

Title	ADASTRA OLC V3 – LOCK MANAGER			Number	A02
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Other references:					
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Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

DATE	CHANGE	CHANGED BY
20.05.16	Reviewed, no changes	PM
10.04.19	Reviewed, Screenshots updated	AS, SBr
11.04.22	Reviewed, no changes	AS

Lock Manager

Lock Manager – allows Team Leaders and other staff with appropriate user rights to see who has locked calls within the system and optionally to clear the locks.

This feature will allow you the ability to unlock a case that has been left locked after hardware failure or network disconnection.

From Adastra V3 open the menu bar called **[Case Edit]**

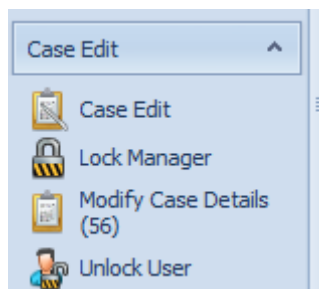
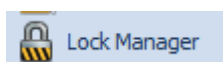


Figure 1 - Case edit menu bar

Now click onto the **[Lock Manager]**



Clicking on Lock Manager displays the following screen

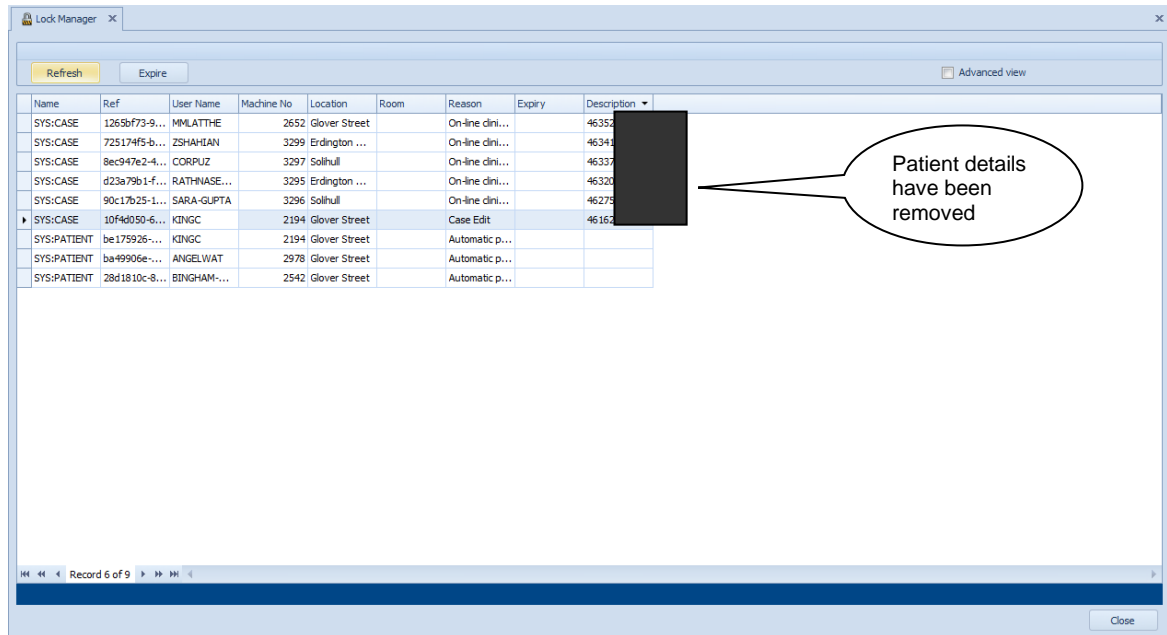


Figure 2 - Lock manager screen

In the screenshot above, we can see call number 46162 is currently locked by user KINGC.

The description field shows the call number and patient name. To unlock a call, highlight the call in question and using the **[Expire]** button you can unlock the call and allow the call to be edited by another user.

The Refresh button updates the calls locked list, however, the system will automatically update the list every 40 seconds or so.