

Locking a model for editing in Teamwork Server

On this page

- [Representation of locked elements](#)
- [Locking elements and diagrams](#)
- [Locking symbol styles](#)
- [Locking project usages](#)
- [Locking for reverse engineering](#)
- [Locking the project structure](#)

You must lock the part of the model you are going to edit so that other users cannot edit it at the same time. Locking is allowed if that part of the model is not locked by another user, because an item can be only be locked by one user at a time.

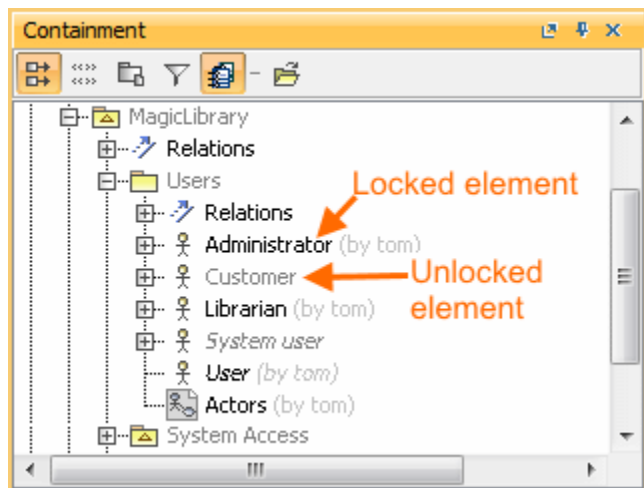
The following table explains what is editable after you lock a single element or diagram, diagram with elements, and so on.

When you lock...	You can...
Element	Edit element specification properties (in the Specification window)
Diagram	Edit: <ul style="list-style-type: none">• Diagram specification properties (in the Specification window)• Diagram properties (in the Diagram Properties dialog)• Symbol layout on the diagram pane• Symbol properties (in the Symbol Properties dialog)
Diagram with elements	Edit: <ul style="list-style-type: none">• Diagram specification properties (in the Specification window)• Element specification properties (in the Specification window and on the diagram pane)• Diagram properties (in the Symbol Properties dialog)• Symbol properties (in the Symbol Properties dialog)• Symbol layout on the diagram pane
Symbol styles	Edit properties of symbol styles (in the Project Options dialog)
Project usages	<ul style="list-style-type: none">• Import used projects as packages into the main project• Stop using projects• Change versions of used projects

Representation of locked elements

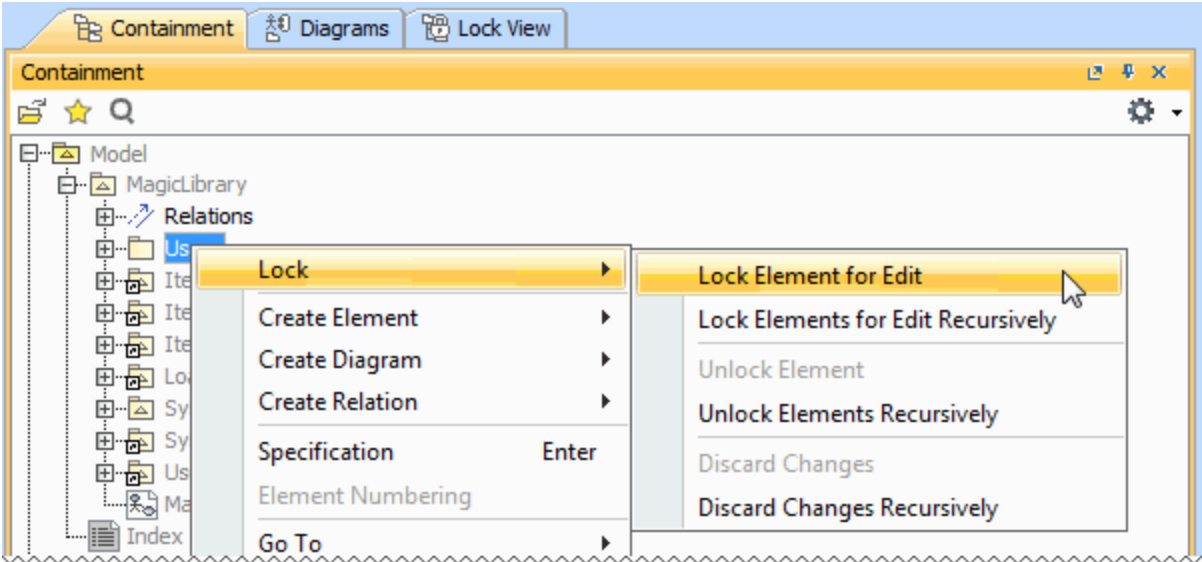
In the **Containment** tree, names of elements are presented in two colors:

