



Article # 1294

Technical Note: Understanding the Company Access Lock Feature

Difficulty Level: Beginner Level AccountMate User

Version(s) Affected: AccountMate 8 for SQL and Express

Module(s) Affected: System Manager

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DESCRIPTION

Some AccountMate processes including period-end closing, adding or editing custom fields, and product updates installation require exclusive access to the company database. The Company Access Lock feature is a handy tool that addresses the need to prevent users from accessing or logging into a company.

This Technical Note discusses the repercussions of activating the company access lock feature. It also explains how to activate, use and deactivate the feature.

SOLUTION

The following are the repercussions of activating the company access lock:

1. Only the Supervisor or the user who initiated the lock can access the functions in the locked company.
2. Any other users who are accessing the company at the time it is locked can continue to run only the functions that they have opened. This allows them to complete whatever processes they have started while preventing them from initiating new ones.
3. Only the Supervisor or the user who initiated the lock can lift it.

Perform the following procedures to activate, use and deactivate the company access lock feature:

1. Activate the feature by performing these steps:
 - a. Access the Company Access Lock function from the Utilities menu.
 - b. Enter the Supervisor password.
 - c. Read the information in the Company Access Lock window.
 - d. Click the Lock button.

2. Run an AccountMate function (e.g., Custom Field Definition function in the Custom Field Manager module) that requires exclusive access to the company.
3. When you are ready to unlock the company, perform these steps:
 - a. Access the Company Access Lock function.
 - b. Enter the Supervisor password.
 - c. Read the information in the Company Access Lock window.
 - d. Click the Unlock button.

Understanding the repercussions of activating the company access lock feature helps you maximize its use to ensure data security and integrity while performing the AccountMate processes that require exclusive company access. It also helps you choose the right time to activate the feature in order to minimize, if not eliminate, inconvenience of other AccountMate users.

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