

Log Off and System Time Outs

How to Log Off From anywhere in the system, you can log off by clicking on **Log Off** on the left side of the screen.

You will be informed that you are attempting to log off, and if you still desire to log off, click on the X (close) in the upper right hand corner.

System Time Out The system automatically times out after 25 minutes of non-use. You will then be automatically timed out and will have to log back in again.
