

Lock Management (Record Locking) Overview

Record locking allows an administrative user to place a “lock” on a record through the Admin settings.

The screenshot displays the 'Lock Management' interface. It is divided into four main sections:

- Structure:** A tree view on the left showing a hierarchy of folders. The selected folder is 'Corporate Facts' under 'Documents'. Below the tree is a search bar with a 'Filter' button and 'Reset' and 'Advanced Filter' options.
- Lock Details:** A panel on the right showing the title 'Corporate Facts' and lock settings. It includes checkboxes for 'Delete Lock', 'Meta Delete Lock', 'Lock Type', and 'Effective Lock', each with a help icon. A 'Save' button is at the bottom.
- Affecting Locks:** A panel below 'Lock Details' showing 'No affecting locks exist.'
- All Locks:** A table at the bottom listing all locks in the system.

Title	LockedBy	Lock Type	Locked Date	Actions
Corporate Facts	admin	Record Deletion	01/20/2016	⊖
Corporate Facts	admin	Meta Data Deletion	01/20/2016	⊖

The Lock Management settings includes four sections:

- **Structure:** Allows you to select the record that you want to view, or apply a lock to.
- **Lock Details:** Allows you to apply locks to an object and see the current lock state of the record.
- **Affecting Locks:** Displays a list of locks that are affecting the currently selected record.
- **All Locks:** Displays a list of all locks in the system.

Record Lock Types

There are two types of record locks in Global AlertLink: Delete Lock and Meta Delete Lock.

Delete Lock specifies that an entire record cannot be deleted from the system (either by user actions or automatic system actions). Meta Delete Lock prevents meta data for a record from being removed from the system. Metadata

is auxiliary information about a record or the usage of a record. Two examples of metadata include shares and permissions.