

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.

brandysoft > Shared Documents > Check In Multiple Documents

Check In Multiple Documents

You are using a trial license for Batch Check In 1.0.223.0 (30 days left), please click here to manage license

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?

Minor version (draft)

Major version (publish)

Overwrite the current minor version

Keep the document checked out after checking in this version?

Yes No

Select Documents
Select documents you want to check in.

Include subfolders

Please select documents you want to checked in:

<input checked="" type="checkbox"/>	Document Name	Folder	Checked Out To
<input checked="" type="checkbox"/>	UI1-cn.JPG	Shared Documents	IE7 Administrator
<input checked="" type="checkbox"/>	UI1n.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.

License information and add new license

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

License Information

Farm ID: {7b32a901-8d35-46a3-ba37-0d0a6656a51f}

Site Collection ID: 57c9f0b2-742c-45b7-be9c-569bd21ac555

Current amount of users in this site collection: 3

License status: No Registration

Add license(ASCII): Click here to get license

OK

Please input the license code and click OK.

License information and add new license

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

License Information
Farm ID: {7b32a901-8d35-46a3-ba37-0d0a6656a51f}
Site Collection ID: 57c9f0b2-742c-45b7-be9c-569bd21ac555
Current amount of users in this site collection: 3
License status: 50
Add license(ASCII): [Click here to get license](#)

```
2333c961-58c0-4e5f-9e26-  
b87870196a351UGZWGqVMeUb6W721+TvH1VcNrUej+92SG7KmjCQIF2XggayS9jGxCjLb/QJrEtXBO3AZ0u21LNDW5d  
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mtJQY6GjLyDG/ocPCFngI6hTQOdF1y8AdcJlmj44zTpxq0OEJ6ekP3UTDINT2ofO1S2VooE1cPDJlMq/cUCFgptNFmfp/ET
```

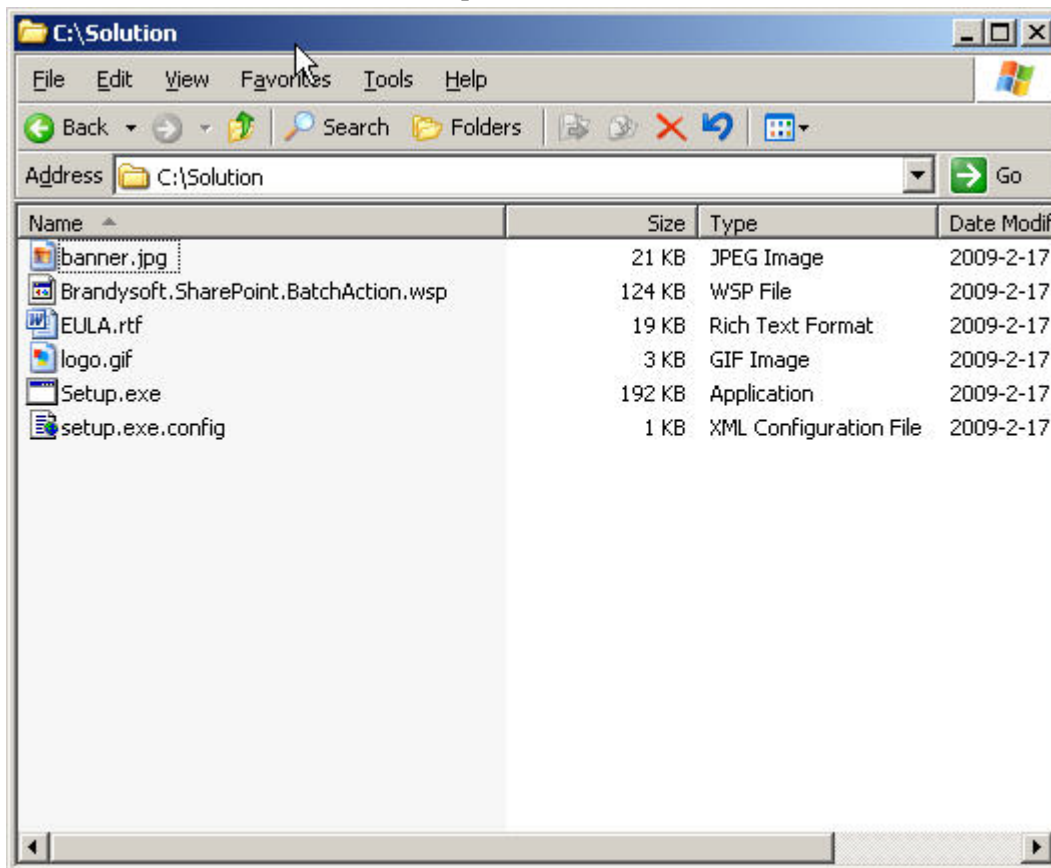
You license has been validated, Please switch to previous page and Refresh(F5) it

