

# ? Logging Out

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

## 1. How to Sign Off

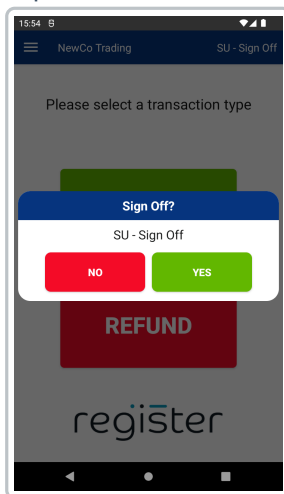
To log out, tap the area in the **top right corner** of the screen where you'll see the initials of the logged-in user, followed by “ – Sign Off” (e.g., JD – Sign Off).



## 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**.

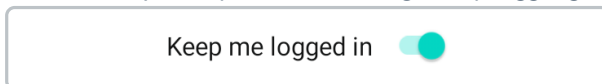


? To sign out, first **complete** or **cancel** any active transaction or process.

## 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.



? Learn more:

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