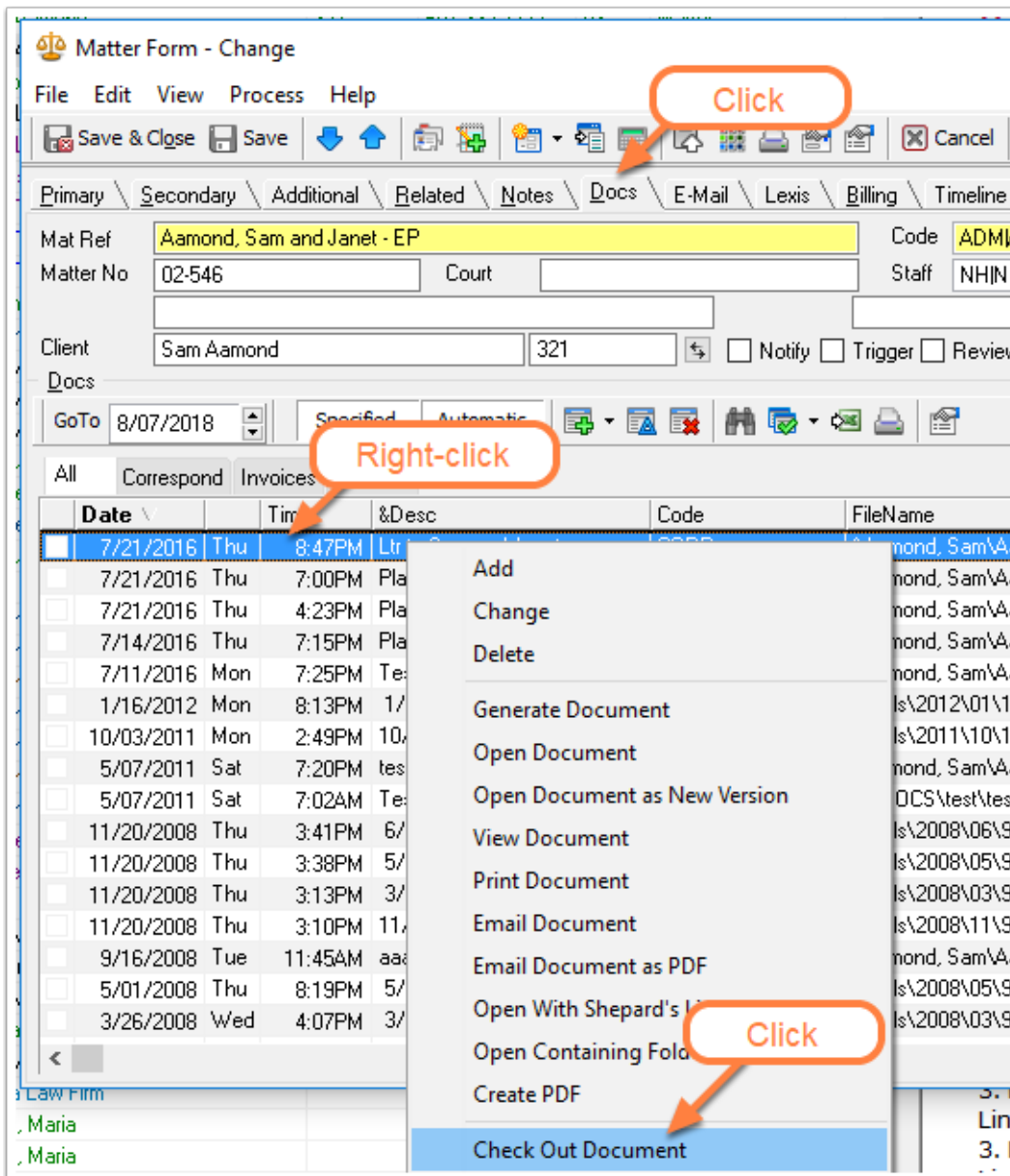In the Time Matters Document Management System lets you check out a document, preventing conflicts if two users try to change the same document.

