



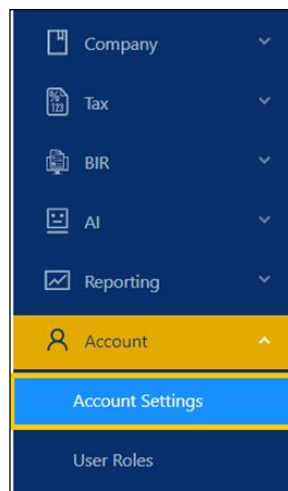
## How to configure user account Automatic Inactivity Logout.

### Overview:

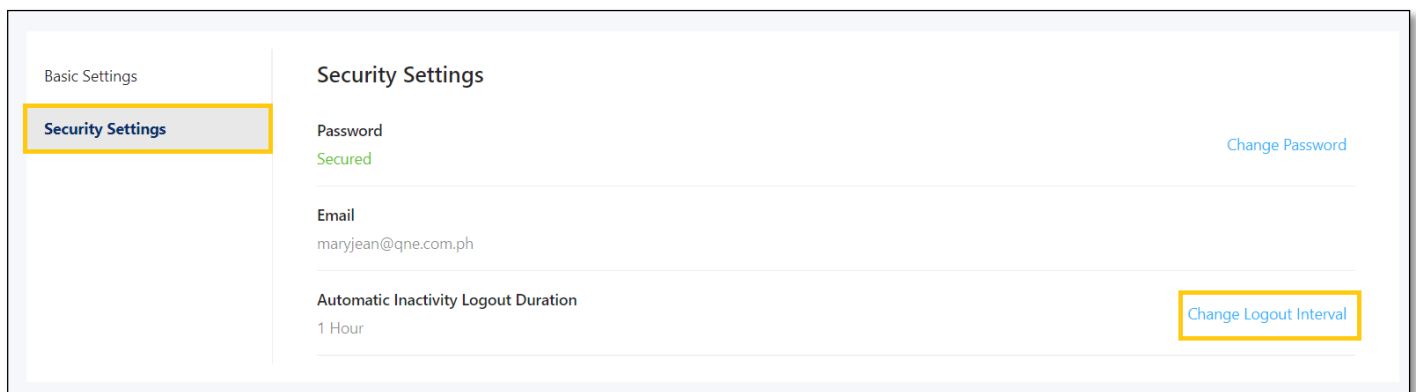
There is a way for the user to configure their inactivity to allow the system to automatically logout in the company. This option can be found per user, under Account Settings.

### Procedure:

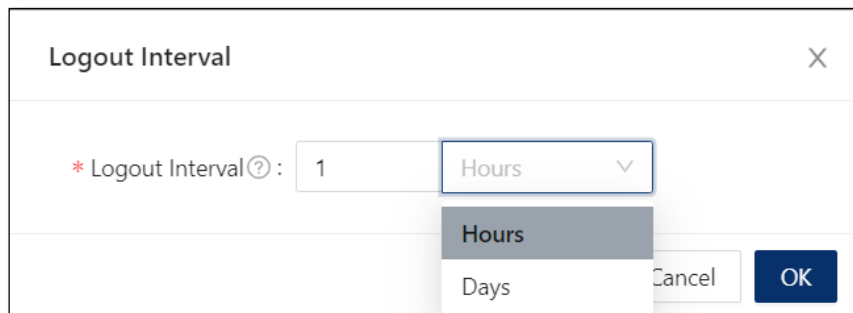
1. In **Navigation Pane**, go to **Account > Account Setting**



2. Under **Security Settings**, click *Change Logout Interval*



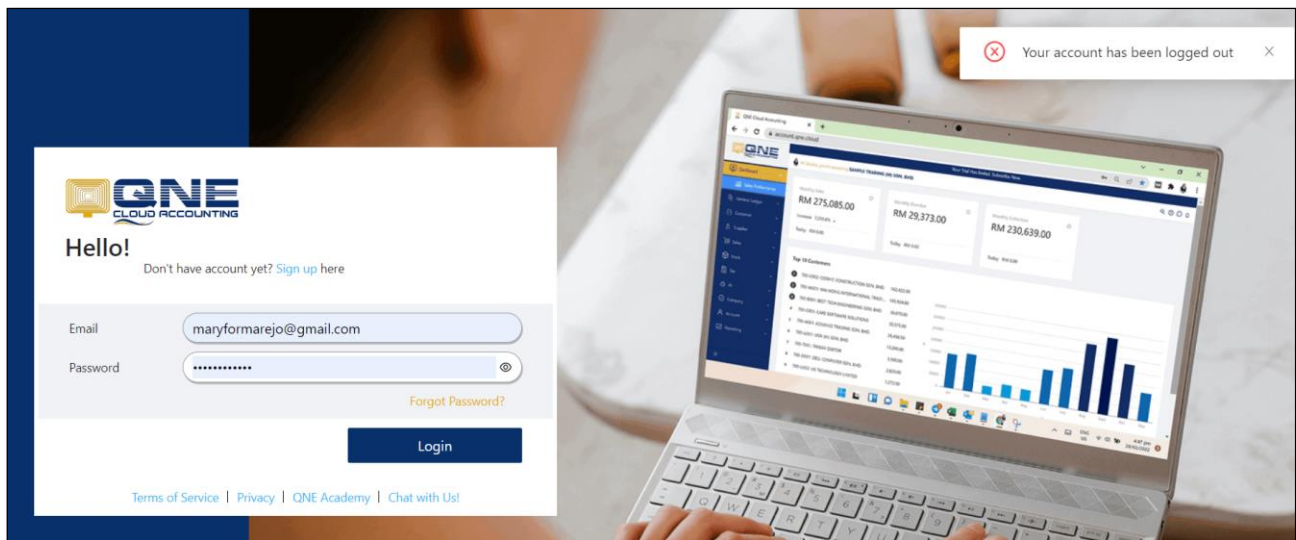
3. Select Logout Interval and enter number of hours/days. Once done, click **OK**



A dialog box titled "Logout Interval" with a close button (X) in the top right corner. It contains a label "\* Logout Interval(?) :" followed by a text input field containing the number "1". To the right of the input field is a dropdown menu currently showing "Hours". The dropdown menu is open, showing "Hours" and "Days" as options. At the bottom right of the dialog are "Cancel" and "OK" buttons.

#### Application:

When the idle interval is reached, the user will be logged out automatically.



**For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>**