

Java Free User Guide – Updated 03/04/2026

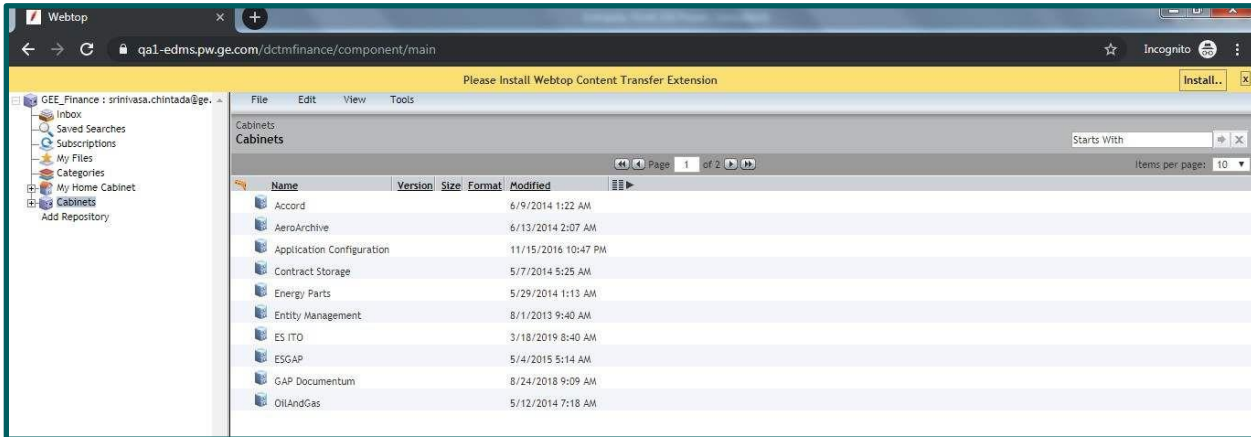
*NOTE: There is a limit of 8 files for Import/ Check In and 20 Files for Export/Check Out

Allow pop-ups on the Documentum URL before beginning.

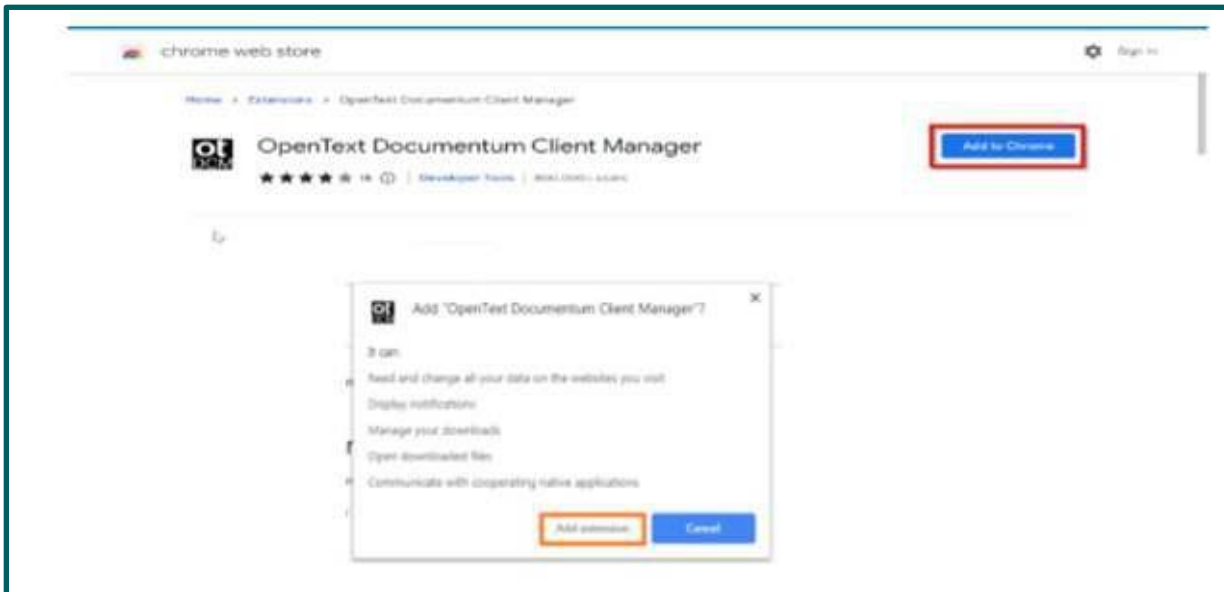
Log into Documentum Webtop Application using Chrome or Edge:

