

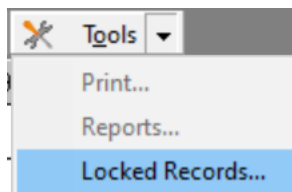
## Locked Records

When a user opens a record for editing, other users will not be able to edit the record for the duration the record is open. A record in this state is **locked**. The record becomes **unlocked** once a user completes the editing.

If the record is left open or a system crash occurs before the record is saved, the record remains locked even though no editing is now taking place.

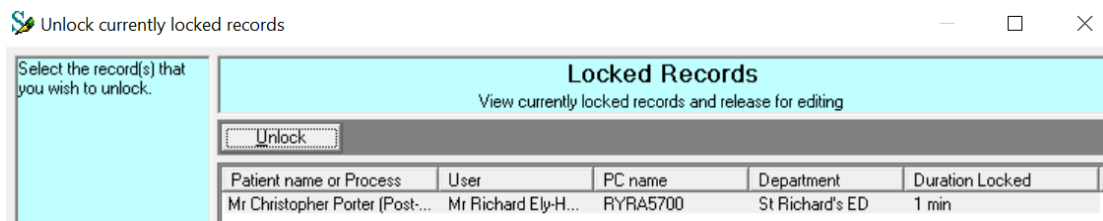
To **unlock** a record:

1. Click on the **Tools** menu above the tracking grid and then click on **Locked Records...**



All records that are currently locked will be displayed, the columns displayed are:

- Patient name or Process
- User
- PC name
- Department
- Duration Locked



2. Select the patient that you want to unlock

Patient name or Process	User	PC name
Mr Christopher Porter (Post-...	Mr Richard Ely-H...	RYRA5700

3. Click on the **Unlock** button



Patient is now unlocked and will disappear from the list.

4. Click on **Close**

