

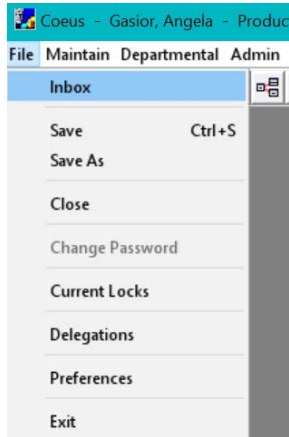
Removing a Lock

How do I unlock a record?

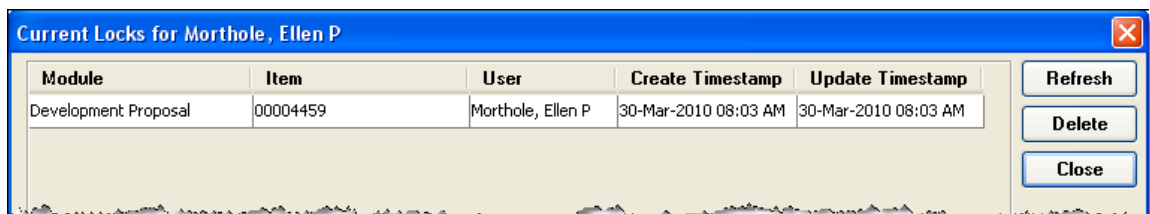


You can only remove your own locks. To have another user's lock removed; contact the other user to request they exit the proposal.

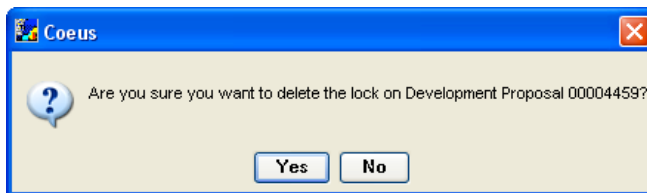
1. Select **File > Current Locks**. The **CURRENT LOCKS** window opens.



2. Click on the line to select the module (proposal, budget, or narrative) to unlock and click **<Delete>**.



3. An alert prompt will ask you to verify your action to delete a lock. Click **<Yes>**. The module is now available to open in modify mode.



I cannot access my proposal because it's locked and the message says someone else is using it.

You should contact the other user. If they are currently working on the proposal, Coeus will not allow you access to the same module. You can either choose to work on a different section of the proposal or you may call the other person to ask them to exit. If they are already out of the proposal, but the lock remains, they were probably working in Lite and closed their session without using the "Logout" link. In this case the web connection to the proposal remains active, even though they have closed their browser.