac555 | | | |
| | Current amount of users in this site collection: 3 | | | | |
| by SharePointBoost) | License status: | 50 | | | |
| | Add license(ASCII): | Click here to get license | | | |
| | avBsrmw3+9xNU1FSOaSczb2IS aAk=MUcm78K5HUEJd/BhrjgDLe | /xN3rCdwHmsH5xF06HGhWj0ul0gZF9BiwLrFbNPnW+vBwNGDD+Kva0RJDoOZeY3S rc/+uM3Fx5/FtdQZJd2cHF2yU20dnspYxImM5gg4j0yeOtuQGnuB53ITyMnevVdrfio+ | | | |
| | b87870196a35IUGZWGqVMeUb6 avBsrmw3+avNU1FSOaSc2b2IS aAk=MUcm78K5HUEId/BhrigDLe C1kmNb6iTv2137+Nt2dwQGN36 OSfeN07ECNDhoSVUjR+VvB8YG MQ7GMmeskCfwPydR1zc6ocvQn eGPLfsOPU28v610d/T1K7D5gEP, kG0SIBgm0dtK4r7vxNjYaWNF7 | W721+TVh1VcNrUej+92SG7KmjcQIF2XggayS9jGxCjLb/QJrEtXBO3AZ0u21LNDW5d /xN3rCdwHmsH5xF06HGhWj0ul0gZF9BiwLrFbNPnW+vBwNGDD+Kv30RJD0OZeY3S rc/+uM3Fx5/FtdQZJd2cHF2vJU20dnspYx1mM5gg4j0yeOtuQGnuB53ITyMnevVdrfia+ HDjrO1+6LwdCicXbob75W4wP91swg4Khb5Oc1Ew6vp+p15ZMNxmVIS+Y1kPr145f VUEStkGMqT2HAb07sgEJFsxd+ON+ZGWca2qtcXf1Aw/QOUX5miG20hTiMdT6HeFD nrHimoPhVh+K894roLC7hcG3xGoFESpG8UW8hHVKtEhQ1N0rhAxO6E510jcZ4UTp zisJsV5pg8dqCR/3QZ6BBEvqYeQD5gEPzisJsXJaqdzRy4zB012YuLeP7bCk7QNazQvaj ds3r89tp5JUEwrGCF95a1ILUpWymxW0WHIhB3r7LrhqEBPe1zsC7vrgad59rUbJ2FQ df1y8ADcjImj44ZTpxq00EJ6ekP3UTDINt2cf01S2Voe1LePD1tMQ/cUCFgpthfMfpf/ET | | | |

Now, close this page and refresh the previous page, you can use the SharePoint Batch Check In with no limitation.

Installation

Download SharePoint Batch Check In install file from SharePointBoost website, release the install file to a folder, and run the "setup.exe" file.

| C:\Solution | | | - 🗆 🗙 |
|--|--------|------------------------|------------|
| Eile Edit View Favorites Iools Help | | | 1 |
| 🔇 Back 👻 🕘 👻 🌮 🖉 Search 🌔 Folders | 🕼 🎯 🗙 | ▶ | |
| Address 🛅 C:\Solution | | - | 🔁 Go |
| Name 🔺 | Size | Туре | Date Modif |
| banner.jpg | 21 KB | JPEG Image | 2009-2-17 |
| 🔤 Brandysoft. SharePoint. BatchAction. wsp | 124 KB | WSP File | 2009-2-17 |
| EULA.rtf | 19 KB | Rich Text Format | 2009-2-17 |
| 🔊 logo.gif | З КВ | GIF Image | 2009-2-17 |
| Setup.exe | 192 KB | Application | 2009-2-17 |
| 📑 setup.exe.config | 1 KB | XML Configuration File | 2009-2-17 |
| | | | |
| • | | | ► |

Note: You must be the SharePoint Farm Administrator. And the "Windows SharePoint Services Administration" and "Windows SharePoint Services Timer" have been started in services management.

