Lock Table Maintenance

Selecting this option will open the Locked Records Table. If a User has opened a record and is in edit mode, the record will become locked and appear in this list. Once the record is closed, it will automatically be removed from the list of locked records.

From time to time a record or process may become locked by a User; often times of which the User is unaware. Your company System Administrator is typically delegated the responsibility of checking this listing regularly throughout the day to clear records or processes that have been locked for long periods of time.

When a User logs out of the SedonaOffice application, if any records became locked by the User, all locked records will automatically be released from lock mode.

Access to the Lock Table Maintenance option is controlled by User Group Security.

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Example of unlocking a record.

1. Go to Lock Table Maintenance and click on tool to open.

2. The table will open with a list of records 'locked', click on Unlock and then confirm with Yes, this will unlock the record show below.

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