Nixing Changes in Workspace

So you've changed something in your workspace and you're simply not happy with it. You want a fresh copy out of commonspace.

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In ye olde IntraLINK-speak, the u12345-123400.asm needs to be updated. I want to get rid of my bad changes.

The fact that I changed it means that I have it checked out. **Update** is no longer the IntraLINK update. It's really handled by an **Undo Check Out**.

Select the file and click on the Undo Check Out button.

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This sends you to the Undo Check Out Window.

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Just like back in IntraLINK, to be on the safe side, you ought to change the Configuration dependency to "None" to ensure that you don't undo some changes that you really wanted to keep.

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The table view defaultingly puts the **Workspace Status** in that very first column. This is an important column. It has to do with how you want to undo your check-out. The default for an **Undo Check Out** is designated by these light blue things. (*Damn my eyes, I thought they were bells...*)

There are three choices for this:

The first is the **Reuse** icon. They're not bells. When blown up, they look just like little recycle symbols. If you want to keep what's in your workspace, leave 'em where they are.

If you want to overwrite what you have in your workspace, you can use one of the other two: Link or Download.

Download will reload your files with a fresh copy from commonspace.

Link seems kind of superfluous. It's for metadata and a promise to go get the file if you ever ask for it again. That's why it looks like a pause button, but it *does* do the same thing as **Download**.

You find all three on the right of the icon bar.

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So, the actual procedure to overwrite workspace files is pretty easy.



Caveat: This doesn't work if you haven't checked out those files in order to change them. That's a trip to commonspace to Add to Workspace while you un-check the "Reuse content in target workspace" box. (But only if initiated from an embedded browser. That box doesn't appear if in an external browser which makes sense as you're viewing your server-side workspace.)

Or if that's too much, simply **Remove** the file in your workspace. If it's a subcomponent, when you need it again, your workspace will go out and get an up-to-date copy out of commonspace.