| Elle Action Vie | w Help | | | | | | |
|---|--|--|------------------------------|---------|--------------|---------------|----|
| - → [10] c5 | | | | | | | |
| and the second se | | | | | | | |
| Services (Local | Services (Local) | | | | | | |
| | Windows SharePoint Services Timer | Name T | Description | Status | Startup Type | Log On As | 11 |
| | windows SnarePoint Services Timer | World Wide Web Publishing Service | Provides W | Started | Automatic | Local System | 1 |
| | Stop the service | Workstation | Creates an | Started | Automatic | Local System | |
| | Peuse the service | WMI Performance Adapter | Provides p | | Manual | Local System | |
| | Restart the service | Wireless Configuration | Enables au | Started | Automatic | Local System | |
| | and the second second second second | WinHTTP Web Proxy Auto-Discovery Service | Implement | | Manual | Local Service | 1 |
| | Description: | Windows User Mode Driver Framework | Enables Wi | | Manual | Local Service | |
| | Sends notifications and performs | Windows Time | Maintains d | | Disabled | Local Service | |
| | scheduled tasks for Windows SharePoint | Windows SharePoint Services VSS Writer | Windows S | | Manual | Local System | |
| | Services | Windows SharePoint Services Tracing | Manages tr | Started | Automatic | Local Service | |
| | | Windows SharePoint Services Timer | Sends nobif | Started | Automatic | Network S | 1 |
| | | Windows SharePoint Services Search | Provides fu | | Manual | Local Service | 1 |
| | | Windows SharePoint Services Administration | Performs a | Started | Automatic | Local System | |
| | | Windows Presentation Foundation Font Cache 3.0.0.0 | Optimizes | | Manual | Local Service | |
| | | Windows Management Instrumentation Driver Extensions | Monitors all | | Manual | Local System | |
| | | Windows Management Instrumentation | Provides a | Started | Manual | Local System | |
| | | Windows Installer | Adds, modi | | Manual | Local System | |
| | | Windows Image Acquisition (WIA) | Provides im | | Disabled | Local Service | |
| | | BWindows Firewall/Internet Connection Sharing (ICS) | Provides n | | Disabled | Local System | |
| | | Windows CardSpace | Securely e | | Manual | Local System | |
| | | Windows Audio | Manages a | Started | Automatic | Local System | |
| | | WebClient | Enables Wi | | Manual | Local Service | |
| | | Wolume Shadow Copy | Manages a | | Manual | Local System | |
| I I I | Extended A Standard | Ba Utherson Universit Mercurit Mercurice Extended | 100 St. 60 C 200 C 200 C 200 | Chashed | Acknowskie | Land Crutan | 1 |

Then, please click "Next" button to the next step.

| SharePoint Batch Check In 1.0.223.0 | | | |
|--|-------------------------|------------------|-----------|
| SharePoint Batch Check In 1.0.22 Welcome to the SharePoint Batch Check In 1.0 | HEAS | t | R |
| This setup wizard will install and deploy SharePoint Batch | Check In 1.0.223.0 to y | our SharePoint 2 | 007 farm. |
| | | | |
| | | | |
| | | | |
| | | | |
| | | 1 (= | |
| Mondosoft SharePoint Solution Installer | <- <u>Previous</u> | <u>N</u> ext -> | Abort |

Please wait a few seconds for system check and click "next".

| | nt Batch Check In 1.0.223.0 |
|----------|---|
| Checkir | ng if SharePoint Batch Check In 1.0.223.0 can be installed from this macl |
| | |
| 0 | Windows SharePoint Service 3.0 is installed. |
| 0 | You have permission to install and deploy SharePoint solutions. |
| Ø | The Windows SharePoint Services Administration service is started. |
| 0 | The Windows SharePoint Services Timer service is started. |
| <u></u> | Solution file found. |
| S | SharePoint Batch Check In 1.0.223.0 is already installed. |
| | hecks succeeded. Please click Next to proceed with the installation. <- Previous Next -> Abort |
| | have read and accepted the License Agreement, please click "next". |
| - | nt Batch Check In 1.0.223.0 |
| | |
| EDd | User License Agreement |
| LIIU-0 | |

| CAREFUL ACCOMPA | READ THIS END-USER LICEN LY. BY INSTALLING OR USI ANIES THIS EULA ("SOFTWA A. IF YOU DO NOT AGREE, E BLE, RETURN IT TO THE PLA | NG THE SOFTWAR ARE"), YOU AGRE DO NOT USE THE S | RE THAT E TO THE TEL SOFTWARE # | AND, IF |
|---|---|--|--|------------------------------------|
| INFORMA SYSTEMS 1. (ini ar Th | TWARE DOES NOT TRANSM TION FROM YOUR SERVER WITHOUT YOUR CONSENT GENERAL. This EULA is a legal dividual or a single entity, also oplicable) and SharePointBoos is EULA governs the Software | TO SHAREPOINTE agreement betwe used in the form " t Software Studio (e, which includes so | OOST COMF en You (eithe You" where "SharePointE iftware (inclu | PUTER er an Boost"). ding |
| | the terms in the License Agreement | | | , ann |
| londosoft Sh | | <- Previous | Next-> | Abort |

