

## Salesforce: Edit Locked Record

In Approval Process, when a user click "Submit for Approval" or auto submit by Process Builder, record will be locked by default. This will prevent user to edit any fields in the record from page layout, notice a pad lock icon at the left of the buttons, even when you try to update via API tool, you will get error "The Entity Is Locked For Editing".

So, is there any user able to edit the record? YES, they are:

1. User with **System Administrator** profile
2. User with **Modify All Data** permission
3. User with **Modify All** permission in the object of record locked
4. If the Approval Process configuration in Record Editability Properties = **Administrators OR the currently assigned approver can edit records during the approval process**. This will allow **current approver** ability to edit the record.

The screenshot shows the 'Step 3. Specify Approver Field and Record Editability Properties' configuration screen in Salesforce. It includes a header bar with the step title, a descriptive paragraph about approval steps, a section for 'Select Field Used for Automated Approval Routing' with a dropdown menu set to 'Manager' and an unchecked checkbox for 'Use Approver Field of Expense Owner', and a 'Record Editability Properties' section with two radio button options. The second option, 'Administrators OR the currently assigned approver can edit records during the approval process.', is selected and highlighted in yellow.

**Step 3. Specify Approver Field and Record Editability Properties**

When you define approval steps, you can assign approval requests to different users. One of your o from the picklist below. Also, when a record is in the approval process, it will always be locked-- onl

**Select Field Used for Automated Approval Routing**

Next Automated Approver Determined By **Manager** ⓘ

Use Approver Field of Expense Owner ☐

**Record Editability Properties**

☐ Administrators **ONLY** can edit records during the approval process.

☒ Administrators **OR the currently assigned approver** can edit records during the approval process.

Note: user does not fall into any of categorization above will NOT able to edit the record, including:

- Record owner
- User in higher role hierarchy of **record owner**
- User in higher role hierarchy of **approver**
- **Delegated approver** of the approver