

ECN record locking

E.C.N. Database is an application that allows multiple users to preview or edit simultaneously the same ECN#.

The typical **record locking** used in similar applications (which make the user that edits ECN # the owner of that record until he moves to the next one) was expanded down to the **field level locking**. This means that multiple users can work simultaneously the same ECN# as long as they are editing in a different tab. There are certain rules depending on the **ECN phase** that allow the users to perform or not certain tasks against the ECN #.

The method used to protect the content of a critical field (or a whole section) is to sign-in that field. The signature is practically a **date field** at the right of the critical field. Double-click on such an empty date field, select your user name from the pop-up combo-box then provide the password. The current date will be stored in that field and from this moment the only way to change the content of the protected field is to delete the **date-signature**. Except **phase 0**, when the originator fills-up the ECN, the lock-date field is always required before saving a section in the ECN. A protected field can be un-protected only by the same user that locked that field or by a user that knows the generic Admin password. The Document Control must always know if something was changed in a certain ECN after being released for approval (**phase 2** – issued by Doc Ctrl). Some users have already signed and what they signed for was changed. An automated email will be sent to all the users that have signed that ECN to allow them to revoke their signature.

Is recommended to use the **SAVE** current ECN button after editing a field in the database.

