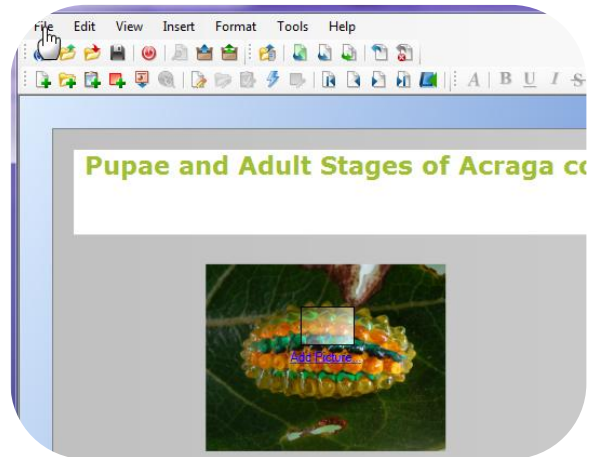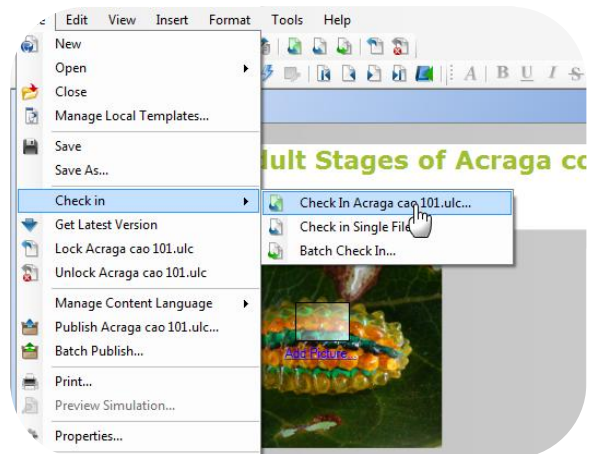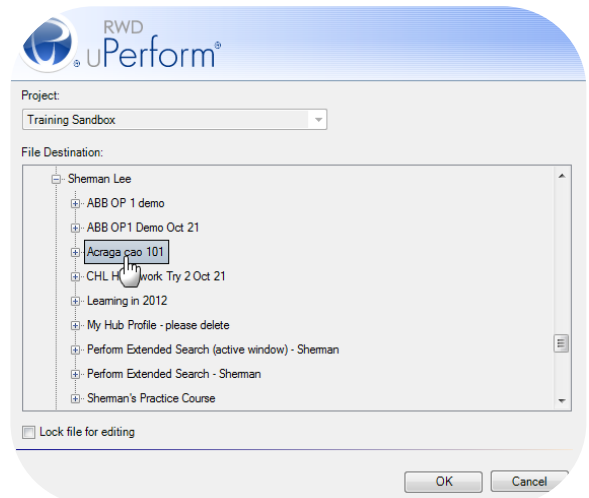# checking the file into the uPerform server
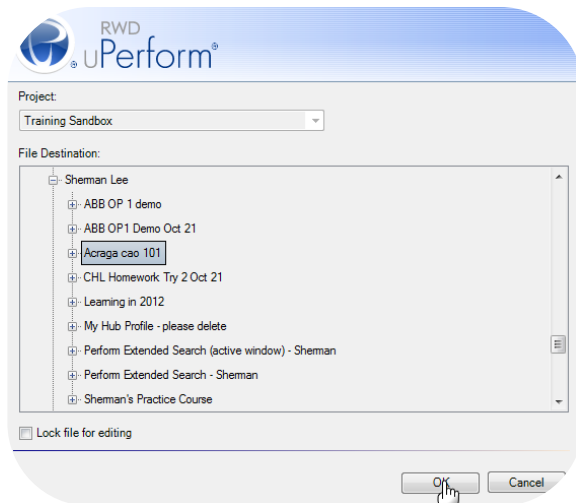
1. Click 'File' on the top menu bar.

2. Select 'Check In' and then 'Check In (FILE NAME).ulc'. A new window displays.

3. Select the location on the server where you would save this file.

4. Click 'OK'.

5. Click 'OK' in the system message that displays.