Overview:

KR PD allows multiple people with the right permissions to edit a proposal record. To prevent two (or more) people from editing at the same time, the system creates a lock of the record = ‘pessimistic lock’.

NOTE: A pessimistic lock is created based on the eid of the user who is currently logged in and editing a KR PD record.

** If the user who created the lock is not available to unlock, contact Sponsored Programs.

Procedure:

A Pessimistic Lock is possible for any record that is open in ‘edit’ mode. This includes a record being actively edited, a record that was not closed properly, and a record that was left open until the system timed out.

To avoid a lock:

1. Always use the Close button (at the bottom of the screen), not the browser tab or window X, to close a record when done creating and/or editing.
2. Close a record when it is not being actively edited (e.g., waiting for more information, having to move on to another task).

A lock message looks like this:

To find & delete your active locks (NOTE: A person can search for only his/her own locks):

1. On the home (“Welcome, ...”) screen, click the View Pessimistic Lock (Locked Records) link in the Quick Links menu:

2. This link will open a search window. Click search (no criteria needed).
3. In the search results, click the ‘delete’ link in the Actions column:

NOTE: A lock can also be cleared by the lock owner opening the proposal, then closing the record properly (using the Close button).