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Searching For Checked Out Files Through Vault.

The following procedure will show you any files that you currently have checked out.

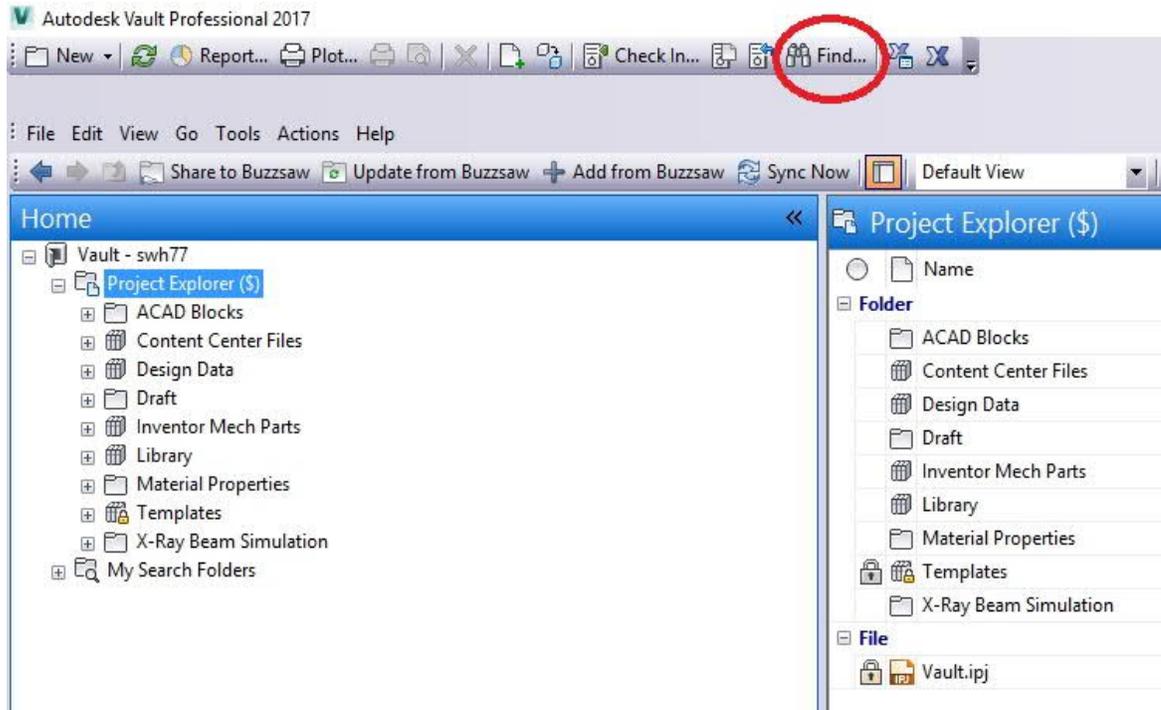1. Open Autodesk Vault and click the "Find" Button. (Figure 1)

Figure 1

2. When the "Find" window pops up, select "Checked Out By" from the "Property" pull down menu. Enter your NetID into the "Value" Field and then click "Find Now". Select "Yes" to the pop up window that asks if you want to add the criteria entered into your search. (Figure 2)
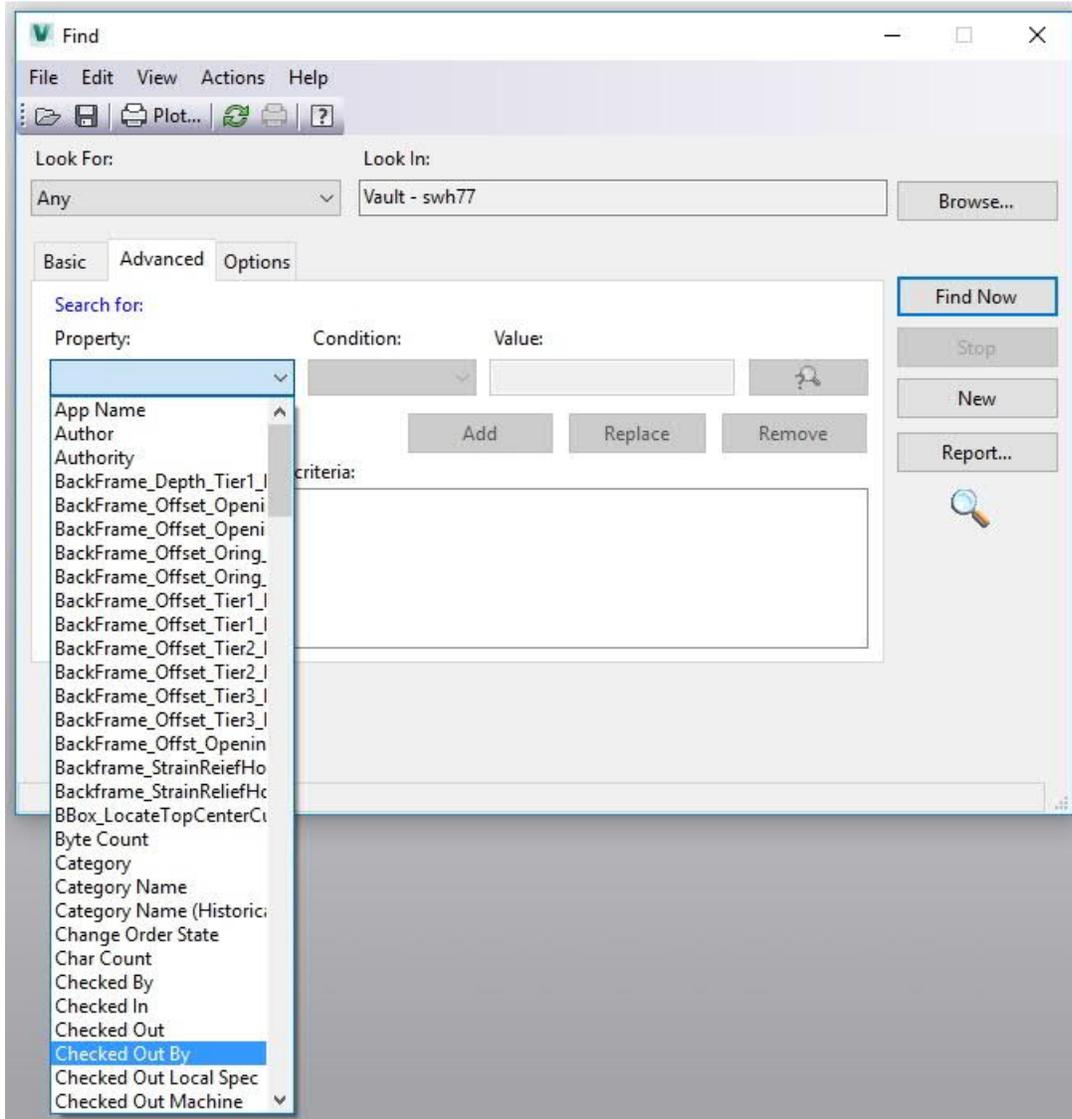
Figure 2

