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’.

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:

![Lock message example]

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:

![Search window example]

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:

<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@colostate.edu">ccarsten@colostate.edu</a></td>
<td>282-PROPOSAL DEVELOPMENT</td>
<td>12/15/2016 11:57 AM</td>
<td>10567748</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).