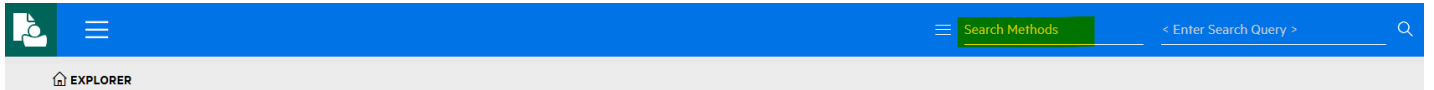


Checked Out Records held in Content Manager -

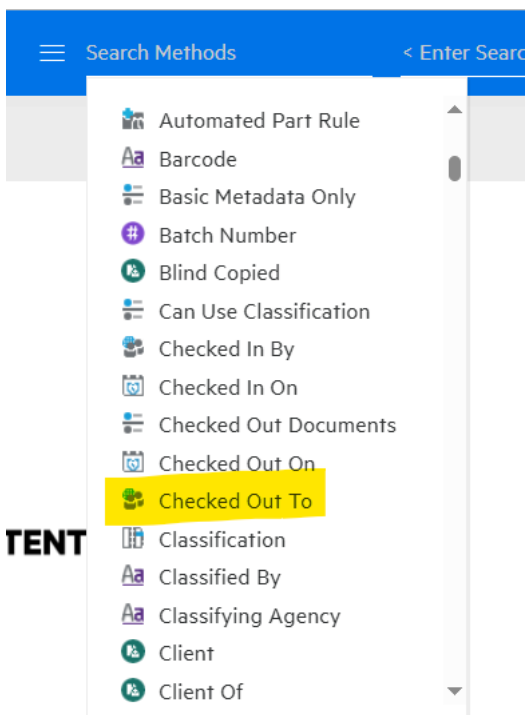
Browser Users:

Link to [Content Manager](#)

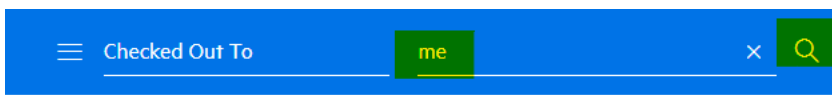
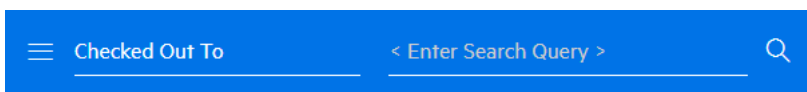
Step 1: Open Content Manager in Edge and click on Search Methods



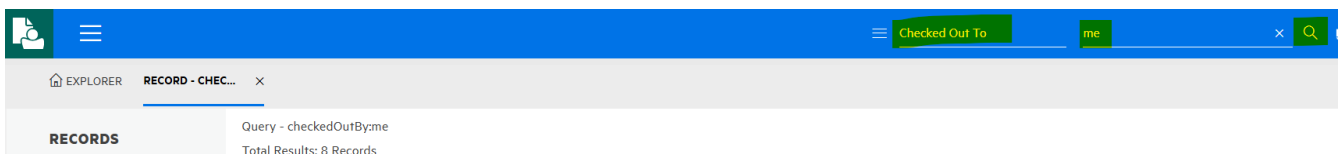
Step 2: Select Checked Out to:



Step 3: In <Enter Search Query> type me:




The records checked out to you will display.



Step 4: Select an individual record by placing a tick next to the record and the Update button will show in the right-hand section. Select the arrow to check it back in to Content Manager:

ACTIONS PROPERTIES

UPDATE 

NEW | ▾

LOCATIONS | ▾

REQUEST | ▾

DETAILS | ▾

NAVIGATE TO | ▾

WORKFLOW | ▾

ADD/REMOVE | ▾

MORE | ▾

Step 5. If you have made changes to the record select 'Make a new revision' and Click on the Attach electronic document to browse to the location the record is checked out to (default area is downloads). If no changes have been made to the record select 'Discard any modifications made' and the record will automatically check in.

CHECK IN RECORD


Record Number S23/13232

Make a new revision

Discard any modifications made

Comments

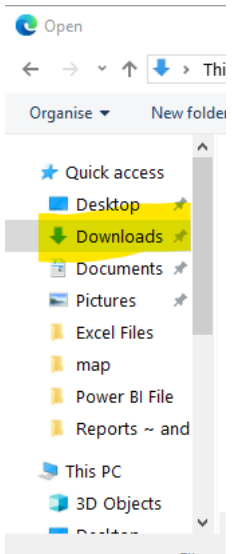
Attach electronic document

 Click here or Drag and Drop to upload files.

Keep checked out

CHECK IN **CANCEL**

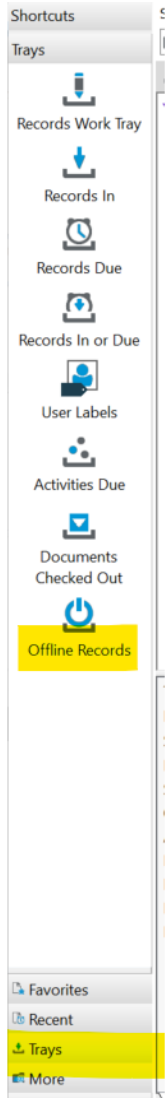
6. Select downloads and select the record to check in:



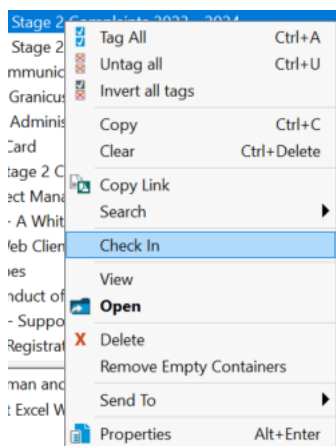
Desktop Version

Open Content Manager Desktop

Step 1. Select Trays from the Shortcuts menu and then select Offline Records:



Step 2. Right click on the record and select Check in.



Step 3. Ensure Make a new revision is selected and click ok. Select Discard any modifications made if there are no amendments.

Check in - Ombudsman and Stage 2 Complaints 2023 - 2024.XLSX

Check In | Action | Access

Title

Ombudsman and Stage 2 Complaints 2023 - 2024

Return type

Make a new revision

Replace current revision

Records of this type cannot be replaced.

Discard any modifications made

Comments

Keep document(s) checked out after check in complete

OK Cancel Help