

## Session Timer

There is a session timer located on the bottom left of your Internet Explorer Window inside the Status Bar. The Status Bar usually displays connection status or download status of a page. Inside the Special Education Software, this feature will display the amount of time left before the session will timeout.

If the session timer is not displayed, it is necessary to enable the status bar in Internet Explorer, by going to the View Menu and checking the status bar.

The session timer starts counting down from 49 minutes.

When the session timer reaches 3 minutes a dialog box will display with the following notice:

"Inactivity Warning! You will be logged out in 49 minutes. Close this message box before counter completes to prevent logout."

This means that when you close the dialog box the timer is reset to an additional 49 minutes. This would be a good time to hit the save button and then continue working.

\*NOTE: If the session timer runs completely out you lose all your data on that form in the current session.

Enable the Status Bar

If you do not see the session time on the status bar, go to the upper left of Internet Explorer and select the view button.

**\*\*To prevent loss of data and being logged out of the system, it would be a good idea to hit the SAVE button often.**