
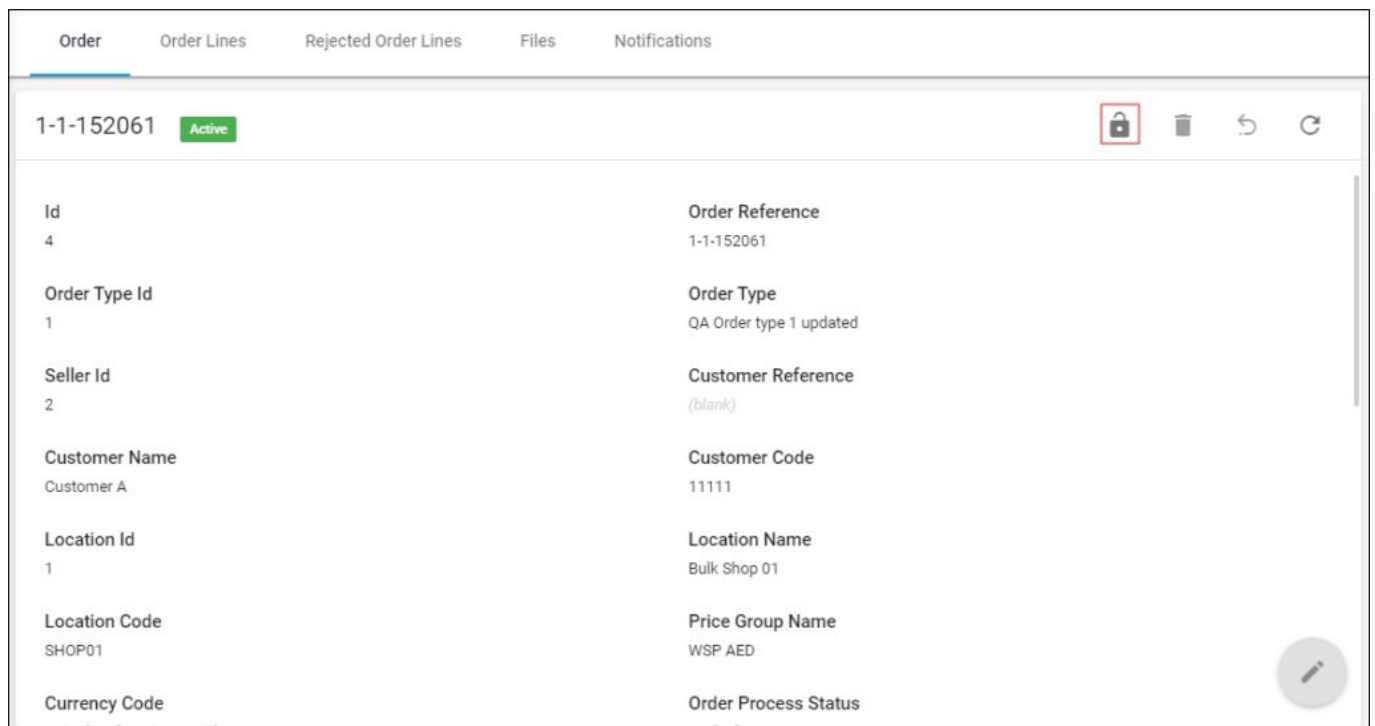


# Unlock order

## Note:

- Only orders with status “Locked” can be unlocked.

To unlock an order, click the checkbox(es) next to the order you want then click , or view the order details then click as shown in the below example:



The screenshot shows a web interface for an order. At the top, there are tabs: "Order", "Order Lines", "Rejected Order Lines", "Files", and "Notifications". Below the tabs, the order ID "1-1-152061" is displayed next to a green "Active" status button. In the top right corner of the order details area, there is a red square icon containing a black padlock, which is highlighted with a red box. To the right of the padlock icon are three other icons: a trash can, a refresh icon, and a circular arrow icon. The main content area displays order details in a two-column layout:

<b>Id</b> 4	<b>Order Reference</b> 1-1-152061
<b>Order Type Id</b> 1	<b>Order Type</b> QA Order type 1 updated
<b>Seller Id</b> 2	<b>Customer Reference</b> (blank)
<b>Customer Name</b> Customer A	<b>Customer Code</b> 11111
<b>Location Id</b> 1	<b>Location Name</b> Bulk Shop 01
<b>Location Code</b> SHOP01	<b>Price Group Name</b> WSP AED
<b>Currency Code</b>	<b>Order Process Status</b>

In the bottom right corner of the order details area, there is a circular icon with a pencil, indicating an edit function.

You can also select “Unlock Order” from the Actions menu next to the order you want, the order processing status changes to “Approved”. If you want to update the order, you need to reopen it as mentioned in [“Reopen order”](#) then submit it again.