

Overview:

Kuali Coeus (KC) allows two users to edit the same Proposal Development record simultaneously, but the users must be in different locations: either Proposal or Budget. If you try to enter a section of the proposal in edit mode that is already being modified by another user, you will receive a message that the proposal/budget has a lock. You cannot edit that particular section until the other user has closed out of the record.

Note: Before you delete a lock on a proposal/budget, be sure that the browser window with the record has not been minimized on your desktop; if you delete a lock on a proposal/budget that is already open, you could lose any unsaved data in that record.

You may unintentionally lock a proposal/budget that you are editing if you exit KC without properly closing the Proposal Development record. Additional causes of “**pessimistic locks**” include trying to open a record you already have open in an unseen browser window/tab, a disconnect between the KC server and the user’s computer resulting from a network glitch/failure, a server issue, power outage, or your computer crashing.

KC allows you to delete locks on a proposal/budget (unlock a proposal/budget) that you, yourself, have locked, but you cannot delete another user’s lock. If a *different* user has locked the proposal/budget, he/she may be actively working it. If another user has it locked, but is **not** currently editing the proposal/budget, you can ask him/her to unlock the record for you. If the user is not available to unlock the proposal, you can contact the KC Support Team for assistance.

Procedure:
Deleting Pessimistic Lock (Unlocking Proposal)

1. Sometimes, when you click the **edit** link to modify a proposal, the proposal will display in **view mode** only and you receive a message that states that the proposal has a lock.

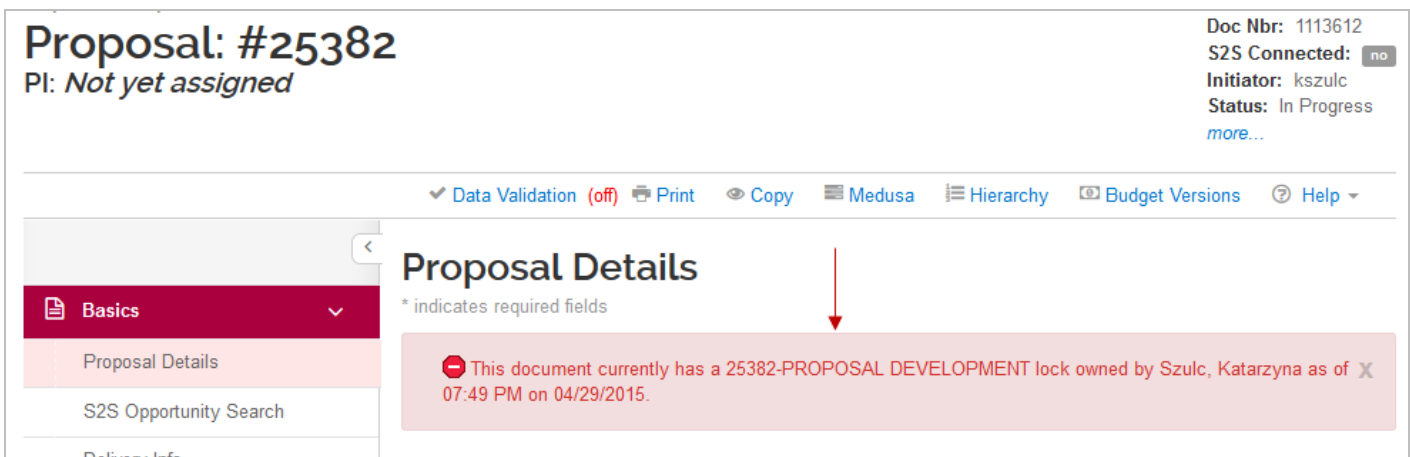


Figure 1 – Proposal Lock Message

The message provides the name of the lock owner. If you own the lock, then you can proceed with the steps provided to delete the lock. If another user has it locked, but is **not** currently editing the record, you can ask him/her to unlock it for you or you can contact the KC Support Team for assistance.

1. To unlock the selected proposal/budget, navigate to the KC **Home** screen.
2. In the **Quick Links** menu group, click the **view more...** link

