

Lock Table Maintenance

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The Lock Table Maintenance keeps track of what records are being used which locks that record from anyone being able to make changes to that record. There may be times where the user has stopped updating a record but the record remains locked.

The Lock Table Maintenance tool will unlock any locked record, locked for 10 minutes (minimum) or more.

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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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