



**LockStatus
Client Reference Sheet**



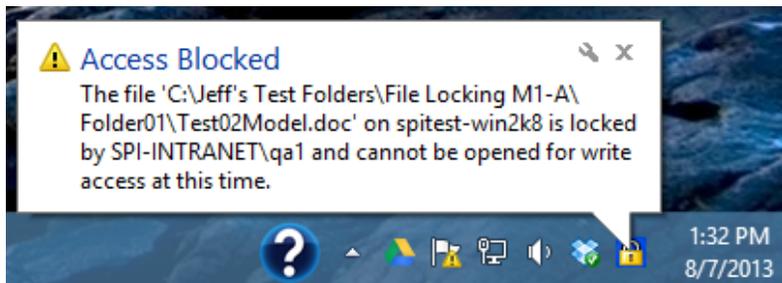
Introduction

LockStatus is an application that runs in the system tray of your computer (the lower right portion near the clock). This application provides users with status about locked files. Files are locked to avoid having multiple users make changes to the same file in different locations at the same time. This reference sheet will show you the behavior to expect when opening a file that is locked by another user and the notification you will receive when a file is available for editing again.

Behavior when Opening a File Locked by another User

LockStatus will notify you when you encounter a file locked by another user on the network. This notification is performed via a pop-up from the LockStatus icon in the system tray of your computer. When a file is locked, you will only be able to access a Read-Only copy of the file until the other user saves their changes and closes the file.

This message displayed will provide the path of the file you attempted to access and will also tell you the user on the network that has the file open.



Behavior when a Locked File Becomes Available

LockStatus will also notify you when a file you attempted to access becomes available again. The file becomes available when the user that had the file locked closes the file. When you see a message like the one below, you can attempt to access the file again.

The indication that the file is available does not always mean it will be available when you attempt to open it. If another user opens it first, another lock message will be displayed.