Check Out a Document

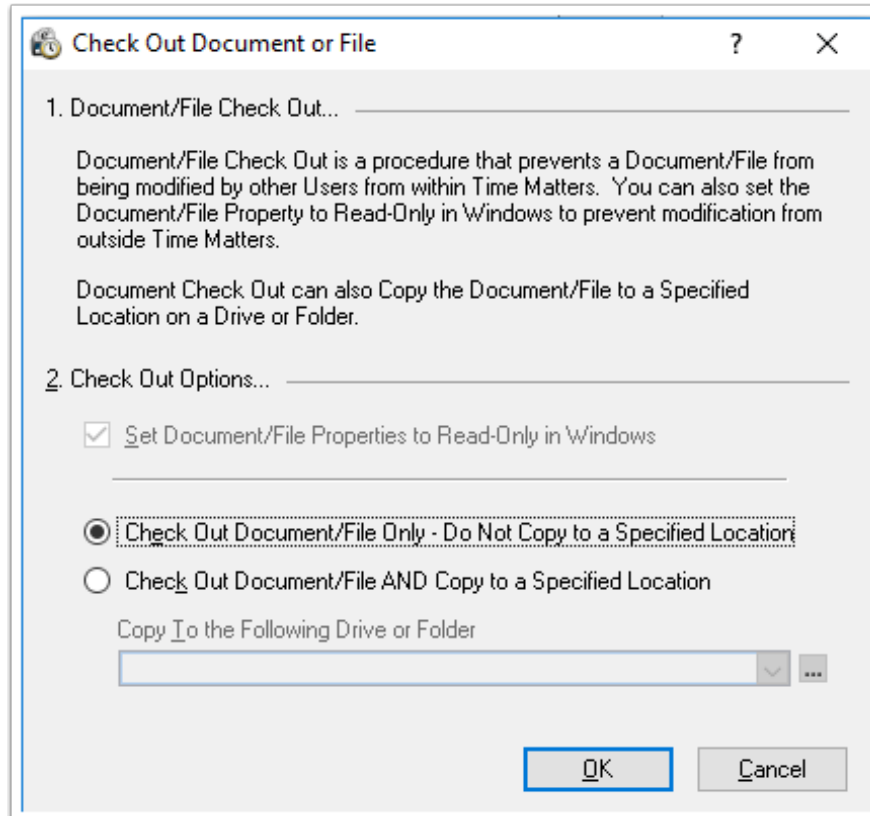From the Document tab of a Matter record, right-click on a Document.

Click: **Check Out Document**

Check Out Document

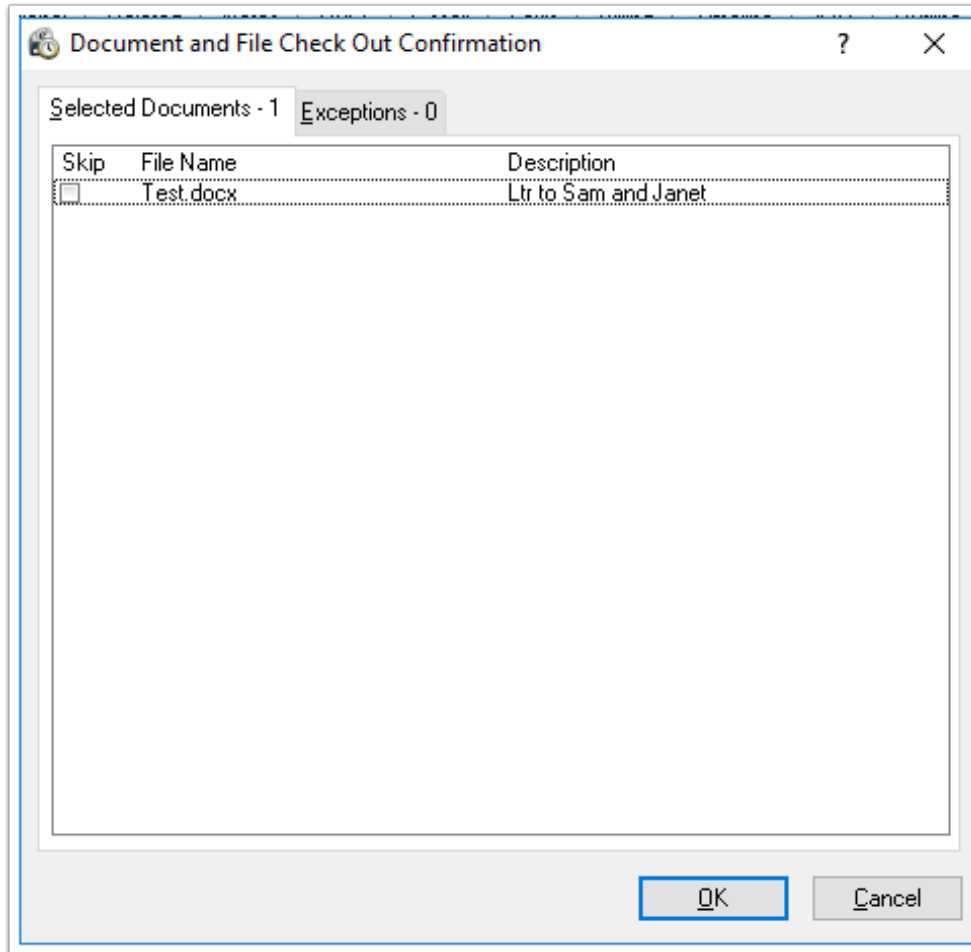Click: **Check Out Document/File Only - Do Not Copy**

Press **OK**

Check Out Document

Click **OK**

The document

Check Out a Document