

### LOCK FINALIZED MEETING

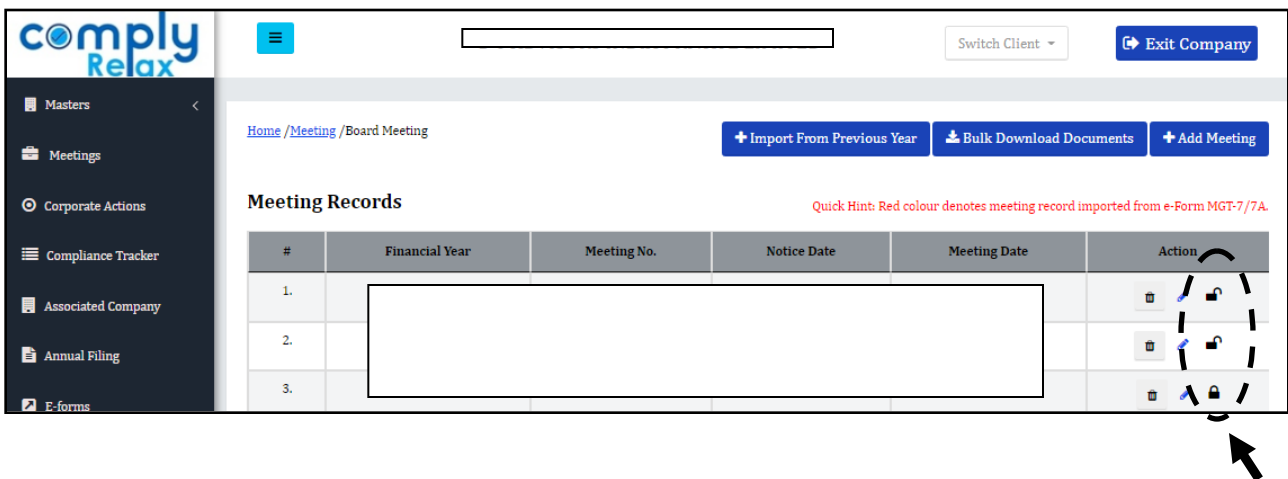
Dear Users,

We are glad to inform you that a new feature has been added to the dashboard i.e. "**Locking of Finalized Meeting**".

When you are preparing meeting records from ComplyRelax you can lock the meeting after finalization and it will be then unavailable for editing. Once you lock the meeting no changes can be made by any user to that meeting until the meeting is unlocked.

The locking and unlocking access are only available to the admin. Only the admin can lock the meeting and unlock it again if need be.

Please follow these below mentioned instructions to access this feature:



You can click on the lock button for locking on unlocking each meeting.

All the users will see the meeting as locked or unlocked. But they would not be able to make changes to the lock or unlock status. That access is granted to admin user only.