

## 8. Location locked

### 8.1. How can you see if a location is locked?

Open the Produmex Organizational Structure:

1. Give in the Location Code in the search area and hit the search button (*or hit ENTER*).
2. The system will then jump automatically to this entered location and select it.
3. Go to the Cycle Count tab for this location.
4. You can see the 'Locked by' is filled in. The number here is the user that has locked this location.



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### 8.2. How did we get to this situation in the system?

When a cycle count is processed on a location, this location is locked by the system for that user. That way, there are no other processes that can adjust the stock on this location, as long as we are still processing the cycle count.

Probably the user (*SCANNER 1 in this case*) has selected the location to do a cycle count, but he did not process this count.

*(So he went back out of the cycle count flow or closed the Produmex application)*

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### 8.3. How to solve it?

This is pretty easy, you have to follow the steps to view the locking.

And then, hit the 'Unlock' button (see 5 in the screenshot) to unlock the location again.

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