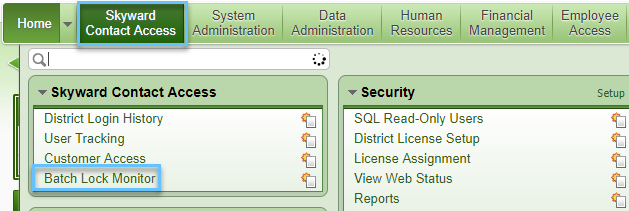
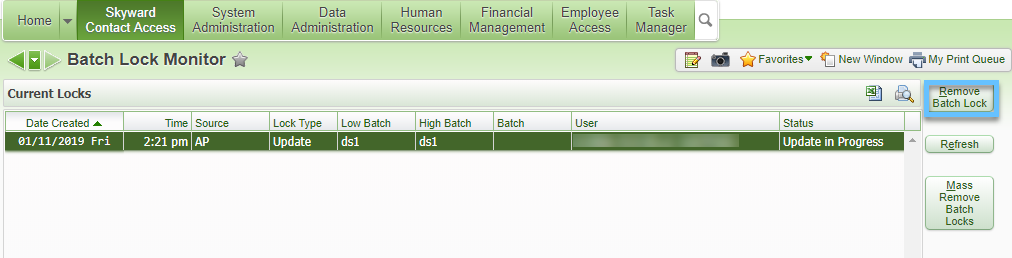
**Remove Batch Lock**

1. In the web go to: **Product Setup\Skyward Contact Access\Batch Lock Monitor.**



1. Select the locked batch. Click **Remove Batch Lock**.



1. Provide a reason that is at least 50 characters long. Click the **Save** button.

