How to Delete a Lock in Managely

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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)

	Setup	User Manager							
Accounts Receivable	Search setup Q	Users Tokens	Custom User Roles						
Accounts Payable	 Company 	Users Tokens	Custom Oser Roles						
Inventory >	 User Manager Company Info 	🕂 Add User	Add User No Show Inactive Users No Show Customer User						
eForms •	Preferences	Drag a column header and	Drag a column header and drop it here to group by that column						
GL •	System Defaults	User Name :	First Name	Last Name :	Email :	User Role :	Access Level	Online :	
Reports	Employees	ncrown-admin	Nick	Crown	nick.crown+bestsecurity@boldgroup.co	Administrator	Admin	NO	🖉 Edit
Setup	Theme Editor Accounting Periods	ncrown-tech	Gabe	Crown	nick.crown+bestsecurity@boldgroup.co	Technician	Internal	NO	🖉 Edit
	 Accounting 	Salespersion	Sales	Persion	Tom.Utley@boldgroup.com	Administrator		NO	🖉 Edit
	 Operations 	McSalesperson	Sales	Person	Tom.Utley@boldgroup.com	Administrator		NO	Ø Edit
	 Items & Parts 	bestsecurity	Default	Default	Tom.Utley@boldgroup.com	Administrator	Admin	NO	d Edit
	 Utilities 						Admin		-
	eCheck / Credit Card	BMele	Brent	Mele	bmele@allactionalarm.com	Administrator		<u>N0</u>	🖉 Edit
	Attachments	Tutley	Tom	Utley	Tom.Utley@boldgroup.com	Technician	Admin	NO	🖉 Edit
	Automation Manage Locks	JamesLee	James	Lee	jlee@alarmguardsecurity.com	Administrator		NO	🖉 Edit
	Template Engine	AndrewD	Andrew	Dobrowolski	andrew@harpsecurity.com	Administrator		NO	🖉 Edit
	Third Party Services Mail/Email Summary	PolywayTech	Polyway	Tech	dsham@polyway.com	Administrator		NO	🖉 Edit
	▶ Uploaders	razvan	Razvan	Munteanu	razvan.munteanu@boldgroup.com	Administrator	Admin	NO	🖉 Edit
	► Exports	Ashley1	Ashley	Utley	Tom.Utley@boldgroup.com	Administrator		NO	d Edit
	 Tasks 	H 4 1 ->						1 - 57 of 57 items	-

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

A	Home		Setup	Manage Locks
Ŷ	Accounts Receivable	•	Search setup Q	
63	Accounts Payable	٠	 Company 	Delete All Locks
35	Inventory	•	 Accounting Operations 	ItemLocked : Reason
	eForms	٠	 Items & Parts 	
	GL	•	 Utilities 	
e	Reports		eCheck / Credit Card	
٠	Setup		Attachments Automation	
			 Manage Locks Template Engine 	