Unlocking model

Unlocking the model is useful in one of the following cases:

- After you choose to keep locks, when committing changes.
- If you locked the model, but haven't made any changes in the model.
- When you want to clean other user locks.

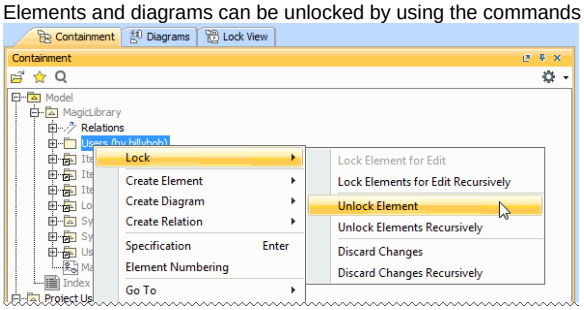
> To unlock other users' locks, you must have the **Project Locks Administrator** permission.

On this page

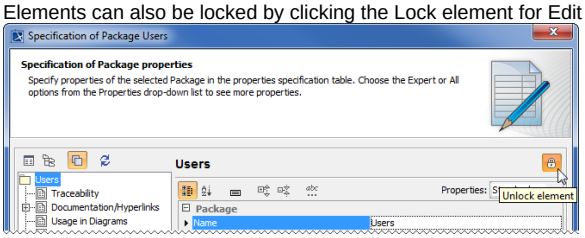
- Unlocking elements and diagrams
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Unlocking elements and diagrams

Elements and diagrams can be unlocked by using the commands from their shortcut menu.



Elements can also be locked by clicking the Lock element for Edit button on their Specification window.



The following table provides suggestions on what unlocking commands to use for different purposes.

If you finished editing...	Do the following
Specification properties of a single element	1. Right-click either: • This element in the Containment tree of Lock View tree on the Model Browser. • A symbol of this element on a diagram pane. 2. From the shortcut menu, select **Lock** > **Unlock Element**. OR 1. Double-click either: • This element in the Containment tree of Lock View tree on the Model Browser. • A symbol of this element on a diagram pane. 2. In the Specification window, click the Unlock element button.
Specification properties of both an element and all the elements it contains (owns)	1. Right-click either: • This element in the Containment tree of Lock View tree on the Model Browser. • A symbol of this element on a diagram pane. 2. From the shortcut menu, select **Lock** > **Unlock Elements Recursively**.

At least one of the following: • Diagram representation properties (including diagram layout) • Symbol properties of elements represented on that diagram pane	1. Right-click this diagram in the Containment tree of Lock View tree on the Model Browser. 2. From the shortcut menu, select **Lock** > **Unlock Diagram**. OR 1. Right-click a free space on this diagram pane. 2. From the shortcut menu, select **Lock Diagram** > **Unlock Diagram**. Use this command after you have finished editing the diagram representation, but you still need to change the specification properties of the elements represented on that diagram pane.
At least one of the following: • Diagram specification properties • Diagram representation properties (including diagram layout) • Properties of elements represented on that diagram pane • Symbol properties of elements represented on that diagram pane	1. Right-click this diagram in the Containment tree of Lock View tree on the Model Browser. 2. From the shortcut menu, select **Lock** > **Unlock Diagram Content**. OR 1. Right-click a free space on this diagram pane. 2. From the shortcut menu, select **Lock Diagram** > **Unlock Diagram Content**.
At least one of the following: • Symbol properties of a single element represented on a diagram pane • Position of the symbol on the diagram pane	1. Right-click the symbol of that element on a diagram pane. 2. From the shortcut menu, select **Lock** > **Unlock Element in Diagram**.

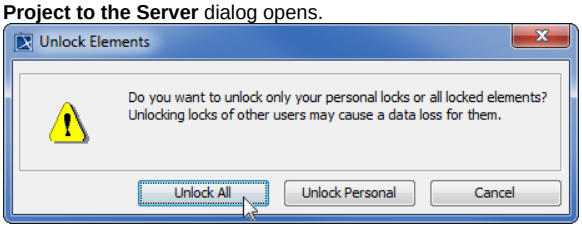
Unlocking elements locked by other users

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

For this you must have the **Project Locks Administrator** permission.

To unlock the elements locked by another user

1. From the **Collaborate** menu, select **Unlock All**.
2. If the message opens asking you to choose what to unlock, click **Unlock All**. The **Commit Project to the Server** dialog opens.



3. In the dialog, do the following:
   a. If there is a need, type a comment.
   b. Click **Commit**.

As a result, all the locks made by another user are released, and the changes he/she made are lost forever.

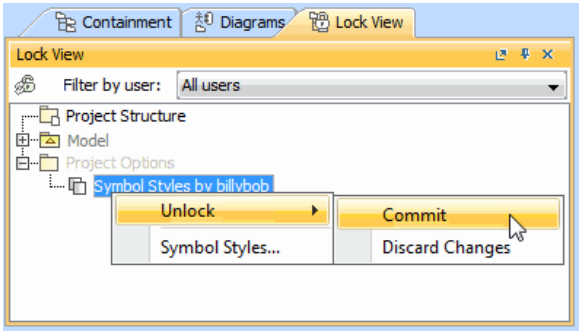
Unlocking symbol styles

Symbol styles can be unlocked via the **Lock View** tab or the **Project Options** dialog.

To unlock symbol styles via the **Lock View** tab

1. In the **Lock View** tab on the Model Browser, expand *Project Options*.

   It is the last tab on the Model Browser. If the tab is closed, you can simply open. For this, select **Collaborate** > **View Locked Elements**.
2. Right-click *Symbol Styles by <user name>* and from the shortcut menu select **Unlock** > **Commit**.



3. In the **Commit Project to the Server** dialog do the following:
   a. If there is a need, type a comment.
   b. Click to clear the **Keep Locks** check box.
   c. Click **Commit**.

To unlock symbol styles via the **Project Options** dialog

1. Do either:
   - Select **Options** > **Project**.
   - In the **Lock View** tab on the Model Browser, right-click *Project Options* and from the shortcut menu, select **Symbol Styles**.

     It is the last tab on the Model Browser. If the tab is closed, you can simply open. For this, select **Collaborate** > **View Locked Elements**.
2. In the **Project Options** dialog, click the **Unlock** button and then select **Commit**.
3. In the **Commit Project to the Server** dialog do the following:
   a. If there is a need, type a comment.
   b. Click to clear the **Keep Locks** check box.
   c. Click **Commit**.

Unlocking project usages

To unlock a used project

1. From the **Options** menu, select **Project Usages**. The **Project Usages** dialog opens.
2. Select a locked used project on the left side of the dialog.
3. Click the **Edit** button and then select **Unlock** > **Commit**. The **Commit Project to the Server** dialog opens.
4. In the dialog:
   a. Type a comment, if there is a need.
   b. Click to clear the **Keep Locks** check box.
   c. Click **Commit**.

Unlocking project structure

Project structure becomes locked during the merge operation. The lock is automatically released after the merged project is committed to the server.

However, the user who started the merge operation can release the lock manually as well.

To unlock the project structure manually

1. From the **File** menu, select **Project Properties**. The **Project Properties** dialog opens.
2. Click the **Unlock (locked by <user name>)** button, for example, **Unlock (locked by billybob)**. The **Commit Project to the Server** dialog opens.
3. In the dialog:
    a. Type a comment, if there is a need.
    b. Click to clear the **Keep Locks** check box.
    c. Click **Commit**.

Other users cannot unlock the project structure manually.