

# Record Lock and Concurrency

## Record Lock:

1. Login the first user
2. Open a screen and start to edit. Once a user starts to edit
3. Login another user and open the same screen. The screen will be on read-only format.
4. Once the first user saves his changes, the screen will be unlocked.

## Record Lock Expiration:

1. Set the Lock expiration, on **Company Configuration > System Manager**, Add the minutes for the Time Expiration

**Locked Record**

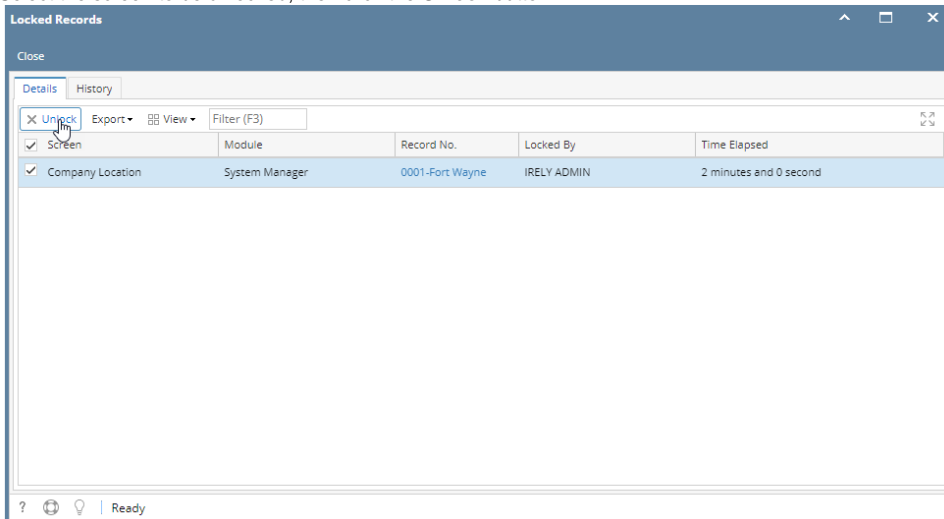
Time Expiration (minutes)

10

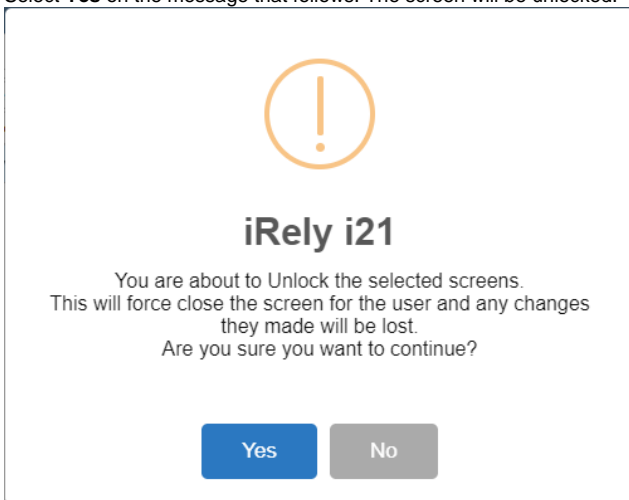
2. Save
3. Open a screen and start to edit. If the user is not yet done editing within the time set in the Company Configuration,
  - a. If all required fields were filled/correct, his changes will be automatically saved
  - b. If there are violations in any of the field, his changes will be discarded automatically

## Unlocking the record as Admin:

1. All admin users will receive a notification that a screen is locked, they may wish to unlock it manually or wait for the user editing the screen to finish.
2. To unlock manually, click the notification or open **System Manager > Locked Records**
3. Select the screen to be unlocked, then click the **Unlock** button



4. Select **Yes** on the message that follows. The screen will be unlocked.



5. Unlocked screens can be seen on the History tab of Locked Records screen

Date Time	User	Screen Unlocked	Record No.
11/23/2018 at 4:12 PM	IRELY ADMIN	Company Location	0001-Fort Wayne
9/27/2018 at 6:06 PM	IRELY ADMIN	Derivative Entry	231
9/27/2018 at 6:06 PM	IRELY ADMIN	Derivative Entry	231
9/27/2018 at 3:50 PM	IRELY ADMIN	General Journal	GJ-103440
8/30/2018 at 9:33 PM	IRELY ADMIN	Manually Distribute Tickets	1433
8/17/2018 at 1:29 PM	IRELY ADMIN	Item	#2 Corn
8/13/2018 at 11:49 PM	IRELY ADMIN	Voucher	16320
8/9/2018 at 11:45 PM	IRELY ADMIN	Customers	0001005032
8/8/2018 at 11:10 PM	IRELY ADMIN	Invoice	CPP-52
8/7/2018 at 9:26 PM	IRELY ADMIN	Scale	1401
8/7/2018 at 9:26 PM	IRELY ADMIN	Scale	1401

**Concurrency (Ticket Management)**

1. Log in 2 users then open a screen with pagination
2. User #1 and User #2 both opened the same screen
3. User #1 and User #2 edited a field
4. User #1 click Save first
5. User #2 click Save after user #1, "This record has been modified by another user, Please refresh/reload this transaction" message will show
6. Changes from the one who first save will be applied