<https://collaborationspace.ge-energy.com/pweccollab/>

A banner will appear with the message “Please Install Webtop Content Transfer Extension”. Click “Install”. **You only need to install the Webtop Content Transfer Extension if you need to import documents.**



You will be navigated to the Chrome Web Store. In the pop-up click “Add to Chrome” and then “Add Extension”.

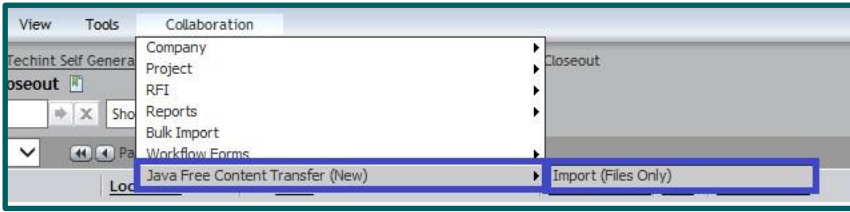


You will receive a message stating that the Extension has been added. Close this browser tab and return to the tab where Documentum is open.

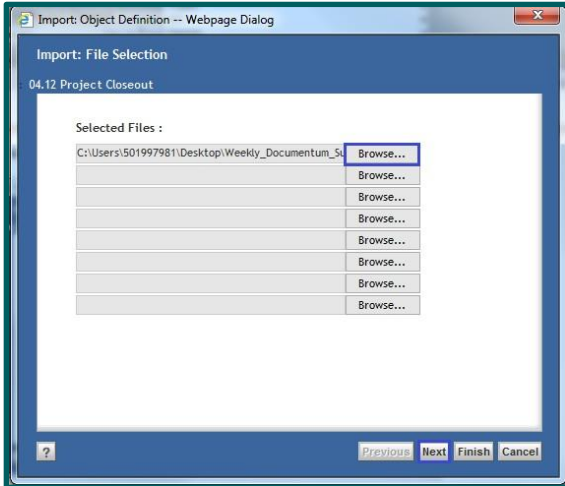
If prompted to install the Native Webtop Client, you may skip this step as it is not required to use Java Free.

Import

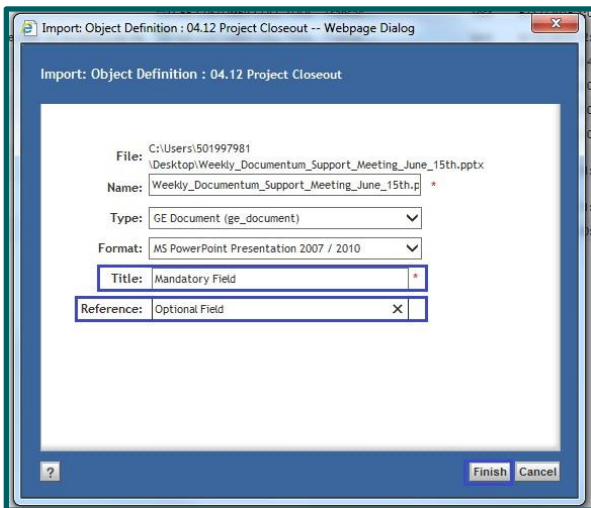
From the Menu bar, click on Collaboration > Java Free Content Transfer (New) > Import (Files Only).



