



Releasing a locked Document File in CiAnywhere

Permission activation and user processing

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1 Scenario

In this scenario, we need to update and process an AP invoice which has been locked by a colleague.

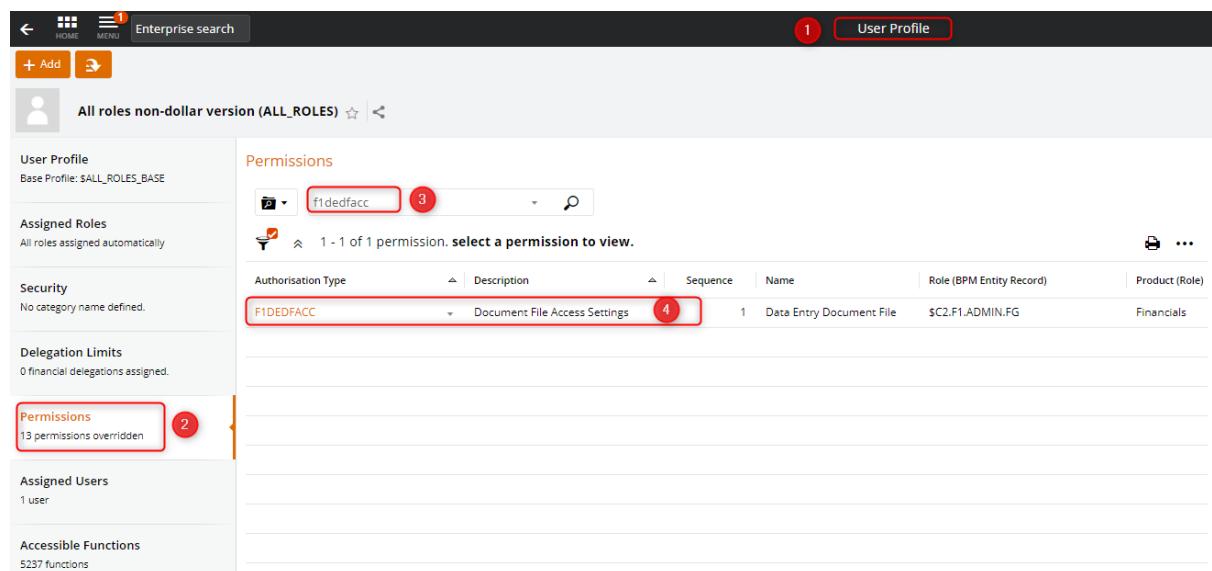
Firstly, the systems administrator needs to activate the functionality.

The user assigned the functionality can then release locked document files in CiAnywhere.

2 Activating the functionality

To make use of this functionality, this is what you need to do.

1) Go to the profile of the users who are to be granted access.



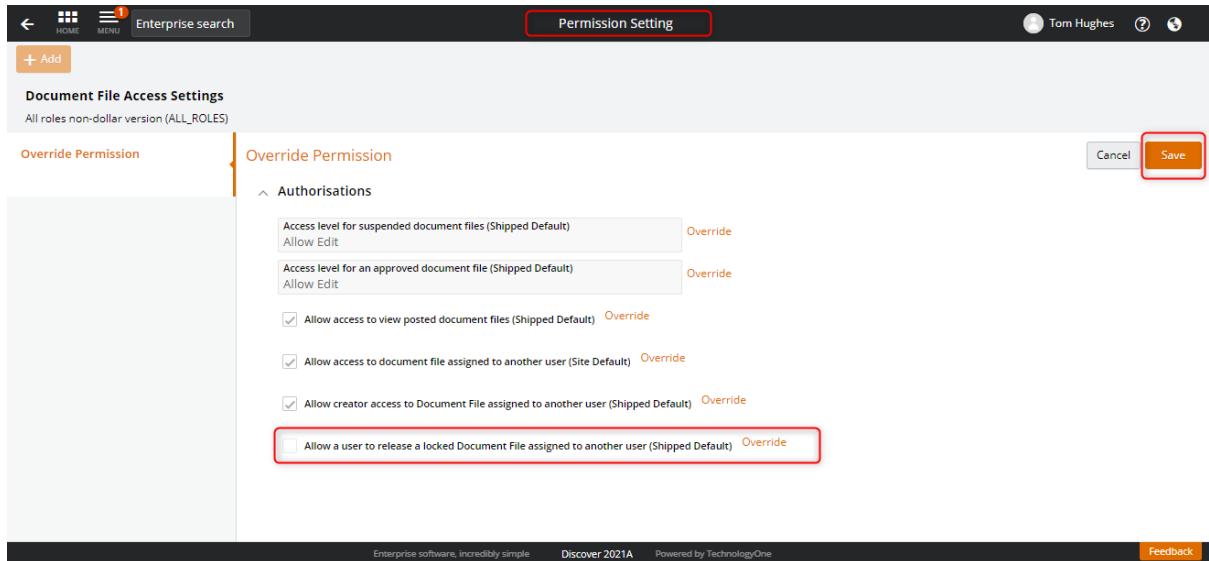
The screenshot shows the 'User Profile' screen. The left sidebar includes sections for 'User Profile', 'Assigned Roles', 'Security', 'Delegation Limits', and 'Accessible Functions'. The 'Permissions' section is highlighted with a red box and has a red circle with '2' indicating it's the next step. The main content area shows a table of permissions. The first row of the table is highlighted with a red box and has a red circle with '3' indicating it's the next step. The table has columns for 'Authorisation Type', 'Description', 'Sequence', 'Name', 'Role (BPM Entity Record)', and 'Product (Role)'. The first row shows 'F1DEDFAcc', 'Document File Access Settings', '1', 'Data Entry Document File', 'SC2.F1.ADMIN.FG', and 'Financials'.

