

PS2 Error: File Stuck in Reserved for Editing

Situation.....	1
Fix.....	1
File was Not Changed.....	1
File Was Changed.....	2
Note	3

Situation

A file on the ProjectSolve² (PS2) has been reserved for editing and you are unable to unreserve it once you have completed the editing process.

Fix

The “fix” that is appropriate to utilize is dependent on whether or not the file was changed or if the changes need to be retained.

File was Not Changed

If no changes were made to the file (or the changes made do not need to be retained):

1. Right-click on the file’s icon to activate the PS2 blue menu.
2. Select the “Access Control” option.

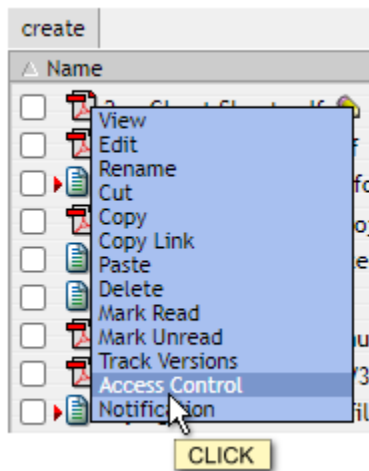


Figure 1. The “Access Control” Option

3. Uncheck the box marked “Reserved for Editing” (Figure 2).

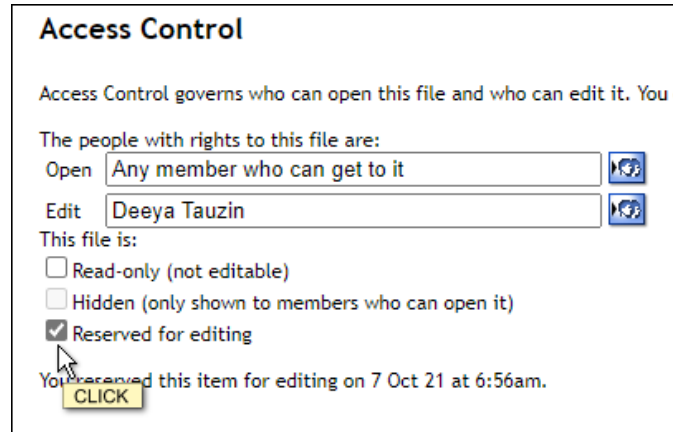


Figure 2. The "Reserved for Editing" Selection Box

4. Click the "OK" button to confirm the release of the reservation
5. This will release the file without uploading a new version so others can now continue to work with the file.

Note: For this process to work, you must have "Edit" rights to the file and must be the person who reserved the file originally or be an administrator with override privileges.

File Was Changed

If changes were made to the file and you wish to retain them, then you will need to upload the new version of the file with those modifications.

1. Click the pencil icon to the right of the file name.

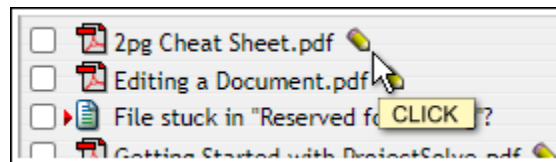


Figure 3. The "Pencil" Edit Icon

2. Select "Replace it with a new version" when prompted.

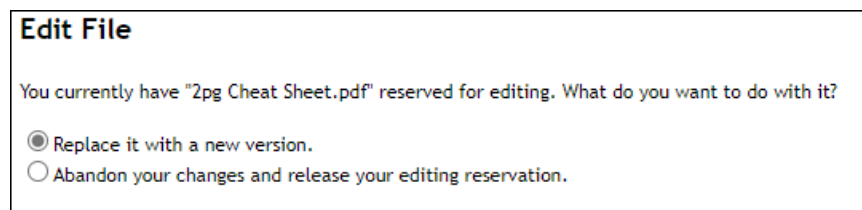


Figure 4. The "Replace with New Version" Option

3. Click "OK" to upload the new version and release the reservation.
4. If "Version Tracking" has been activated for this file, a box will appear asking for information about the change(s) made.
5. Provide the requested information for the version notes.
6. Click "OK" to complete the process.



Note

For assistance with this process, or with using PS2 in general, please reach out to the ProjectSolve Support Desk at:

Support@ProjectSolve.com