Locking model for edit

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

The following table explains what you can edit after you lock a single element, single diagram, diagram with elements, and so on.

When you lock...	You can...
Element	Edit element specification properties (in the Specification window)
Diagram	Edit: - 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: - 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	- Import used projects as packages into the main project - Stop using projects - Change versions of used projects

Locking without forced project update

You can lock elements without forcing an update of a project to the latest version if the selected elements are not locked or do not have changes in a newer version on the server.

This feature can be disabled/enabled in the **Environment Options** dialog.

To disable/enable locking without updating

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1. Select **Options** > **Environment** > **Collaboration** node.
2. Find **Enable Locking Without Forced Project Update** option. Do one of the following:
   - Set value to *true,* to enable locking without updating;
   - Set value to *false,* to disable locking without updating.

⚠ There is a 60-second threshold; if locking takes longer than 60 seconds, a project update will be required.
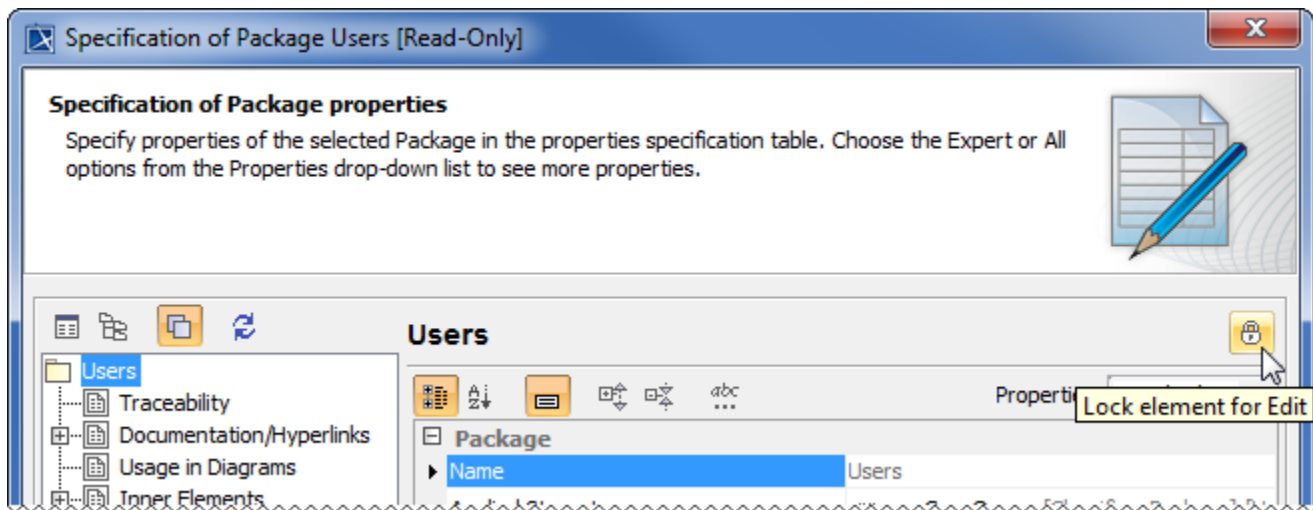
✓ **An example**
You are trying to lock package B, which contains many elements, recursively. The modeling tool cannot check all contained elements' status in the later versions of the project in 60 seconds. After 60 seconds, a project update will be required to lock the package.

Representation of locked elements

In the Containment tree, element names are represented in two colors:

- Unlocked elements are represented in black, meaning they are editable.
- Locked elements are represented in gray, 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 the Edit button 🔒 on their Specification window.

The following table provides suggestions on which locking commands to use for different purposes.

If you need to edit...	Do the following

Specification properties of a single element	1. Right-click either:
	   • This element in the Model Browser.
	   • A symbol of this element on a diagram pane.
	2. From the shortcut menu, select **Lock** > **Lock Element for Edit**.
	
	OR
	
	1. Double-click either:
	   • This element in the Model Browser.
	   • A symbol of this element on a diagram pane.
	2. In the Specification window, click the Lock element for Edit button 🔒.

