## 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 you to book an appointment. If you get a warning that a slot is locked, look to see whom it was created by, then have that person unlock the slot.

Booking Conflict - Cath Lab													
The following appointments are in conflict with a Booking-In-Progress or an already confirmed appointment:													
Conflict	Conflicting appt.	Created By	Appt. Type	Location	Role	Date/Time	Booking						
Person	8:45 AM - 9:15	Throckmorton,	Cardiac Ultraso	JPMC M	Patient	1/12/01 11:5	WRITTEN						
1							<b>F</b>						
						Override	Cancel						

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

Lock(s) held by SCHEDDBC												
🖃 🔒 All Locks	Lock Type	Person/Resource	Begin Date	Duration	Appt Type	Location	Role					
🛛 🔂 Booking (4)	Person	GREEN, ALICIA	3/31/2005 12:00 PM	30	CT Abdomen	BW CT	Patient					
📔 🔚 In-Process Appointment	Slot	CT Room 1 BWMC	3/31/2005 12:00 PM	15	CT Abdomen	BW CT	CT Rooms BV					
	Slot	CT Room 1 BEMC	5/20/2005 8:00 AM	15	CT Abdomen	BE CT	CT Rooms BE					
	Person	Gonzales, Ted	5/20/2005 8:00 AM	30	CT Abdomen	BE CT	Patient					
	•											
F Show verified locks						<u>R</u> emove	Close					

- 2. Click Booking to see if the slot was a booking lock. If there are locks which you would like to remove, highlight them and press the REMOVE button.
- If you don't see a lock 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.
- 4. You may also need to release any verified locks. To Accomplish this, click the checkbox next to Show Verified Locks in the bottom left corner of the window.