Please select one or more web application and click "next".

| SharePoint Batch Check In 1.0.223.0 | |
|---|-------------|
| Deployment Targets Please select one or more web applications | |
| Web Applications: | |
| ✓ http://ie7:15251/ (Central Administration) ✓ http://ie7:10145/ (SharePoint - 10145) ✓ http://ie7:46570/ (SharePoint - 46570) ✓ http://ie7/ (SharePoint - 80) | |
| Please click the Next button to start the installation process. | |
| Mondosoft SharePoint Solution Installer | Abort |
| Wait for installation and then click "next" for more deployment details. | |
| SharePoint Batch Check In 1.0.223.0 | |
| Installing Please wait while SharePoint Batch Check In 1.0.223.0 is installed | K ;; |
| | |

Details are displayed, showing SharePoint Batch Check In is installed on which web

Mondosoft SharePoint Solution Installer

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 $\underline{N} ext \rightarrow$

Abort

applications.

| SharePoint Batch Check In 1.0.223.0 | | | |
|--|----------------------------------|---------------|-------|
| Installation Successfully Compl | eted CO | st | |
| Details: ***** SOLUTION DEPLOYMENT ***** IE7 : http://ie7:15251/ : The solution was successful IE7 : http://ie7:46570/ : The solution was successful IE7 : http://ie7/ : The solution was successfully dep | ully deployed. ully deployed. | | |
| Mondosoft SharePoint Solution Installer | <- <u>P</u> revious | <u>Next</u> > | Close |

Activate and Use:

In the root site of one site collection, please click "Modify All Site Settings" on the Site Actions menu <u>Site Actions</u> (siteactions_menu.jpg)(SharePoint Batch Check In site action menu).

On the Site Settings page, click "Site collection features".

| Site URL: | | http://ie7/sites/br | andvsoft/ | |
|--|---|-----------------------|--|---|
| Mobile Site URL: | | http://ie7/sites/br | | |
| Version: | | 12.0.0.4518 | | |
| Users and Permissions | Look and Feel | Galleries | Site Administration | Site Collection Administration |
| People and groups | Title, description, | Master pages | Regional settings | Search settings |
| Site collection administrators | and icon Tree view | Site content types | Site libraries and lists | Search scopes Search keywords |
| Advanced permissions | Site theme | Site columns | Site usage reports | Recycle bin |
| | Top link bar | Site templates | User alerts | Site directory settings |
| | Quick Launch | List templates | RSS | Site collection usage reports |
| | Save site as | Web Parts | Search visibility | Site collection features |
| | template Reset to site | Workflows | Sites and workspaces | Site hierarchy |
| | definition | | Site features | Portal site connection |
| | | | Delete this site | Site collection audit settings |
| | | | Related Links scope settings | Audit log reports Site collection policies |

In the Site collection features list, click "Activate" button of Batch Check In.

Batch Check In 1.0.223.0 Check in or discard multiple check out documents in document library (Powered by SharePointBoost)

After SharePoint Batch Check In is activated, you will find "Check In Multiple Documents" in the Actions dropdown menu and "Upload Documents and Check In" in the Upload dropdown menu in the library. You can learn how to use them on tutorial page.

