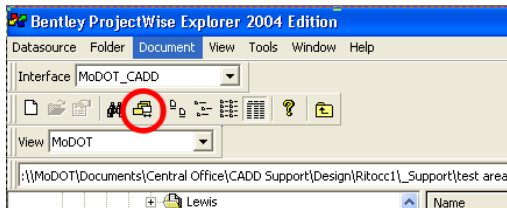# How To Clean Up The ProjectWise Organizer

Cleaning up the ProjectWise Organizer should be part of your normal housekeeping activities. At times, a file may not have checked in properly, or you may have exported a file accidentally, rather than sending a copy to a folder, so it is now exported out in your name. There are some simple steps to fix this.

First, you need to open the ProjectWise Organizer. You can do this by selecting Tools>Organizer, or by clicking on the Organizer icon.

This will open the ProjectWise Organizer. You will see 3 different types of items to view.
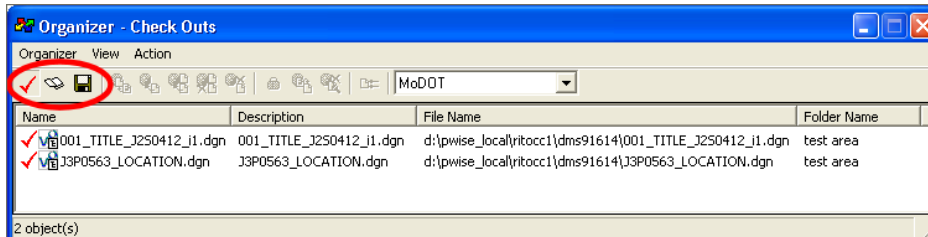
= Files Checked Out by you.

= Files Copied Out by you.

= Files Exported by you.

First, close down all other applications that you are running besides Lotus Notes and ProjectWise. Next click on the ✓ icon. This will show the files currently checked out by you. Select those files. You have 2 options. You can Check-In the item, which will save the data to ProjectWise, or you can Free the item, which will discard any changes made. After you have selected the files, click Action, and select either Check-In or Free. Do this for all of the files shown.

Next, click the icon. This will show you all files copied out by you. Select ALL of the files and click Action>Purge Copy.

Lastly, click on the icon. This will show files exported by you. There should be very few times that you export files. You may have intended to Export>Send To Folder, but you accidentally chose Export<Export, which exports the file out in your name and locks the file. This should happen very rarely. You can clean it up easily. Select all of the files shown, then click Action>Free.

You are done cleaning up your files. It is advisable to do this about once/week. Especially your Copy Outs.