

## Conveyancing And Trust Account System

### CLEARING FILE LOCKS

When a file has been opened to be worked on, CATS sets a 'flag' indicating this, and prevents any other user from opening the same file. If this was allowed, the two users would be overwriting each others changes.

Unfortunately, there will always be a time when the system will 'crash' for one reason or another, while you are working on a file.

When this happens, the 'flag' will not be reset and the file will remain locked to all users.

It will then be necessary to clear file locks.

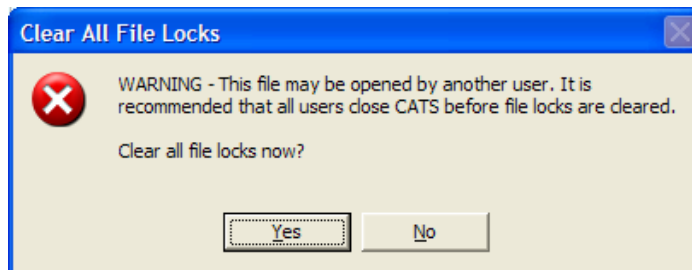
#### To Clear All File Locks

Go to the menu selection *Tools / Clear All File Locks*

This option is only available to level 3 users. This is because all file locks will be cleared, even though others may have those files open.

The user will be asked to confirm whether or not to proceed.

Before proceeding, everybody using CATS should be asked to save their data and exit to the main CATS screen before clicking the Yes button to clear all file locks.

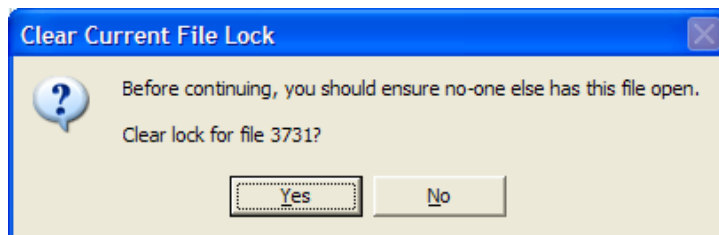


To clear all file locks click Yes

#### To Clear the Lock for the file last accessed

This is a safer option and open to users of all access levels. Only the lock for the last file worked on is cleared.

Go to the menu selection *Tools / Clear All File Locks*



To clear the lock for the last accessed file click Yes