

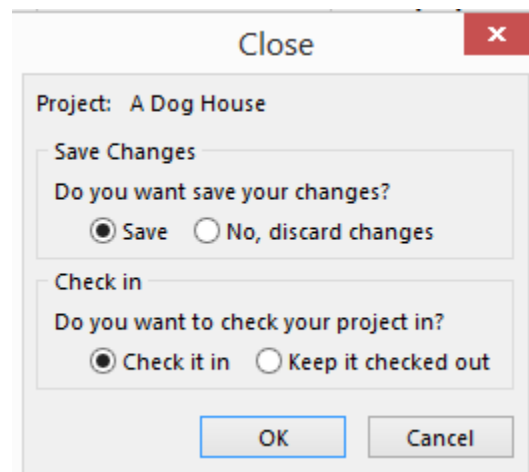
Check-in a Project

Executive Summary:

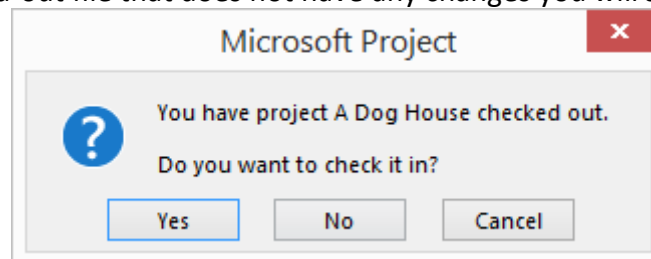
In Project Server 2013, there is a cache-ing capability. This is a wonderful capability that allows a Project Manager to “check out” a schedule to confirm that they are the only person that can edit that file. This is great for those times when the Project Manager is going to work on a schedule offline. 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) **after having made changes**, 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. The example below is for a Project named “A Dog House”. The pop up box will look like this:



If you close as checked-out file that does not have any changes you will see this pop up box:





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 (in this screenshot it is “Project4”), 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:

Close

Project: Project4

Save Changes

Do you want save your changes?

Save No, discard changes

Check in

Do you want to check your project in?

Check it in Keep it checked out

OK Cancel