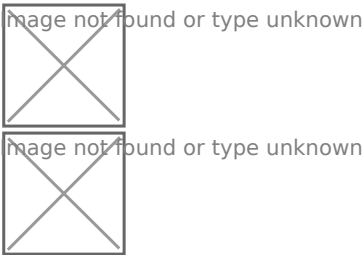


Unlocking Profiles En Masse

When a Job Profile is opened the first time, it is locked for exclusive use by the user who opened it. From there on it can only be edited by this user until he/she explicitly unlocks the profile so that another user can open it. When the next user opens it, it is again locked for exclusive use by the new user. In this fashion, all job profiles will eventually be locked for editing by somebody.

If it is required to unlock all or a number of job profiles at once, use the following functionality:

- Select to open **Administration** from the side menu.
- Select to expand **Configuration**.
- Select **Locked Profiles** to open the following screen where a list of job profiles can be seen.



- Select the check box's next to profiles to be unlocked.
- Select **Unlock Profiles**.

Revision #1

Created 27 March 2021 12:49:53 by Lizette Lotter

Updated 27 March 2021 12:50:10 by Lizette Lotter