



**Virto Checkout Manager for Office 365
v. 1.0.0**

User and Installation Guide

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System/Developer Requirements

Operating System

Microsoft Windows Server 2012, SharePoint 2013, SharePoint Online / Office 365

Server

SharePoint Release 2013:
Microsoft Office SharePoint Server 2013;
Microsoft .NET Framework 4.5;

Browser

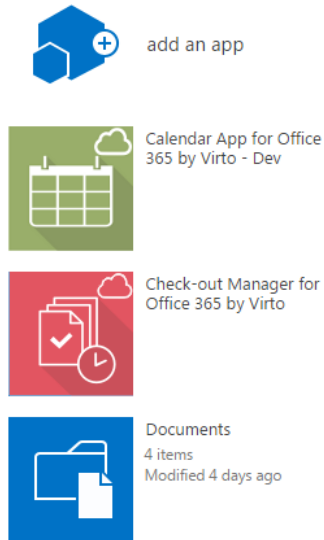
Microsoft Internet Explorer, Mozilla Firefox, Opera, Google Chrome.

Working with Virto Checkout Manager

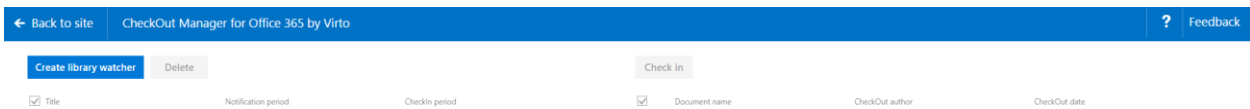
When Virto Checkout Manager Add-in for Office 365 is installed, it is automatically added to your site on page Site Contents.

Site Contents

Lists, Libraries, and other Apps

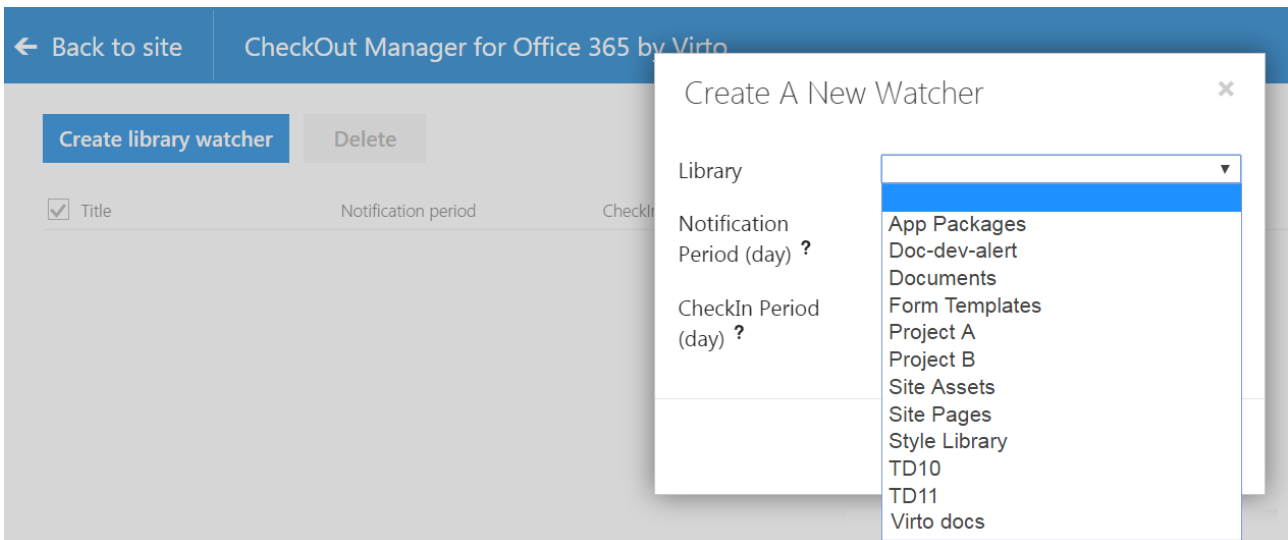


Click Checkout Manager icon and open Add-in.



On the left side are located chosen libraries, on the right side is placed a list with all checkout files in these libraries.

Click "Create library watcher" to add new library.



Choose Notification period. Type the number of days after checkout, when user will receive email reminder to check in.

Then choose Check in period. Type the number of days after checkout, when document will be checked in automatically by Virto Checkout Manager.

If you will set the Notification Period or CheckIn Period in hours, not in days, you should type 0 in the “days” field to display fields for hours.

Click “Save” to add this library to list. Check the box to display in the right column all checked out files from this library.

<input checked="" type="checkbox"/> Title	Notification period	CheckIn period	<input checked="" type="checkbox"/> Document name
<input checked="" type="checkbox"/> Project A	2	3	<input type="checkbox"/> Schedule.xlsx
<input type="checkbox"/> Project B	4	5	<input type="checkbox"/> PR.docx
<input type="checkbox"/> Virto docs	1	1	<input type="checkbox"/> 1.png
			<input type="checkbox"/> Online documentation.doc
			<input type="checkbox"/> Properties.jpg

You are able to add as many libraries, as needed, edit period properties or delete libraries from list.






<input checked="" type="checkbox"/> Title	Notification period	CheckIn period	<input checked="" type="checkbox"/> Document name
<input checked="" type="checkbox"/> Project A	2	3	<input type="checkbox"/> Schedule.xlsx
<input type="checkbox"/> Project B	4	5	<input type="checkbox"/> PR.docx
<input type="checkbox"/> Virto docs	1	1	<input type="checkbox"/> 1.png
			<input type="checkbox"/> Online documentation.doc
			<input type="checkbox"/> Properties.jpg

In the “Check in” column on the right side is displayed list of files in checkout status. You can see there file names, checkout author and checkout date of all files.

Check in			
<input checked="" type="checkbox"/>	Document name	CheckOut author	CheckOut date
<input type="checkbox"/>	 Schedule.xlsx	Alex Shell	2016-5-24
<input type="checkbox"/>	 PR.docx	Nick Brook	2016-5-26
<input type="checkbox"/>	 1.png	Alex Shell	2016-5-22
<input type="checkbox"/>	 Online documentation.doc	Alex Shell	2016-5-25
<input type="checkbox"/>	 Properties.jpg	Nick Brook	2016-5-24

You can check in each file manually, using checkout button for each file. Or you are able to perform bulk checkout.

Just select the checkboxes opposite required files and use “Check In” button to check in them.

Check in	
<input checked="" type="checkbox"/>	Document name
<input checked="" type="checkbox"/>	 Schedule.xlsx
<input type="checkbox"/>	 PR.docx
<input checked="" type="checkbox"/>	 1.png
<input checked="" type="checkbox"/>	 Online documentation.doc
<input type="checkbox"/>	 Properties.jpg

Also, you are able to click on file name to view or edit it in default SharePoint form.

Version Release History

Release Date	Version	Description
05/20/2016	v. 1.0.0	First release