Checking Out and Checking In Documents for Editing Using Thin Client

1. Make sure this document was followed to set up Projectwise Thin Client:
   http://www.ct.gov/dot/lib/dot/documents/aec/projectwise_thin_client_first_time_set_up.pdf
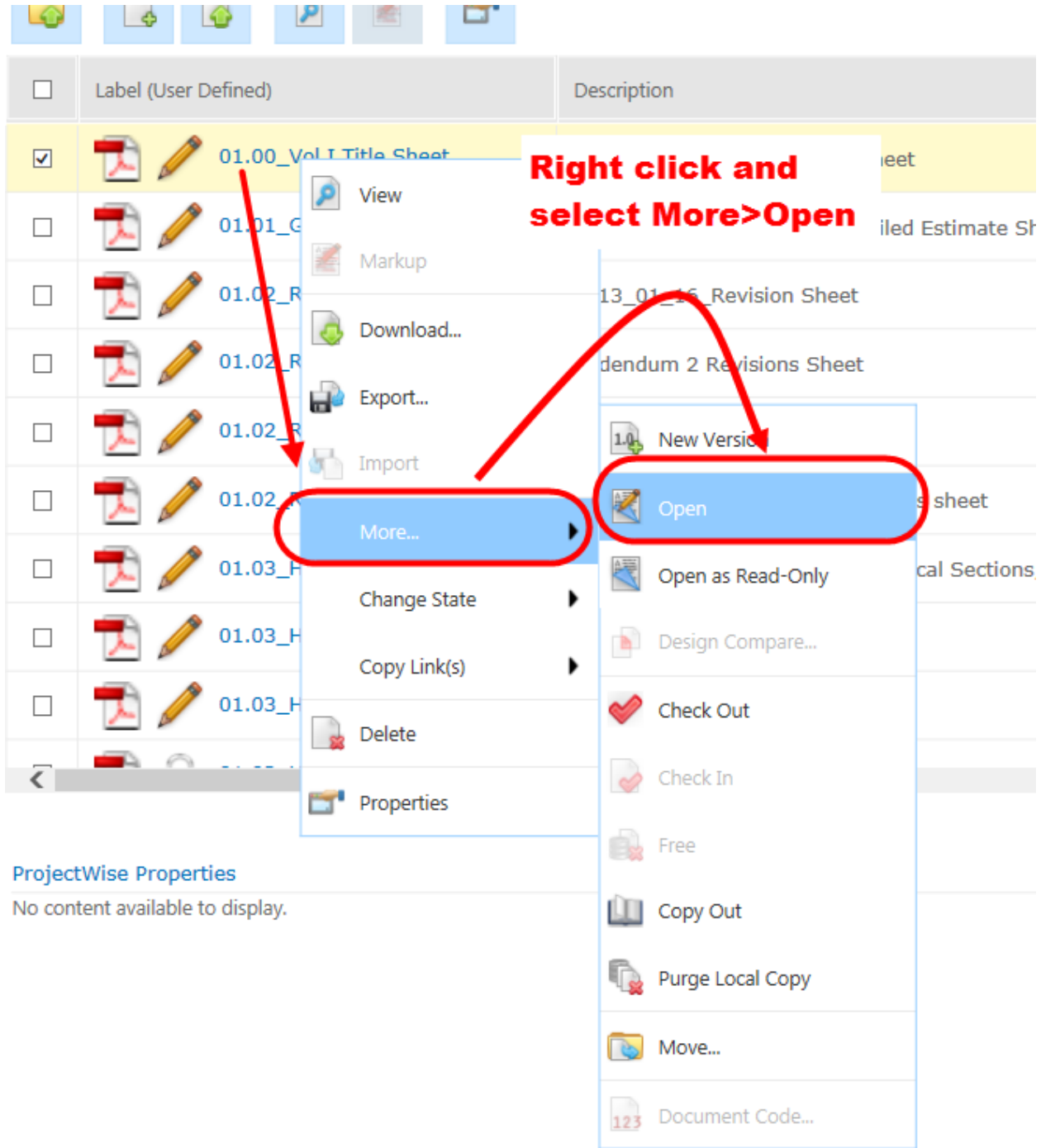2. Then right click on the document and select More>Open as shown below:

