How to Force Log-out a User

It is not possible for two different people to use the same Views login credentials at the same time. A user needs to explicitly log-out of the system before their login details can be used again on a different device or in a different location. As this is the case, there may be times when an Administrator needs to force a user to log-out of the system. This can be done with the following process:

- Click on **My Account** in the top-right of the screen

- Select **Manage Users** from the sections on the left-hand side

- Click on the **Log-out** button next to the relevant user

The user's session on Views will be ended, and their login credentials can again be used to access the system.