

Pacific Islands Area Toolkit – Toolkit Hints & Tips

9. Locked Status on Toolkit Folder

Ever noticed a Toolkit folder is locked by you but you don't have the file checked out in Toolkit? (Hint: color of the lock under your name)

When a contract modification is initiated by you in ProTracts, it automatically locks (**BROWN LOCK**) the Toolkit folder **under your name**.

A **GREEN LOCK** under your name means that you have checked out a file Toolkit.

Note:
If you have several Toolkit files checked out under your name, check the color of the lock.

- **Green lock** is a file checked out in Toolkit. 
- **Brown lock** is a file locked through ProTracts. 

Issue 1: Contract is in modification

When you launch a mod in ProTracts, ProTracts will lock the folder under your name.

Fix:

Complete the mod or cancel the modification for ProTracts to release the lock.

Note: If this does not release the folder, contact your County Resource Conservationist or Toolkit Coordinator to force release the lock.

Issue 2: Cancelled or terminated contract

If you are either cancelling or terminating a contract in Protracts, there is a known bug in Protracts (that is currently being addressed), where the lock will not get released even after that mod is completed in Protracts.

Fix:

Contact your County Resource Conservationist or your Toolkit Coordinator to force-release the lock.

Determining which contracts are in a modification

One way to determine if you have a contract in modification status is to pull one or both of the “Contract Modifications” report in ProTracts.

1. Contract Modification waiting for Approval
2. Contract Modifications in Progress (not yet submitted for Approval)

