Unlocking Records in FMS
As of 2/12/2013

Users will notify Plant IT that they have a record lock. They range from editing work orders, purchase orders to HR profiles. You can find the locked record by their unique name or by the primary key of record that is locked (ex: work order number).

1. The locked records are accessed through the Setup menu of the System Administration module:
   a. Click System Administration
   b. Under Set up, click Record Locks

2. You can search by entry clerk, or just click the search icon to view all locked records:

3. Select the record to unlock by clicking the checkbox

4. Click the big red minus to delete or unlock the record.