KUALI RESEARCH
COLORADO STATE UNIVERSITY

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.
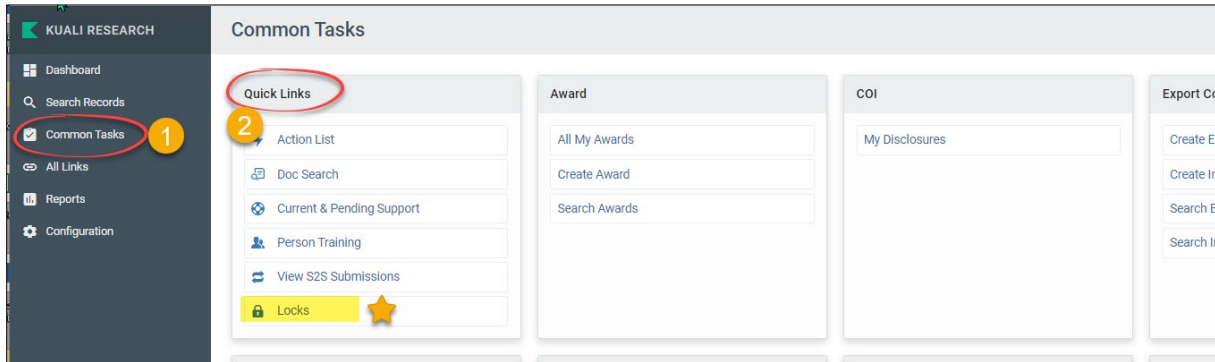
To avoid a lock:
1. Always use the **Close** button (at the bottom of the screen), ***not*** the browser tab or window X, to close a record when done creating and/or editing.
2. Close a record when it is not being actively edited. Don't leave the record open if you are waiting for more information or 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**

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:

One item retrieved.

Actions	Lock Id	Lock Owner Principal Name	Lock Descriptor	Generated Time	Document
delete	107015	ccarsten@colostate.edu	282-PROPOSAL DEVELOPMENT	12/15/2016 11:57 AM	10467748

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