OK

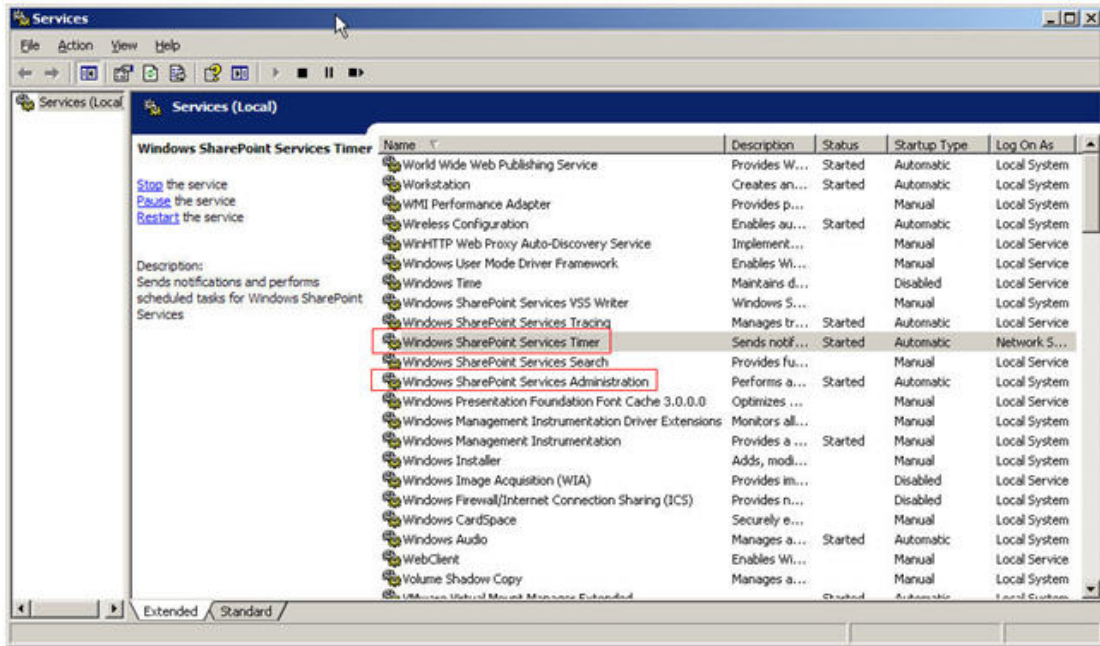
Now, close this page and refresh the previous page, you can use the SharePoint Batch Check In with no limitation.

Installation

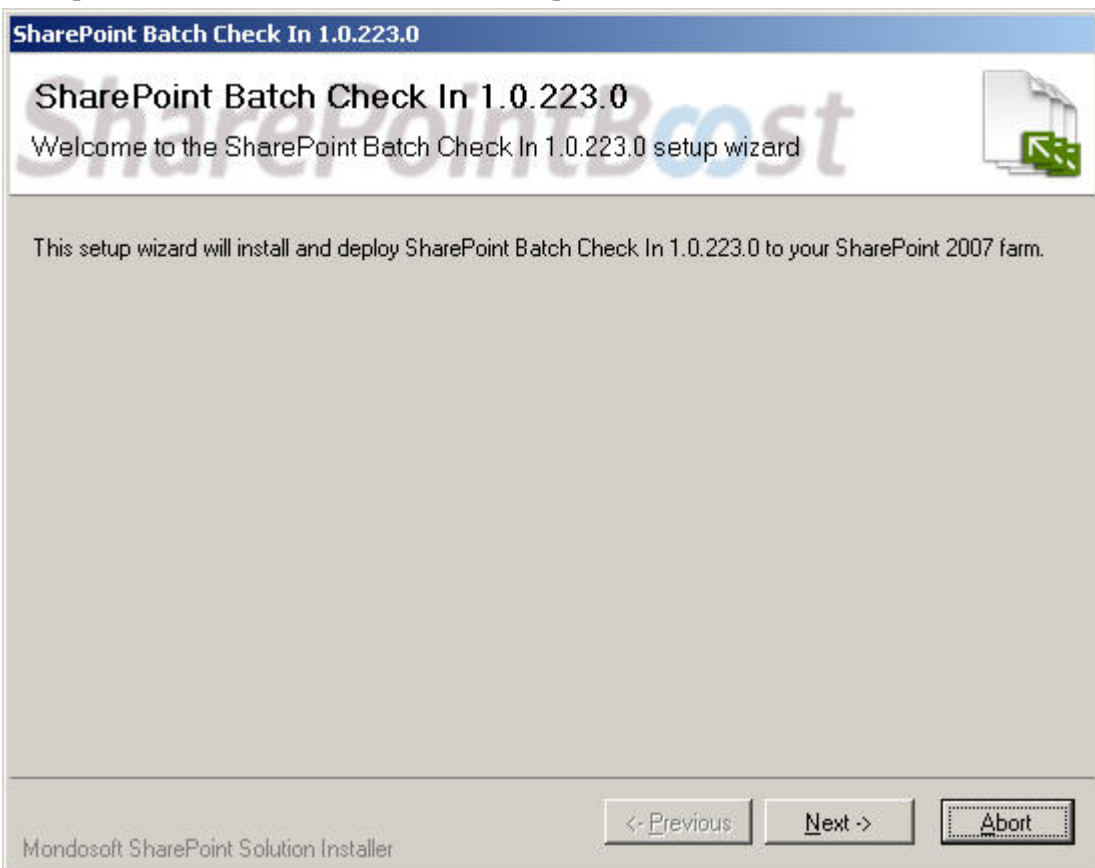
Download SharePoint Batch Check In install file from SharePointBoost website, release the install file to a folder, and run the "setup.exe" file.



