

Lesson 2 – Logging Out Of the System

Now that you have successfully logged into the *Entry-Master*® System, you need to learn how to log out. This lesson shows you how to log out of the *Entry-Master*® System.

You always log out from the *Entry-Master*® System Main menu. The quickest method to navigate back to the Main Menu from any window in the system is to click on the [Main Menu](#) link located beneath the EMS logo in the dark-blue frame. The following figure illustrates this link.

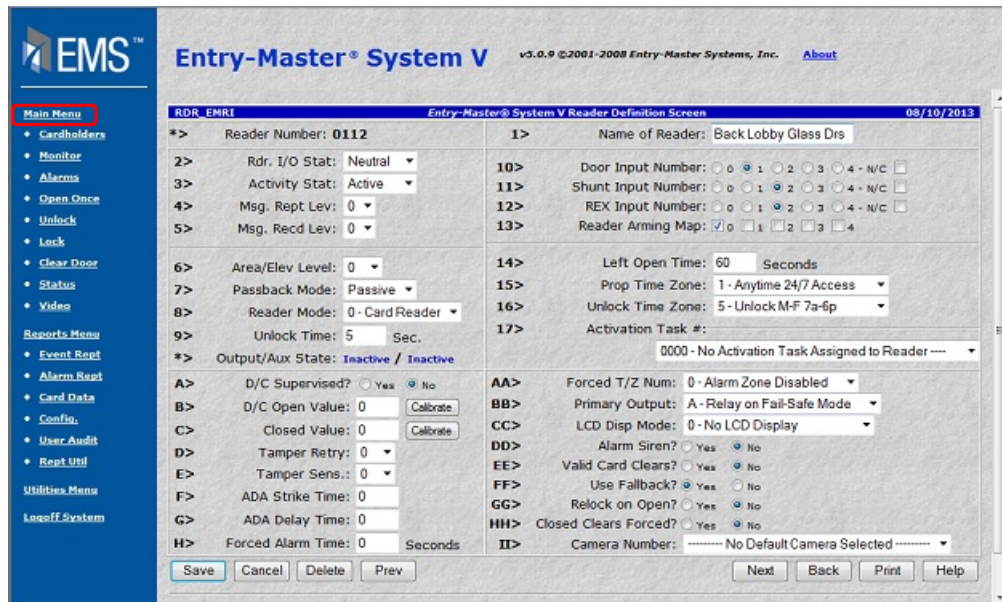


Figure 2-2.1 Main Menu Link

Logging Out From the Main Menu

When you click on the [Main Menu](#) link, the Main Menu displays. Or, you can click on the Back button from any screen until the Main Menu displays.

