How to Clear Locked SedonaOffice Tables

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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.

SedonaTables	×
Invoice Items is locked by another user. You may enter this form when nobody else is using it.	
ОК	

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 Records Table					
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.

SedonaOff	ice - Table Lock	×
8	Records cannot be unlocked if they have been locked for less than 10 minutes!	
	ОК	

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

	Module	Locked By Licer	Locked Time	Minuter	Description
Invoice Items	Unknown	ReneeS	5/9/2024 4:53:28 PM	9	
		cord Are you sure that y	ou want to unlock the s	elected rec	× ord(s) ?
		Y	es No		Cancel

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

Locked Record	s Table				
Locked Record	Module	Locked By User	Locked Time	Minutes	Description
•				Uni	ock

6. Retry going into the table that message 1^{st} popped up on to verify can now access that table