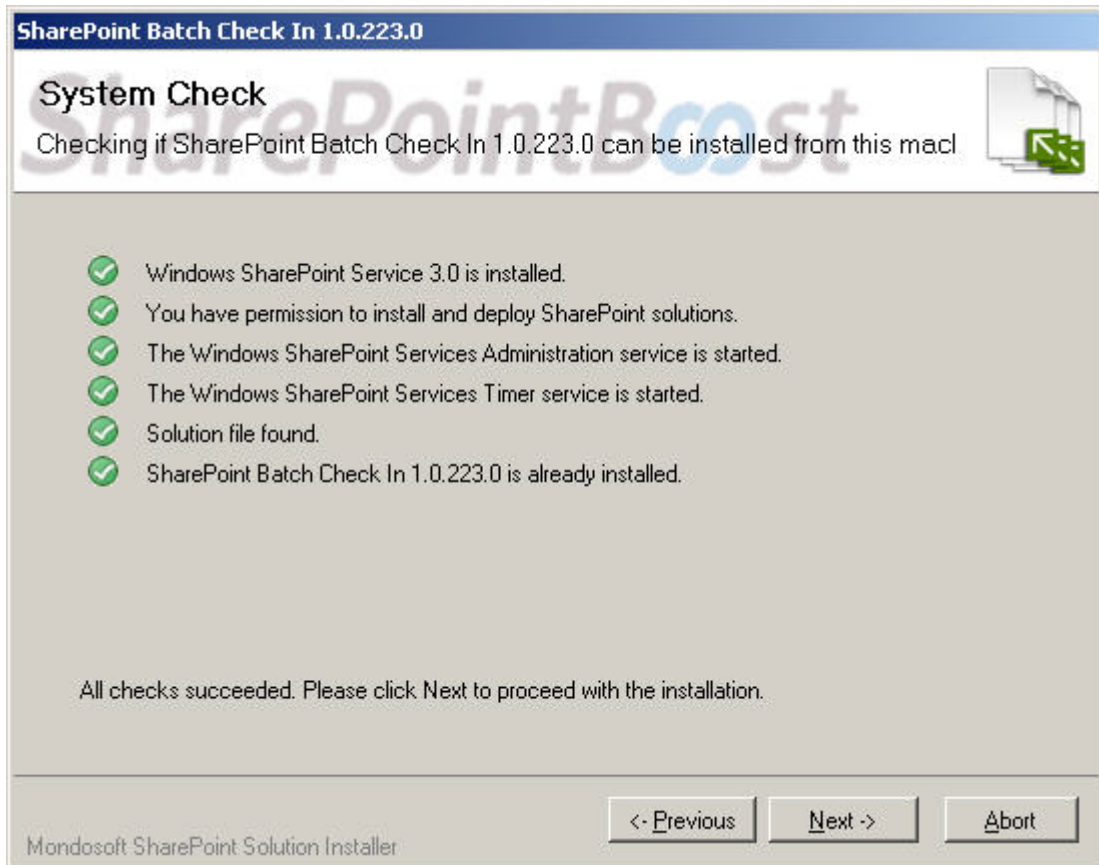
Note: You must be the SharePoint Farm Administrator. And the "Windows SharePoint Services Administration" and "Windows SharePoint Services Timer" have been started in services management.



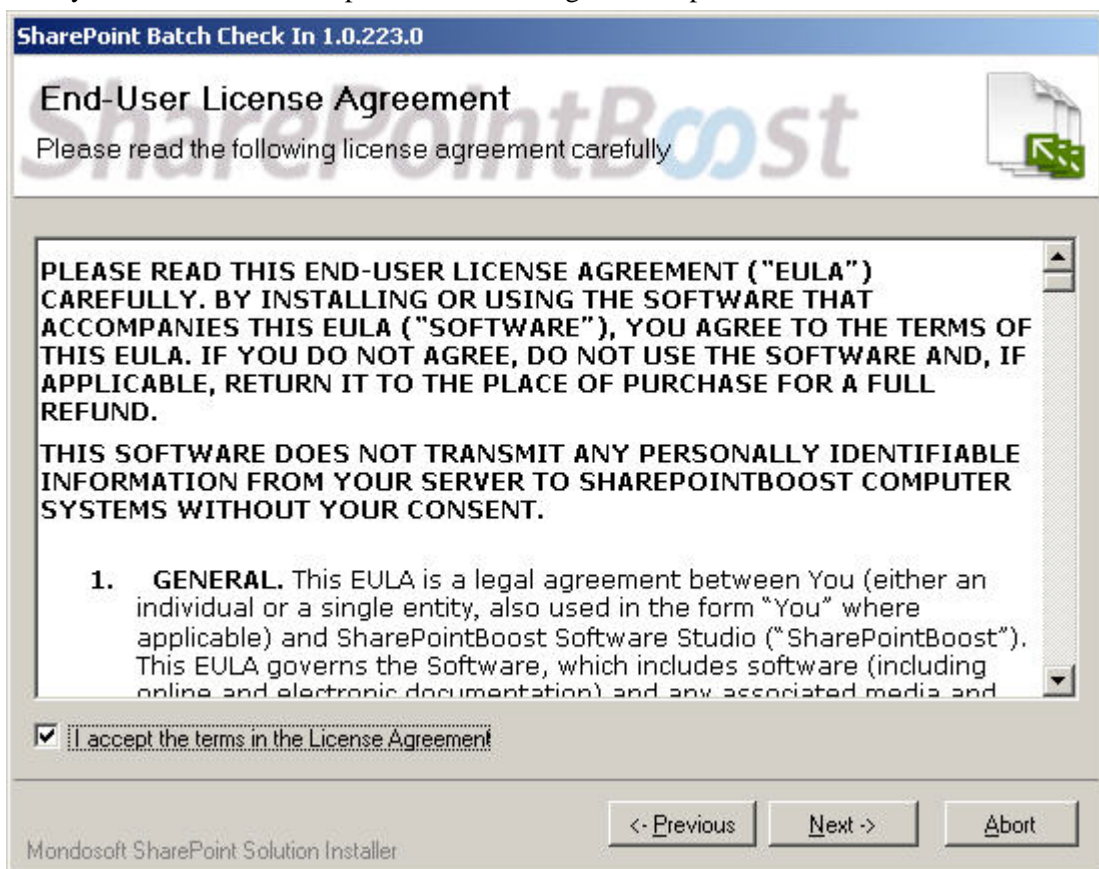
Then, please click "Next" button to the next step.



