
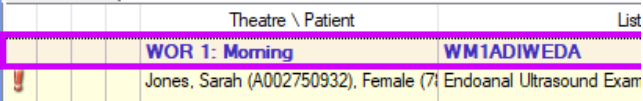

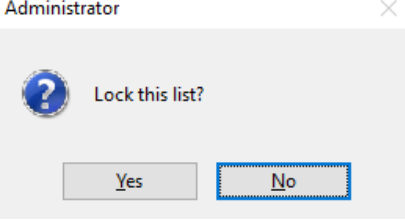
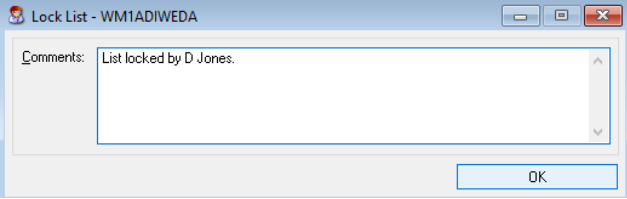
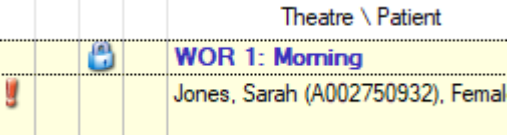
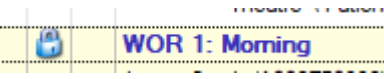

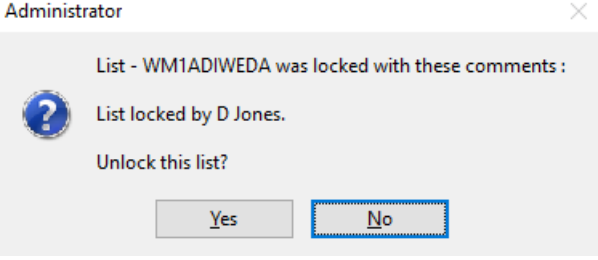
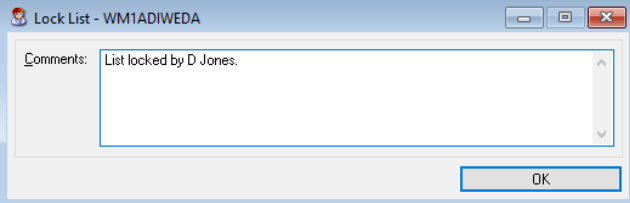
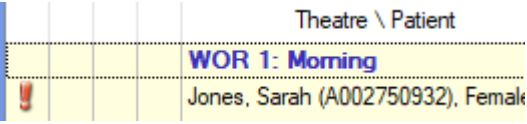


| Bluespир Theatres – Lock & Unlock Lists  |  |
|--|--|
| <p>If you have the appropriate permissions, you can <b>lock and unlock</b> a theatre list once all the patients have been scheduled and ordered correctly.</p> <p><b>Only certain staff can lock or unlock a list.</b></p>   |     |
| <p>To lock a theatre list, you must select the appropriate <b>list header</b> first.</p>   |    |
| <p>Select <b>Lock List</b>.</p>  |     |
| <p>“<b>Lock this list?</b>” select <b>Yes</b></p>  |   |
| <p>A text box is available to add a note about locking the list.</p> <p>Enter a comment and then click on <b>OK</b>.</p>   |  |
| <p>A <b>padlock icon</b> will appear on the list header. This icon will indicate that users are now unable to reorder the patients on the list.</p> <p>When the list is locked, if a user tries to reorder a patient, they will be presented with the message "<b>The list has been locked</b>".</p> |  |

|   |  |
|---|--|
| <p>To unlock a theatre list, you must select the appropriate <b>list header</b> first.</p>  |    |
| <p>Select <b>Unlock List</b>.</p>   |     |
| <p>List name with any comments pop up in a box with the message "<b>Unlock this list?</b>".</p> <p>Select <b>Yes</b></p>                                |    |
| <p>A text box is available to add a note about unlocking the list with the previous comment showing.</p> <p>Enter a comment and click on <b>OK</b>.</p> |   |
| <p>The padlock icon disappears to indicate that the patients can once again be edited on the theatre list.</p>  |  |