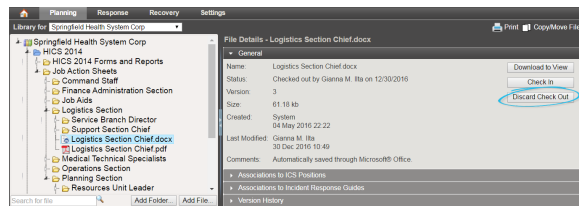


# Discard a Checked Out File

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A checked out document can be discarded if you do not want to replace the current document with an updated version. Discarding a checked out document indicates that the document is available for use by other users.



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## To discard a checked out document

1. From the *Home* page, point to **Planning** and click **Library**. The *Library* page opens.
2. If necessary, in the **Library for** list, select your domain or facility.
3. On the left, locate and click the file you checked out and edited.
4. On the right, in the **General** drawer, click **Discard Check Out**. The page refreshes to show that the document is available and the **Version** count reverts to the pre-checkout number.