General Options - Session Timeout
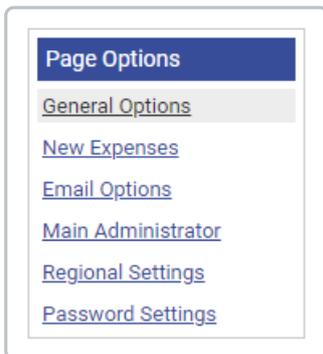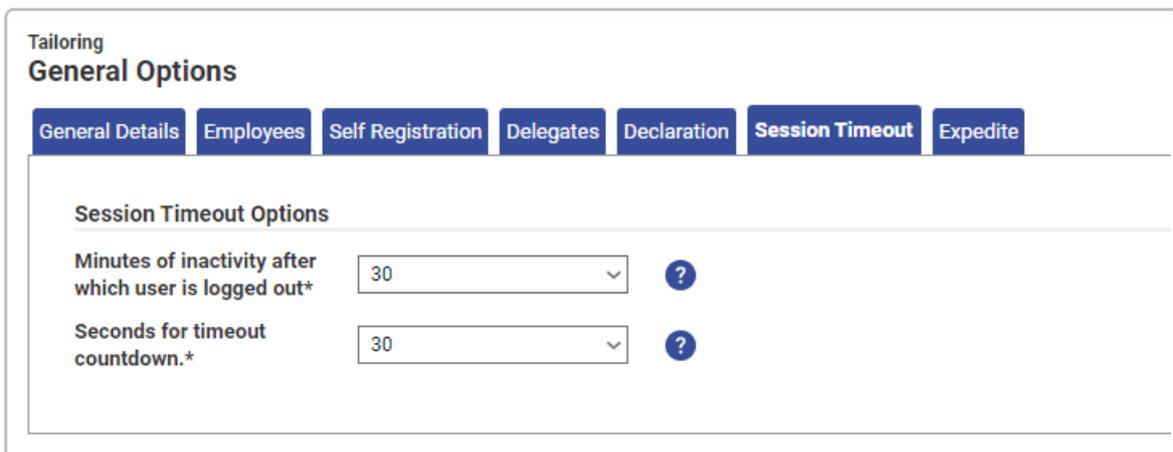
Permissions

You will require an Access Role with the following permissions:

- General Options

1. Navigate from the **Home** page to **Administrative Settings** | **Tailoring** | **General Options**.

2. From the General Options menu, click **Session Timeout**.

Option	Description
Minutes of inactivity after which user is logged out*	The number of minutes a user is logged in to the system and left idle for before they receive a notification of logout. You can select either, 5, 10, 20, 30, 45, 60 or 90 minutes before the product displays the notification.

Option	Description
Seconds for timeout countdown*	The time that the notification will remain on the screen can be set between 20 and 120 seconds. After this time, the user will be logged off. If another tab is open and times out while you are browsing your current tab, you will be logged out of your current session.

3. Click **Save** to confirm or **Cancel** to discard any changes and return to the Tailoring page.