We have created a way to lock Barnestorm users out from logging into the software. Once a user is locked out they will receive a warning message at time of login: The user profile for [username] has been locked. Please contact your Barnestorm admin and have them unlock you from the Employee Security Page. This feature will also allow an Office user to unlock a POC user that has enter an incorrect password three times.

There are two ways an employee can get locked out: 1) It can manually be locked by following the directions below; or 2) After a POC user attempts to login with three incorrect passwords.

1. Go to **Barnestorm Office > Admin > Employee Security** and select the employee by entering their four digit Barnestorm code, or search for the employee by name.

2. Once the employee is selected you can click the **Locked** button from the top, right corner of the screen. When highlighted it will disable a user from logging into Barnestorm; when not highlighted it will allow the user to login.

## 3. Click the Save Complete Employee Security Profile button.

For POC users, once an office personnel has unlocked the user profile, they will be able to log back into POC with their correct password and complete a sync in order to recover patient data. **Note**: This will only work when there's an internet connection.

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle51373.aspx