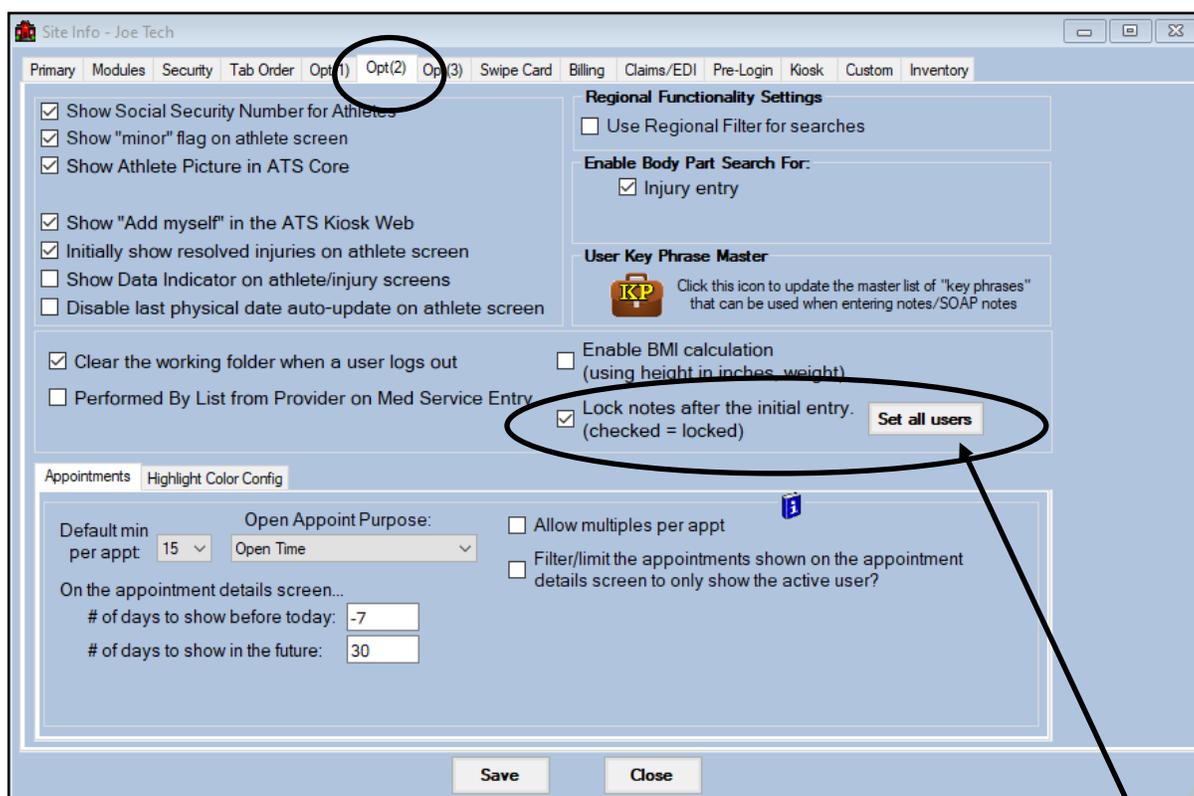
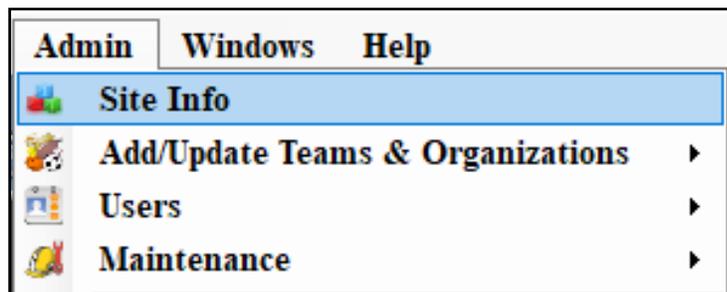


## ATS: How to Lock Notes After Initial Entry

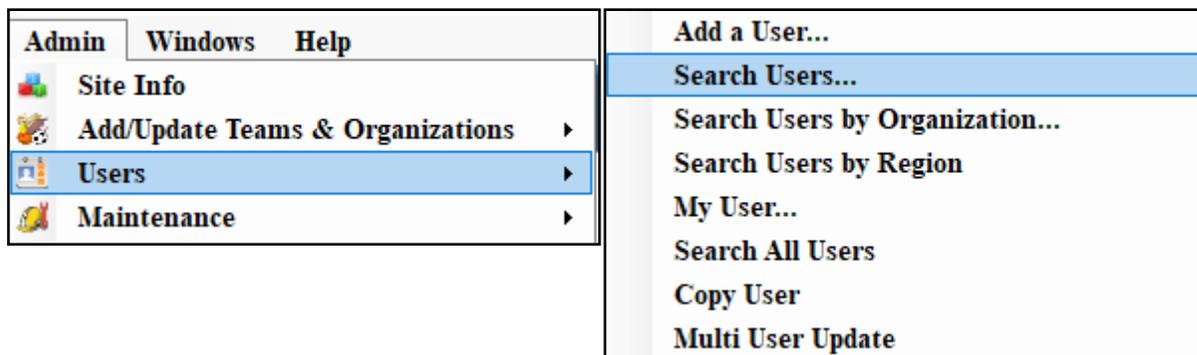
You have the ability to lock notes after initial entry. This means they cannot be changed once they are saved. You can lock notes for just some of your users or all of your users. You must first turn on this capability in the Site Info area. To access the site info go to Admin—> Site Info—> Opt(2) tab.



Once you have turned on this feature, by checking the box, you can then choose to turn on this setting for all of your users by clicking the “Set all Users” button. You can also go into each individual user profile and turn this on or off as desired.