The file import wizard will open. Select one or more files from your computer and click Next.

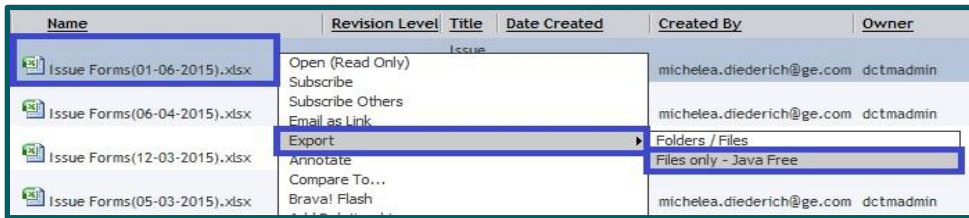


Enter file properties and select Finish to import the file(s).



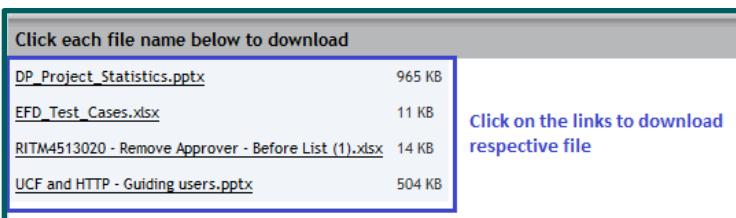
Export

Select one or more files, right click Export > Files only – Java Free.



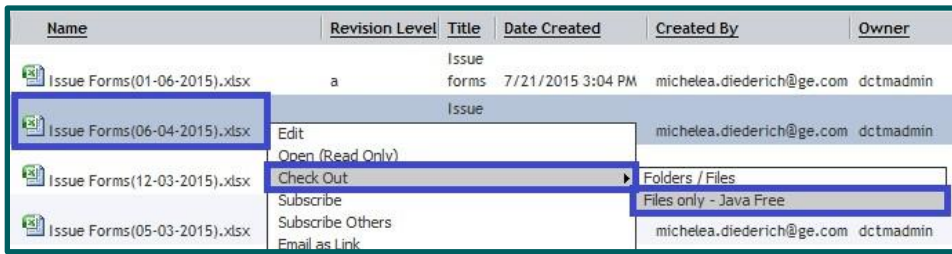
If one file is selected the file will be saved to the download folder on your computer.

If multiple files are selected, a new tab will open with the files listed, click on each file and it will be saved to the download folder on your computer.



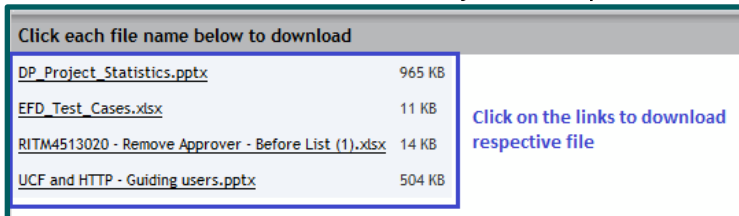
Check Out

Select one or more files, right click Check Out > Files only – Java Free.



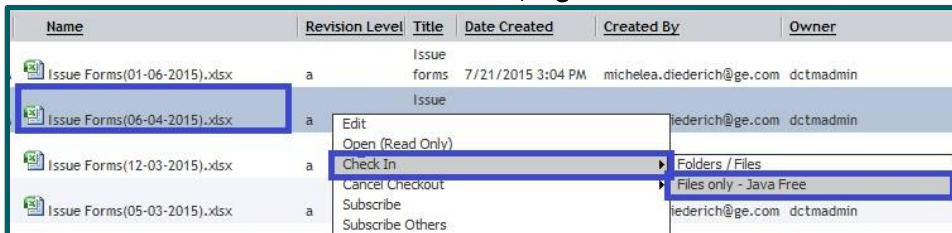
If one file is selected the file will be saved to the download folder on your computer.

