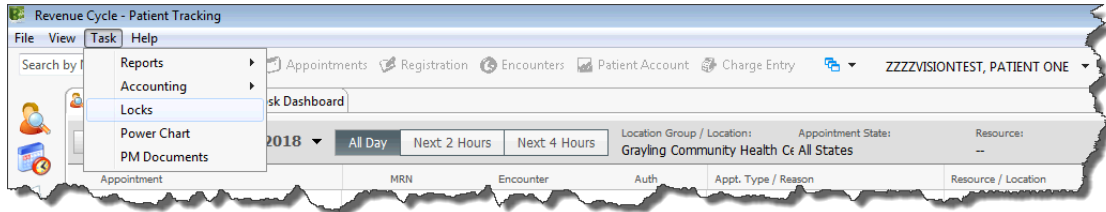


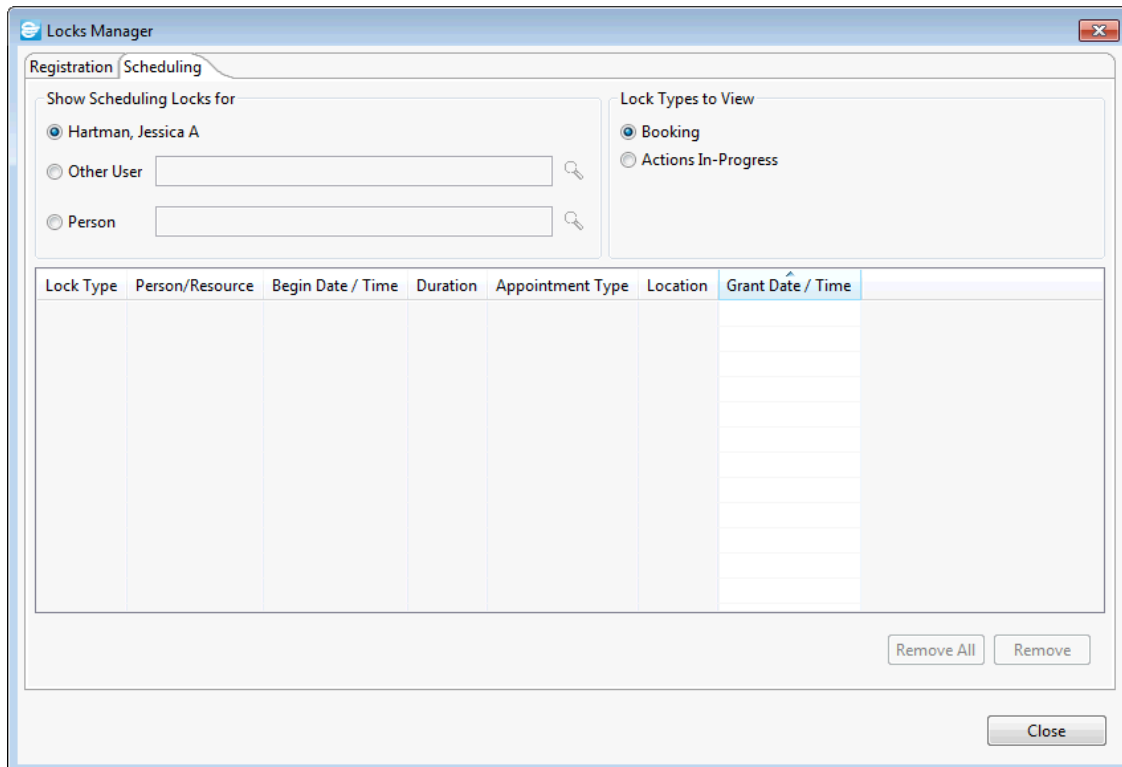
Removing Locks Job Aid

To view or remove registration locks, complete the following steps:

1. From the Task Menu, select **Locks**. The Lock Manger dialog box is displayed.



2. There are two tabs, **Registration & Scheduling**, use the radio button on each tab to show locks. Locks will display in the table below.

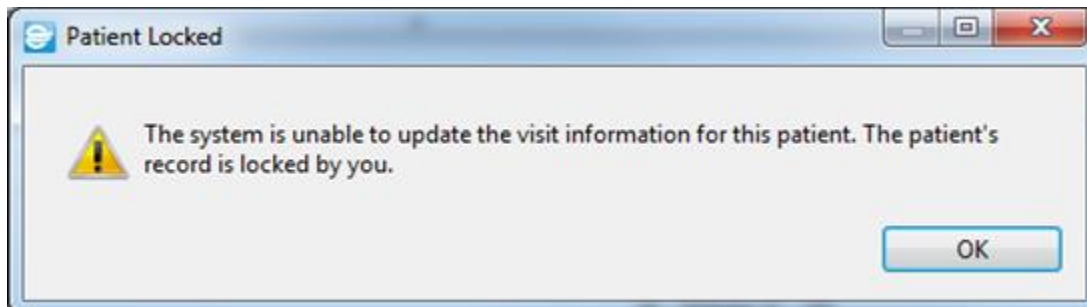


3. Select one or more locks (select multiple locks by pressing and holding down CTRL while clicking multiple locks) and click **Remove** to release the selected lock or locks. The **Remove All** option is only available on your own locks.
4. Click **Close** to close the dialog box and return to the main application.

Warnings

When you attempt to pull up and make a modification to a patient which currently has a lock in place, you receive a warning message. If you have the patient locked in another perspective, you receive the

following message:



If another user has the patient locked, your warning message displays similar to below:

