

Module: m/01/020

'Ensuring all Users are logged-out...'

1. Click on the Advanced menu and select Users...



2. Select the User option to reveal the logged on/off status of each User.



User Name	Description	Status	Logged On @
Admin		Logged on	12/01/2011 18:29:32
Adp		Logged off	
Andre Scott		Logged off	
Calculation Agent		Logged off	
Client		Logged off	
Email Agent		Logged off	
Event Handler		Logged off	
Fire Roll Call		Logged off	
Nathan Price		Logged off	
Peter Konnanov		Logged off	
petergillison		Logged off	
Pip		Logged off	
Simon Birchall		Logged off	
Simon Nicholson		Logged off	
Stephen Brown		Logged off	
Terminal Enquiry Agent		Logged off	

3. Speak to any Users that are currently logged on and ask them to exit the timeware software.
4. When finished, press the <X> button.





Notes