Figure 1 - Checking Out a Document Using Thin Client

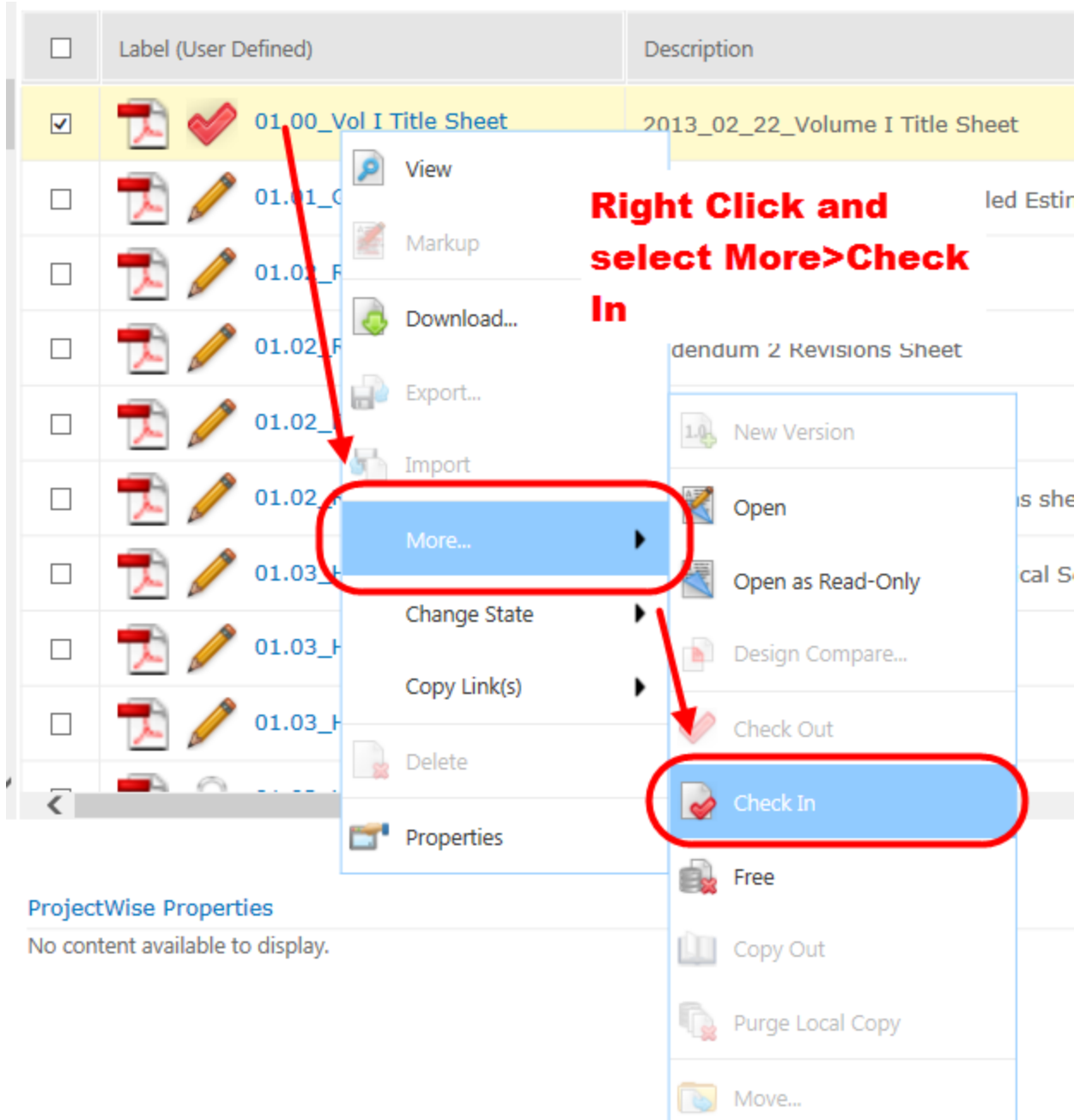3. After the file has been edited, save and close the file. Then go back into Projectwise and right click on the file and select More>Check In as shown below:

Figure 2 - Checking In a Document Using Thin Client