

Administrator User Guide

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Administrator User Guide

STEP 1

Logging into the Administrator account

The Administrator logs in to the <u>V-Dox Login Screen which is a part of the Vareque Document Management</u> <u>Suite (VDMS)</u> with their respective ID and password as shown the in the picture below. There are two modes of Login, Normal and Secure, the secure mode ensures 128-bit secure encryption for better security.

Pareque 2004 Vareque Document Man	V-DoX ^(TM) agement Suite
MEMBER'S LOGIN	10:2 1:50**
Welcome, Please enter your login name and Select "Normal" login for faster experien Select "Secure" login for Equifax certified 128-bit encr	ce.
🔒 128-bit Secure login	
Username: Password:	
Login	
Normal Secure	
Click here to email your first and last name for acc	ess to this site
	V-DoX™ 2003-2004©Vareque

Figure 1

The Key Features:

Inside the Administrator Account, there are certain key features that the administrator must get accustomed to as shown in the picture below, which includes:

Sign In/Out: This link allows the admin to Login and out of the V-Dox Timesheet Manager which is used as an online attendance register.

Check E-mail: This allows the admin to check the company provided E-mail Account.

Help: Administrator can find all sorts of helps such as manual guide for every aspect of V-Dox's operations.



Show Info: Clicking on this button shows the hidden information such as <u>My Account</u> and <u>Combine</u> <u>Jobs</u>. Clicking it again will hide the information. See the picture above

Combine Jobs: This particular feature can be used to combines two jobs into one single job, which is particularly important when there is a scan document and an audio in two separate jobs for the same patient.

My Account: This particular feature is the "ADMINISTRATORS CONTROL PANEL' that enables the administrator to view all the details of all the clients, their respective templates, rates, invoices, attendance sheet, Individual shift outputs etc. as shown in figure 3. The main features are

		MY ACCO	UNT		
	Date/Time (IST)	: 09:38:46 AM,	Monday March 28, 2	2005 .	
My Invoices and HR Reports	Transcriptionist Setup	My Clients	My Templates	My V800 Setup	My Rates and Subscriptions
				>>>>	QUALITY IMPROVEMENT MONITOR
Click here for monitoring performan	nce.				
Click here for monitoring shift load	. (BETA)				
Click here for monitoring Author co	omments. (BETA)				

Figure 3

My invoices and HR Reports: This part has three main features, "Click here for monitoring performance", "Click here for monitoring shift load. (BETA)", and "Click here for monitoring Author

Comments (BETA). These features are basically used to overlook the whole process of production shiftwise as well as individualwise. The last feature is used to effectively monitor the Author Comments segment.

Transcriptionist Setup: This feature enables the administrator to create the Userids and passwords of the MTs and QAs, and there profiles as well as enable and disable any particular ID. The usernames shown in red in <u>figure 4</u> are the ones which are disabled while the blues are the active ones.

			MY AC	COUNT			
			Date/Time (IST) : 09:56:21 A	M, Monda	iy March 28, 2005 .		
My Inv	oices and HR Reports	ranscri	ptionist Setup My Clien	ts My 1	Templates My V800 Setu	р Му	Rates and Subscriptions
					>>>> A	DD OR ED	IT TRANSCRIPTIONIST DATA
MT_LT	Su T	MT_LT	Subir Mukherjee	MT_LT	Surajit Saha	MT_LT	Nilesh Paul
MT_LT	Test Transcriptionist	MT_LT	Arnab Pal	MT_LT	Avik Dey	MT_LT	Susanta karmakar
MT_LT	Sandy B	MT_LT	Surajit Jr. Saha	MT_LT	Arindam Ghosal	MT_LT	Ambar Pal
MT_LT	Arup Acharya	MT_LT	Manas Mitra	MT_LT	Subhankar Datta Roy	MT_LT	Rajarshi Chowdhury
MT_LT	arindam banerjee	MT_LT	shatrughan singh	QA1	Arindam_QA1 Ghosal	QA1	Surajit Chakraborty
QA1	Sourav Sarkar	QA1	Subhendu Ganguly	QA1	Sandip B	QA1	Temp QA-1
QA2	Arindam_QA2 Ghosal	QA2	sandip b	QA2	Sr C	QA2	Sourav Sarkar
QA2	Alma QA2	QA2	Soma Mukherjee	QA2	S Ganguly	QA2	Surajit Chakraborty
QA3	Nilotpal Ghosh	QA3	Arindam_QA3 Ghoshal	QA3	Sandip Bhattacharya	QA3	Alma QA3
QA3	Sourav Sarkar	QA3	Soma Mukherjee	QA3	Ben Law		
			Click here to create a	new tra	nscriptionist.		
			V-DoX™ 2003-2	2004 © Va	reque		

Figure 4

New transcriptionist IDs can be creating by clicking on the link "<u>Click here to create a new</u> transcriptionist." Figure 4.1 below shows how the <u>create new transcriptionist</u> windows looks like.

