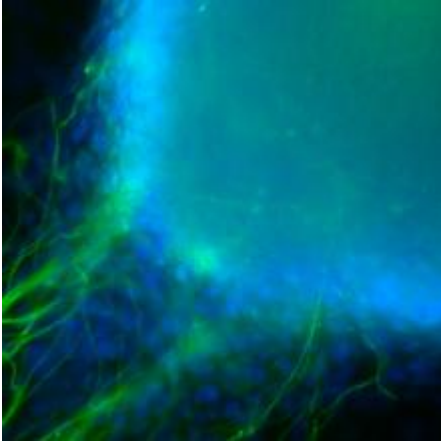


File Lock



Dejon Lewis on February 14, 2020

i With the exception of Box Notes [1], Box cannot save simultaneous changes. When two people are editing the same file simultaneously, one version will be saved as the more recent version while the one edited by the other user will be saved as ***filename-(user?s email address)***.


In order to prevent duplicates, you will need to lock the file. This prevents all other collaborators from working on it while you work on it.

Lock

1. Preview a file by left clicking it. Click the **...** button above the preview window. Select **Lock file**.






Features.docx

 Open with Word

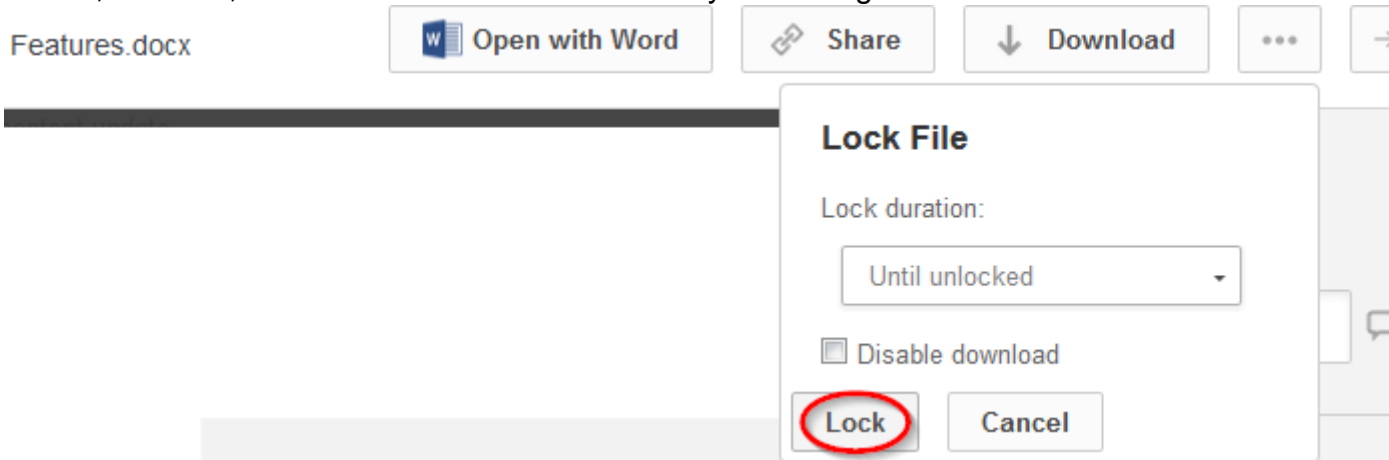
 Share

 Download



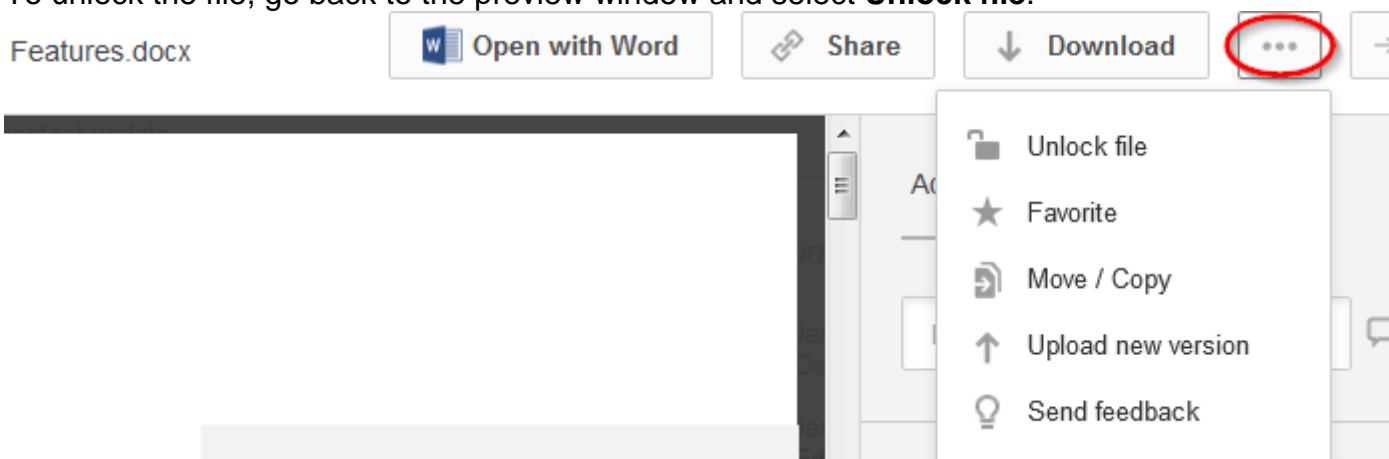
-  Lock file
-  Favorite
-  Move / Copy
-  Upload new version
-  Send feedback

