

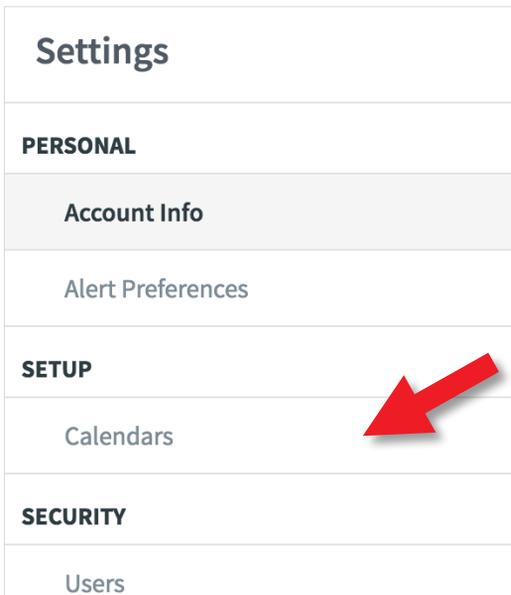


Locking Measures - 1

Locking Measures (after a defined time) is an administrative function. You need to be an Administrator to lock measures. This is a Global function.

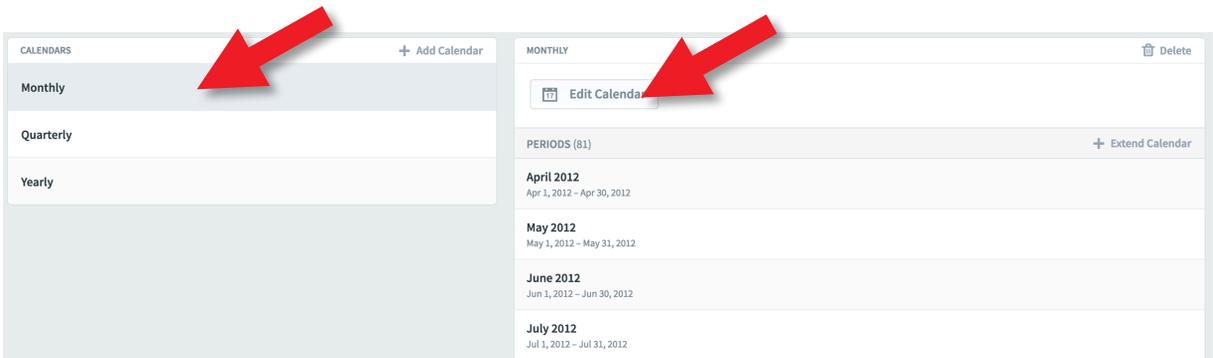


Go to **Administration** by clicking on the small cog at the bottom left hand side of the screen.



Under Settings click on **Calendars**

In the right hand panel click on **Monthly** and then click on **Edit Calendar**





Locking Measures - 2

The Edit Calendar dialogue box will appear.

Edit Calendar

Calendar Name
Monthly

Prevent Measure Value Updates After Prevent Note Changes After
10 DAYS 15 DAYS

Cancel Save

In the box under **Prevent Measure Value Updates After** add the number of days after the end of the month that you will allow updates to take place. In this example we have said for 10 days.

You can optionally prevent note changes as well. In the example above we have restricted note changes to 15 days after the end of the month.

Click the blue **Save** button to save your changes