



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.

Users				
Options	User Name	Description	Status	Logged On @
Users	Admin		Logged on	12/01/2011 18:29:32
Agenda	Adp		Logged off	
Permissions	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

Training module: m-01-020 *Ensuring all Users are logged-out ...*