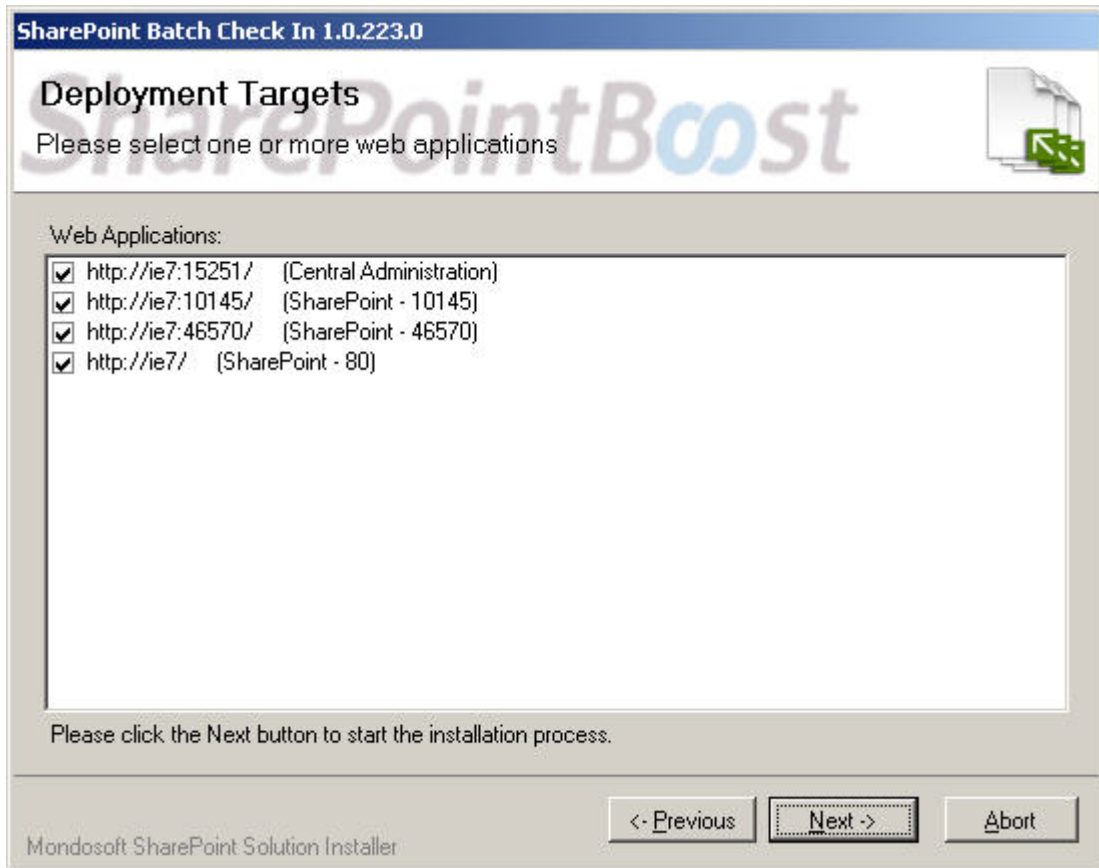
Please wait a few seconds for system check and click "next".



