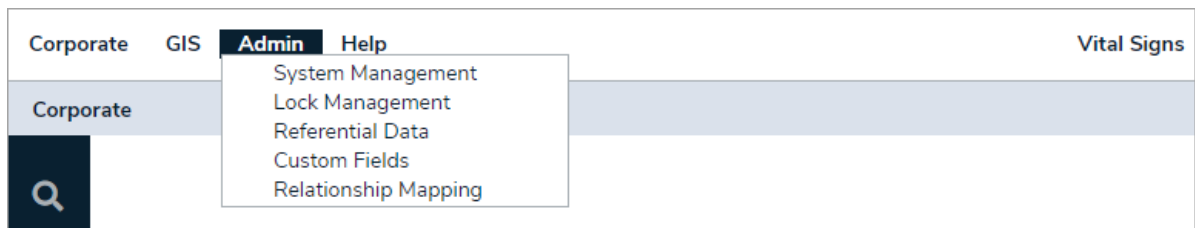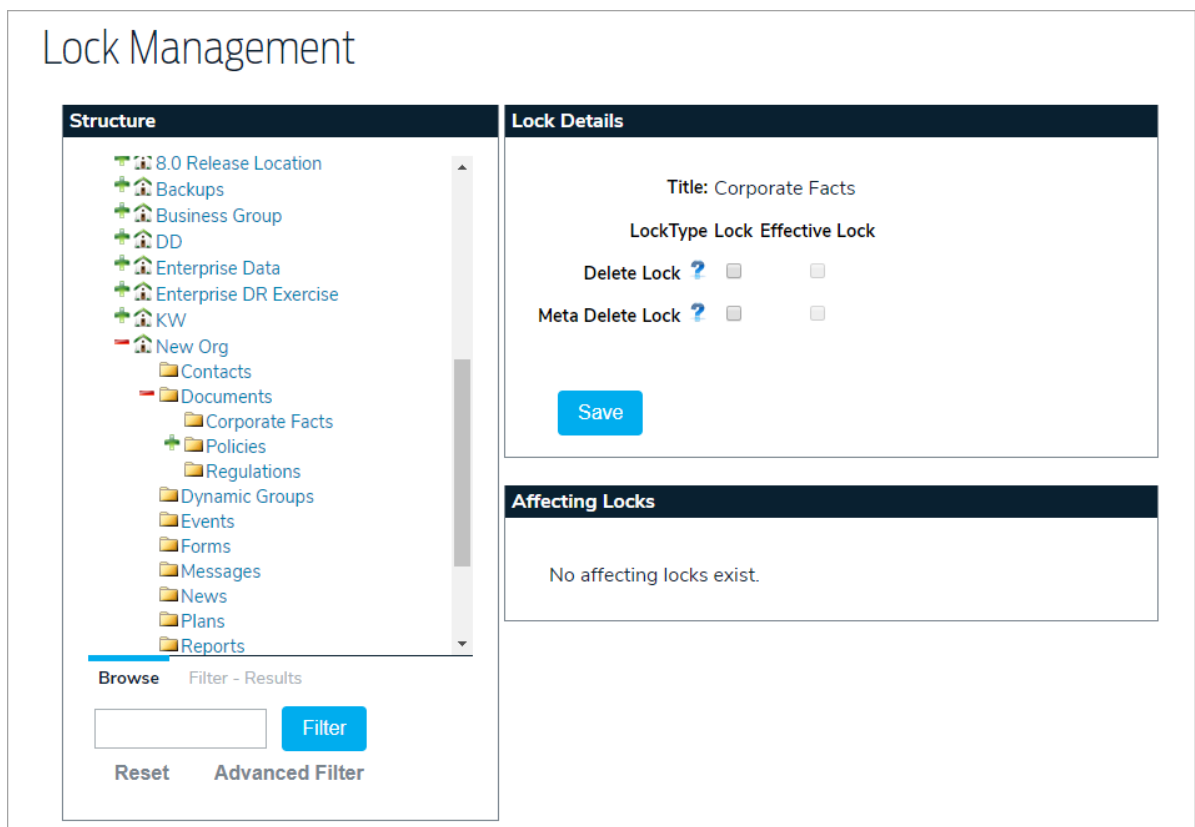# Lock a Record

1. To lock a record, hover your cursor over Admin, then select Lock Management.

2. Navigate and click on the record you wish to lock in the Structure panel to the left.

3. In the Lock Details section, select the checkboxes besides the appropriate lock type(s).

4. Click Save.