## **Unlocking Model Elements and Diagrams After Editing**

After you have finished editing, you should unlock model elements and diagram.

To unlock elements and / or diagrams

- 1. Do one of the following:
  - · Select a locked element in the Model Browser.
  - Select a locked diagram in the Model Browser.
  - Select a locked symbol on a diagram pane.
  - Right-click the diagram pane.
- 2. On the selected item's shortcut menu, point to Lock or Lock Diagram, and then click a wanted unlocking command. For more information about locking commands, see Unlocking commands.

The list of commands may vary depending on the item you have selected.

## To unlock several elements

(i)

- 1. Do one of the following:
  - Select several locked elements in the Model Browser.
  - Select several locked symbols on the diagram pane.
- 2. On the selected elements shortcut menu, click Unlock. This forbids editing element specification properties in the Specification window.

To unlock all element

- 1. From the Collaborate menu, select Unlock All. The Commit Project to the Server dialog opens.
- 2. Click to clear the Keep Locks check box. By default, the check box is selected.
- 3. Click **Commit** when you are done.

To unlock an element in the Specification window

- 1. Open the Specification window of the selected locked element or locked symbol.
- 2. Click the Unlock element button (see the highlighted button in the following figure). This forbids editing element specification properties in the Specification window.

If the element was modified, you will be requested to commit changes to the server.

Class - LibraryItem			×
Specification of Class proper Specify properties of the select Expert or All options from the P	ed Class in the properties spe		
LibraryItem	History : H	v <b>Item</b> [magiclibrary::domain::Item]	Unlock element
Documentation/Hyperline   Documentation/Hyperline   Usage in Diagrams   Documentation/Hyperline   Usage in Diagrams   Documentation/Hyperline   Usage in Diagrams   Documentation/Hyperline   Documentation/	1 2↓ ■ ©‡ □ Class Name	⊡‡ Properties: Standard →	Customize

Unlock element button (fragment of Specification window)

To unlock an element assigned as a property value

- 1. Open the Specification window of the selected element or symbol.
- In the element property list, select the element assigned as a the property value.
   On the selected value shortcut menu, point to Lock, and then click one of available commands:

## • Unlock Element.

• Unlock Elements Recursively. This command is available if the selected value is an owner for some elements.

For more information about unlocking commands, see Unlocking commands.

	<b>properties</b> ne selected Class in the properties specificati om the Properties drop-down list to see more	
Book   Book   Documentation/H   Signal Receptions	yperlinks s Book S Class Name Book ▶ Owner ► I	Properties: Standard - 🛠 Customize
Behaviors	Lock Element for Edit	
Template Par Template Par Relations Tags	Lock Elements for Edit Recursively	Open Diagram Open Specification Select in Containment Tree
Constraints Traceability Language Pr	Discard Changes Discard Changes Recursively	
< □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Owner     The Element that owns this element     • <td></td>	

Unlocking property value in Specification window

To unlock on project committing

1. From the Collaborate menu, select Commit Project or press CTRL+K. The Commit Project to the Server dialog opens.

- 2. Click to clear the Keep Locks check box.
- 3. Click **Commit** when you are done.

Commit Project to the Server
Enter a commit comment and commit project file to the server. Additionally the commited version can be marked
Comment:
The new local module was added.
Keep locks ()   Automatically save project locally ()
Options   Commit   Cancel   Help

Model elements that are not modified are unlocked without committing them to the server.

## Unlocking with administrator permissions

(i)

The administrator (that is a user named "Administrator") can forcibly unlock elements locked by other users.

The unlocking procedures for administrator are the same as described in section Unlocking model elements and diagrams after editing.

Forced unlocking is helpful when elements are left locked by the user who is currently unavailable.

1 Use forced unlocking only in very special cases, as this may cause users working on this project to start their work again.

The user has a possibility to commit changes made to elements that were forcibly unlocked by an administrator. To commit changes, the following conditions should be satisfied:

- The user should have the latest version before locked elements have been lost.
- · A new revision of the project has not been committed to the server.

The preceding scenario is very rare, and users should not rely on it. After all, if administrator forcibly unlocked elements, it means there was a need to edit these elements for some purpose.

Changes to elements that were locked and not forcibly unlocked by an administrator, can be committed to Teamwork normally.

To delete an element from the server project

- 1. Lock the element or elements you want to delete, see Locking model elements and diagrams for editing.
- 2. Delete the element.
- 3. Commit the project to the Teamwork Server.

If the element contains inner elements which can be locked separately, these inner elements should not be locked by the other users to complete element removal. For this reason, we suggest to use command Lock Element for Edit Recursively to lock all inner elements so nobody could prevent you from removing selected elements.