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Logging Out

Last Modified on 07/07/2025 2:21 pm BST

1. How to Sign Off

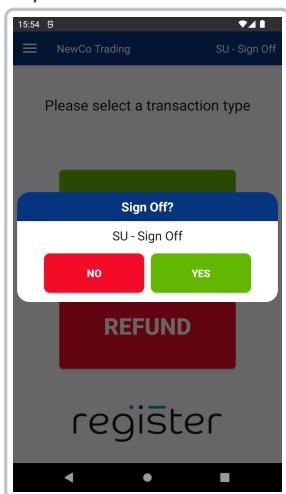
To log out, tap the area in the **top right corner** of the screen where you'll see the initials of the logged-in user, followed by “- Sign Off” (e.g., JD - Sign Off).



2. Confirm Sign Off

You'll be asked to confirm your choice:

- Tap **YES** to log out and return to the login screen.
- Tap **NO** to cancel and return to the previous screen.



3. When Sign Off Is Unavailable

If you're in the middle of a transaction or certain menu actions, the **Sign Off** button will be **greyed out**.



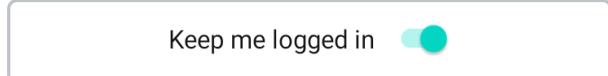
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To sign out, first **complete** or **cancel** any active transaction or process.

4. Automatic Logout

The system will automatically logout after a set period of inactivity.

You can temporarily **disable auto logout** by toggling 'Keep me logged in' to **On** on the login screen.



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Learn more:

- [Learn how to change the auto logout settings](#)