UNIVERSITY OF CALGARY

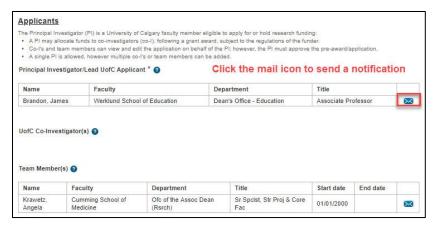|	
Purpose:	Pre-award records with a status of either <u>In Preparation</u> or <u>Submitted for Approval</u> cannot be **edited** by two users at the same time. The records can be viewed, but not edited.
Audience:	ADRs, Research Facilitators, RSO

If you open a record and attempt to edit and save changes to a record that is open by another user, you will see the message "currently being edited by:"

If you need immediate access to a record, you can email the person directly (e.g., PI, Team Member, or Co-I) or you can message the person using the RMS messaging function to request they log out of the record.

When a record is in <u>Submitted for Approval</u> status, the approvers are identified in the Academic Approvals section but there is not an option within RMS to send a notification. Approvers that have a record open, will have to be contacted directly using phone, Skype, email, in-person, etc.