2. After you have selected **Lock File**, you can adjust how long you would like to have the file locked by selecting the time frame in the **Lock duration:** drop-down list. If you would like the file locked indefinitely until you decide otherwise, select the **Until unlocked** duration. You can also choose 5 min, 15 min, 1 hour, 2 hours, 1 day, 2 days, 1 week, 2 weeks, 1 month, or 2 months. Click **Lock** to save your settings.



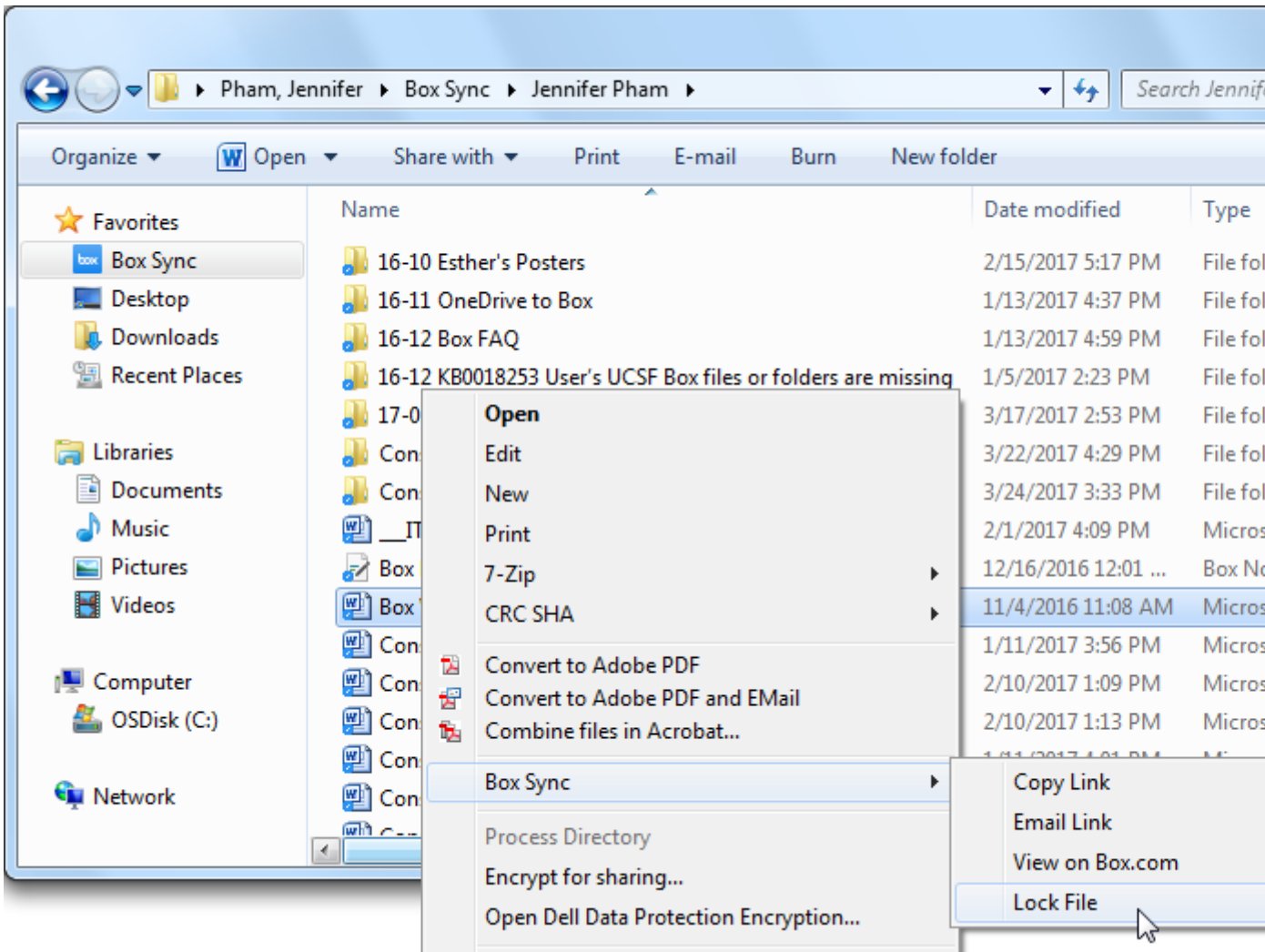
Unlock

1. To unlock the file, go back to the preview window and select **Unlock file**.



Lock with Box Sync

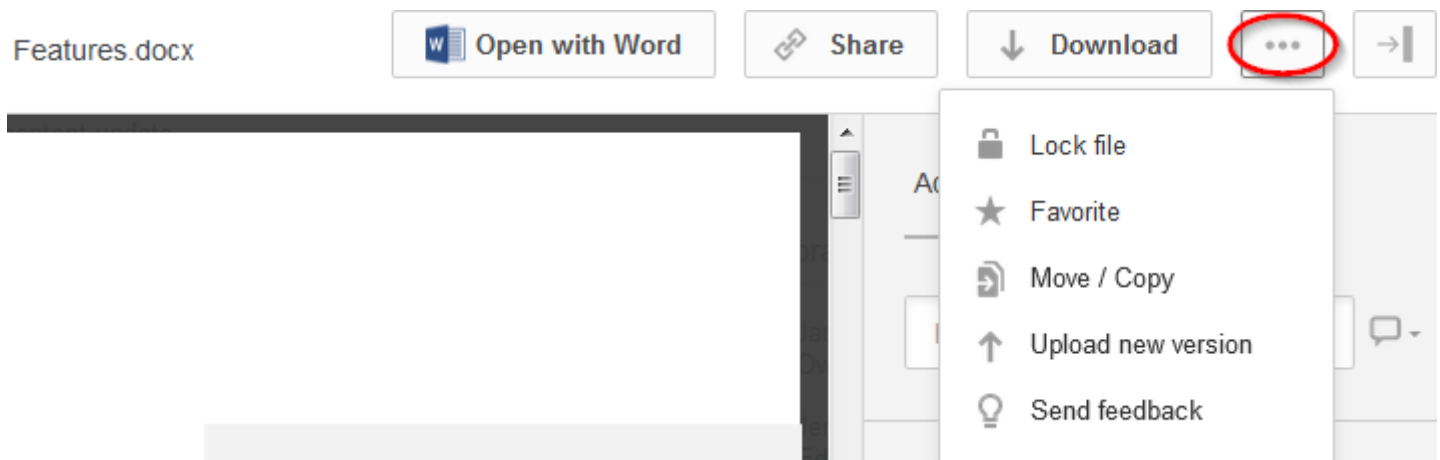
1. You can also lock files via Box Sync. Go to your **Box Sync** folder, right click the file you would like to lock, mouse over **Box Sync**, and select **Lock File**. Locking the file this way will lock it indefinitely until you unlock it.



Required Service Information

UCSF Box [2]

Images



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...

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Lock File

Lock duration:

Until unlocked

Disable download

Lock

Cancel

Features.docx

Open with Word

Share

Download

...

→

- Unlock file
- Favorite
- Move / Copy
- Upload new version
- Send feedback

