

How do I... Logout?

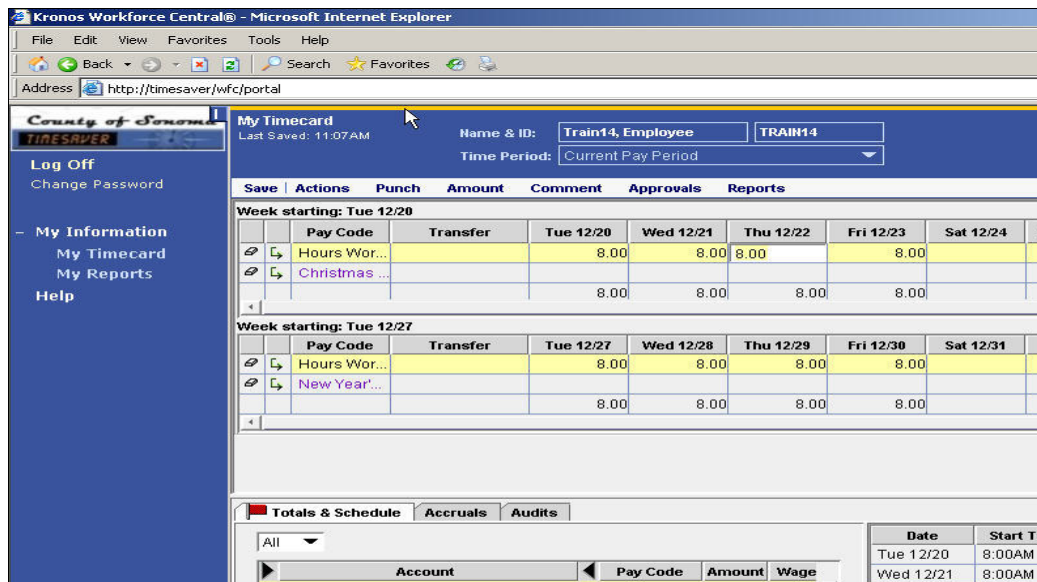
SCENARIO

I'm a TimeSaver user and I'd like to save my changes and logout of TimeSaver properly.

ACTION

When you log off and end your work session in TimeSaver, you will lose any changes to your timecard that you haven't saved.

1. To save your changes, click Save in the menu. A gold bar at the top of the screen indicates that changes have been made and need to be saved.



Pay Code	Transfer	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24
Hours Wor...		8.00	8.00	8.00	8.00	
Christmas ...						
		8.00	8.00	8.00	8.00	

Pay Code	Transfer	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31
Hours Wor...		8.00	8.00	8.00	8.00	
New Year...						
		8.00	8.00	8.00	8.00	

Figure 1

2. Click Log Off from the Navigation Bar.

Note: Be sure to log off using the Log Off link in the Navigation Bar rather than the Close button in the upper right corner of Internet Explorer so that you don't lose your changes.