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

CALENDARS	+ Add Calendar	MONTHLY 🗊 Delete
Monthly		177 Edit Calenda
Quarterly		PERIODS (81) + Extend Calendar
Yearly		April 2012 Apr1, 2012 - Apr30, 2012
		May 2012 May 1, 2012 - May 31, 2012
		June 2012 Jun 1, 2012 – Jun 30, 2012
		July 2012 Juli 1, 2012 - Juli 31, 2012

intra<mark>focus</mark>

Locking Measures - 2

The Edit Calendar dialogue box will appear.

	July 2012 Jul 1, 2012 – Jul 31, 2012	
Edit Calendar		
Calendar Name		
Monthly		
Prevent Measure Value Updates After	Prevent Note Changes After	
10 DAYS	15 DAYS	
Cancel	Save	
	Dec 1, 2012 – Dec 31, 2012	

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

