



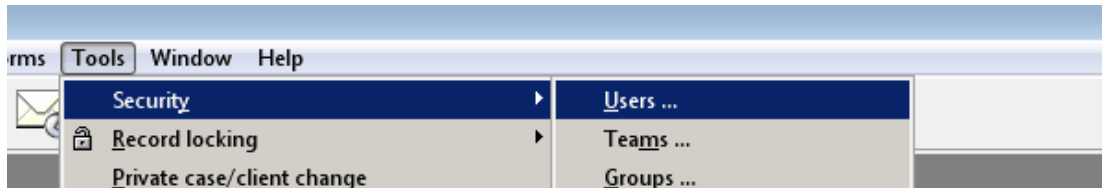
1 How to Logout a User

If a user does not log out of the system properly, the database will register that they are still logged in. This can happen if for example, there is a power failure or the PC crashes.

Before forcing a user out of the system, check that they are definitely not logged in elsewhere as you are effectively severing the link between that user and the database.

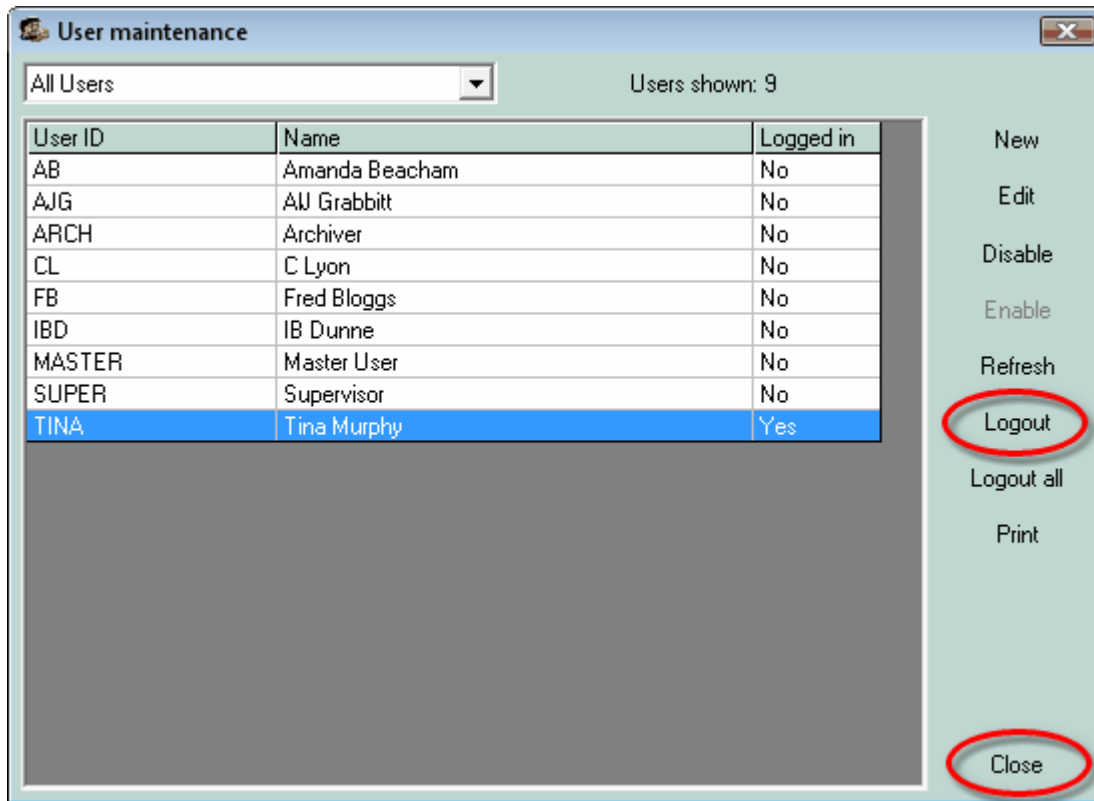
This process can only be done by someone who has Administrative permissions or the SUPER user login.

1. Log into **Solicitor Case Manager**, click **Tools, Security, Users...**



2. Within the **User maintenance** screen, select the **User** you wish to log out.

3. Click the **Logout** button.



4. Click the **Close** button.

NOTE: The **Refresh** button can be used to update any signed on status changes.



Further assistance can be obtained through the OPSIS Support Desk between 8.30am and 6.00pm on 0844 8155752 or support@opsisltd.com