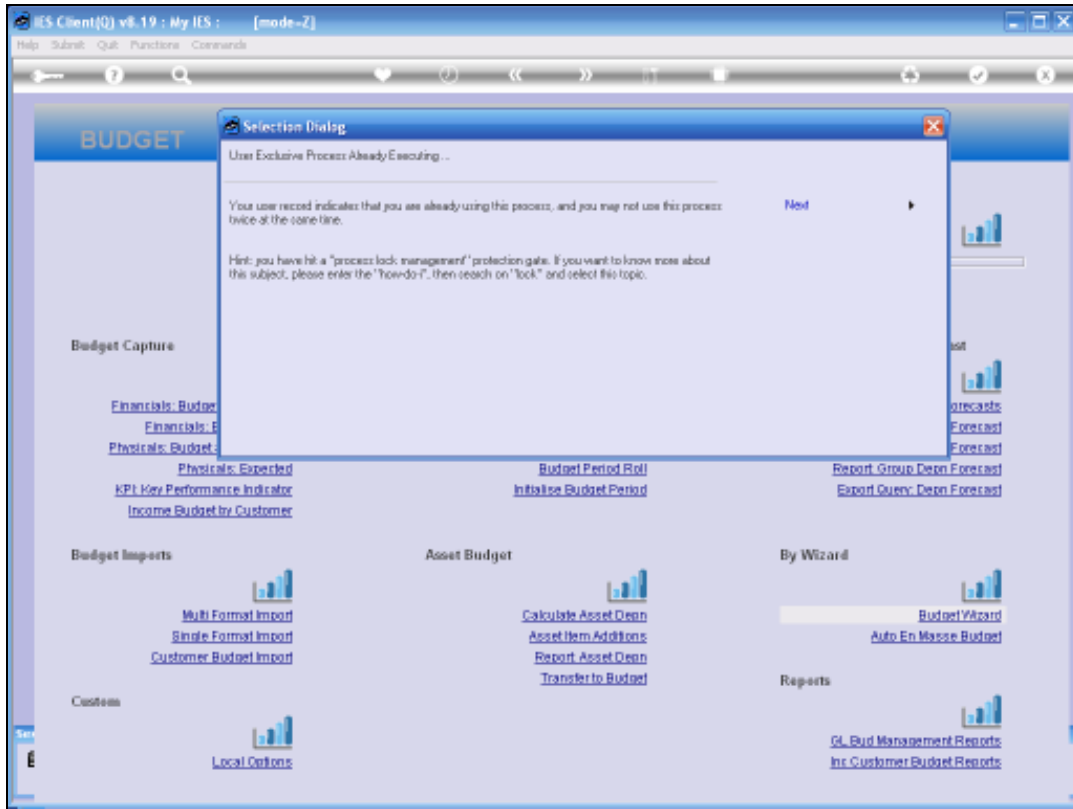




## Slide 1

Slide notes: In this tutorial we look at Process and Task Locks, and how to clear them when necessary. We start with an example to demonstrate the type of message a User may encounter when hitting a Process Lock.



Slide 2

Slide notes: Process and Task Lock messages always have the words 'Exclusive Process' in the caption, and then explains the type of Lock that is being encountered. These messages also advise that if the Lock is not realistic, then the Process Lock Management should be used to fix the problem.



