

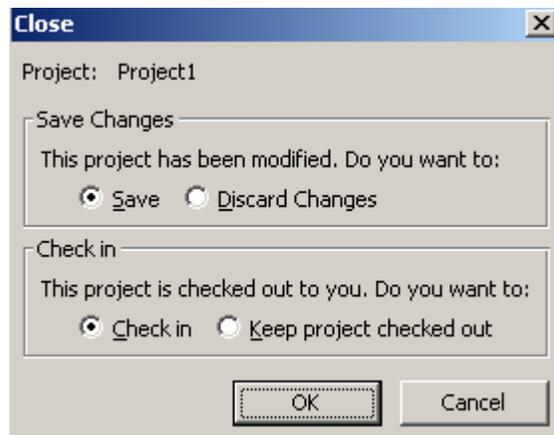
## Check-in a Project

### Executive Summary:

In Project Server 2007, there is a new cache-ing capability. This is a wonderful capability that allows a Project Manager to “check out” a schedule to confirm that they are the only person that can edit that file. This is great for those times when the Project Manager is going to work on a schedule offline. The Server will continue to keep a project checked-out to the Project Manager for as long as they want. Therefore, for the Server to have the latest version that the Project Manager has published, the project must be checked back in.

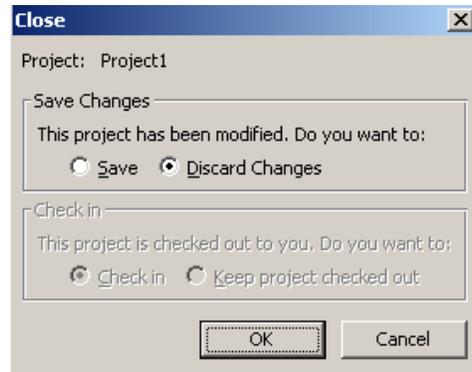
### Instructions:

When closing a project (by either File, Close, or the close window “x” on the project), a pop-up box will appear that gives you a chance to save (or not) the changes you have made AND the option to check back in the schedule. It will look like this:

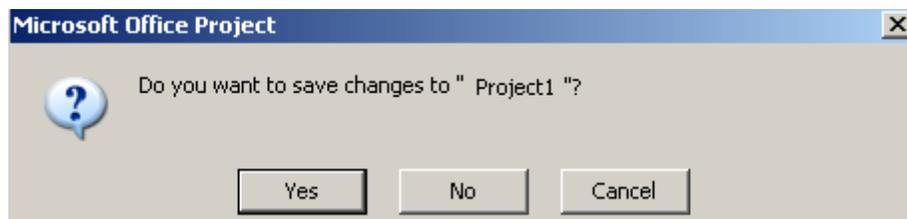


Whether you select “Save” or “Discard Changes” you must decide whether to check-in the project or keep it. Checking the project back in is the recommended method. Then select OK.

Note: On a blank project (like the default “Project1”), if you select “Discard Changes” then the check-in options go gray because it has never been saved before so there is nothing to check-in or keep checked out. That box looks like this:



If you are exiting Project Professional (with either File, Exit, or the close “x” in the top right corner), you will probably get a box that looks like this one:



The default is that you do not get asked about checking the project back in. HOWEVER, in some cases you do –there will be a second line after the “Do you want to save...” that asks if you want to check the project back in. When the second line appears, the default is to keep the file checked out to you. I believe that this only appears if you already had it checked out.