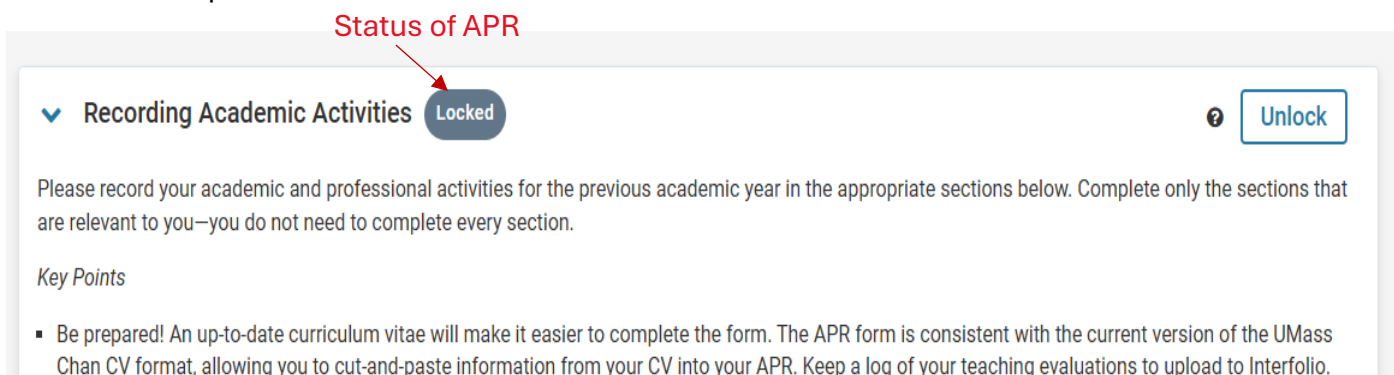


# Unlock or Lock a Faculty Member's APR

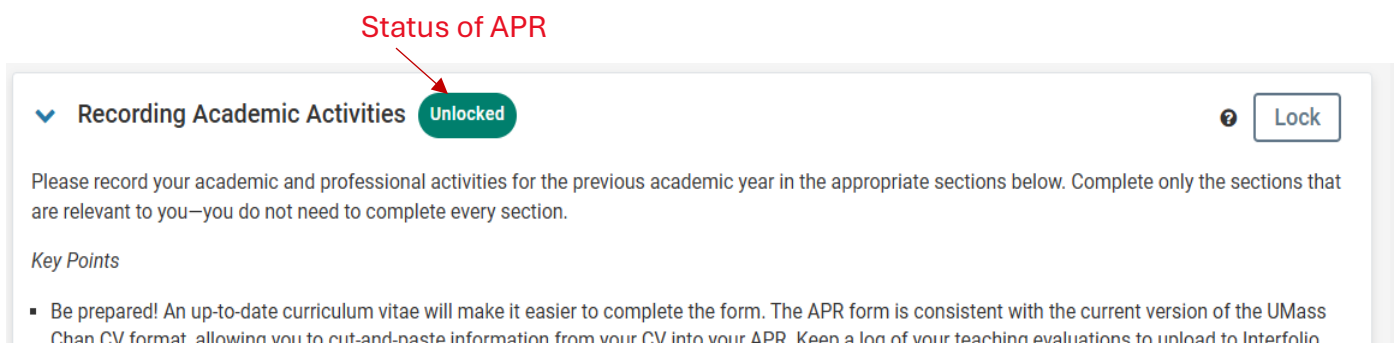
## Unlock a Submitted Section

Once a faculty member has submitted their APR packet, they are no longer able to edit the materials in their packet. Case Managers, Committee Managers and Administrators for the case can manually unlock the APR to allow for the faculty member to make revisions. Administrators can view this information in the chronological Activity Log of all activity on an Annual Performance Review (APR) Case. The Activity Log is accessed from the Case page.

Navigate to the faculty member's APR packet. Click the **Lock** button to lock the APR. Picture below is after the button is pushed.



Click the **Unlock** button to Unlock the APR. Picture below is after the button is pushed.



To view an Interfolio video click the link below.

<https://rise.articulate.com/share/Zv9oVNyzU89LcN9je0Uo44JcriWpZ5JQ#/lessons/INIQzLzS-lokG5uncn3vodjJJoCNi8P3>