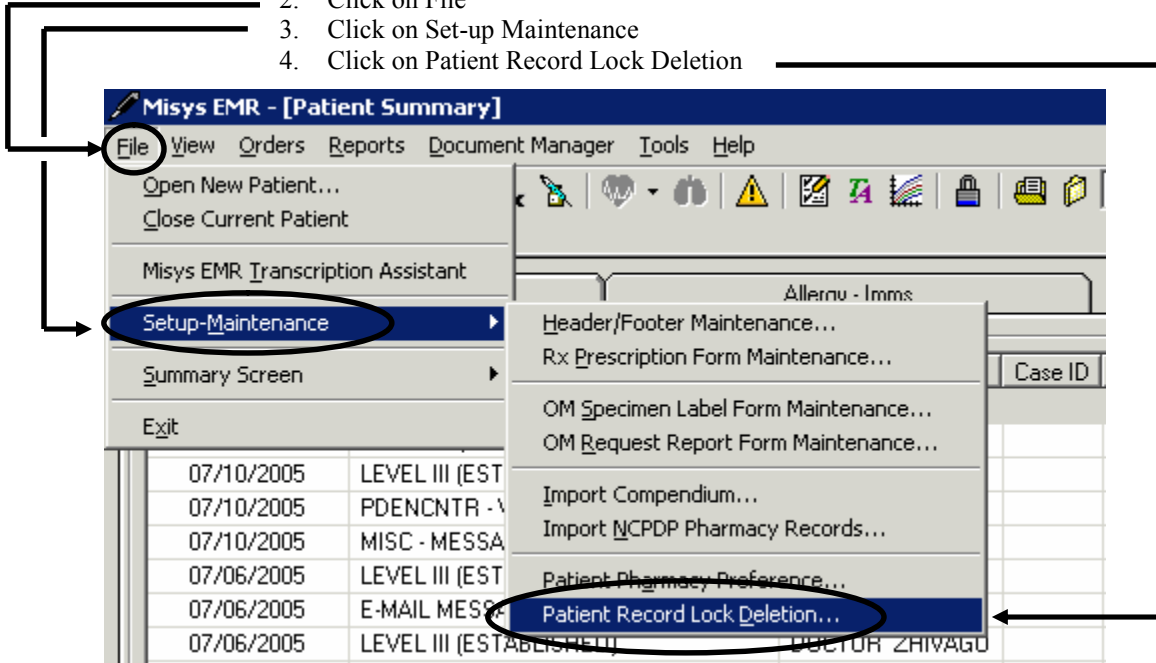


# Patient Record Lock Deletion Instructions

1. Log into EMR
2. Click on File
3. Click on Set-up Maintenance
4. Click on Patient Record Lock Deletion



5. Change the User Login to the appropriate user (OR change it to all to see locks for all users).
6. Change the Workstation ID to All Work Stations.
7. Click Refresh.
8. Put a check mark in the box next to **only the one or one's** you want to release by clicking once in it.
9. Click the Delete Button.