If multiple files are selected, a new tab will open with the files listed, click on each file and it will be saved to the download folder on your computer.

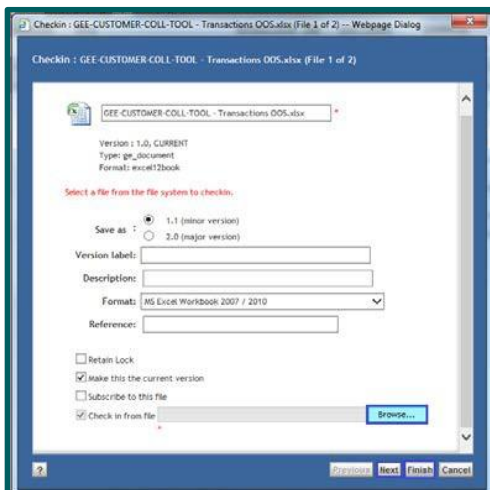


Check In

Select one or more Checked Out files, right click > Check In > Files only – Java Free.



The Check In window will open. Click Browse and select the file(s) to Check In. Click Next if you have selected multiple files or click Finish if you have selected only one file or are on the last file.

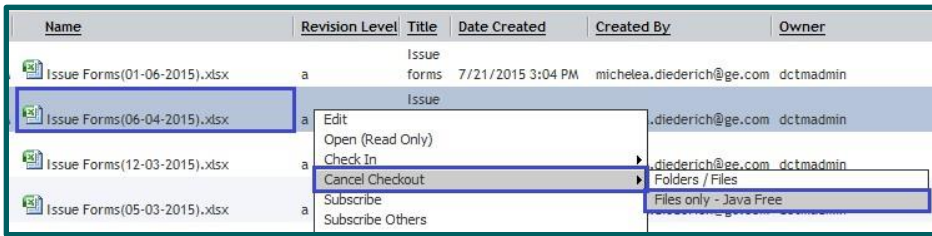


Files will be Checked in.

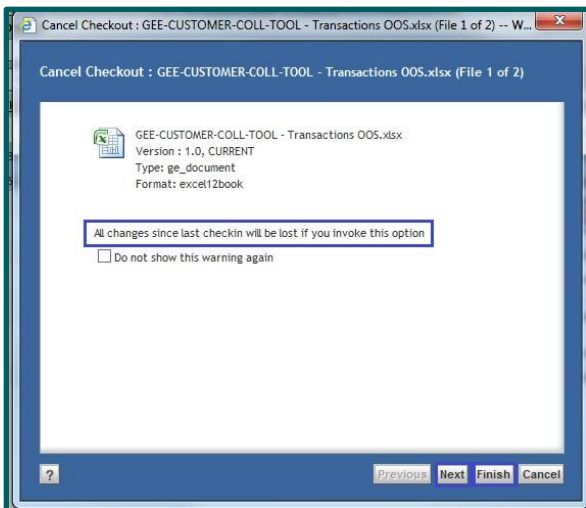
Cancel Checkout

Select one or more Checked Out files, right click > Cancel Checkout > Files only – Java Free.

Name	Revision Level	Title	Date Created	Created By	Owner
Issue Forms(01-06-2015).xlsx	a	Issue forms	7/21/2015 3:04 PM	michelea.diederich@ge.com	dctmadmin
Issue Forms(06-04-2015).xlsx	a	Issue		.diederich@ge.com	dctmadmin
Issue Forms(12-03-2015).xlsx	a			.diederich@ge.com	dctmadmin
Issue Forms(05-03-2015).xlsx	a			.diederich@ge.com	dctmadmin



A warning message will appear for each file selected stating that the changes since last Check In will be lost due to this action. Click on Next or Finish.



The Check Out on the file(s) will be cancelled.