

Anaesthesia - How to unlock a record on SAA



This Quick Reference Guide will explain how to:

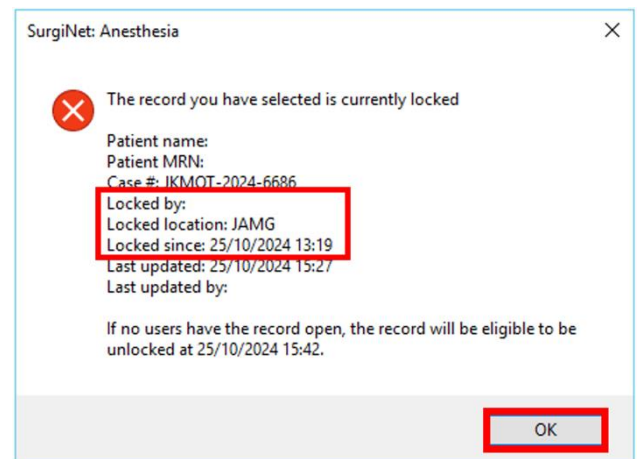
Unlock a record on SAA after a record you have started unexpectedly closes.

Definitions:

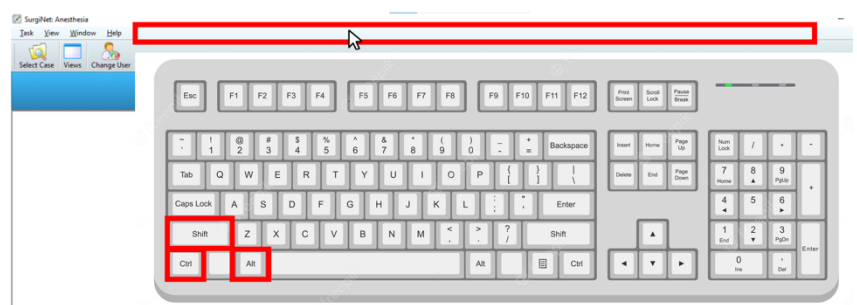
SAA – Surginet Anesthesia Application

Record – the anaesthesia record for the case selected in SAA

1. When the locked record window appears, take note of the Username, Locked location, Date and Time before clicking on “OK” to close the window.

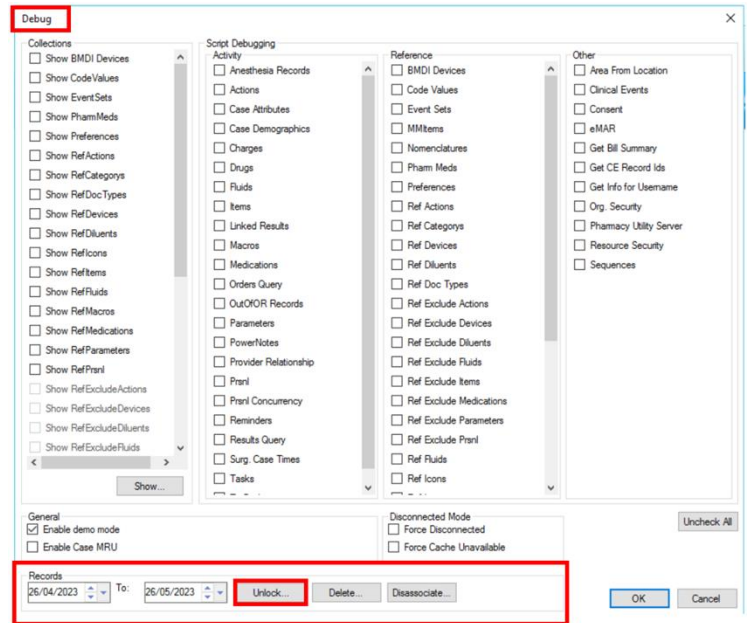


2. Access the Debug window by hovering the mouse cursor over the menu bar. Press and hold Shift + Ctrl + Alt on the keyboard then right click along the menu bar.

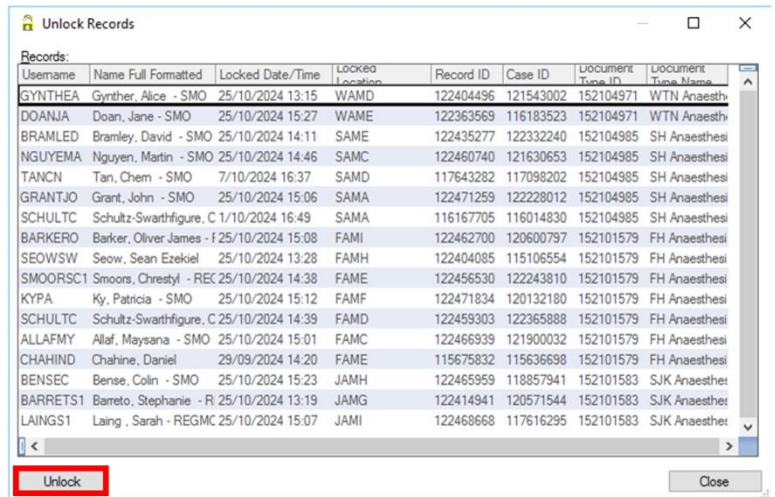




3. After approximately one second, the Debug window displays. On the bottom part of the window, select the date the record was created and click “Unlock...”



4. Select the record you wish to unlock and click “Unlock” followed by “Close”



Important – Check you have selected the correct record

- This can be confirmed by checking the Username, Locked Date/Time and Locked Location as noted in Step 1.

5. Click on “Select Case” to search for the unlocked case and resume charting.

