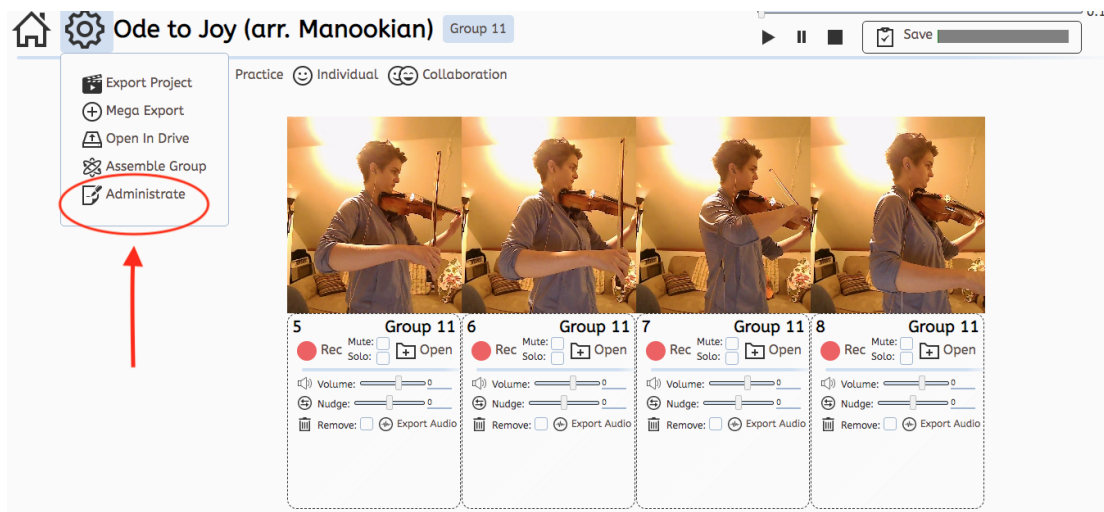


How to “Soft Lock” Modes*

Primary users can “soft lock” the different Modes (eg Practice, Individual, Collaboration), to prevent secondary users from accessing and recording in the “locked” modes.

Reference Mode is soft-locked by default. You can make exceptions to the lock or unlock the mode entirely by reading further.

1. Go to “Administrate” in the project you wish to soft lock;



2. Scroll down to “Manage Modes”;

3. Check next to the mode you wish to soft lock;

- The checked mode will soft lock to ALL secondary users;
- If you wish to allow certain secondary users to remain ‘un-soft locked’, you may enter their Google Account addresses in the exception field to the right:

Manage Modes

Soft Locks:

Mode	Lock	Exceptions
Reference	☒	example@gmail.com 2ndexample@gmail.com
Practice	☐	
Individual	☐	
Collaboration	☐	

☒ Update Mode Soft Locks

4. Click “Update Mode Soft Locks”;

5. You’re done.

NOTES:

1. Please note that you may only “soft lock” modes for secondary users. You will not be able to soft lock modes for other primary users. Other primary users will always be able to access and record in all Modes.

* The feature is referred to as “soft lock” to stress that, while CL can prevent secondary user in-app access to modes, CL is still fundamentally a collaborative app; “soft locking” modes will not prevent “locked” users from vandalizing files in the Drive, deleting a project, or intentionally altering data to grant themselves re-access to “soft locked” modes.