

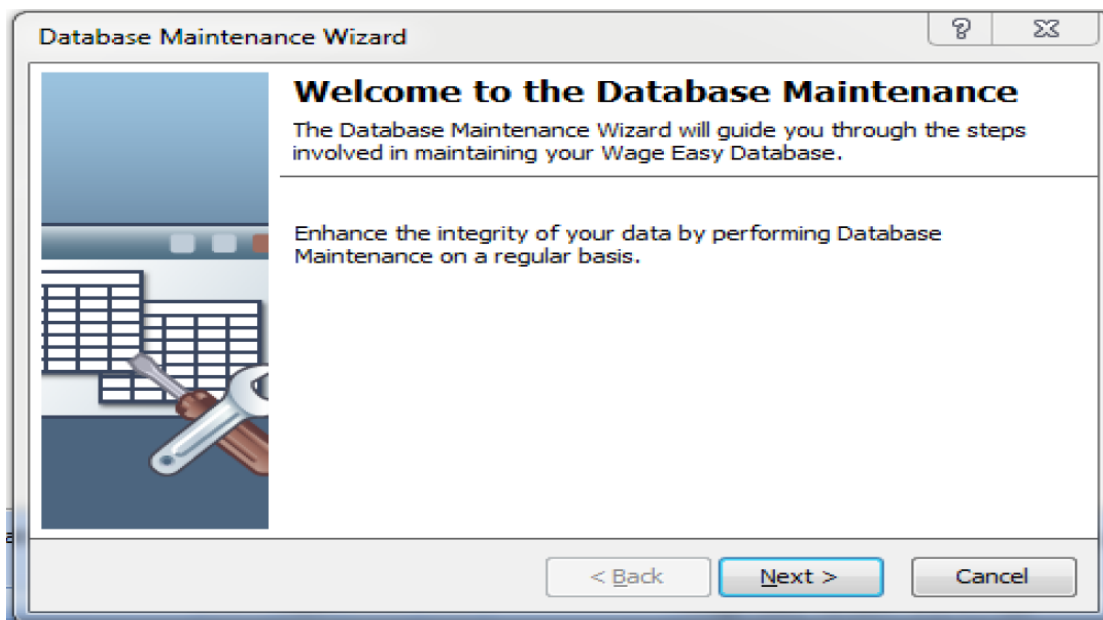
Sage WageEasy

Employee locked by user

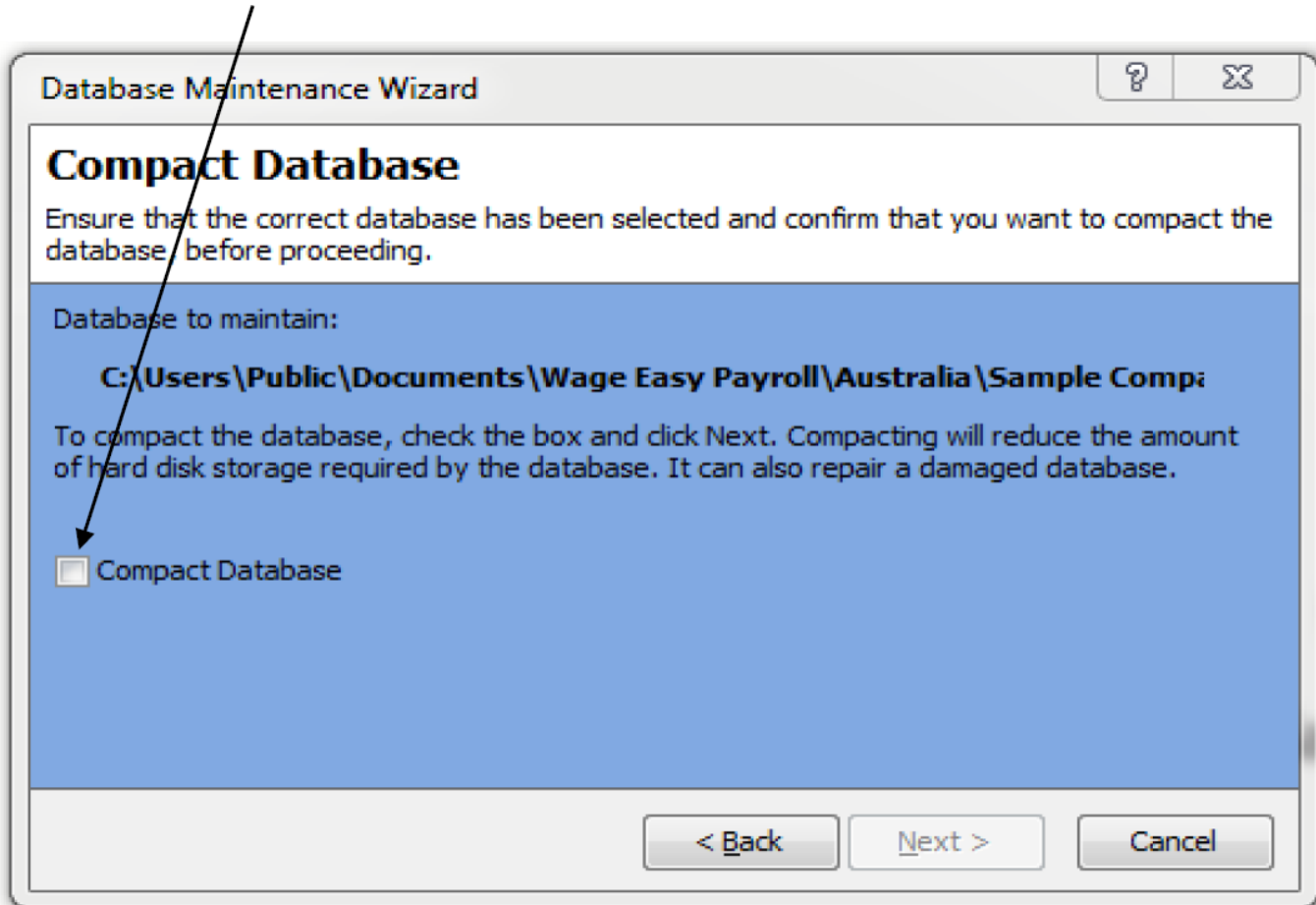
Summary:

If an employee file is locked by a user this could be due to the user not closing out of the employee's file correctly or leaving it open whilst working in another area within Sage WageEasy. To rectify this please follow the instructions below. Also note that if you are experiencing that your wages are not as fast as normal by doing the compact and repair this may speed the process up a bit.

1. Make sure all other people using the database that the lock is in have exited that particular database.
2. Click on File / Maintenance / Database / Maintenance.
3. It is imperative that you do a backup so click on Yes to do the backup and save it to your backup location.
4. Click Ok and this will bring up the Database maintenance wizard.



5. Click Next and Next as you will be selecting the default database as this is the one you are currently in and need to compact.
6. Tick the compact database and then click on next.



7. Once the database has finished compacting click on the finish button and then log in and you should be able to get into that employee's file.