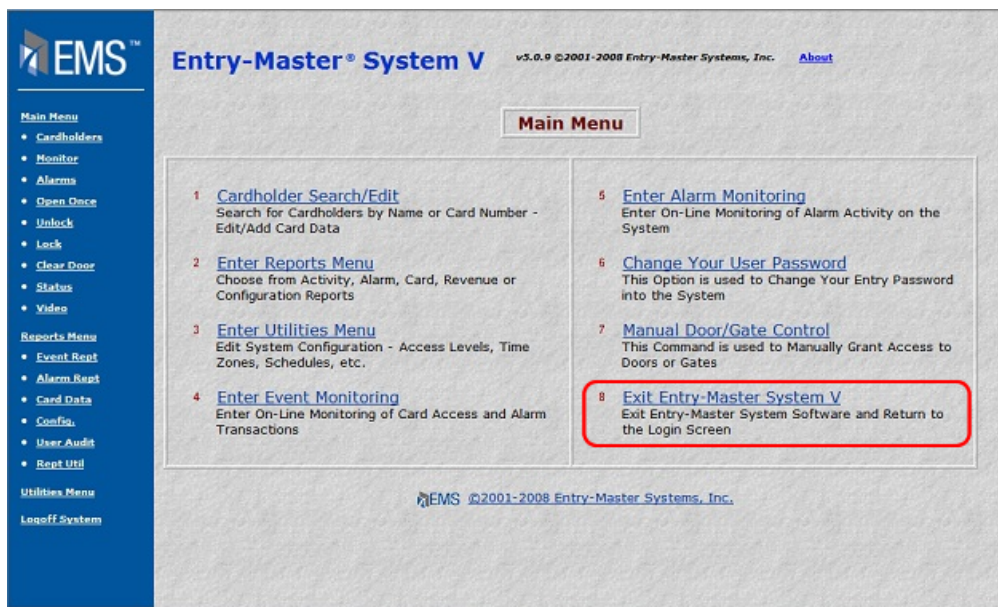


Figure 2-2.2 The *Entry-Master*® Main Menu

Next, click on the [Exit *Entry-Master*® System V](#) link. The following dialog box displays:

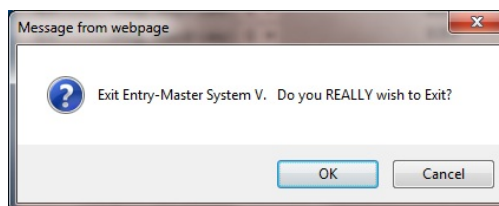


Figure 2-2.3 Do you really wish to Exit Message

Click on the **OK** button to display the *Entry-Master*® log in screen shown next. If you click on **Cancel**, instead, the Main Menu still displays.

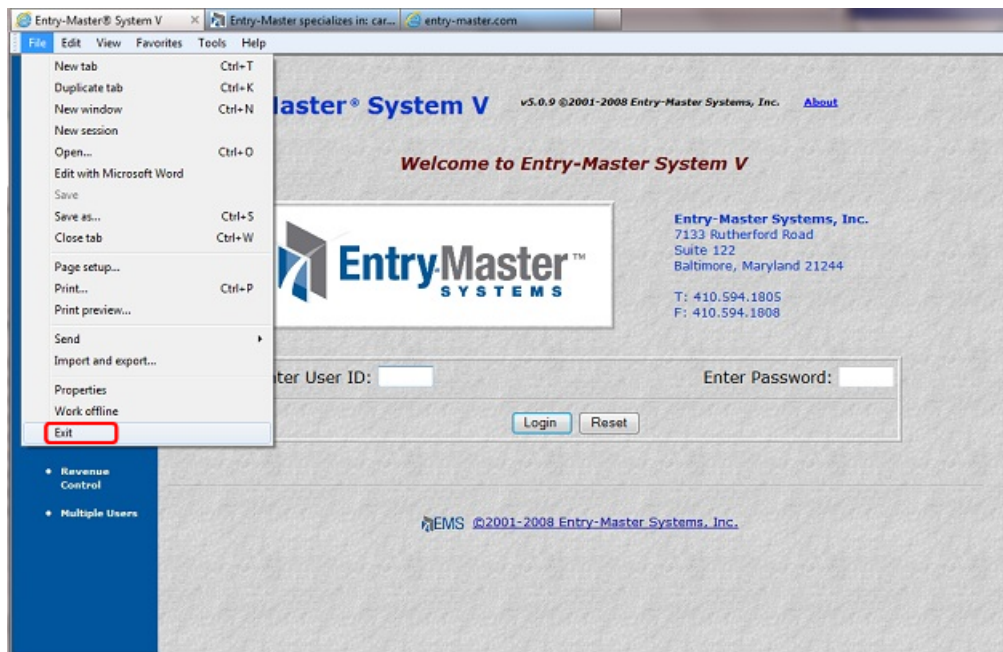


Figure 2-2.4 Two Ways to Exit

From the Log in window, you can click on the **X** in the upper right corner of the window to exit the *Entry-Master*® System. Alternatively, you can click on the File menu and select Close.

This lesson taught you how to log out of the *Entry-Master*® System. Proceed to Lesson 3, *Changing Your Password*.