

## 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. There is a “Logoff” button on the bottom of the left-hand navigation. This button is available *on any window* in the system – you may have scroll down to the bottom of the navigation.

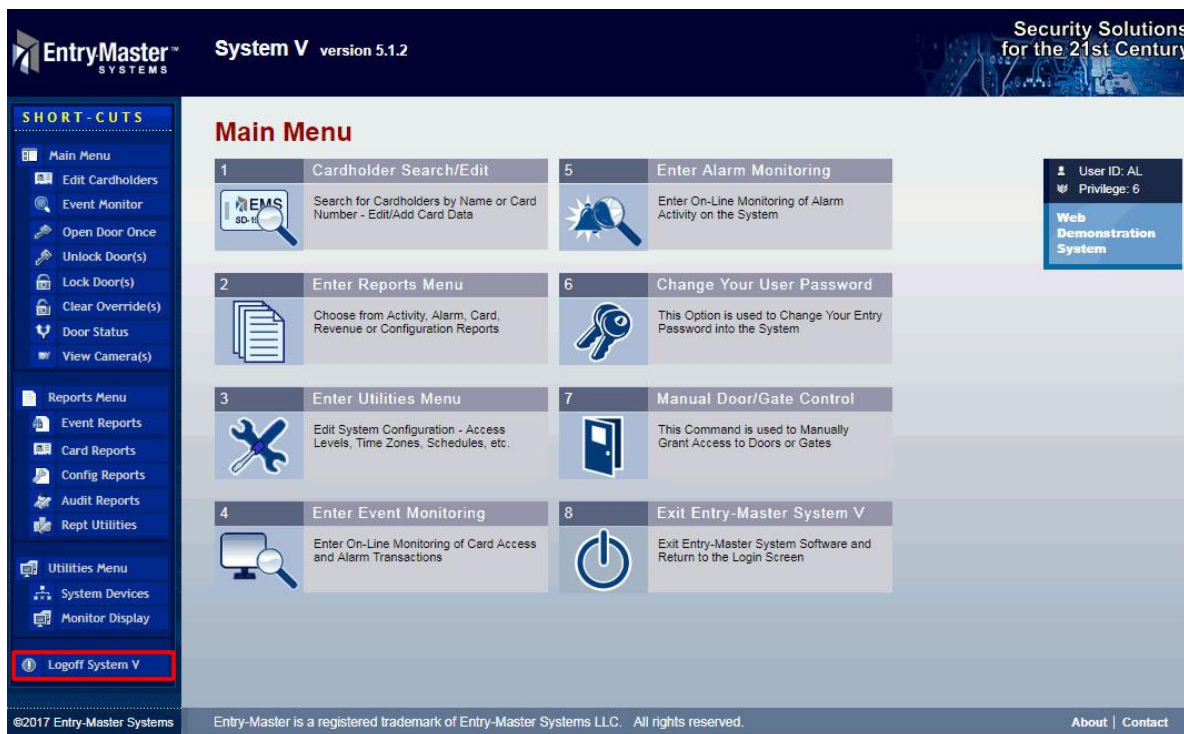


Figure 2-2-1. “Logoff” Button on the Left-Hand Navigation

There is also a “Logoff” button on the Main Menu:



Figure 2-2-2. Exit Button on “Main Menu” Page

If you click on the **Exit** button a Windows Confirmation window will appear: “Cancel” will take you back to the Main Menu:

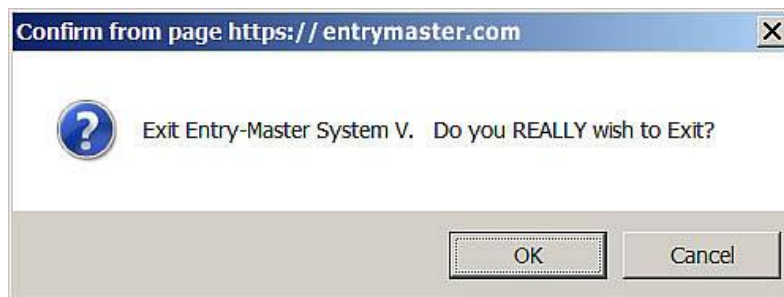


Figure 2-2-3. Exit Warning Screen