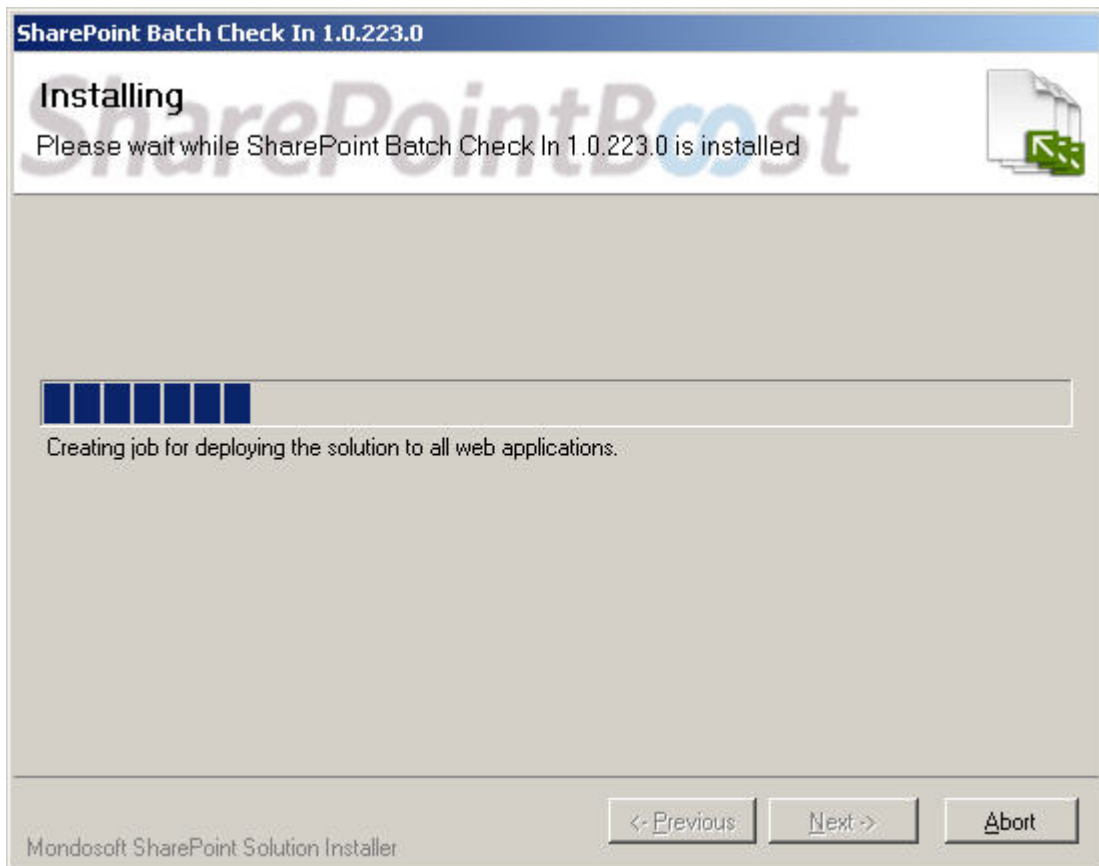
After you have read and accepted the License Agreement, please click “next”.



Please select one or more web application and click “next”.

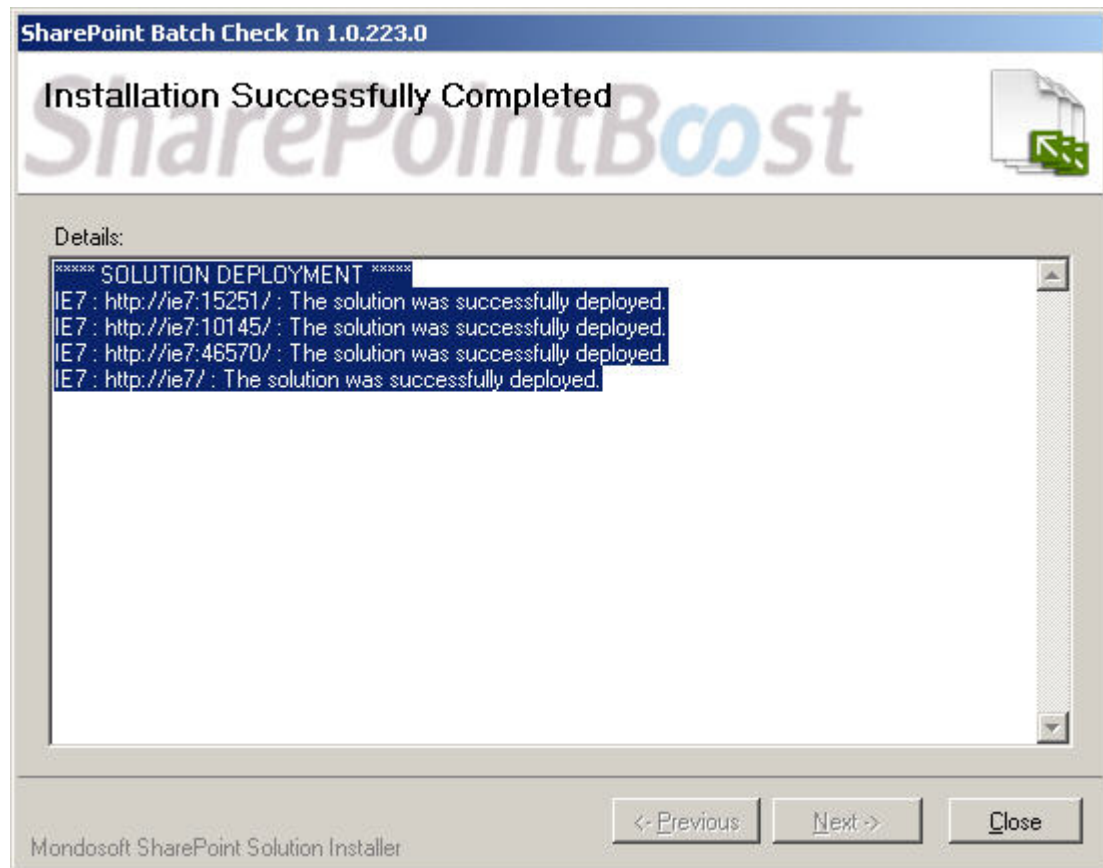


Wait for installation and then click “next” for more deployment details.




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

applications.



