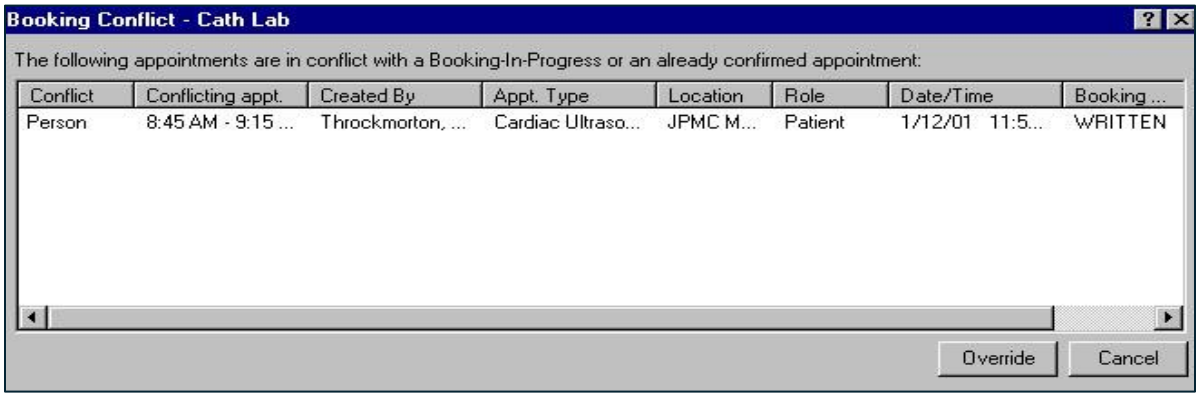
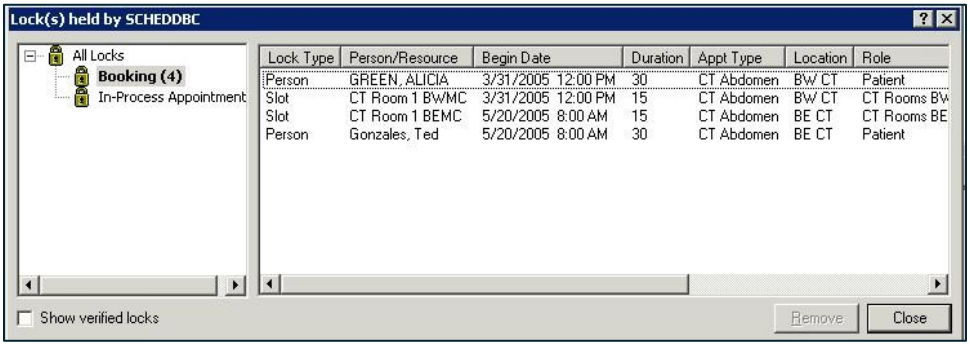
RadNet Quick Reference Guide

Locks

Sometimes a slot will become locked when a user has tried to schedule an appointment to the slot, but for whatever reason it did not finish booking. The slot may appear open, but it will not allow an appointment to be booked. If a warning comes up that a slot is locked, look to see whom it was created by, then have that person unlock the slot.



Locate the lock by clicking the View Locks icon . A window will display listing all locks created by the username you are signed into the application with.



Click Booking to see if the slot was a booking lock. If there are locks which the scheduler would like to remove, highlight them and press the REMOVE button.

If there is no lock seen in Booking, click In-Progress Appointments to see if there is a lock in there. Highlight any In Progress locks and press the REMOVE button.

Verified locks may also need to be released. To Accomplish this, click the checkbox next to Show Verified Locks in the bottom left corner of the window.

If you are working on a patient (work in progress window) and the system times out or you log off and do not finish the booking, the patient will be locked to you. If you cannot find them in the system (in the request list, work in progress etc.) then check your Locks to see if it is showing in there. Remove the lock and you will be able to proceed with the booking.