

Manually Lock an Asset

Once you click the asset tab on an asset, Cascade will automatically lock the asset. This prohibits more than one user from editing any one asset at the same time. Soon after exiting Edit mode (either by clicking off or clicking the Submit button), the asset is made available for editing by anyone with write permissions.

This Tech-Tip will show you how to manually lock an asset to hinder other Cascade users from editing the asset even while you are logged out of Cascade.

Step	Action	Result
1	Select the asset from the left asset tree.	A preview of the page displays in the right pane.
2	Click the Lock button.	The <i>Actions</i> for the lock displays.
3	Click Check-out this asset	You will receive a green, 'Operation successful' message in the right pane.
4	Confirm your lock by clicking the Home button, which will return you to the Dashboard.	You will be able to see your lock(s) in the <i>My Locks</i> section of the Dashboard.
5	You may choose to log out of Cascade or edit your page as you see fit.	All others will not be able to edit this page until you remove the lock.
6	Select Break Lock in order to unlock the asset. Now the asset is available for other users.	

Tech-Tips

7 When you are ready to commit your changes, Click the **Lock** button and select Commit changes.

Actions	
Commit	Commit changes
Break	Break the lock and discard changes
Workflow	Send into workflow <i>There are no Workflows available.</i>