Activate and Use:

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

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

Site Information

Site URL: <http://ie7/sites/brandysoft/>
 Mobile Site URL: <http://ie7/sites/brandysoft/m/>
 Version: 12.0.0.4518

Users and Permissions	Look and Feel	Galleries	Site Administration	Site Collection Administration
<ul style="list-style-type: none"> People and groups Site collection administrators Advanced permissions 	<ul style="list-style-type: none"> Title, description, and icon Tree view Site theme Top link bar Quick Launch Save site as template Reset to site definition 	<ul style="list-style-type: none"> Master pages Site content types Site columns Site templates List templates Web Parts Workflows 	<ul style="list-style-type: none"> Regional settings Site libraries and lists Site usage reports User alerts RSS Search visibility Sites and workspaces Site features Delete this site Related Links scope settings 	<ul style="list-style-type: none"> Search settings Search scopes Search keywords Recycle bin Site directory settings Site collection usage reports Site collection features Site hierarchy Portal site connection Site collection audit 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)

[Activate](#)

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.

brandysoft > Shared Documents

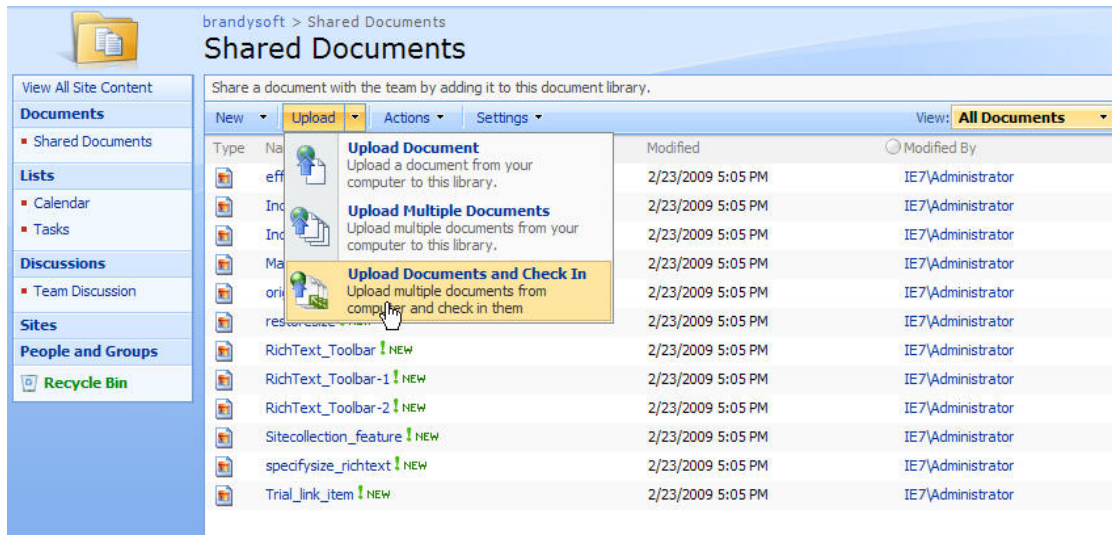
Shared Documents

Share a document with the team by adding it to this document library.

New Upload Actions Settings View: **All Documents**

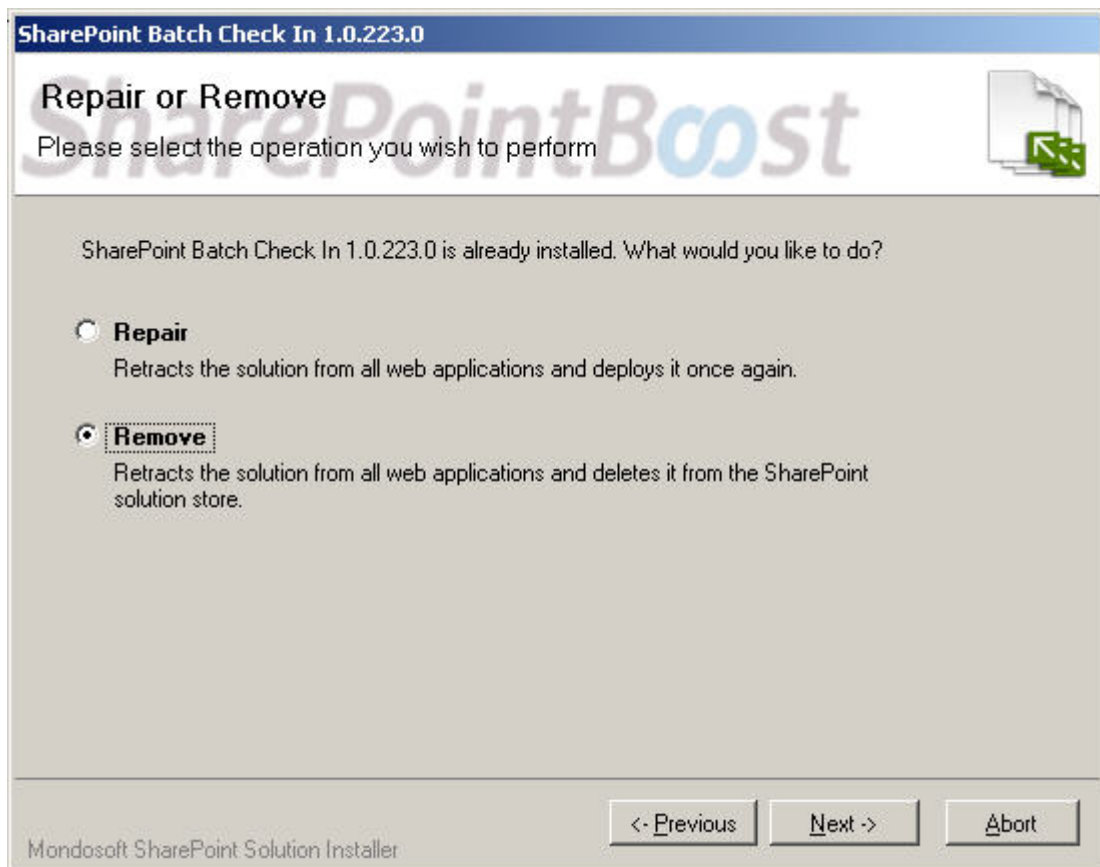
Type	Name	Modified	Modified By
	effect_inserimag	9 5:05 PM	IE7\Administrator
	Increaseheight_b	9 5:05 PM	IE7\Administrator
	Increasewidth_bu	9 5:05 PM	IE7\Administrator
	Maximize !NEW	9 5:05 PM	IE7\Administrator
	originalsize_richte	9 5:05 PM	IE7\Administrator
	restoresize !NEW	9 5:05 PM	IE7\Administrator
	RichText_Toolbar	9 5:05 PM	IE7\Administrator
	RichText_Toolbar	9 5:05 PM	IE7\Administrator
	RichText_Toolbar	9 5:05 PM	IE7\Administrator
	Sitecollection_fea	9 5:05 PM	IE7\Administrator
	specifysize_richte	9 5:05 PM	IE7\Administrator
	Trial_link_item !N	9 5:05 PM	IE7\Administrator