| View All Site Content | Share a document with the te | am by adding it to this document library. | | |
|-------------------------------------|------------------------------|--|-----------|---------------------|
| Documents | New - Upload - Ac | tions 🔹 Settings 🔹 | | View: All Documents |
| Shared Documents | Type Name | = Edit in Datasheet | | O Modified By |
| Lists | effect_insertimag | Bulk edit items using a datasheet format. | 9 5:05 PM | IE7\Administrator |
| Calendar | 📄 Increaseheight_b | | 9 5:05 PM | IE7\Administrator |
| Tasks | increasewidth_bu | Drag and drop files into this library. | 9 5:05 PM | IE7\Administrator |
| Discussions | 📄 Maximize ! NEW | Export to Spreadsheet | 9 5:05 PM | IE7\Administrator |
| Team Discussion | originalsize_richte | | 9 5:05 PM | IE7\Administrator |
| Sites | 💼 restoresize ! NEW | | 9 5:05 PM | IE7\Administrator |
| People and Groups | RichText_Toolbar | | 9 5:05 PM | IE7\Administrator |
| 🖸 Recycle Bin | RichText_Toolbar | View RSS Feed | 9 5:05 PM | IE7\Administrator |
| | 🚽 📄 RichText_Toolbar 🧯 | Syndicate items with an RSS reader. | 9 5:05 PM | IE7\Administrator |
| | 📄 🛛 Sitecollection_fea 🔔 | Alert Me Receive e-mail notifications when | 9 5:05 PM | IE7\Administrator |
| | specifysize_richte | items change. | 9 5:05 PM | IE7\Administrator |
| | 📄 Trial_link_item 🛚 N | Check In Multiple Documents Check In multiple documents in this | 9 5:05 PM | IE7\Administrator |

| View All Site Content | Share a document with the team by adding it to this document | library. | |
|--------------------------------------|---|-------------------|---------------------|
| Documents | New • Upload • Actions • Settings • | | View: All Documents |
| Shared Documents | Type Na 🔬 Upload Document | Modified | O Modified By |
| Lists | eff Upload a document from your computer to this library. | 2/23/2009 5:05 PM | IE7\Administrator |
| Calendar | Ind An Upload Multiple Documents | 2/23/2009 5:05 PM | IE7\Administrator |
| Tasks | Ind Upload multiple documents from your computer to this library. | 2/23/2009 5:05 PM | IE7\Administrator |
| Discussions | Ma Upload Documents and Check In | 2/23/2009 5:05 PM | IE7\Administrator |
| Team Discussion | ori The Upload multiple documents from | 2/23/2009 5:05 PM | IE7\Administrator |
| Sites | rescore enter and check in them | 2/23/2009 5:05 PM | IE7\Administrator |
| People and Groups | RichText_Toolbar | 2/23/2009 5:05 PM | IE7\Administrator |
| Recycle Bin | RichText_Toolbar-1 ! NEW | 2/23/2009 5:05 PM | IE7\Administrator |
| | RichText_Toolbar-2 INEW | 2/23/2009 5:05 PM | IE7\Administrator |
| | Sitecollection_feature ! NEW | 2/23/2009 5:05 PM | IE7\Administrator |
| | specifysize_richtext ! NEW | 2/23/2009 5:05 PM | IE7\Administrator |
| | Trial_link_item ! NEW | 2/23/2009 5:05 PM | IE7\Administrator |

Uninstallation

Run "setup.exe" again. (If your install file has been deleted, you can download it from http://www.sharepointboost.com). In Repair and Remove page, select the Remove radio button and click "Next", then SharePoint Batch Check In will be uninstalled.

| SharePoint Batch Check In 1.0.223.0 | |
|--|--|
| Repair or Remove Please select the operation you wish to perform | |
| SharePoint Batch Check In 1.0.223.0 is already installed. What would you like to do? | |
| Repair Retracts the solution from all web applications and deploys it once again. Remove Retracts the solution from all web applications and deletes it from the SharePoint solution store. | |
| Mondosoft SharePoint Solution Installer Kext -> Abort | |

SharePoint Batch Check In Tutorial

Instructions:

A complete guide is included in the Tutorial below. Please read it carefully prior to using SharePoint Batch Check In. You can refer to Installation Instruction and FAQ if you have any questions regarding using SharePoint Batch Check In.

SharePoint Batch Check Incan check in or discard multiple Check Out documents in document library at one time. With SharePoint Batch Check in, you can:

- Check In multiple check out documents in document library at one time
- Discard multiple check out documents in document library at one time
- Upload and Check In multiple documents in document library at one time

The following is a typical application sample of SharePoint Batch Check:

In Shared Documents library, there are three Check Out documents function1, function2 and function3.