			RANSCRIPTIONIST 28 Time: 14:07:07.		
First Name:			Last Name:		
Address: City:			State: AK	,	
Zip:			Country:	USA	
Login Name:			Password:		
Email:			Phone 1:		
Timezone:	IST 💌		Cellphone:		
	Role:	Transcriptionist	✓ for the comp	anies checked b	elow.
Riverside N	ledical Clinic.	Check/Uncheck /	All 🔲		
Ravi Berry	E	Manoj Patel	🛄 Andrij Horod	vskv 🗌 Khale	ed Shahin

Figure 4.1

My Clients: This feature enables the administrator to create the different clients groups, create their work types etc. and manage them respectively.

My Templates: This feature enables the administrator to create the different templates for the different client groups and also to enter the rates of the normal and stat files and manage them respectively.

			MY ACCO	UNT						
			Date/Time (IST) : 09:57:59 AM, 1	Monday March 28, 2006	5.					
My Invoices and HR Rep	orts	Transe	criptionist Setup My Clients N	Ay Templates 🛛 M	y V800 Set	up N	/ly Rate	es and Si	ubscrip	tions
								>>> TEM	IPLATE	SETUP
Client 1:		River	side Medical Clinic							
Template Name	#	Code	Template File	Count Class	subUnit	per	Unit	Rate(¢)	Stat (¢)	Min. (\$)
Blank	10	BL	blank.rtf	Total char/line	65	char	lines	5	5	0.01
Initial_Evaluation	20	IE	ie_template.rtf	Total char/line	65	char	lines	5	5	0.01
Progress_Note	11	PN	1073526545[1].rtf	Total char/line	65	char	lines	5	5	0.01
Pediatric	12	PD	Pediatric_template.rtf	Total char/line	65	char	lines	5	7	0.01
SOAP_Note	14	SP	blank_1106200817.rtf	Total char/line	65	char	lines	5	5	0.01
Physical Exam	15	PE	physical examination_1106806435.rtf	Total char/line	65	char	lines	5	11	0.01
Office Chart Note	13	OCN	265-OCN_1105077641.ntf	Total char/line	65	char	lines	5	5	0.01
Phone Conversation	16	PC	Phone conversation.rtf	Total char/line	65	char	lines	5	5	0.01
 Workman's_Comp_Report	17	wc	WORKERS COMPENSATION REPORT.ntf	Total char/line	65	char	lines	5	5	0.01
			Add New 📈 d	orktype						
							Click	on Worktyp	e name	to edit it
Fiaure 5			\ \							

Figure 5

New worktypes can be added by click on "Add New Worktype" link as shown in figure 5

My V800 Setup: This feature enables the administrator to manage the V800 system directly from the Administrators Control Panel of the V-Dox.

My Rates & Subscriptions: This feature enables the administrator to effectively manage the rates and subscription charges for the different clients groups.

Show Search: Clicking on this button shows the hidden tool bar (refer to the circle in figure 2), which is used for date selection, searching of records, view all records, and searching for old and completed records from the archives (refer to box 5 of figure 6). Clicking on it again will hide the bar.

Screen Parts :

1. Select Start DOS (Date of Service)

Selection of Date of Service is allowed to retrieve records dictated by the facilities starting from a particular date. It is a selection field from where the particular date may be selected.

2. Select End DOS (Date of Service)

Selection of Date of Service is allowed to retrieve records dictated by the facility ends at a particular date. It is also a selection field from where the particular date may be selected.

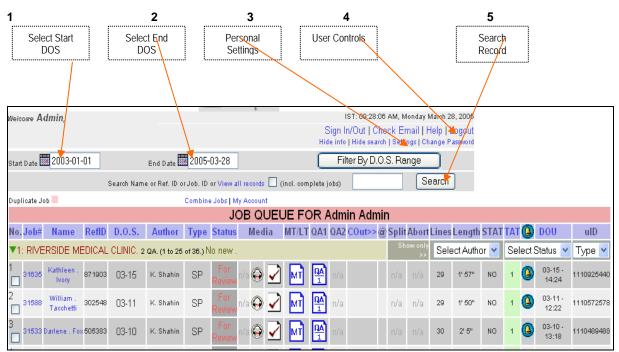


Figure 6

3. Filter by Date of Service Range

This aids in filtering out the records in between the start date and end date as shown in figure 6.

