## How to Delete a Lock in Managely

Last Modified on 07/01/2024 6:48 pm EDT

Dealer created a lock because two Users where attempting to edit a work order at the same time. There are two ways to remove a lock

1) Have the second user that is in the work order log out.

2) Have an Administrator User click on the Setup tab and then click on Manage Locks (under utilities)

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GL		System Defaults	User Name	First	Name	:	Last Name	Email :	User Role	Access Level	Online	:	
Reports		Employees Theme Editor	ncrown-admin	Nick			Crown	nick.crown+bestsecurity@boldgroup.co	Administrator	Admin		NO	🖉 Edit
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		<ul> <li>Accounting</li> </ul>	Salespersion	Sale	s		Persion	Tom.Utley@boldgroup.com	Administrator			NO	🥒 Edit
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		eCheck / Credit Card	BMele	Bren	t		Mele	bmele@allactionalarm.com	Administrator			NO	🖉 Edit
		Attachments	Tutley	Tom			Utley	Tom.Utley@boldgroup.com	Technician	Admin		NO	🖉 Edit
		Automation Manage Locks	JamesLee	Jam	85		Lee	jlee@alarmguardsecurity.com	Administrator			ND	🖉 Edit
		Template Engine	AndrewD	And	rew		Dobrowolski	andrew@harpsecurity.com	Administrator			NO	🖉 Edit
		Third Party Services Mail/Email Summary	PolywayTech	Poly	way		Tech	dsham@polyway.com	Administrator			NO	🥒 Edit
		► Uploaders	razvan	Razy	/an		Munteanu	razvan.munteanu@boldgroup.com	Administrator	Admin		NO	🖉 Edit
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Collapse		► Other											

3) Click on the Delete all Locks button and you will be all set.

A	Home		Setup	Manage Locks
Ŷ	Accounts Receivable	٠	Search setup Q	
63	Accounts Payable	٠	<ul> <li>Company</li> </ul>	Delete All Locks
55	Inventory	•	Accounting	ItemLocked : Reason
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	GL	•	<ul> <li>Utilities</li> </ul>	
e	Reports		eCheck / Credit Card	
٠	Setup		Attachments	
			<ul> <li>Manage Locks</li> <li>Template Engine</li> </ul>	