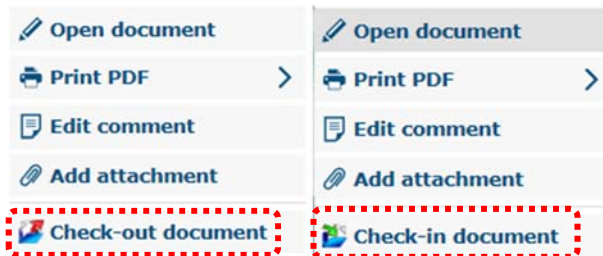
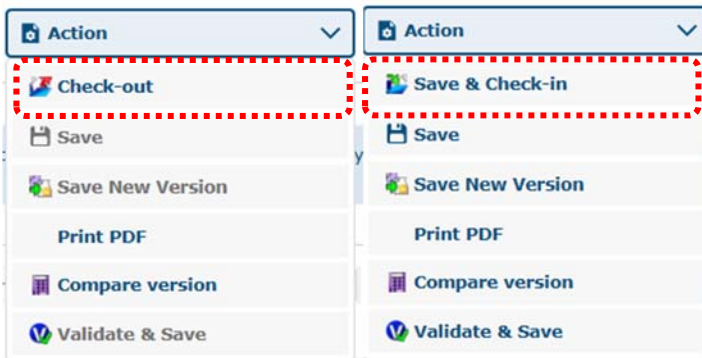


Checking Documents In or Out

1. A-tune only allows one person to edit a document at a time. In order to control this, there is a check-in/check-out feature.
2. For you to be able to edit, you must “check-out” the document. To allow someone else to edit, you must “check-in” the document.
3. When you create a new document, it is automatically checked-out to you.
4. The document is automatically checked-in when it goes through any status change.
5. You can check-in or check-out a document from two places.
6. From the file list, right click on the document line and select "Check-out document" or “Check-in document.”



7. From within the protocol, hover over the action menu and select "Check-out" or “Save & Check-in.”



8. If you are on a Mac or mobile you can click the "Switch to Mobile" button and click on the hand icons to get the same drop down menu.