4. View all records

Viewing of all the records is allowed by clicking on this particular link, this deactivate any kind of filters and show all the records for the current date.

5. Searching of records

The user can use this option to search a particular record, or multiple records pertaining to a particular patient using the reference ID or the patient last name as shown in the figure 7.

de ar Back	Forwar	- d	😒 Stop	🕼 Refresh	Home	Q Search	👔 Favorites	🐨 Media	🌀 History	-	∐a . Mail	- 🎒 Print		Edit
A <u>d</u> dress 🙆	http://ww	w.varequ	eindia.com	n/jobs/index	.php					-	∂Go	Links	Norton	AntiVirus
We <i>lcome</i> San Please note th Click Here 1	at your IP					"Yes" when	n prompted.			PT: (y 23, 2004 Logou Password
Start Date	2004	-01-1	E	ind Date 🗓	2004-01	-28		Filter	By Date	of Se	rvice R	alige		
			Searc	h Patient N	lame or La	ist Name (or Ref. ID or v	view all re	cords	Perk	ins	s	Search	1
You chose to Combine Jo		hose files (with status	= % . Start DI	DS = 2001-01		s = 2004-01-23. s							
							JEUE FO	R MT AD	MIN Se	andip				
				Show only	y jobs with s	tatus = Se	lect 💽	-						
No. 301	Name	Ref. ID	D.O.S.	Author	r Ty	pe	Status	Media & Report	MT QA	1 QA2	CkdOu By	t Split	Abort	Lines L
Client 1	: Univers	sity Card		ar Medical	Group. (S	howing re	sults 1 to 1 c	if 1.)						
1 F 258	Thomas Perkins	2089894	2003- 11-17	Dr. Jon Kobashiga		HX V	Vaiting QA3	n/a 😱 n/	۰ £] 💭		Split	Abort	30
	-					-	Change_St	atus						
						Pag	ge1 of 1. Sho	wing result	s 1 to 1 o	f1				
01	D							1						
Client 2: Client 3:			ntor											
Client 4:														
· Chorn 4.	10001310	ie meaie	di chine										2003	®√areque

Figure 7

<u>Personal Settings</u> Allows the Admin to set personal choices regarding the name, address, mail-id and the no. of records to be displayed in a single page, and also change the Client-Name Row Color etc.

		Var	Dereenel	Cottin	gs, viadmi	-	
fitle:		rour	Personal	Settin	gs, viadmi	n	
		a	dr.,Mrs,Miss,D	rDet. e	tc.)		
First N	lame:			Last Na			
Adm	nin			vare	que		
Addre	SS:					_	
City:						1	
Count	:rv:			Zip:		_	
				· ·			
Email	:	-		-	10		
subl	nendu.g@v	/arequ	le.com				
				Interna			
Phone	a :				I ID:		
	≥: ts to display p	erpage	1:	25			
	1111 I	20,02		25			
	1111 I	20,02		25	Row Colo	r	
	1111 I	20,02		25		r] 0 [#000000
Repor	ts to display p	Cho	ose Client	25 Name	Row Colo	1 1	#000000 #000000
Repor	ts to display p #ffffff	Cho	ose Client #eeeee	25 Name	Row Colo #dddddd	0	
Repor	ts to display p #ffffff #eeeedd	Choo	ose Client- #eeeeee #eeeecc	25 Name	Row Colo #dddddd #eeeebb	00	#eeeeaa
0 0	#ffffff #eeeedd #accdff	Choo O O	ose Client- #eeeeee #eeeecc #0099ff	25	Row Colo #dddddd #eeeebb #0085cc	000	#eeeeaa #3333cc

<u>User Controls</u> Here the Admin is allowed to change his or her own password as shown in the picture.

xisting Password:	assword for , viadmin
New Password:	
Re-type New Password:	
hange Password	Change Password
V-DoX nd	• 2003-2004 © Vareque

STEP 2

Monitoring the Job Queue

From the "Job Queue for Admin" that appears under, the Administrator can monitor every aspect of the production process. The Administrator can filter the job queue using three filters, By Author, By Status, and by Types. Please see the boxes in <u>figure 10</u>

