

6.2 Checking Out Objects

An object can be checked out to a client from the SmarTeam server. This is done so that you can perform changes to the object, such as modifying a document while you have it in your control. While the object is checked out, no other user can modify it because it is set to a Read-Only status on the SmarTeam server. This process also changes the minor revision of the object (e.g., a document at revision a.1 becomes a.2 upon check out).

General Steps

Use the following general steps to check out an object:

1. Select an object to check out.
2. Enter information while performing the Check Out operation.
3. Complete the check out.

Step 1: Select an object to check out.

Locate the object in the documents tree or search for the required object. Right-click on the selected object and select **Life Cycle > Check Out**. The Check Out dialog box appears as shown in Figure 6–2.

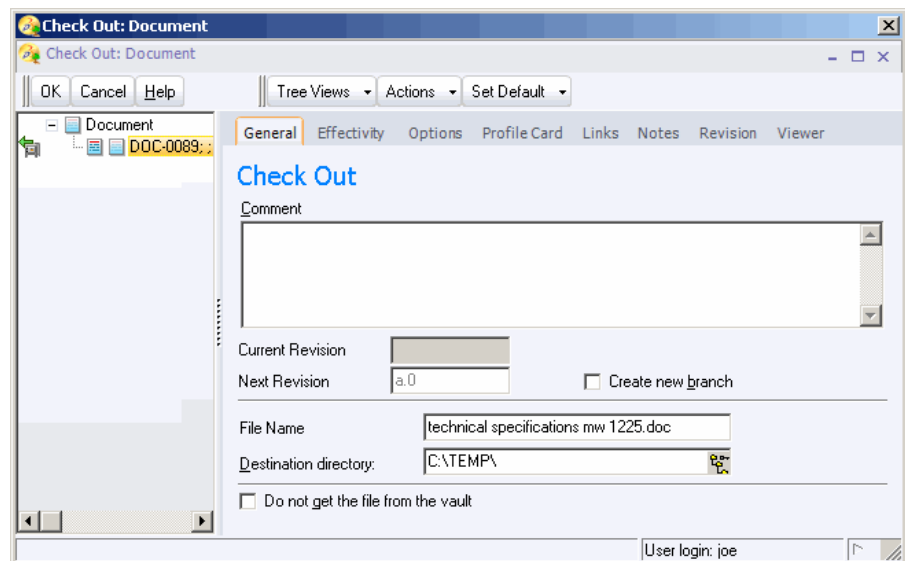


Figure 6–2