- Locked elements appear in black, meaning they are editable.
- Unlocked elements appear in grey, meaning they are not editable.

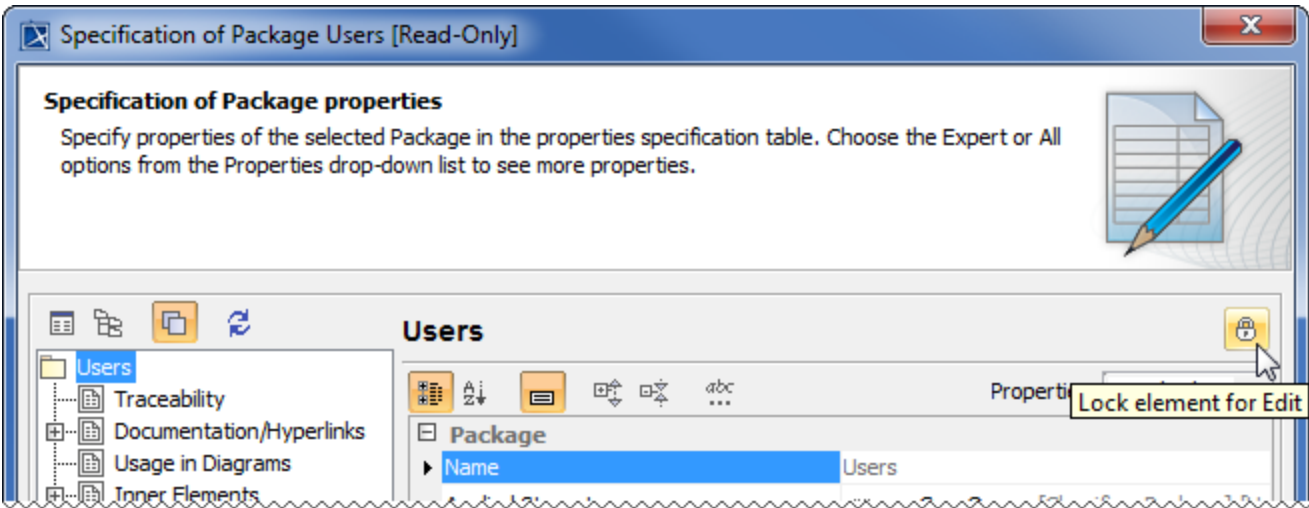


Locking elements and diagrams


Elements and diagrams can be locked 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 which locking commands to use for various purposes.