Slide 3

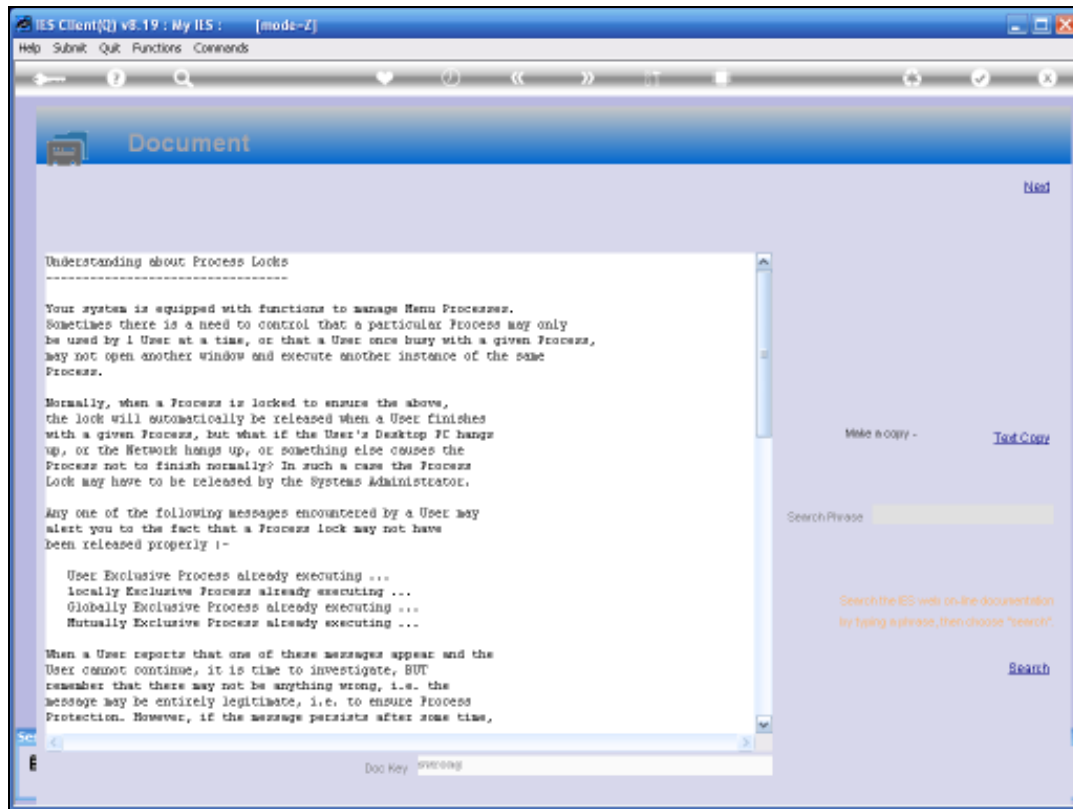
Slide notes: From Systems Administration, we select File and Data Controls, and then Process Locks.



Slide 4  
Slide notes:

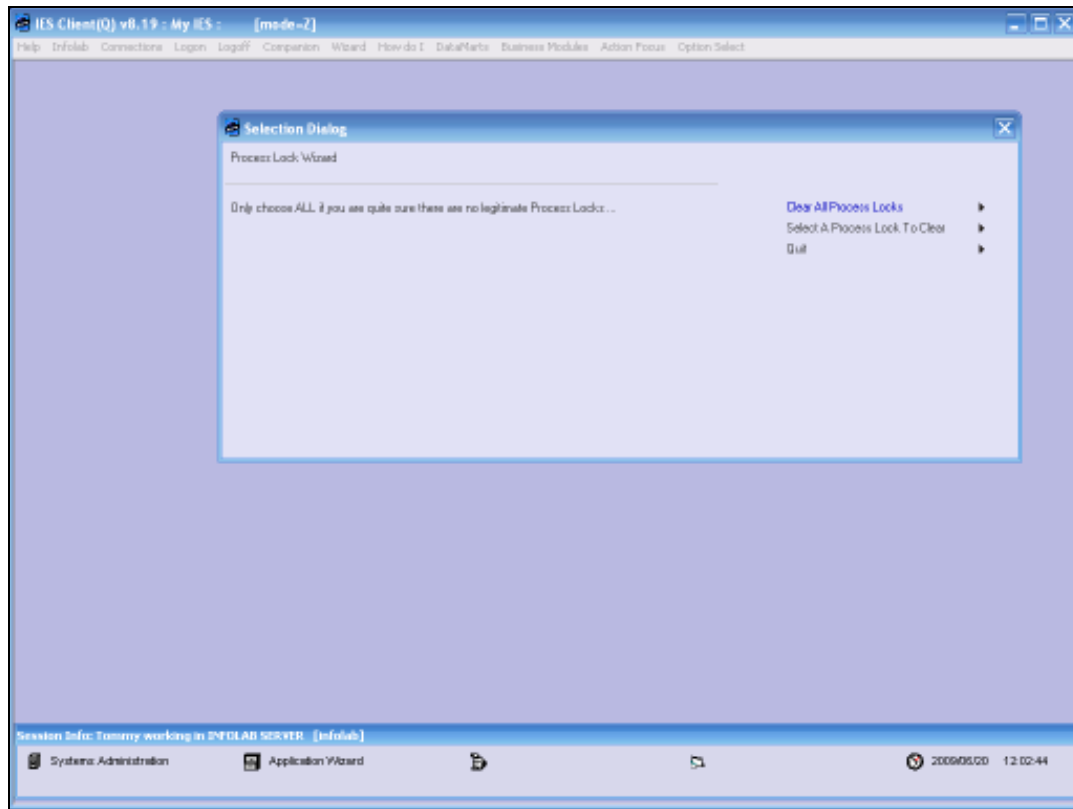


Slide 5  
Slide notes:



