

## OVERVIEW

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You can unlock an assessment plan to make changes to it after it has been signed. Unlocking a plan removed all of the existing signatures and allows the Assessor to make changes to the plan.

## USER RESTRICTIONS

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Centre Managers, IVs and Assessors can unlock assessment plans.

## DETAILS

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### Unlock an Assessment Plan

To unlock an assessment plan, follow the steps below:

1. Open the plan you would like to unlock
2. Click the **padlock** icon in the top right corner of the page
3. Select the assessor you want to unlock the plan to
4. Enter a reason for unlocking in the text box
5. Click the **Unlock** button



Once the plan has been unlocked the assessor can make any changes before **signing again** or **deleting** the plan, if necessary.

*Please note – deleting a plan does not delete any assessments that have already been generated from the plan. If you also want to delete the assessments that have been generated, please unlock those assessments to the assessor to be deleted before deleting the plan.*