

Content Lock Feature

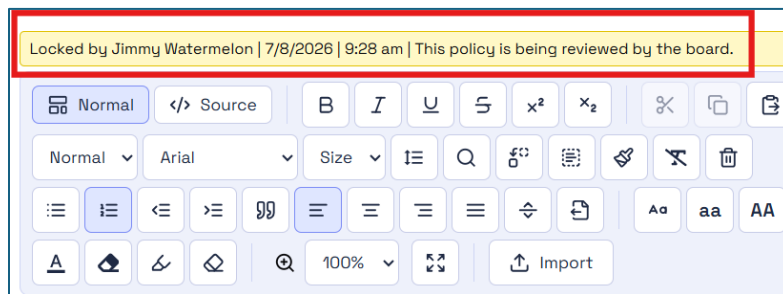
Content in CU PolicyPro and RecoveryPro can be locked to help prevent conflicting edits and keep reviews on track. Lock content while you're making updates or awaiting approval and optionally add a note, so others understand why it's locked.

Users with editing rights can unlock content when necessary. If someone else unlocks a policy you've locked, you'll receive an email notification identifying who unlocked it, and when.

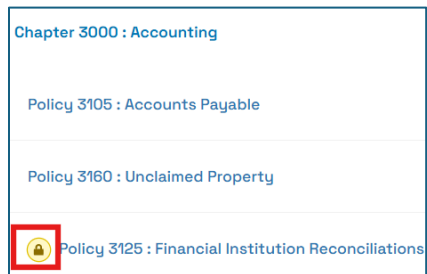
1. Click the *Lock for Editing* button.



2. You will have the option to add a note to inform others why the content is locked. This will display directly above the content editor.



3. Locked content will have an icon indicator in the content listing.



4. If another user unlocks the content, you will be sent an email notification which includes any comments provided by the unlocking user.

Unlock Content

Add an optional note for this unlock action. If you are not the person who locked this content, an email will be sent to the person who locked it. The unlock note will be included in that email.

Need to correct a spelling error.

CANCEL

UNLOCK