## ATS: How to Lock Notes After Initial Entry

Once you have enabled the Lock Notes in Site Info you can turn this function on/off for individual users. Go to admin—> Users—> Search Users and then select the user you want to edit from the available list.



The image shows a screenshot of the 'User' profile edit form. The user's name is Joe Streckfus. The form includes various fields for user information, roles, and contact details. The 'Lock All Notes' checkbox is checked and circled in red.

**User Information:**

- Name: Joe Streckfus
- Roles:  Administrator,  Athletic Trainer,  PRN Staff,  Coach,  Doctor/Physician,  Other,  Student,  Strength/Condition
- User ID: Joe Streckfus
- Password: \*\*\*\*\*
- Login Until: / /
- Supervisor: [Dropdown]
- Email Addr: joe@kefferdevelopment.com
- Text Addr: [Field]
- Title: [Field]
- License #: [Field]
- Force password change on next login:
- Use secure messages:
- Lock All Notes:**

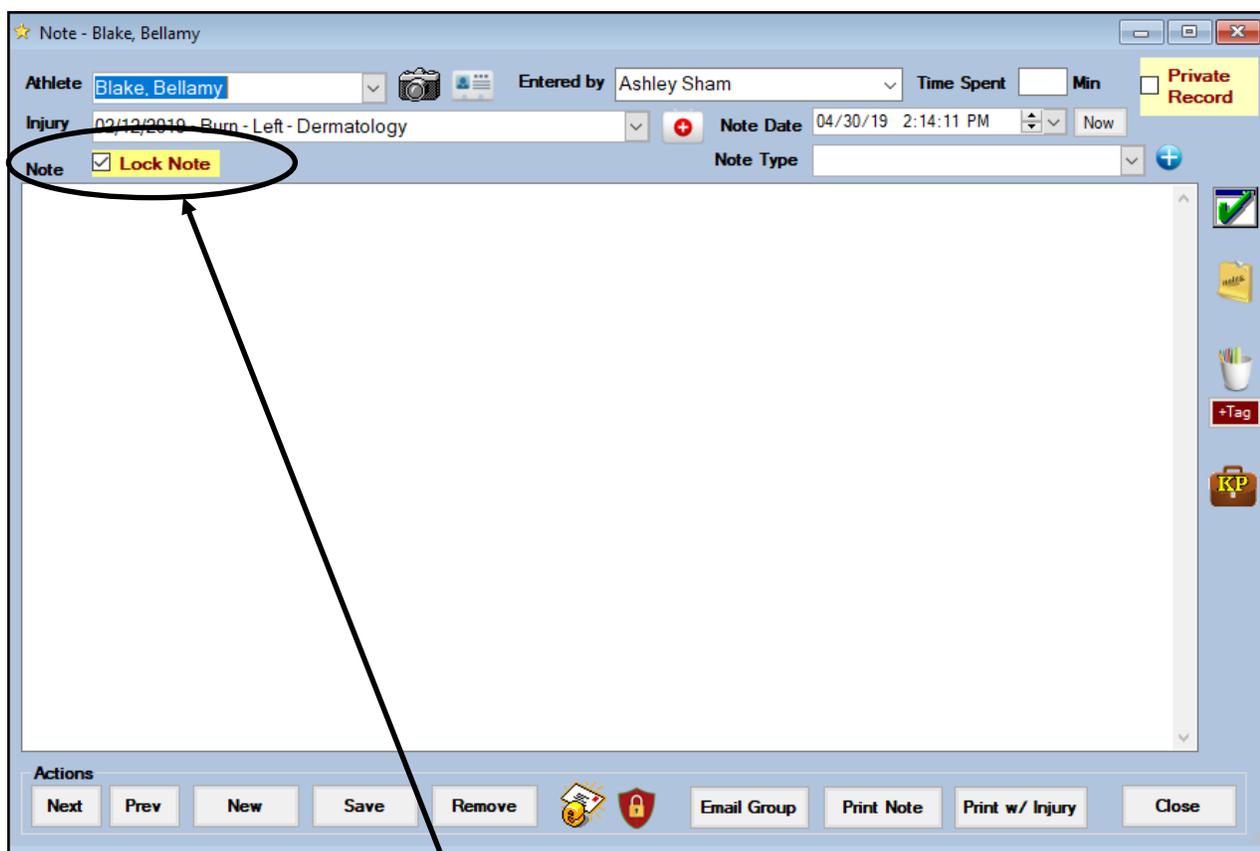
**Contact Information:**

- Phone: ( ) - -
- Office: ( ) - -
- Cell: ( ) - -
- Fax: ( ) - -
- Location: [Field]
- Region: 0 [Dropdown]  Regional Admin

**Signature:** [Upload] [Clear]

[Handwritten Signature]

## ATS: How to Lock Notes After Initial Entry



The screenshot displays the 'Note - Blake, Bellamy' window. The 'Athlete' field is set to 'Blake, Bellamy', 'Entered by' is 'Ashley Sham', and 'Time Spent' is 'Min'. The 'Injury' field contains '02/12/2019 - Burn - Left - Dermatology'. The 'Note Date' is '04/30/19 2:14:11 PM'. The 'Note' field has a checked checkbox labeled 'Lock Note', which is circled in black. An arrow points from this checkbox to the explanatory text below. The 'Actions' bar at the bottom includes buttons for 'Next', 'Prev', 'New', 'Save', 'Remove', 'Email Group', 'Print Note', 'Print w/ Injury', and 'Close'.

Once this feature has been turned on “Lock Note” will appear at the top of all the notes being entered. If “Lock Note” has been enabled for this particular user there will be a checkmark in the box. The user will be unable to edit/make any changes to the note once they hit save.