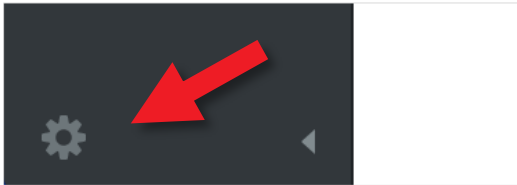





Locking Measures - 1

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

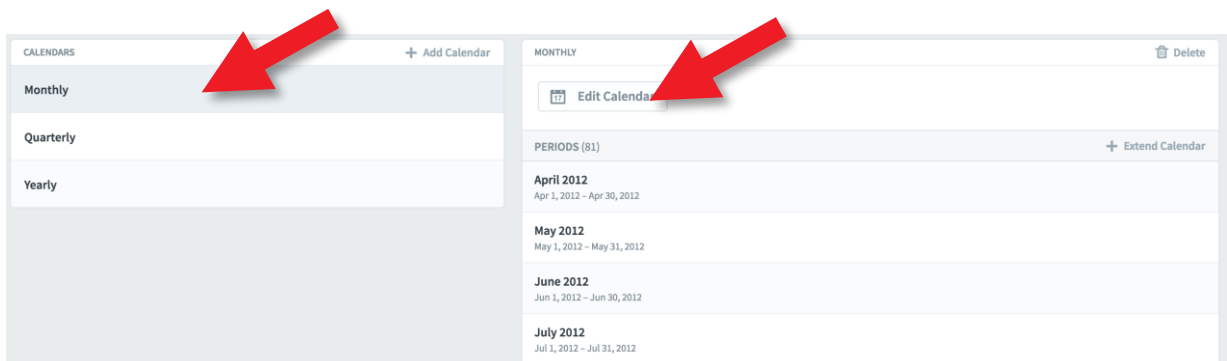





Go to **Administration** by clicking on the small cog at the bottom left hand side of the screen.

Settings
PERSONAL
Account Info
Alert Preferences
SETUP
Calendars 
SECURITY
Users

Under Settings click on **Calendars**

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



CALENDARS	MONTHLY
Monthly 	Edit Calendar 
Quarterly	PERIODS (81) 
Yearly	April 2012 Apr 1, 2012 - Apr 30, 2012
	May 2012 May 1, 2012 - May 31, 2012
	June 2012 Jun 1, 2012 - Jun 30, 2012
	July 2012 Jul 1, 2012 - Jul 31, 2012



Locking Measures - 2

The Edit Calendar dialogue box will appear.

The screenshot shows a dialog box titled "Edit Calendar" overlaid on a calendar interface. The dialog box contains the following fields and controls:

- Calendar Name:** A text input field containing the word "Monthly".
- Prevent Measure Value Updates After:** A control with a numeric input field set to "10" and a "DAYS" label.
- Prevent Note Changes After:** A control with a numeric input field set to "15" and a "DAYS" label.
- Buttons:** A "Cancel" button on the left and a blue "Save" button on the right.

The background shows a calendar for July 2012 (Jul 1, 2012 - Jul 31, 2012) and a partial view of December 2012 (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