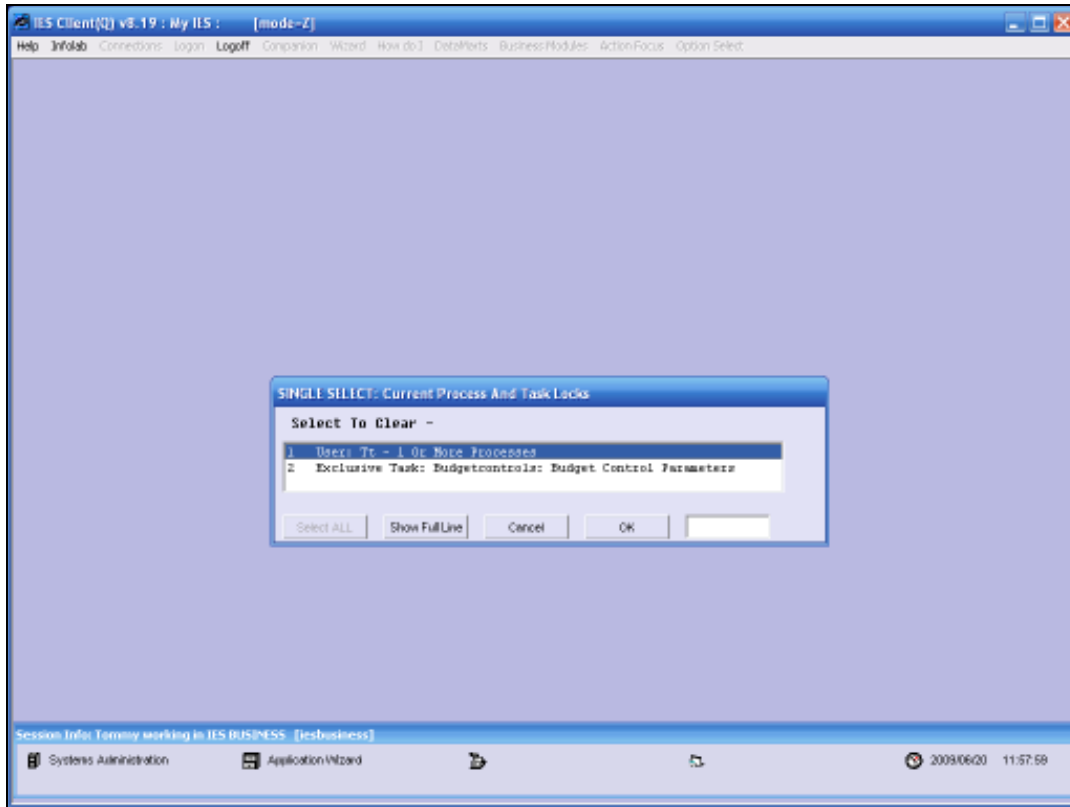
## Slide 6

Slide notes: The system will 1st display a Help Document on the subject. In fact, these Locks are mostly legitimate, and indicate that the same User cannot perform, in such a case, the same option twice and simultaneously, or that another User is already using a Task that can only be used by 1 User at a time, or something like that. However, in the event that a User has an abnormal session termination while a Process Lock is in place, then the Lock will not clear by itself until the next day, and then the Administrator may clear the Lock with the tools provided.