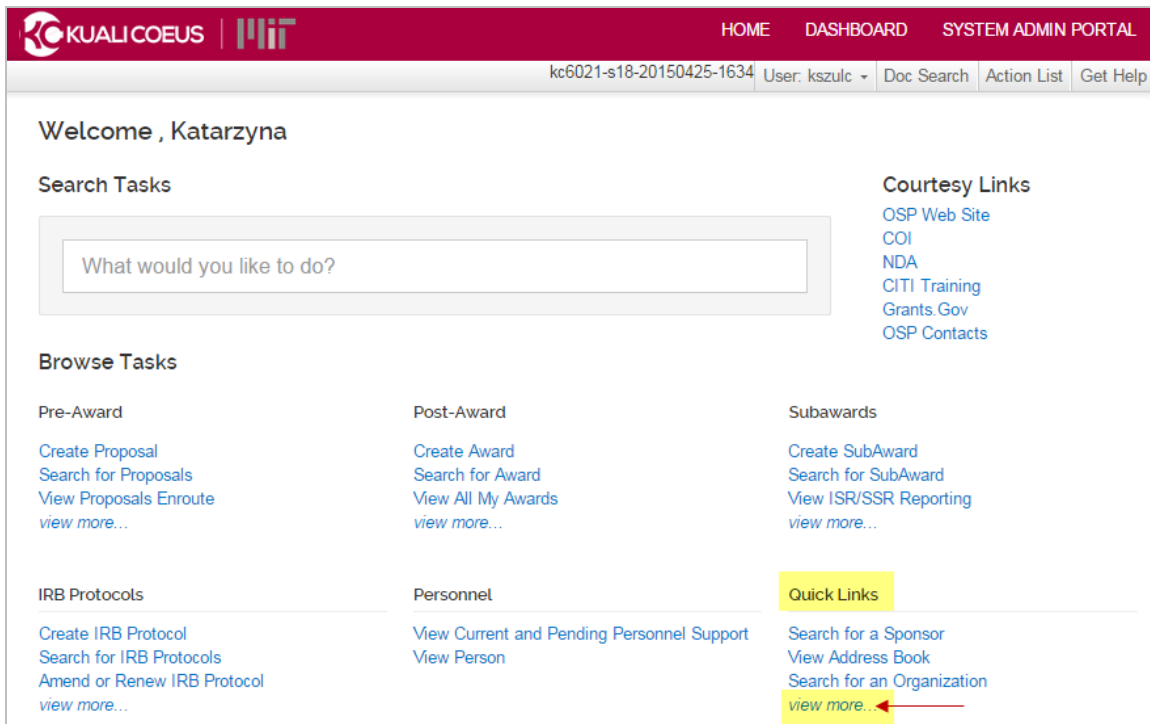


Figure 2 – View More...

3. After clicking the **view more...** link, the **Quick Links** menu group displays additional options. From those options, click the **View Pessimistic Lock (Locked Records)** link.

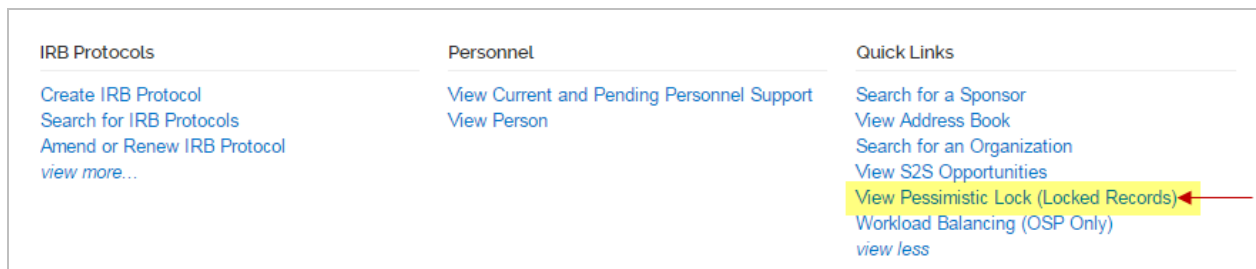


Figure 3 – View Pessimistic Lock (Locked Records)

4. In the **Pessimistic Lock Lookup** window, you can leave the search criteria fields blank and just click the **search** button, or, you can enter some search criteria and then click the **search** button.
 - a. A blank search, will display all locks that you have access to delete.
 - b. Entering the **Proposal Number** in the **Lock Descriptor** field will locate only that record. (e.g. ***25382***)

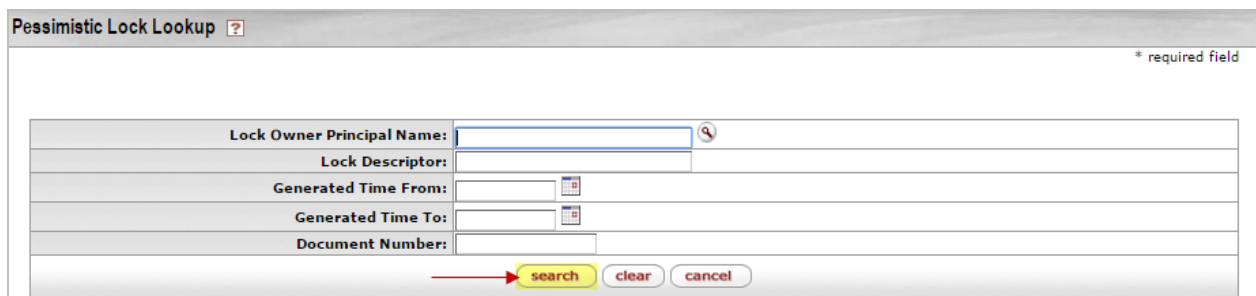


Figure 4 – Pessimistic Lock Lookup Window

- From the search results displayed at the bottom of the screen, select the lock that you want to delete and click the **delete** link in the **Actions** column corresponding to the selected lock.

Pessimistic Lock Lookup * required field

Lock Owner Principal Name:	<input type="text"/>
Lock Descriptor:	<input type="text"/>
Generated Time From:	<input type="text"/>
Generated Time To:	<input type="text"/>
Document Number:	<input type="text"/>

36 items retrieved, displaying all items.

Actions	Lock Id	Lock Owner Principal Name	Lock Descriptor	Generated Time	Document Number
delete	7866	kszulc	24957-PROPOSAL DEVELOPMENT	04/29/2015 12:06 PM	1112594
delete	7865	kszulc	24811-PROPOSAL DEVELOPMENT	04/29/2015 11:55 AM	1111854
delete	7896	kszulc	25372-BUDGET-2	04/29/2015 07:46 PM	1113530
delete	7901	kszulc	25382-PROPOSAL DEVELOPMENT	04/29/2015 07:49 PM	1113612

Figure 5 – Deleting Lock

After you click 'delete' you will be returned to the KC **Home** screen. The lock is deleted and you can now open that record in edit mode.

Only one lock can be deleted at a time. These steps will need to be repeated to delete each individual lock.

Getting Help

For questions or problems using Quali Coeus Deleting Pessimistic Locks Quick Reference Card, email the Support Team at ra-help@mit.edu.

Include your **Name**, **Contact Information**, and the **questions** you have and/or **difficulties** you are experiencing.