The screenshot shows a Windows File Explorer window with the address bar set to "Pham, Jennifer > Box Sync > Jennifer Pham". The main pane displays a list of folders and files. A context menu is open over the "Box Sync" folder, showing options like "Open", "Edit", "New", "Print", "7-Zip", "CRC SHA", "Convert to Adobe PDF", "Convert to Adobe PDF and Email", "Combine files in Acrobat...", "Box Sync", "Process Directory", "Encrypt for sharing...", and "Open Dell Data Protection Encryption...". A sub-menu is also open for "Box Sync", showing "Copy Link", "Email Link", "View on Box.com", and "Lock File".

Name	Date modified	Type
16-10 Esther's Posters	2/15/2017 5:17 PM	File folder
16-11 OneDrive to Box	1/13/2017 4:37 PM	File folder
16-12 Box FAQ	1/13/2017 4:59 PM	File folder
16-12 KB0018253 User's UCSF Box files or folders are missing	1/5/2017 2:23 PM	File folder
17-0	3/17/2017 2:53 PM	File folder
Con	3/22/2017 4:29 PM	File folder
Con	3/24/2017 3:33 PM	File folder
_IT	2/1/2017 4:09 PM	Microsoft Word
Box	12/16/2016 12:01 ...	Box Note
Box	11/4/2016 11:08 AM	Microsoft Word
Con	1/11/2017 3:56 PM	Microsoft Word
Con	2/10/2017 1:09 PM	Microsoft Word
Con	2/10/2017 1:13 PM	Microsoft Word
Con	1/11/2017 1:01 PM	Microsoft Word
Con	1/11/2017 1:01 PM	Microsoft Word
Con	1/11/2017 1:01 PM	Microsoft Word

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*//-->

Source URL: <https://it.ucsf.edu/services/ucsf-box/additional/file-lock>

Links

[1] <https://it.ucsf.edu/services/ucsf-box/additional/box-notes>

[2] <https://it.ucsf.edu/services/ucsf-box>