


Unlock a Record


Records can be unlocked by navigating to the Lock Management settings, opening the Lock Details for the record, deselecting the checkbox(es) by the lock type, then clicking Save.

Lock Details

Title: Corporate Facts




LockType Lock Effective Lock

Delete Lock 

Meta Delete Lock 

[Save](#)

Locks can also be deleted from a record in the All Locks section by clicking the delete icon in the Actions column.

All Locks				
Title	LockedBy	Lock Type	Locked Date	Actions
	admin	Record Deletion	01/20/2016	
	admin	Meta Data Deletion	01/20/2016	