Specification properties of both an element and the elements it contains (owns)
 	
✅ For example, a project has a Package *Analysis*, containing two inner Packages - *Design* and *Implementation*. Each inner Package also contains sections.
 	
Lock the Package *Analysis* recursively to edit all the elements in this Package.
	1. Right-click either:
	   • 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**

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 Model Browser. 2. From the shortcut menu, select **Lock** > **Lock Diagram for Edit**. OR 1. Right-click a free space on this diagram pane. 2. From the shortcut menu, select **Lock Diagram** > **Lock Diagram for Edit**.
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 Model Browser. 2. From the shortcut menu, select **Lock** > **Lock Diagram Content for Edit**. OR 1. Right-click a free space on this diagram pane. 2. From the shortcut menu, select **Lock Diagram** > **Lock Diagram Content for Edit**.

At least one of the following:	1. Right-click the symbol of that element on a diagram pane.
• Symbol properties of a single element represented on a diagram pane • Position of the symbol on the diagram pane	2. From the shortcut menu, select **Lock** > **Lock Element for Edit in Diagram**.

Locking symbol styles

You can lock symbol styles 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**.
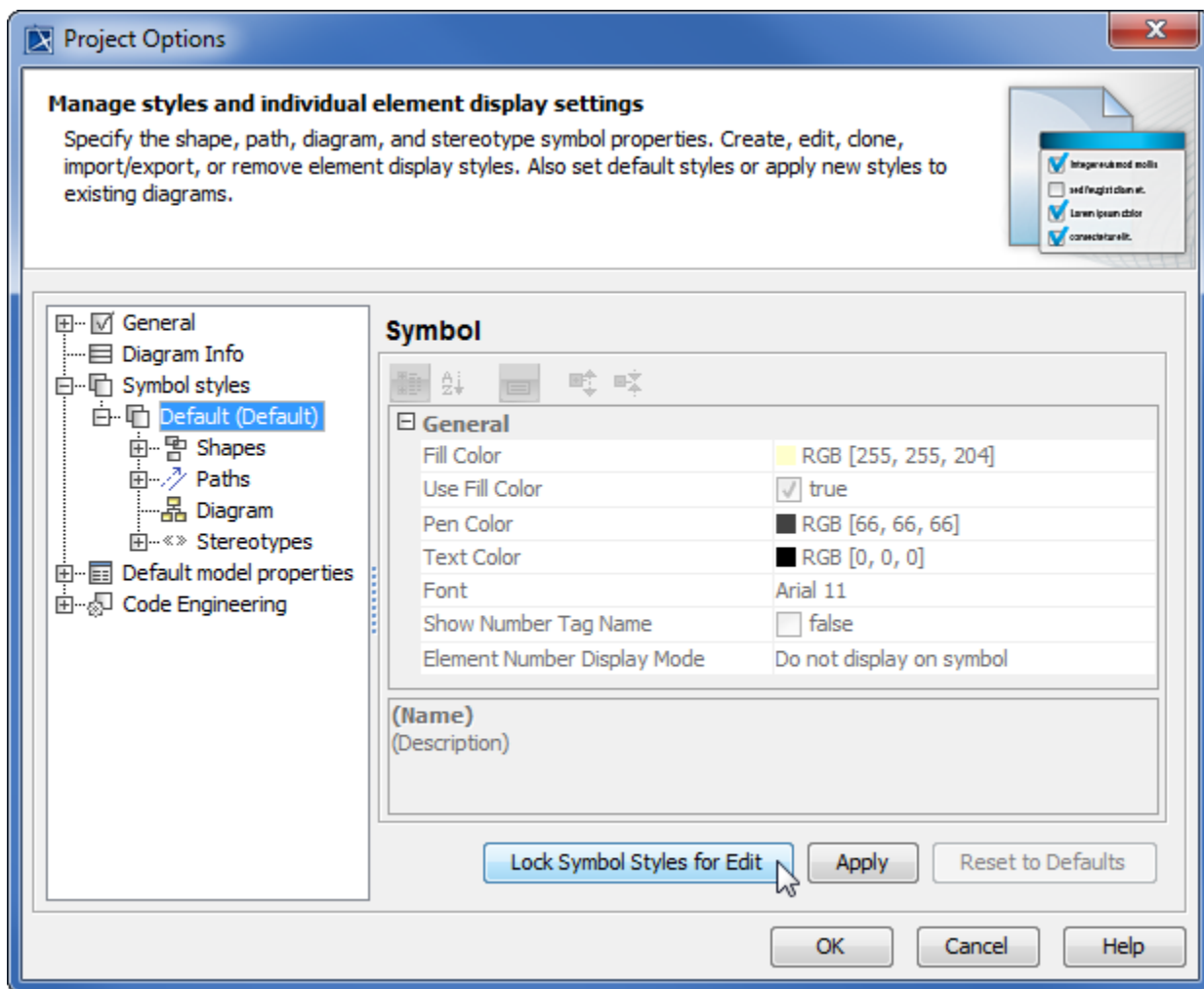2. Right-click *Symbol Styles* and from the shortcut menu select **Lock Symbol Styles for Edit**.
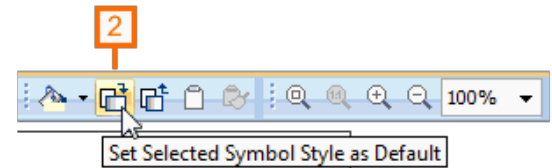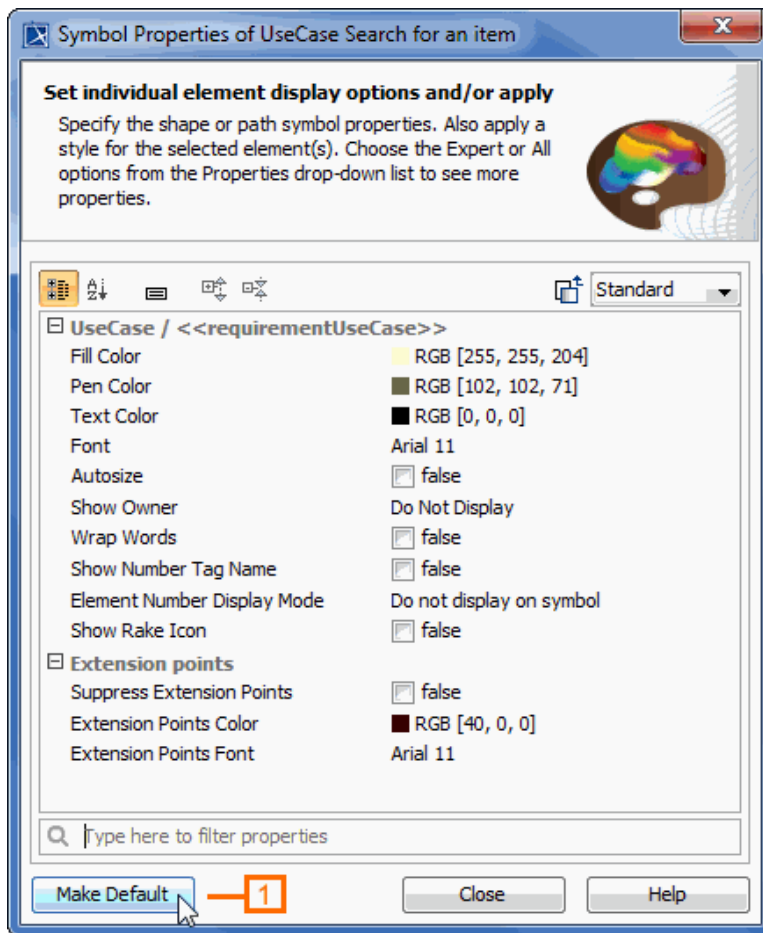
To lock symbol styles via the **Project Options** dialog

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. From the **Options** menu, select **Project Usages**. The **Project Usages** dialog opens.
2. Select a used project on the left side of the dialog.
3. Click the 🔒 button to lock the used project.

> ✅ **Shortcut menu**
> This step can be done via shortcut menu. Right-click project and then select **Lock**.

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

Related pages

- Unlocking model
- Committing changes to Teamwork Cloud