Check In Multiple Documents
Check In multiple documents in this library



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 Tutorial

Instructions:

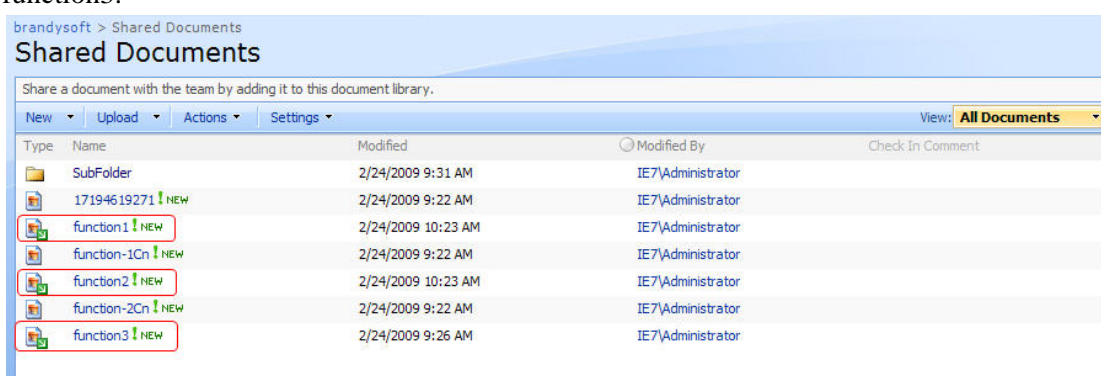
A complete guide is included in the Tutorial below. Please read it carefully prior to using SharePoint Batch Check In. You can refer to Installation Instruction and FAQ if you have any questions regarding using SharePoint Batch Check In.

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

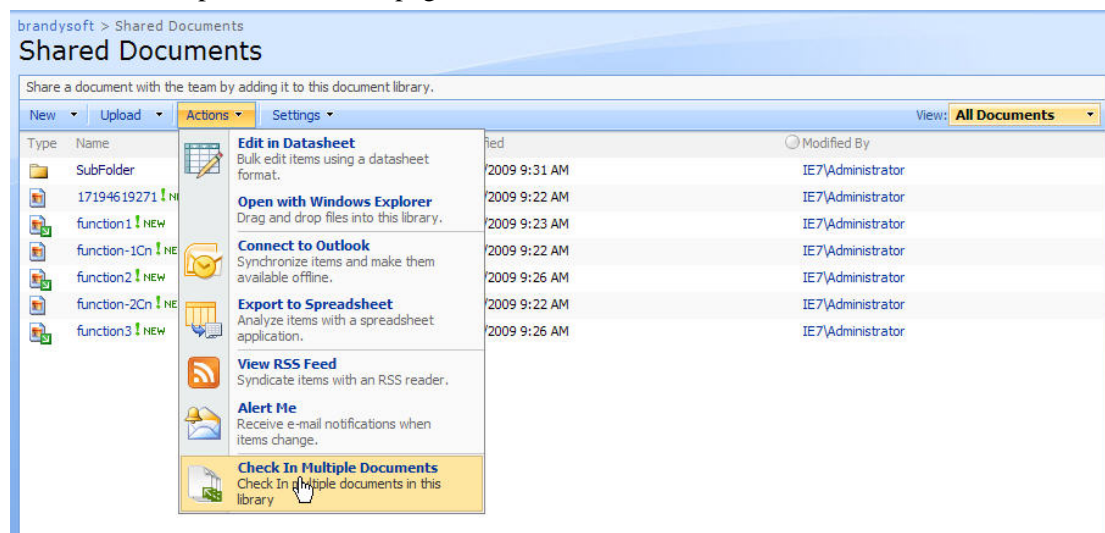
- Check In multiple check out documents in document library at one time
- Discard multiple check out documents in document library at one time
- Upload and Check In multiple documents in document library at one time

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.



