

Removing a Document Lock in Unity

When working in OnBase, you may see a message saying that the document you want to view or retrieve has a "lock" on it. There are several types of locks, including:

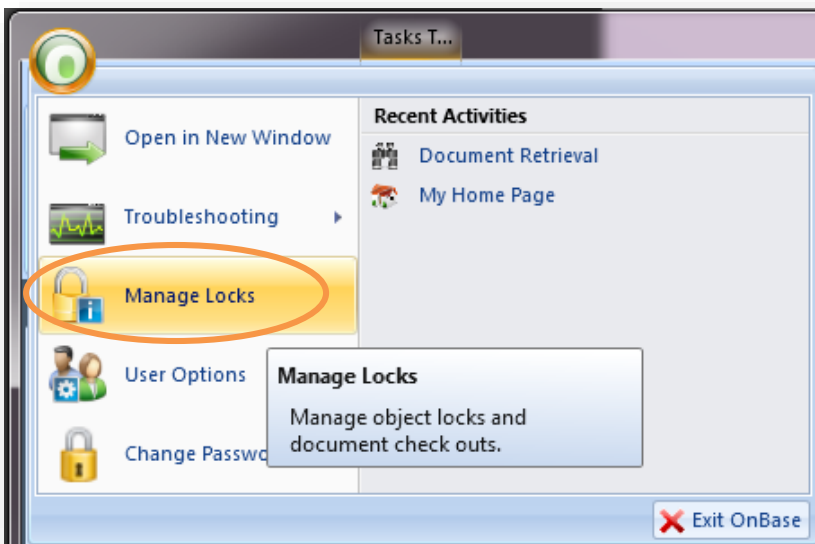
- Locks caused by the system not closing properly in a previous session.
- Locks caused when trying to modify a document or its Keyword Values if the document is currently in use by another user or by you from a previous session.

Any user can view a "locked" document, but only the first user can modify it. When the first user is finished viewing or modifying a document, the document is "unlocked" automatically.

Caution: Removing locks when a document is currently being accessed by a user may cause document changes to be lost. Locks should **only** be removed if the user's session is closed and the lock remains.

Steps to remove your Document Lock

1. Select the Unity Application Menu icon, select **Manage Locks**



2. Select the locked document to highlight it. Select **Remove Selected**.