If you need to edit...	Do the following
Specification properties of a single element	<div>1. Right-click either:<ul style="list-style-type: none">This element in the Model Browser.A symbol of this element on a diagram pane.</div> <div>2. From the shortcut menu, select Lock > Lock Element for Edit.</div> <div>OR</div> <div>1. Double-click either:<ul style="list-style-type: none">This element in the Model Browser.A symbol of this element on a diagram pane.</div> <div>2. In the Specification window, click the Lock element for Edit button .</div>

<p>Specification properties of both an element and the elements it contains (owns)</p> <div>  <p>Let's say a project has a Package <i>Analysis</i>, which contains two inner Packages:</p> <p><i>Design and Implementation</i>. Each inner Package contains elements.</p> <p>At least one of the following:</p> <ul style="list-style-type: none"> • Lock the Package <i>Analysis</i> recursively to edit all the elements in this Package. • Diagram representation properties (including diagram layout) • Symbol properties of elements represented on that diagram pane </div>	<ol style="list-style-type: none"> 1. Right-click either: <ul style="list-style-type: none"> • This element in the Model Browser. • A symbol of this element on a diagram pane. 2. From the shortcut menu, select Lock > Lock Elements for Edit Recursively
<p>At least one of the following:</p> <ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 1. Right-click this diagram in the Model Browser. 2. From the shortcut menu, select Lock > Lock Diagram for Edit. <p>OR</p> <ol style="list-style-type: none"> 1. Right-click a free space on this diagram pane. 2. From the shortcut menu, select Lock Diagram > Lock Diagram for Edit.
<p>At least one of the following:</p> <ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 1. Right-click this diagram in the Model Browser. 2. From the shortcut menu, select Lock > Lock Diagram Content for Edit. <p>OR</p> <ol style="list-style-type: none"> 1. Right-click a free space on this diagram pane. 2. From the shortcut menu, select Lock Diagram > Lock Diagram Content for Edit.
<p>At least one of the following:</p> <ul style="list-style-type: none"> • Symbol properties of a single element represented on a diagram pane • Position of the symbol on the diagram pane 	<ol style="list-style-type: none"> 1. Right-click the symbol of that element on a diagram pane. 2. From the shortcut menu, select Lock > Lock Element for Edit in Diagram.

Locking symbol styles

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

To lock 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 it by selecting **Collaborate > View Locked Elements**.

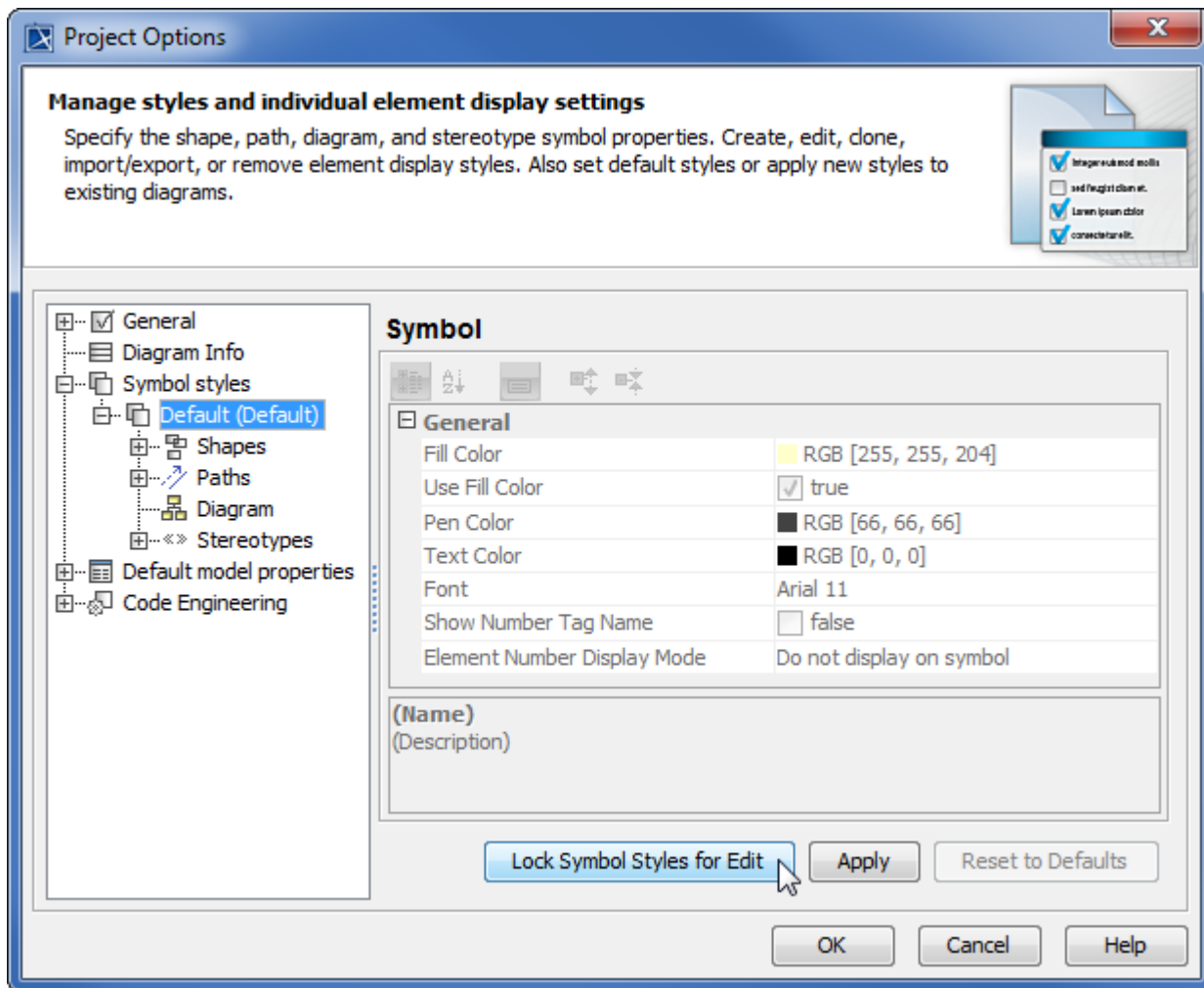
2. Right-click *Symbol Styles* and from the shortcut menu select **Lock Symbol Styles for Edit**.

