checking the file into the uPerform server

1. Click 'File' on the top menu bar.



 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.



, uPerform [®]		
Project:		
Training Sandbox		
File Destination:		
		^
ABB OP 1 demo		
⊕ ABB OP1 Demo Oct 21		
Acraga cao 101		
CHL H work Try 2 Oct 21		
⊕ Learning in 2012		
My Hub Profile - please delete		
• Perform Extended Search (active window) - Sherman		=
⊕ Perform Extended Search - Sherman		
		Ŧ
Lock file for editing		
[OK Cancel	7

4. Click 'OK'.



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



Check in of file is complete.

