

How to unlock the user if the record is locked

Step 1: Go to Settings=>Security=>Record Locking Manager

The screenshot displays the MEDe-care web application interface. The browser address bar shows the URL <https://qadc.mede-care.ca/icare4077/Security>. The page header includes the MEDe-care logo, the text "02) REGRESSION TEST SITE 123", and a user profile for "Mrs. Julie D'Souza Jr." with a chart number of 2013417. A navigation menu at the top contains various application modules, with "Settings" highlighted by a red box and labeled "1.". Below the navigation menu, a secondary menu shows "Security" highlighted by a red box and labeled "2.". A dropdown menu is open under "Security", listing several options, with "Record Locking Manager" highlighted by a red box and labeled "3.". The footer of the page contains the copyright notice "© 2010 MED e-Care Health Care Solutions Inc. All Rights Reserved" and the system tray shows the date and time as "10:01 AM 22/12/2014".

Step 2:

-Under Record Locking Manager, Your name will be displayed under the list.

- On clicking onto it, it will get unlocked. Therefore, you would access to the assessments.

The screenshot displays the MEDe-care Record Locking Manager interface. At the top, the browser address bar shows the URL <https://qadcm.mede-care.ca/ecaie4077/Security>. The page header includes the MEDe-care logo, the text "02) REGRESSION TEST SITE 123", and user information for "Mrs. Julie D'Souza Jr." with a chart number of 2013417. The main navigation menu includes options like Home, e-ADT, e-Assessments, e-Plan, e-Notes, e-MAR, e-TAR, e-Financials, POC, Wound Tracker, e-Reports, Settings, My Account, and Admin. The "Record Locking Manager" section is active, showing a search bar for "User Name" and a table with columns: User, Client, Workstation, Document, Health Sector, Document Category, and TimeStamp. The table is currently empty, displaying "No Records Available". A red arrow points to the "User" column header, and a red text box below it reads: "If you are locked, your name will display here. Just click on it, it will be unlocked." The interface also includes a "Choose an Option" menu on the left and a footer with the copyright notice "© 2010 MED e-Care Health Care Solutions Inc. All Rights Reserved" and the system time "10:02 AM 22/12/2014".