| Share | a document with the team by adding | t to this document library. | | |
|-------|------------------------------------|-----------------------------|-------------------|---------------------|
| New | Upload Actions S | ettings 🔹 | | View: All Documents |
| Type | Name | Modified | O Modified By | Check In Comment |
| | SubFolder | 2/24/2009 9:31 AM | IE7\Administrator | |
| | 17194619271 NEW | 2/24/2009 9:22 AM | IE7\Administrator | |
| - | function 1 NEW | 2/24/2009 10:23 AM | IE7\Administrator | |
| | function-1Cn ! NEW | 2/24/2009 9:22 AM | IE7\Administrator | |
| | function 2 NEW | 2/24/2009 10:23 AM | IE7\Administrator | |
| | function-2Cn ! NEW | 2/24/2009 9:22 AM | IE7\Administrator | |
| | function3 ! NEW | 2/24/2009 9:26 AM | IE7\Administrator | |

Click the "Check In Multiple Documents" button in the Actions dropdown menu. Enter the "Check In Multiple Documents" page.

| Share a document with the team by adding it to this document library. | | | | | | | | |
|---|-------------------|--|---|--|---------------------|-------------------|--|--|
| Vew | Upload | Actions | Settings • | | View: All Documents | | | |
| ype | Name | | Edit in Datasheet | fied | O Modified By | | | |
| | SubFolder | | | Bulk edit items using a datasheet format. | 2009 9:31 AM | IE7\Administrator | | |
| | 17194619271 N | | Open with Windows Explorer | 2009 9:22 AM | IE7\Administrator | | | |
| 6 | function 1 NEW | | Drag and drop files into this library. | 2009 9:23 AM | IE7\Administrator | | | |
| 1 | function-1Cn | | Connect to Outlook Synchronize items and make them | 2009 9:22 AM | IE7\Administrator | | | |
| -2 | function2 ! NEW | | available offline. | 2009 9:26 AM | IE7\Administrator | | | |
| | function-2Cn ! NE | | | Export to Spreadsheet | 2009 9:22 AM | IE7\Administrator | | |
| | function3 ! NEW | | Analyze items with a spreadsheet application. | 2009 9:26 AM | IE7\Administrator | | | |
| | | View RSS Feed Syndicate items with an RSS reader. | | | | | | |
| | | 2 | Alert Me Receive e-mail notifications when items change. | | | | | |
| | | | Check In Multiple Documents Check In Multiple documents in this library | | | | | |

If you select "Create major and minor (draft) versions" on Version Setting page, you can select which kind of version to check in on "Check In Multiple Documents" page. Here we select the Major version.

| Documents Check In Other users will not see your changes until you check in. Specify options for checking in these documents. | What kind of version would you like to check in? O Minor version (draft) Major version (publish) O overwrite the current minor version Keep the document checked out after checking in this version? |
|---|--|
| | C Yes C No |

Select the documents you want to Check In. By default, it will only display the Check Out documents in the current folder. Here we select function1 and function2.

| | Document Name | Folder | Checked Out To |
|---|----------------|---------------------|-----------------------|
| 5 | function 1.jpg | Shared Documents | IE7 \Administrator |
| • | function2.jpg | Shared Documents | IE7 \Administrator |
| | function3.jpg | Shared Documents | IE7 \Administrator |

If you select the "Include subfolders" checkbox, it will display the Check Out documents in all the sub-folders.

Select Documents Select documents you want to check in.

Select Documents

Select documents you want to check in.

| - | select documents you want | | |
|---|---------------------------|--|-----------------------|
| | Document Name | Folder | Checked Out To |
| 7 | function 1.jpg | Shared Documents | IE7 \Administrator |
| 7 | function2.jpg | Shared Documents | IE7 \Administrator |
| | function3.jpg | Shared Documents | IE7 \Administrator |
| | UI 1n.jpg | Shared Documents/Batch Check In | IE7 \Administrator |
| | Snap31.jpg | Shared Documents/Batch Check In/2009 | IE7 \Administrator |
| | RichText_Toolbar-1.jpg | Shared Documents/richtext | IE7 \Administrator |
| | RichText_Toolbar-2.jpg | Shared Documents/richtext | IE7 \Administrator |

If you select the "Select|Unselect all" checkbox, all of the documents in the list will be selected.

| ect Documents | | | | |
|-------------------------------------|----------|-------------------------------------|--|-----------------------|
| ect documents you want to check in. | 🔽 In | clude subfolders | | |
| | Please | select documents you want to ch | ecked in: | |
| | TR. | Document Name | Folder | Checked Out To |
| | I Sele | function 1 inc. ect Unselect all | Shared Documents | IE7 \Administrator |
| | V | function2.jpg | Shared Documents | IE7 \Administrator |
| | v | function3.jpg | Shared Documents | IE7 \Administrator |
| | N | UI in.jpg | Shared Documents/Batch Check In | IE7 \Administrator |
| | N | Snap31.jpg | Shared Documents/Batch Check In/2009 | IE7 \Administrator |
| | v | RichText_Toolbar-1.jpg | Shared Documents/richtext | IE7 \Administrator |
| | | RichText_Toolbar-2.jpg | Shared Documents/richtext | IE7 \Administrator |

If you unselect the "Select|Unselect all" checkbox, all of the documents in the list will be

unselected.