2) Click on the Permissions section.

3) Locate the 'Document File Access Settings' permission group (Authorisation type 'F1DEDFAcc').

4) Open the group.

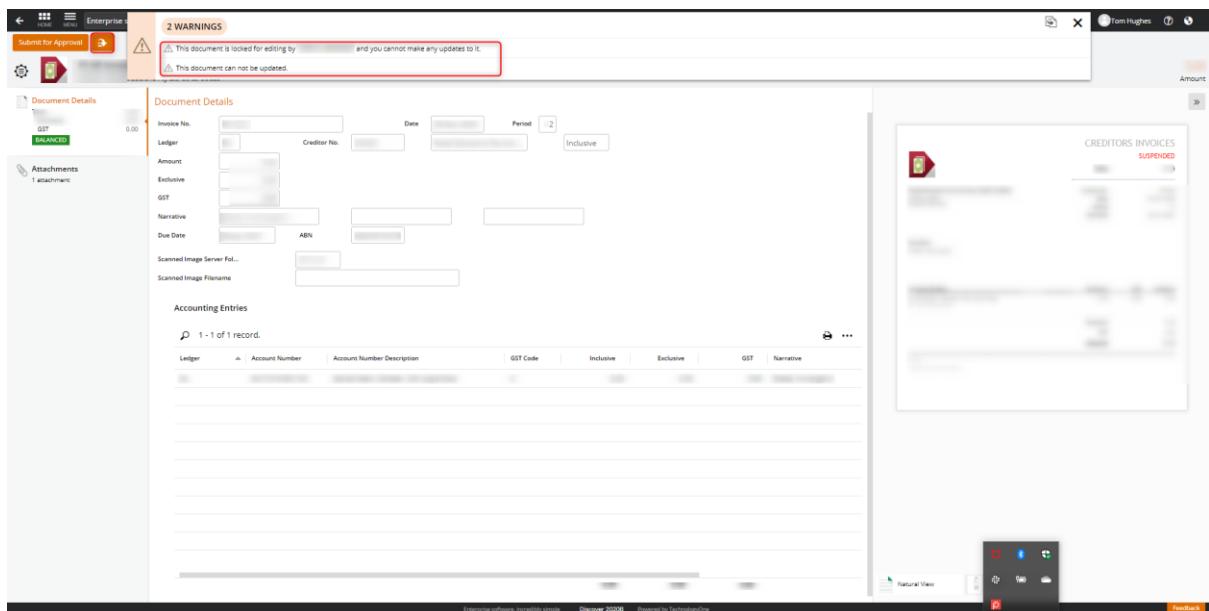
5) Tick the 'Allow a user to release a locked Document File assigned to another user' permission setting. Save this change.



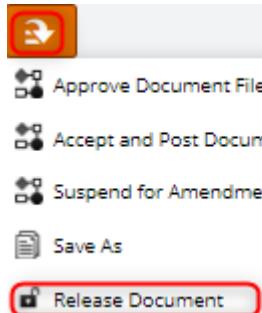
The users assigned the updated profile can now unlock locked document files in CiAnywhere.

3 How does the assigned user unlock the locked AP Invoice?

1) View the locked document file.



2) Click on the 'Additional Actions' button and select 'Release Document'.



3) The user can now edit the invoice.