

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:

V-smart [1.0.01] - Windows Internet Explorer

Id: 1.20232/9080 User: tineke Location: PNB/BD AFO: 155

V-smart Settings Exit

Database : Vubis Smart database

Locked documents

No.	Title	Record
<input type="checkbox"/> 1	Alice in numberland : a students' guide to the enjoyment of higher mathematics / John Baylis, Rod Haggarty.indices	1853
<input type="checkbox"/> 2	Making maths easy for all students : lower level up to GCSE grade C / Bryce Richard Thomas	1855
<input type="checkbox"/> 3	Basic mathematics for electronics / [by] Frank L. Juszlj, Norman Mahler [and] James M. Reid.	1858
<input type="checkbox"/> 4	The King and I for version Rodgers and Hammerstein's with / music by Richard Rodgers ; book and lyrics by Oscar Hammerstein II, based on Anna and the King of Siam by Margaret Landon	1976
<input type="checkbox"/> 5	Kalligrafietechnieken : een geïllustreerde handleiding voor de traditionele en eigentijdse technieken / Diana Hardy Wilson ; [fotogr. Ian Howes ... et al. ; ill. David Kemp ; vert. uit het Engels: Elke Meiborg ; red.: Martha Cazemier]	2878
<input type="checkbox"/> 6	Sammy Keyes en de Zusters van de Goddelijke Genade / Wendelin Van Draanen ; [vert. uit het Engels: Ruud van de Plassche]	2897
<input type="checkbox"/> 7	De 15 vreugden van het huwelijk / Anonymus ; vert. [uit het Frans] door Ernst van Altena ; geïll. door Peter van Hugten	3237
<input type="checkbox"/> 8	Anna, Hanna en Johanna / Marianne Fredriksson ; uit het Zweeds vert. door Janny Middelbeek-Oortgiesen	3392

Options on the screen

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

V-smart [1.0.01]

Select a database

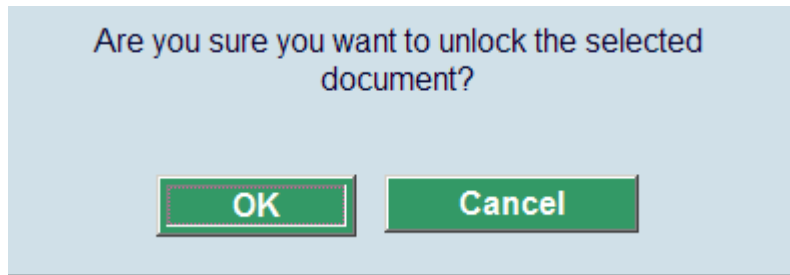
Database: Background database 1 for VSMaint1302

Save settings

OK
Cancel
Help

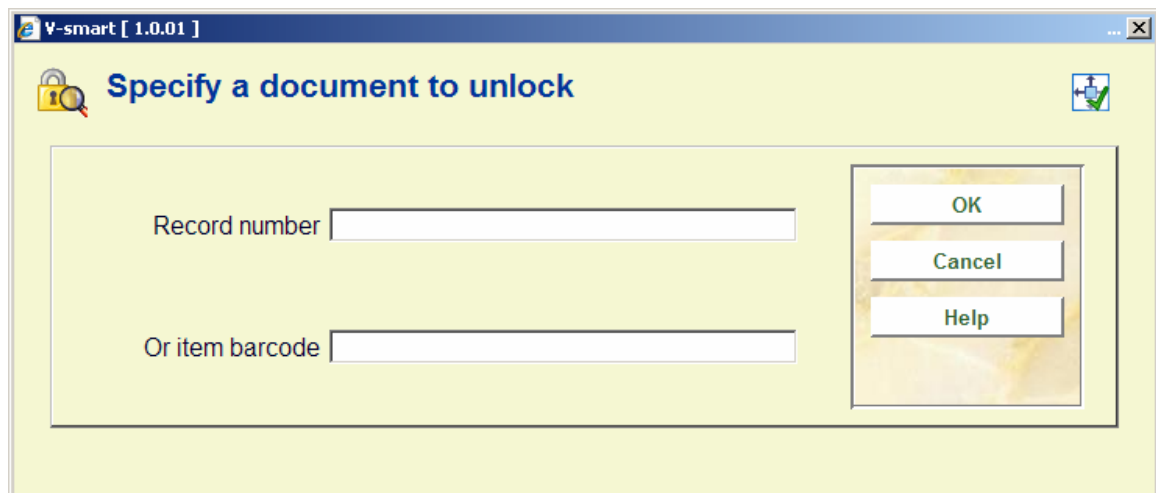
In the **Database** field, click the drop down arrow to select the database where you want to unlock a locked record. Then click **OK**. The window is closed and a list of the locked records from your selected database is displayed.

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	May 2008	creation	