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 on 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. Don’t leave the record open if you are waiting for more information or have to move on to another task. A system time-out will lock a record and can create a system connection error.

A lock message looks like this:

This document currently has a 282-PROPOSAL DEVELOPMENT lock owned by Carsten, Christine L as of 11:57 AM on 12/15/2016.

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

1. From the Research Home page, go to Common Tasks in the left navigation menu
2. In the Quick Links card, click Locks

![Locks Link](image)

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

<table>
<thead>
<tr>
<th>Actions</th>
<th>Lock Id</th>
<th>Lock Owner Principal Name</th>
<th>Lock Descriptor</th>
<th>Generated Time</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>delete</td>
<td>107015</td>
<td><a href="mailto:ccarsten@colorstate.edu">ccarsten@colorstate.edu</a></td>
<td>282-PROPOSAL DEVELOPMENT</td>
<td>12/15/2016 11:57 AM</td>
<td>10467748</td>
</tr>
</tbody>
</table>

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