Select Documents Select documents you want to check in.

| | select documents you want to ch | | |
|----|---------------------------------|--|-----------------------|
| N | Document Name | Folder | Checked Out To |
| Se | lect Unselect all | Shared Documents | IE7 \Administrator |
| 1 | function2.jpg | Shared Documents | IE7 \Administrator |
| - | function3.jpg | Shared Documents | IE7 \Administrator |
| ľ | UI in.jpg | Shared Documents/Batch Check In | IE7 \Administrator |
| | Snap31.jpg | Shared Documents/Batch Check In/2009 | IE7 \Administrator |
| Į. | RichText_Toolbar-1.jpg | Shared Documents/richtext | IE7 \Administrator |
| Į, | RichText_Toolbar-2.jpg | Shared Documents/richtext | IE7 VAdministrator |

Enter comments in comments box, here we input "Product upgrades".

| Comments Type comments describing what has changed in this version. | Comments: | |
|--|------------------|---|
| | Product upgrades | * |
| | | |
| | | |
| | | * |

If you click the "Check In" button, the documents you select will be checked in.

| | Comments | 32 | | | A |
|----------|--|--------------------|-------------------|------------------|---------|
| | soft > Shared Documents red Documents | | Discard Check Out | Check In Can | cel |
| | a document with the team by adding it to this do | ocument library. | | | |
| New | Upload Actions Settings | | | View: All Docum | ients • |
| Туре | Name | Modified | Modified By | Check In Comment | |
| | SubFolder | 2/24/2009 9:31 AM | IE7\Administrator | | |
| | 17194619271 NEW | 2/24/2009 9:22 AM | IE7\Administrator | | |
| | function 1 NEW | 2/24/2009 10:19 AM | IE7\Administrator | Product upgrades | |
| | function-1Cn I NEW | 2/24/2009 9:22 AM | IE7\Administrator | | |
| | function2 ! NEW | 2/24/2009 10:19 AM | IE7\Administrator | Product upgrades | |
| | function-2Cn I NEW | 2/24/2009 9:22 AM | IE7\Administrator | | |
| B | function3 NEW | 2/24/2009 9:26 AM | IE7\Administrator | | |

If you click the "Discard Check Out" button, the documents you select will be discard Check Out.

| | n ta chainn | | |
|---|-------------|------|----------------|
| | | | |
| | | | |
| | | | |
| | | | 1 |
| 1 | | | |
| | | | 1. AN 1. 1. 1. |

Click "Upload Documents and Check In" button on the Upload dropdown menu to upload multiple documents from computer and check in.

| Share | hare a document with the team by adding it to this document library. | | | | | | | | |
|-------|--|------------------------------|---|-------------------------------|------------|-------------------|---------------------|--|--|
| New | • | Upload | Actions • | Settings - | | | View: All Documents | | |
| Туре | Na | | Upload Document Upload a document from your computer to this library. | | | O Modified By | Check In Comment | | |
| | Ba | | | | :24 PM | IE7\Administrator | | | |
| | ric | | | Upload Multiple Documents | :23 PM | IE7\Administrator | | | |
| | 17 | | Jpload multiple documents from your computer to this library. | | :22 AM | IE7\Administrator | | | |
| • | fur | ~ | | Ipload Documents and Check In | | IE7\fengyanwei1 | | | |
| | fur | | Upload multiple do | pload multiple documents from | 1:40 AM | IE7\Administrator | | | |
| 6 | fur | | comp®" and che | | 1:41 AM | IE7\Administrator | | | |
| | fun | function-2Cn I NEW 2/24/2009 | | | 9 11:40 AM | IE7\Administrator | | | |
| - | fun | function3 ! NEW 2/24/2009 | | | 9 3:25 PM | IE7\Administrator | | | |