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**Viewing Individual Inmates**

Only one case can be open at a time. When a case is open, the name will appear on the tab along the top. Only one person can edit the record at a time. Other users will be able to view the case as "read only". If another user is in the inmate's case, the inmate's name will appear red. Clicking on the inmate's name in the tab will show the name of the user who is in the case. If a case is closed improperly, for example utilizing the Red X box in upper right corner of the browser it will lock the case to edit for all users for a period of two hours. To properly close a case or logout user can click close the inmate's case tab or "log out" at the top of the screen.