Unlock a Proposal Development Record How do I unlock a record?



Why did my record lock?

When using Coeus Lite, always be sure to click on <Logout> and do not just close your browser. This will cause the record to lock.

You can only remove your own locks. To have another user's lock removed; contact the other user to request they exit the proposal.

1. Click on Current Locks

CoeusLite									User: Gasior, Angela		
									Current Locks		
	Coeus Home	My Proposals	Inbox	Logout	My COI	My Negotiations	My Awards	My IRB Protocols My IACUC Protocols	My ARRA		

2. Click

(Click on Unlock.									
2	💐 Current Locks - Google Ch	irome				—		\times		
	prcoeus.johnshopkins.edu/coeus//getLockldsList.do									
	Current Locks for Gasior, Angela									
	Module	Item	User	Create Timestamp	Update Timestamp					
	Development Proposal	00156322	Gasior, Angela	2021-09-30 14:43:33.0	2021-09-30 14:43:33.0	Unlock				
L										
	Close									

3. Click **ok** and close window.

prcoeus.johnshopkins.edu says					
Are you sure you want to unlock Development Proposal 00156322 ?					
	ОК	Cancel			

I cannot access my proposal because it's locked and the message says someone else is using it.

You should contact the other user. If they are currently working on the proposal, Coeus will not allow you access to the same module. You can either choose to work on a different section of the proposal or you may call the other person to ask them to exit. If they are already out of the proposal, but the lock remains, they were probably working in Lite and closed their session without using the <Logout> button. In this case, the web connection to the proposal remains active, even though they have closed their browser.