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

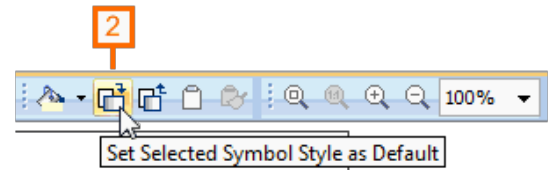
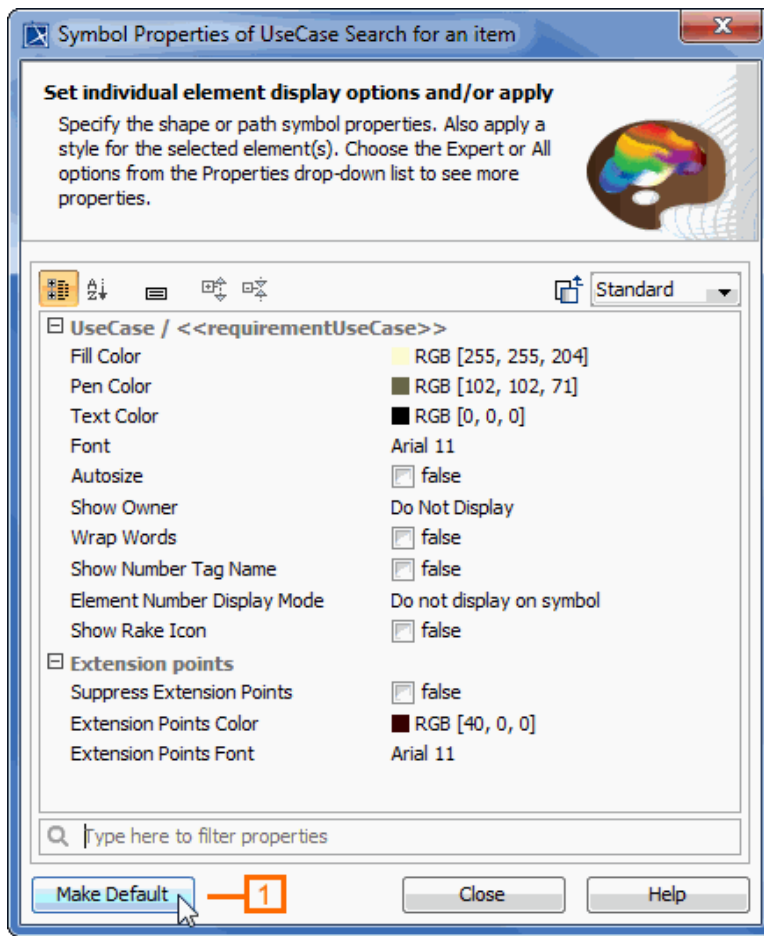
1. Do either:
 - Select **Options > Project**.
 - In the **Lock View** tab on the Model Browser, right-click *Project Options* and from the shortcut menu, select **Symbol Styles**.

