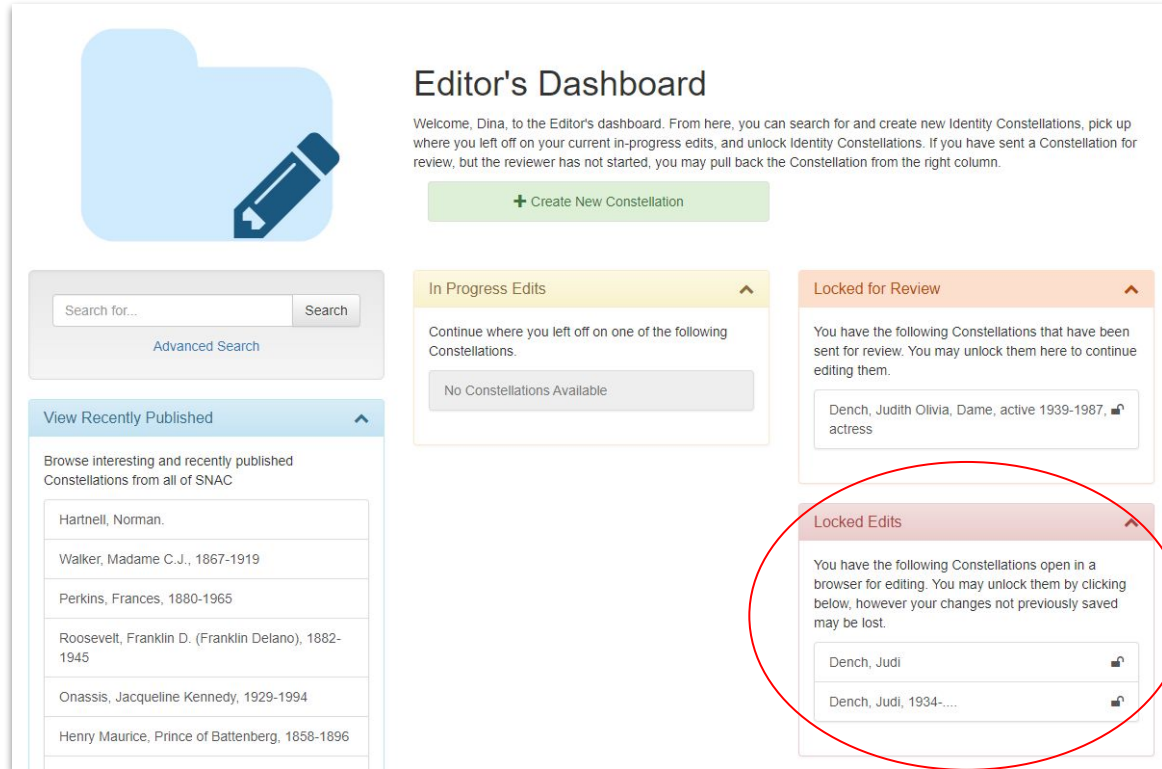




# Troubleshooting during SNAC Editing

# ISSUE: Cannot find record you were just working on

## LIKELY ANSWER: It's locked on your dashboard



The screenshot shows the Editor's Dashboard with a search bar, a 'View Recently Published' section, and three main panels: 'In Progress Edits', 'Locked for Review', and 'Locked Edits'. The 'Locked Edits' panel is circled in red and contains two entries: 'Dench, Judi' and 'Dench, Judi, 1934-...'. The 'Locked for Review' panel contains one entry: 'Dench, Judith Olivia, Dame, active 1939-1987, actress'.

**Editor's Dashboard**

Welcome, Dina, to the Editor's dashboard. From here, you can search for and create new Identity Constellations, pick up where you left off on your current in-progress edits, and unlock Identity Constellations. If you have sent a Constellation for review, but the reviewer has not started, you may pull back the Constellation from the right column.

[+ Create New Constellation](#)

**In Progress Edits**

Continue where you left off on one of the following Constellations.

No Constellations Available

**Locked for Review**

You have the following Constellations that have been sent for review. You may unlock them here to continue editing them.

Dench, Judith Olivia, Dame, active 1939-1987, actress

**Locked Edits**

You have the following Constellations open in a browser for editing. You may unlock them by clicking below, however your changes not previously saved may be lost.

Dench, Judi

Dench, Judi, 1934-...

This can happen if you've:

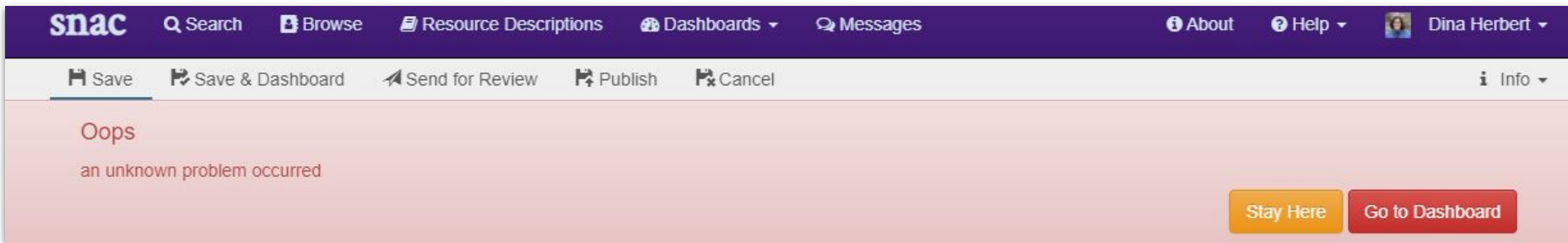
- Clicked out of the page
- Clicked back to the dashboard
- Timed out of SNAC

## SOLUTION:

- Save the item to your dashboard if you are stepping away for a few minutes
- Be careful not to hit the back button when using SNAC

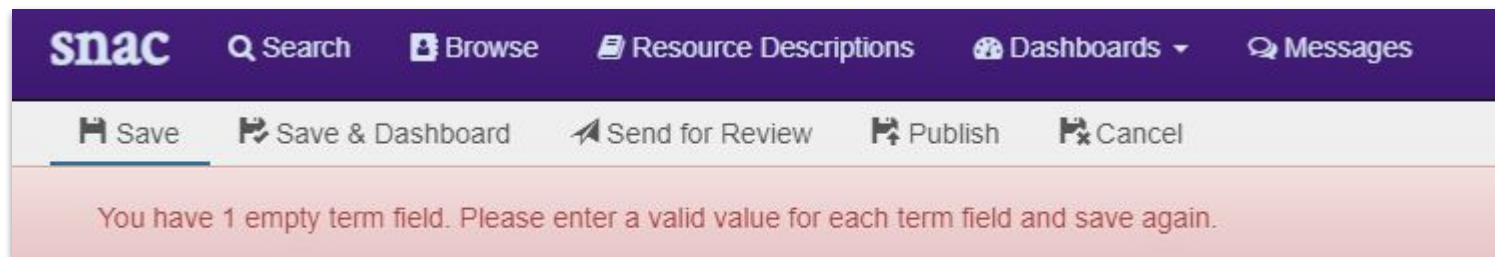
## ISSUE: You cannot save a record

### LIKELY ANSWER 1: You have timed out of SNAC



**SOLUTION:** Remember that SNAC will automatically log you out after a period of inactivity. If you think this is the case open a new tab and log into a new SNAC session, open the record from your dashboard, then save the record

### LIKELY ANSWER 2: You have a blank field somewhere in your record



**SOLUTION:** Go back and fill in OR trash the blank field. Unfortunately, SNAC cannot tell you where the blank field is; we're working on a better validation system.