## 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 <u>only</u> 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

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|-----|-----------------|---|-------|----------------|---------|--------|--------|
|     | Open in New Wi  | ndow  | Rec   | ent Activities | trieval |        |        |
| -M- | Troubleshooting | •   | *     | My Home Page   | je      |        |        |
|     | Manage Locks    |   |       |                |         |        |        |
| 20  | User Options    | Manage  | Locks |                | ]       | 1      |        |
|     | Change Passwo   | Manage object locks and<br>document check outs. |       |                |         |        | 1      |
|     |                 |   |       |                |         | 🗙 Exit | OnBase |
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2. Select the locked document to highlight it. Select Remove Selected.

| Locks    | ks                  |          | Remove Selected Refresh   |
|----------|---------------------|----------|---|
| User     | Date Locked         | Туре     | Details   |
| ANDREA97 | 10/11/2013 10:55 AM | Document | 000000000 - LAST NAME, FIRST NAME, SUFFIX - NA - DEV DF Bio - 10/11/201 |
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|          |                     |          |   |