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