

# How to Clear Locked SedonaOffice Tables

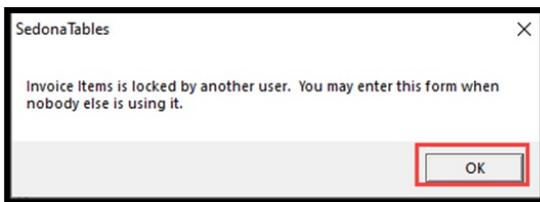
Last Modified on 09/12/2024 5:24 pm EDT

When multiple users are working in an application, sometimes they forget to log out and lock the table they were in. This document shows how to unlock those tables when this happens. The steps were completed using SedonaOffice version 6.2.0.16.

## Overview

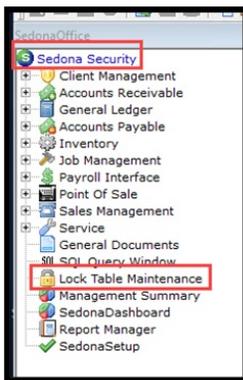
The document assumes the user performing these steps will have the proper permissions to do so.

When the following error message pops up, this means that another user has that table locked and no other user will be able to access that table.

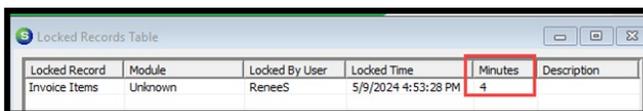


## Steps:

1. Click OK to close the pop up message
2. If current user has the permissions, click in the SedonaOffice Tree – Click on Lock Table Maintenance

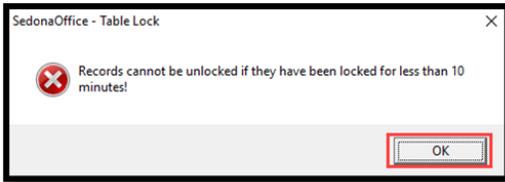


3. When the Locked Records Table opens – Highlight the locked record for the table needing access to

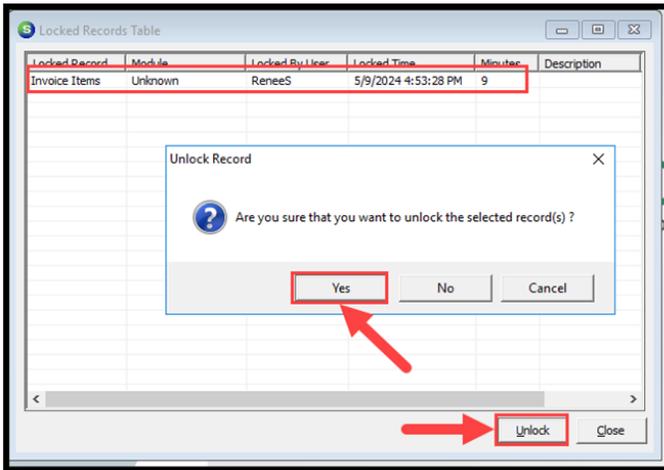


Locked Record	Module	Locked By User	Locked Time	Minutes	Description
Invoice Items	Unknown	ReneeS	5/9/2024 4:53:28 PM	4	

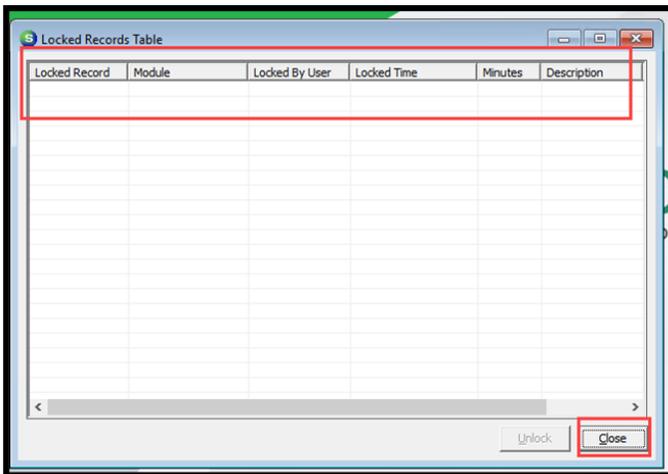
If the Minutes are under 10 minutes, then will need to wait until time is more than 10 minutes to proceed, will get an error message if under 10 minutes. Click OK to get out of message pop-up.



4. After highlighted – Click on Unlock button – Click Yes Button to verify to unlock



5. The locked table will be removed – Click Close button to get out of the Locked Records Table



6. Retry going into the table that message 1<sup>st</sup> popped up on to verify can now access that table