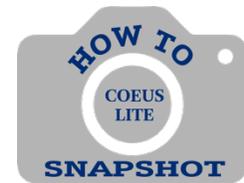


# Unlock a Proposal Development Record

How do I unlock a record?



## Why did my record lock?

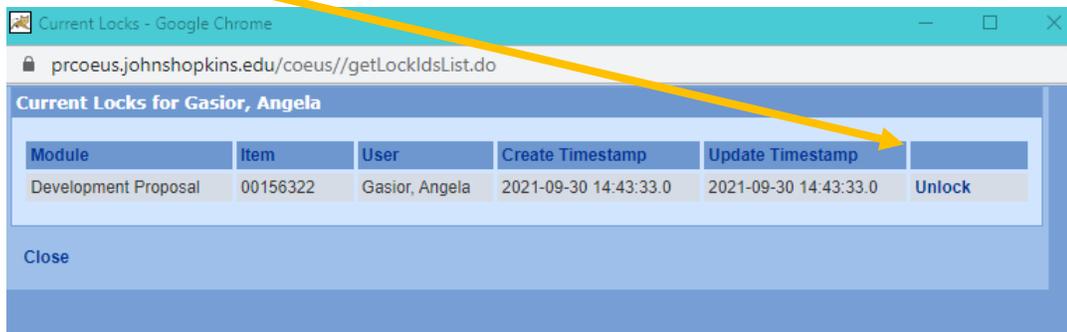
When using Coeus Lite, always be sure to click on **<Logout>** and do not just close your browser. This will cause the record to lock.

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

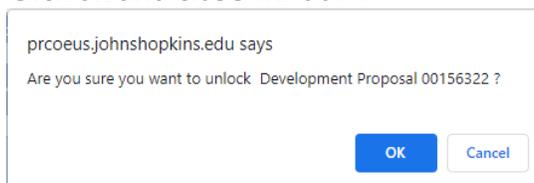
1. Click on **Current Locks**



2. Click on **Unlock**.



3. Click **ok** and close window.



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>** button. In this case, the web connection to the proposal remains active, even though they have closed their browser.