"Solutions" Image Services How to find My Checked Out Documents

Table of Contents

Introduction	1
Ноw То	1
More Information:	2

Introduction

This describes how to get a list of documents checked out by the current user.

How To

From the Desktop Client Open My DL by Clicking on the DL logo on the far left of the DL Tool Bar.

2	- 街 🔤 🖓 - 🛛	Adv. Search	Collections	Preview
	<i>د</i> .			

From My DL, select 'Checked Out Documents' from the View Drop Down box

View: Messages	Q - Preview	Details
Subje Last 30 Days Solut Last 30 Documents Checked Out Documents Workflow Documents Reports Tasks Messages	Received	From
		>
Total messages found for all repositories.		
`olumbiaSoff`	www.docume	ntlocator.com

"Solutions" Image Services How to find My Checked Out Documents

📇 My DL				_		×
						٠
View: Checked Out Documents 🔻			Q -	Preview	D	etails
File	Versi	Checked Out By	Description			
SolutionsInternal (3)						
🗸 🔤 Deleting temp files.msg	1	<alison></alison>				
✓ ∰ My Locked Documentsdocx	1	<alison></alison>				
RE Aliamakee County Pliot Delivery	1	<alistite></alistite>				
			•			>
1 items selected.			alison			
ColumbiaSoft www.documentlocator.com						tor.com

You can use the Preview and Details buttons on the right to get more information about the document. You can right click on a document and undo the check out.

More Information:

You can also start MY DL from windows. Click on the Start icon box. Click on the application to open it.



and then type MY DL in the search

For a brief introduction to MY DL, go to <u>https://columbiasoftconnect.com/videos-features-intromydl</u> You will need a ColumbiaSoft Connect username to view videos. If you do not have a username, take the option to Create a New Account when prompted to log in. If you want assistance, please contact "Solutions" support.