

AFO 155 - Overview of locked records

155.1 introduction

When you open a record the database copy of that record is automatically locked. Other users can open the record in read-only mode, but cannot make changes.

- The database copy of your record remains locked for as long as you are editing the record.
- The database copy of your record is only unlocked when you have saved and closed the record.

Notes

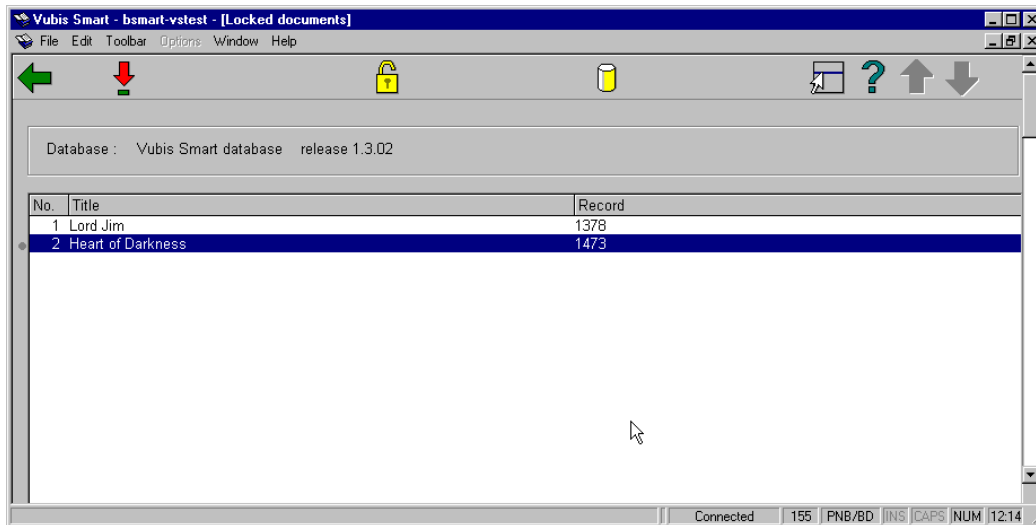
Occasionally, a record will remain locked even though the record has been saved and closed.

Why is a database record locked?

- Database records are locked to prevent more than one person from working on the same record at the same time.
- Database record locking is a safety feature that protects your record database from damage.

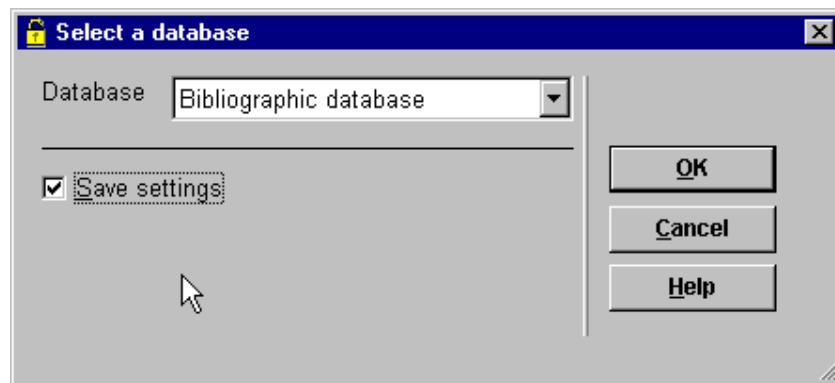
155.2 - Overview of locked records

Use this AFO to view and unlock records that were left locked after being closed. An overview screen will be displayed:



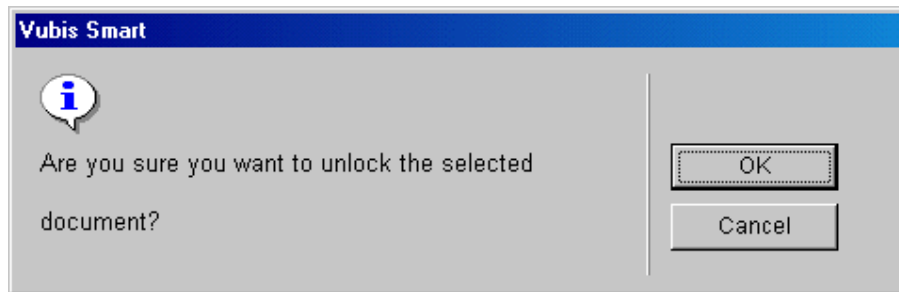
Options on the screen

Select a database - to select the database in which you want to unlock a record.



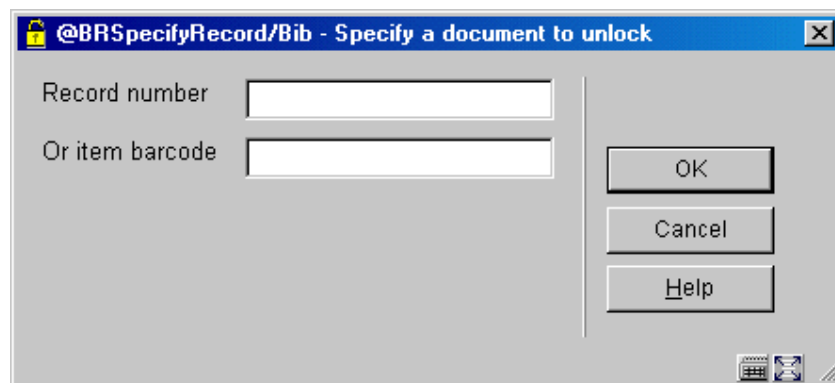
In the **Database** field, click the drop down arrow to select the database where you want to unlock a locked record. Then click **OK**. The window is closed and a list of the locked records from your selected database is displayed.

Unlock the selected document (+) - highlight the record that you want to unlock and choose this option. You will be asked to confirm that you want to unlock the selected document.



Click **OK**. The window is closed, the record is unlocked and removed from the screen listing.

Specify a document (to unlock)



This allows you to specify a specific record that is not necessarily in the screen listing, by either entering a document number OR an item barcode.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	Creation	
2.0	May 2006	Various revisions Delivered as part of build 17 set	