

Statewide Implementation: Locking Workflow Settings

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Overview

Locking Workflow Settings allows standardized workflows and control access to information during different phases of your workflow.

Set up auto-locking to lock and re-lock incidents, after creating, modifying, or completing the record once the set number of hours has passed. You can also set Elite to change the status of an incident and visits after locking and exclude specific statuses from auto-locking settings.

Location

Agency Menu > Configuration > Locking Workflow Settings

Statewide Implementation

	EMS	Community Health
<p><u>Hours After Incidents Auto-Lock</u> Enter the number of hours that must pass after the time recorded in the Created On date field before Elite locks an incident. Set to 0 to prevent incidents from automatically locking.</p>	24	24
<p><u>Hours After Incidents Auto-Lock After Manual Unlock</u> Enter the number of hours that must pass after the time recorded in the Modified On Date / Time field before Elite re-locks an incident.</p>	24	24
<p><u>Set Incident Status Upon Locking</u> Choose which status applies to incidents automatically locked. To retain the incident's status set by the user, leave this field blank.</p>	Auto Locked	Auto Locked
<p><u>Status to Exclude from Auto-Lock for EMS Incidents</u> To prevent incidents with a specific status from automatically locking, use the arrows to move that status to the Excluded box.</p>	Needs Clinician Action	Needs Clinician Action