

Perioperative - Documentation

Unlocking a record



This Quick Reference Guide will explain how to:

Open Perioperative Doc when it is locked by another user

Single user access to Perioperative Doc

Each Perioperative Documentation type can only be accessed by a single user at any one time. Once a staff member opens a Perioperative Doc record, it locks that particular document for that user until the document is closed. However, when a second staff member attempts to open the same record, they will receive an option to unlock the record.

If staff do need to unlock a record, they should be aware that there is a risk of losing documentation. When a record is unlocked, any unsaved work by the previous user will be lost.

