

In the Time Matters Document Management System lets you check out a document, preventing conflicts if two users try to change the same document.

Check Out a Document

From the Document tab of a Matter record, right-click on a Document.

Click: Check Out Document

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Check Out Document

Click: Check Out Document/File Only - Do Not Copy

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| 1. Document/File Check Out | | | | | |
| Document/File Check Out is a procedure that prevents a Document/File from being modified by other Users from within Time Matters. You can also set the Document/File Property to Read-Only in Windows to prevent modification from outside Time Matters. | | | | | |
| Document Check Out can also Copy the Document/File to a Specified Location on a Drive or Folder. | | | | | |
| 2. Check Out Options | | | | | |
| Set Document/File Properties to Read-Only in Windows | | | | | |
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Check Out Document

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