It is the last tab on the Model Browser. If the tab is closed, you can simply open it by selecting **Collaborate > View Locked Elements**.

2. In the **Project Options** dialog, click the **Lock Symbol Styles for Edit** button.



As a result, symbol styles become editable. Additionally, the **Make Default** button (1) in all **Symbol Properties** dialogs and the Set Selected Symbol Style as Default button (2) on all the diagram toolbars become available.



Locking project usages

To lock a used project

1. Do either:
 - In the **Lock View** tab on the Model Browser, right-click *Project Structure* and select **Options**.
 - From the **Options** menu, select **Project Usages**.
2. In the opened **Used Projects** dialog, select a used project on the left side of the dialog and click the **Lock** button.

As a result, you can import this used project as a package to the main project, stop using it, or change its version.

Locking for reverse engineering

To reverse a code to the model that was already reversed, you need to lock elements that store code engineering information.

To lock elements for reverse engineering

1. In the **Code engineering sets** branch, select a code engineering set or code engineering element you want to reverse.
2. On the selected items shortcut menu, click **Reverse**. The **Reverse Options** dialog opens.
3. In the **Reverse Options** dialog, set the required options and click **OK**.
4. The **Lock Elements** dialog opens. Select elements you want to lock and click **OK**.
5. Depending on the options you have selected in the **Reverse Options** dialog, you may need to perform some more steps. Please follow the instructions provided on your screen.

Locking the project structure

There is additional model integrity protection for a collaborative environment. All project structure modifications can only be done by one person at a time. To prevent simultaneous structure modification, project structure locking is realized.

If you are in a collaborative environment and working simultaneously on the same project, the following operations cannot be performed in parallel:

- Modifying shared packages. Adding or removing shared packages is now controlled by the project structure lock.
- Importing new project features. Some plugins may install additional features, such as specific options or code engineering abilities. An opened project structure is locked automatically, and the project cannot be opened by other users.
- Upgrading project versions. The project structure is locked when the project is migrated from an earlier version to a later version (for example, from version 17.0 to 17.0.1). While one user is upgrading project version, the project is in read-only mode for other users until the first user commits the project.

The project structure is automatically locked to ensure correct model integrity when you perform one of these operations. While the project structure is locked, other users may continue getting error messages that may prevent their working with the model. The project structure is unlocked automatically when the project is committed. Alternatively, you can unlock the structure manually.

The project structure can be locked via the **Lock View** tab or the **Project Properties** dialog.

To lock a project structure via the **Lock View** tab

1. In the **Lock View** tab on the Model Browser, right-click *Project Structure* and select **Lock Project Structure**.

It is the last tab on the Model Browser. If the tab is closed, you can simply open it by selecting **Collaborate > View Locked Elements**.

To lock a project structure via the **Project Properties** dialog

1. From the **File** menu, select **Project Properties**. The **Project Properties** dialog opens.
2. In the **General** tab, click the **Lock Project Structure** button.