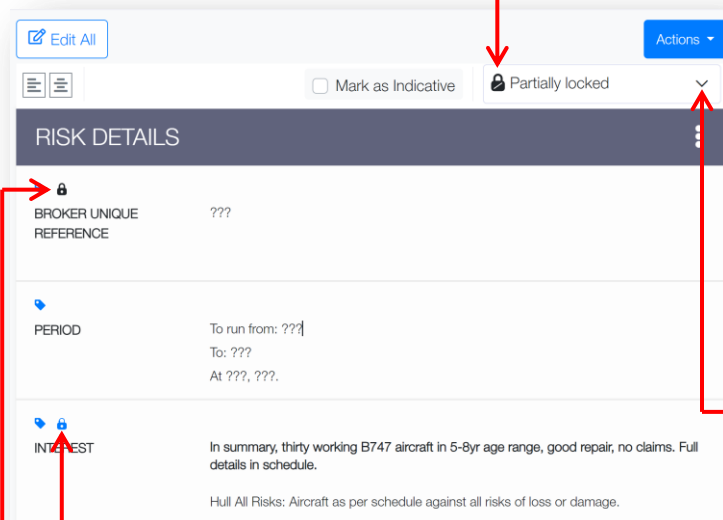# Locking Text and Data Tags With v2.12 of the Whitespace Platform

Locking a contract heading prevents other users from altering it. When its tags are not **also** locked, the value of its tagged data fields can be edited.

The locking system is also available at the contract heading level. **Please note** that contract-level lock changes overwrite previous lock selections where possible.

The "Text" locks with the black padlock indicate that the values of data tag fields can be changed.
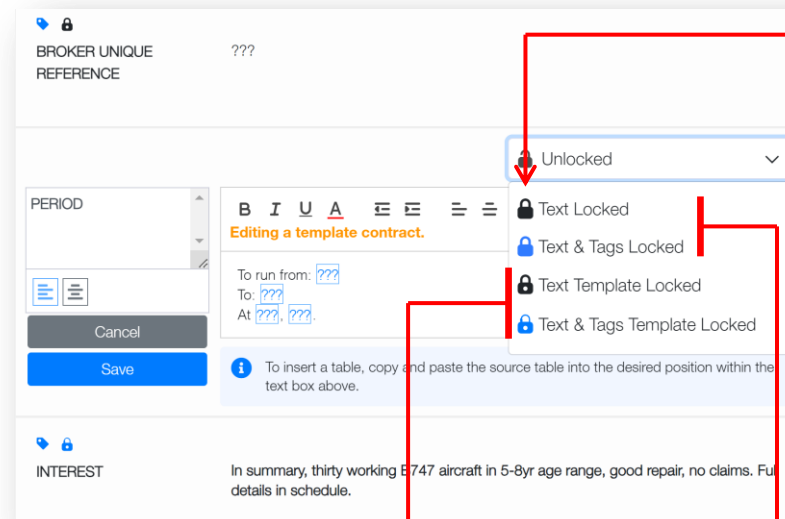
The icon at the top of the contract shows the lock status of the whole contract. If any two contract headings have a different status, the overall status is 'Partially locked'.

Contracts can be locked and unlocked at editable stages only:

- Template
- Draft contract
- Draft bindable quote
- Draft firm order
- Draft endorsement

Click the lock bar to select a lock status to apply to the whole contract, overwriting any existing locks where possible.

The "Text & Tags" locks, shown with a blue padlock, indicate that the content is read-only.

"Unlocked" is a status display that shows no locks are active. It cannot remove locks.

Locked contract headings have a padlock icon.

- **Blue** padlocks indicate that the contract heading is fully locked, and is therefore read-only.
- **Black** padlocks indicate that the values – and only the values – of the data tag fields can be edited.
- Padlocks with a central white dot, as shown above, indicate a Template-level lock, **only** removable by a template manager.

- **Template Manager** brokers can apply or remove all levels of lock at any editable stage.

- Other brokers do not see Template-level locking options, but can apply or remove standard-level locks placed by any user.

- Underwriters can not apply or remove locks.

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