### Slide 7

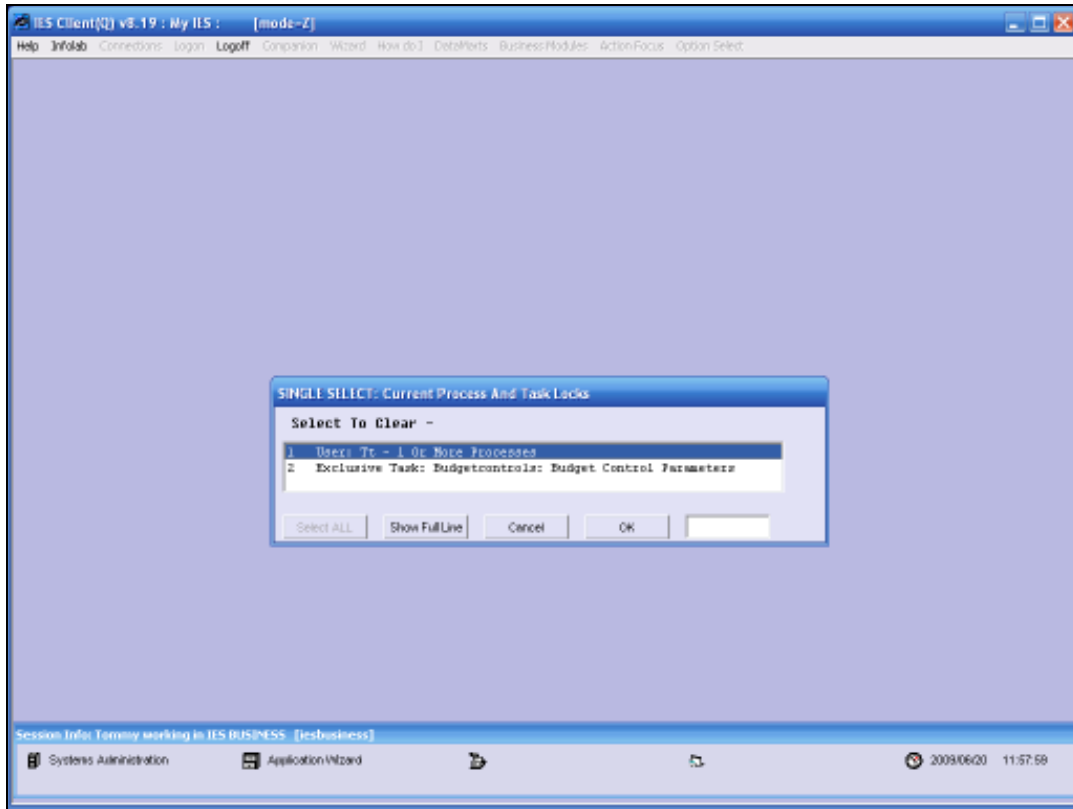
Slide notes: The correct procedure is to 'Select a Process Lock to Clear', and the 'ALL' option should only be used when we are sure there are no legitimate Locks in place.



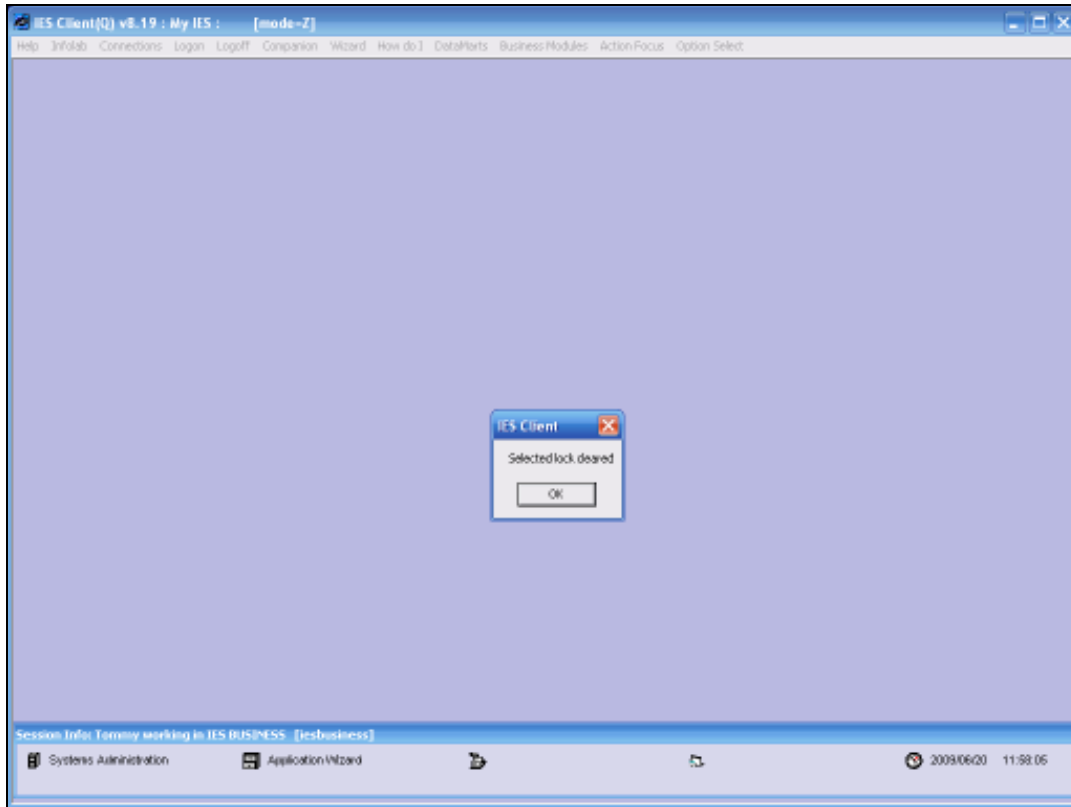
Slide 8

Slide notes: In this example, we wish to clear the Locks for User "TT".





Slide 9  
Slide notes:



### Slide 10

Slide notes: The system clears the Process Lock that has been selected, and the User should log off, if still logged on, then log on again and proceed.