3. There will now be a list of all files you have checked out in the Find Window. (Figure 3)
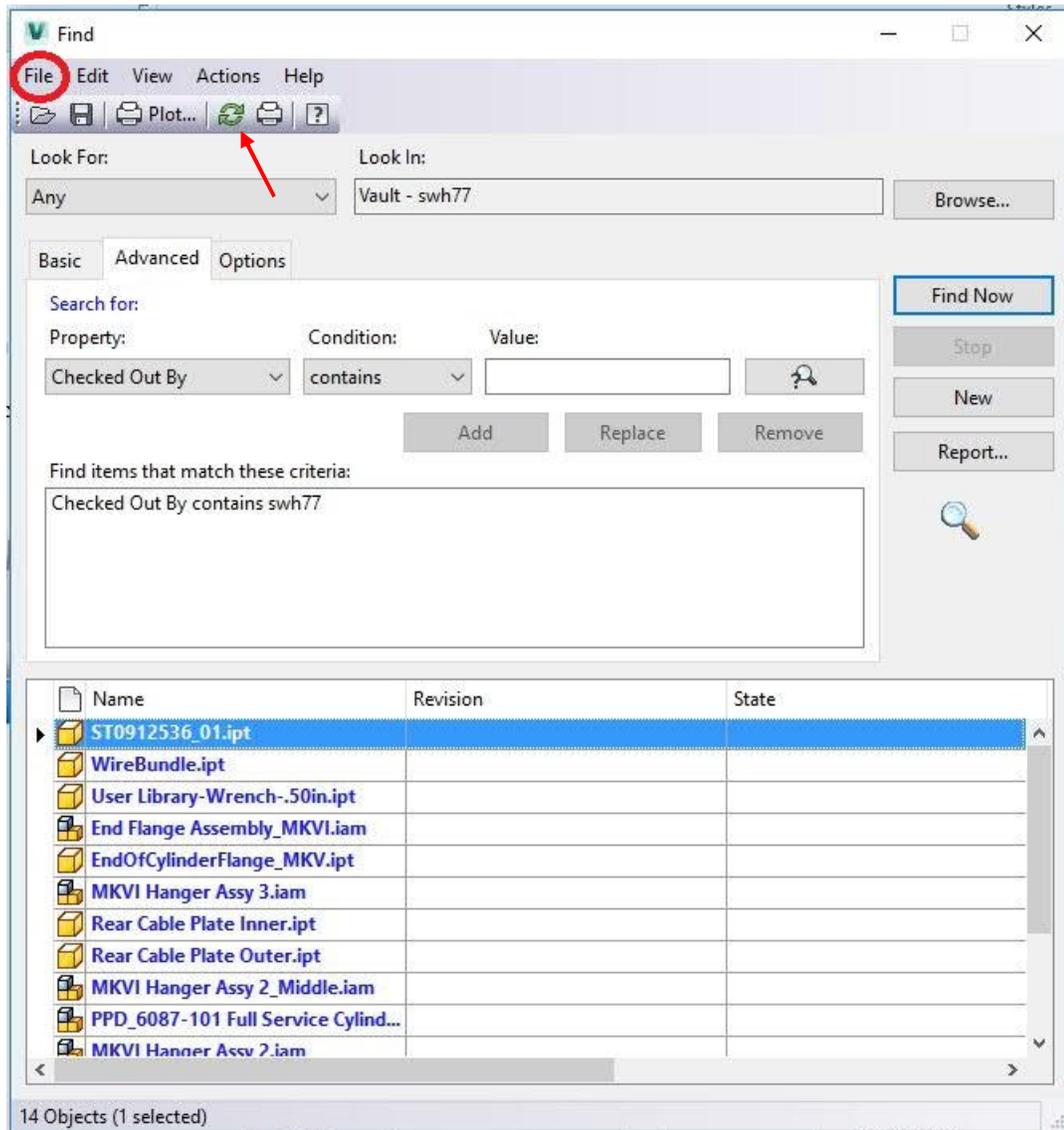
Figure 3

4. You can now double click these files to open them in Inventor. Once they are open in Inventor, you can check them in if you've made changes, or undo the checkout if you haven't made any changes to the file. Please do NOT check files in or out through Vault Pro, only do this via the plugin in Inventor or AutoCAD. I recommend opening assemblies first. When you check in or undo the checkout for an assembly, you can do the same for all included files, so this will save time. The list will not update automatically, so you will want to refresh it occasionally. (Arrow is pointing to the refresh symbol in Figure 3).

5. If you want to save this search for future use, go the "File" menu in the Find window (Circled In Figure 3), and select "Save Search" and type a name for your saved search. The next time you open the Find window, you can then select "Open Search" from the "File" pull down menu for future use.

6. If you have any questions, or problems, feel free to call or e-mail Scott Hartman at 255-3659 or swh77@cornell.edu.