



Boston Government Services, LLC

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**CHECK-IN**

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**BGS-SQ-04-WA-03**

**Revision 0**

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Prepared and  
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*11/15/2016*

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Date Signed

Effective Date: 11/18/2016

<b>FUNCTIONAL AREA: Software Quality</b>	<b>BGS-SQ-04-WA-03</b>
	<b>REV. 0</b>
<b>WORK AID TITLE:</b> Check-in	<b>EFFECTIVE DATE: 11/18/16</b>
	<b>Page 2 of 4</b>

### Revision History

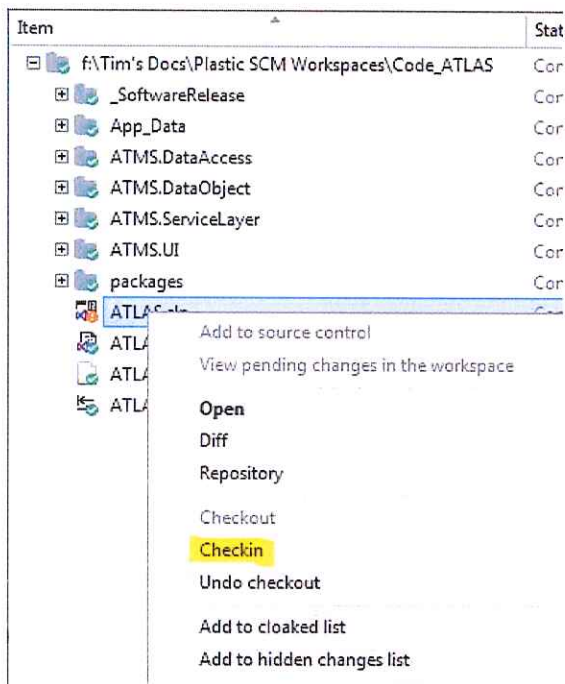
<b>Rev. #</b>	<b>Date</b>	<b>By</b>	<b>Type<sup>1</sup></b>	<b>Changes</b>
0	11/18/2016	S. Sanderson	N	Initial release.

<sup>1</sup> M = major change, mc = minor change, N = new

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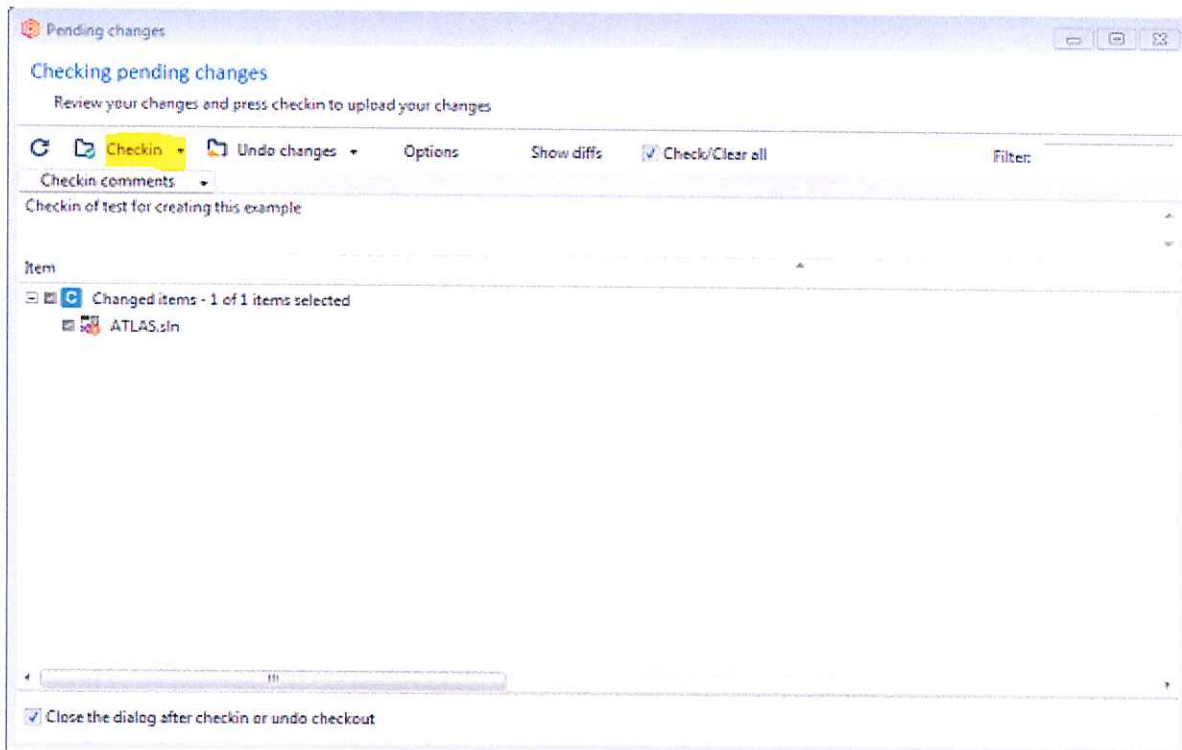
This work aid outlines the process to check-in files in Plastic SCM.

1. **Open** Plastic SCM.
2. **Click** on the 'Items' link on the left menu column.
3. **Expand** the files and folders from the top level.
4. **Select** the files and/or folders that you need to check-in. Note: Green check on folder means checked in, Red exclamation on folder means checked out.
5. **Right-Click** on the selected files and folders, select 'Checkin'. (See Figure 1)
6. **Input** a unique comment and then click 'Checkin'. (See Figure 2)



**Figure 1**

<b>FUNCTIONAL AREA: Software Quality</b>	<b>BGS-SQ-04-WA-03</b>
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**Figure 2**