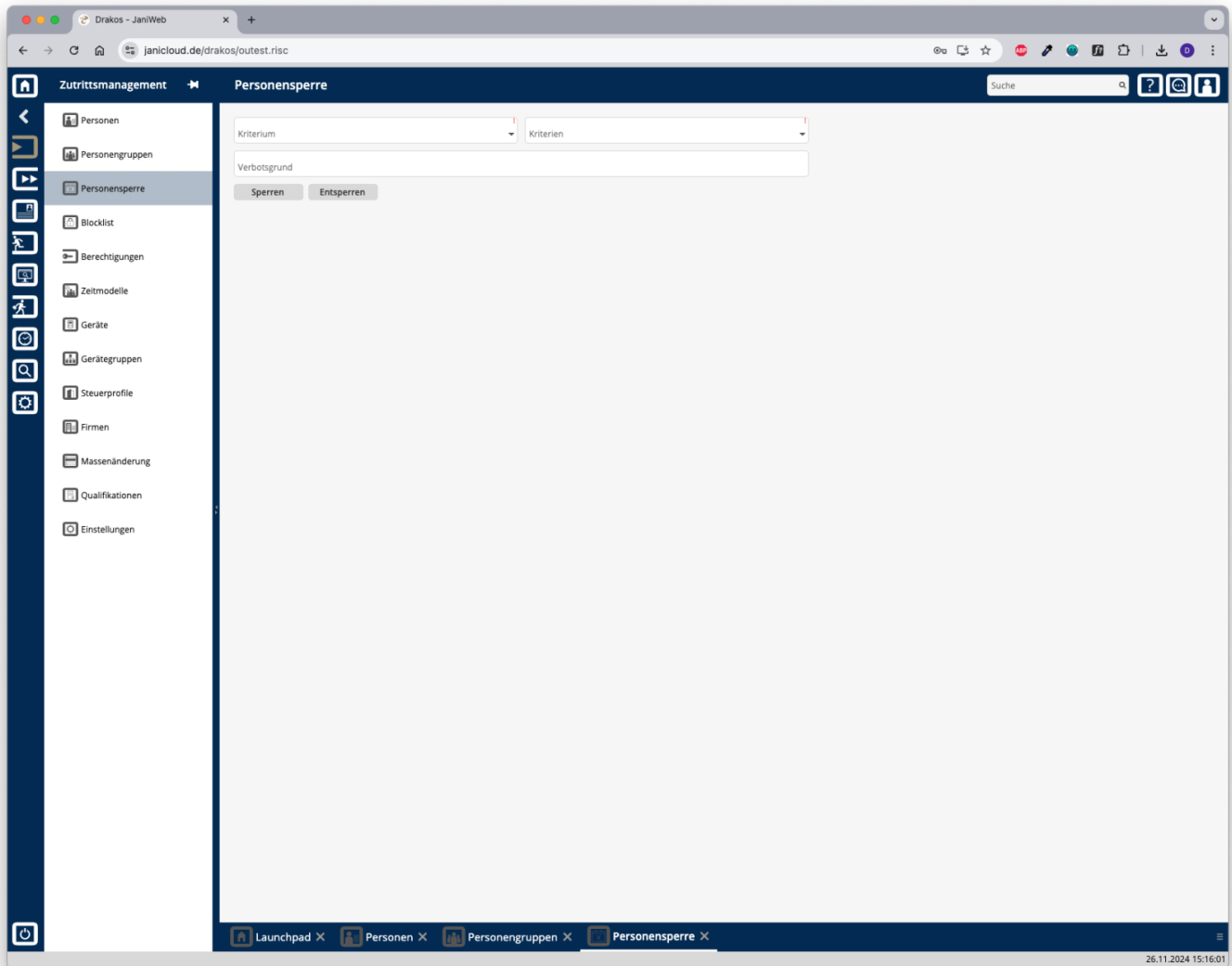# Lock Persons

The menu item *Lock Persons* allows you to block and unblock badges en masse based on certain criteria.

Locking persons

1. Select a criterion from the list field (e.g. badge number or PDC group).
2. Select a value from the *Criteria Values* drop-down list.
3. (Optional) Enter a reason for the ban in the field *Reason for the lock*.
4. Press *Lock* to lock the person(s).

Unlocking persons

Follow steps 1 and 2 above and press *Unlock*.