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



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?

- Minor version (draft)
 Major version (publish)

Overwrite the current minor version

Keep the document checked out after checking in this version?

- Yes 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.

Select Documents

Select documents you want to check in.

Include subfolders

Please select documents you want to checked in:

<input type="checkbox"/>	Document Name	Folder	Checked Out To
<input checked="" type="checkbox"/>	function1.jpg	Shared Documents	IE7 \Administrator
<input checked="" type="checkbox"/>	function2.jpg	Shared Documents	IE7 \Administrator
<input type="checkbox"/>	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.

Include subfolders

Please select documents you want to checked in:

<input type="checkbox"/>	Document Name	Folder	Checked Out To
<input checked="" type="checkbox"/>	function1.jpg	Shared Documents	IE7 \Administrator
<input checked="" type="checkbox"/>	function2.jpg	Shared Documents	IE7 \Administrator
<input type="checkbox"/>	function3.jpg	Shared Documents	IE7 \Administrator
<input type="checkbox"/>	UIIn.jpg	Shared Documents/Batch Check In	IE7 \Administrator
<input type="checkbox"/>	Snap31.jpg	Shared Documents/Batch Check In/2009	IE7 \Administrator
<input type="checkbox"/>	RichText_Toolbar-1.jpg	Shared Documents/richtext	IE7 \Administrator
<input type="checkbox"/>	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.

Select Documents

Select documents you want to check in.

Include subfolders

Please select documents you want to checked in:

<input checked="" type="checkbox"/>	Document Name	Folder	Checked Out To
<input checked="" type="checkbox"/>	function1.jpg	Shared Documents	IE7 \Administrator
<input checked="" type="checkbox"/>	function2.jpg	Shared Documents	IE7 \Administrator
<input checked="" type="checkbox"/>	function3.jpg	Shared Documents	IE7 \Administrator
<input checked="" type="checkbox"/>	UIIn.jpg	Shared Documents/Batch Check In	IE7 \Administrator
<input checked="" type="checkbox"/>	Snap31.jpg	Shared Documents/Batch Check In/2009	IE7 \Administrator
<input checked="" type="checkbox"/>	RichText_Toolbar-1.jpg	Shared Documents/richtext	IE7 \Administrator
<input checked="" type="checkbox"/>	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.

Include subfolders

Please select documents you want to checked in:

Document Name	Folder	Checked Out To
<input type="checkbox"/> function1.jpg <small>Select Unselect all</small>	Shared Documents	IE7 Administrator
<input type="checkbox"/> function2.jpg	Shared Documents	IE7 Administrator
<input type="checkbox"/> function3.jpg	Shared Documents	IE7 Administrator
<input type="checkbox"/> UI.In.jpg	Shared Documents/Batch Check In	IE7 Administrator
<input type="checkbox"/> Snap31.jpg	Shared Documents/Batch Check In/2009	IE7 Administrator
<input type="checkbox"/> RichText_Toolbar-1.jpg	Shared Documents/richtext	IE7 Administrator
<input type="checkbox"/> RichText_Toolbar-2.jpg	Shared Documents/richtext	IE7 Administrator

Enter comments in comments box, here we input “Product upgrades”.

Comments

Type comments describing what has changed in this version.

Comments:

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

Comments:

brandysoft > Shared Documents

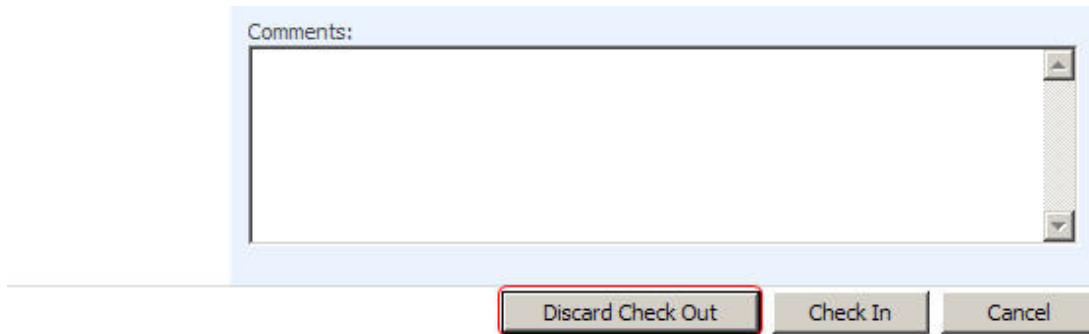
Shared Documents

Share a document with the team by adding it to this document library.

New Upload Actions Settings View: All Documents

Type	Name	Modified	Modified By	Check In Comment
Folder	SubFolder	2/24/2009 9:31 AM	IE7\Administrator	
Document	17194619271 NEW	2/24/2009 9:22 AM	IE7\Administrator	
Document	function1 NEW	2/24/2009 10:19 AM	IE7\Administrator	Product upgrades
Document	function-1Cn NEW	2/24/2009 9:22 AM	IE7\Administrator	
Document	function2 NEW	2/24/2009 10:19 AM	IE7\Administrator	Product upgrades
Document	function-2Cn NEW	2/24/2009 9:22 AM	IE7\Administrator	
Document	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.



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