Click for Jo Audit	b	-	ck fo nogra	or aphic					Select Author			elect tatus				elect /pe	
	/			JC	B QUI	EUE F		١dmi	in Admin					$\overline{}$			
No.Job# Name Refl	D D.O.S.	Author	Туре	Status	Media	MT/I	LT QA1	QA2	COut>>@S	olit Ab o	rtLine	Length	STAT	TAT	🔕 D	00	uID
▼1: RIVERSIDE MEDIC.	CLINIC. 2	2 Q.A. (1 to 25	of 36.) N	No new .						Show or	sel	ectAuth	or 💌	Sel	edista	atus 💌	Туре 💌
1 31635 Kathleen 8719	03-15	K. Shahin	SP	For Review	va 😡 🛓	2 🔤	1	n/a			29	1' 57"	NO	1		03-15 - 14:24	1110925440
2 31588 William 3025 Tacchetti	⊮ 03-11	K. Shahin	SP	For Review	1/a 💮 🔦	2 м		n/a	n	/a n/a	29	1' 50"	NO	1		03-11 - 12:22	1110572578
3 31533 Darlene - Fox50534	3 03-10	K. Shahin	SP	For Review	v/a 💮 📐	2 🔤		n/a	n	/a n/a	30	2' 5"	NO	1		03-10 - 13:18	1110489488
4 31515 Kelley . 45960	4 03-09	K. Shahin	PE	For Review	1/a 💮 🔦	2 🔤		n/a	n	/a n/a	43	3' 1"	NO	1		03-09 - 17:33	1110418411
5 Jean . 2984 Dobbins 2984	31 02-25	K. Shahin	SP	For Review	v/a 💮 🔦	2 м		n/a	n	/a n/a	33	2' 32"	NO	1		02-25 - 12:23	1109363038
6 Jane . 31128 Jane . 85860	02-24	K. Shahin	SP	For Review	1/a 😡 🛓	2 🔤		n/a	n	/a n/a	36	3' 5"	NO	1		02-24 - 17:34	1109295258
7 31038 John . Boice 5287	02-22	K. Shahin	PE	For Review	v/a 💮 🔦	2 м	1	n/a	n	/a n/a	45	3' 56"	NO	1		02-22 - 17:43	1109123009
B 30965 Elizabeth . 7278- Scott 7278-	₩ 02-21	K. Shahin	SP	For Review	n/a 💮 🔦	2		n/a	n	/a n/a	33	2' 56"	NO	1		02-21 - 12:37	1109018221
9 30898 Carlos . 3845 Moreno 3845	02-18	K. Shahin	SP	For Review	v/a 💮 🔦	2 🔤	1	n/a	n	/a n/a	35	2' 15"	NO	1		02-18 - 13:03	1108760629
10 30789 Kamal . 7293- Kabbara 7293-	¥8 O2-15	K. Shahin	SP	For Review	n/a 💮 🔦	2		n/a	n	/a n/a	23	1' 50"	NO	1		02-15 - 18:17	1108520232
11 Figure 10				For											<u>~</u> (12.11.	

Figure 10

The administrator can also change the demographic information of the patient by clicking on the patient name, and also see the Job Audit Report by clicking on the job number as shown in figure 11 and figure 12. In case of any discrepancy in the line count of the report, Administrators can also make the change by modifying the <u>"Number of lines:"</u> text box, as shown by the red circle in the demographics window.

	http://www.vaxeque.com - Vare	que Document Management Suite - Microsoft Int	ernet Expl 🔳 🔲 🔀
Comment Box	areque	VAREQUE	
	E	dit Job Demographics for Job # 31635	
	Last Name	Middle Name FirstName D.O.S.	Ref. ID
	Ivory	Kathleen 🗱 2005-03-15	871903
	Document Type	Comments	
	SOAP_Note		Number of lines:
	Cancel Edit		Internet

Figure 11

The <u>Job Audit Trail</u> is a very useful feature and provides vital informations like time taken by the respective MTs and QAs for a particular job, the respective order in which the jobs were checked out and how the status of the job has changed. The red circle in figure 12 shows that this particular job's status is overwritten and changed by the Admin.

_						
				dit Trail for Job ID 3'	1635	
				as on 2005-03-28.		
No.	Checked Out By	Role	Time-Date	Checkin Time Date	Time Lapse	Note 1
OAP	Note Reference	D 8719	903 of Kathleen Ivo	ry from Riverside Me	dical Clinic	
	ded on 2005-03-28	at 11:	19:57 by author Kha	leed Shahin		
	ded on 2005-03-28	at 11:	19:57 by author Kha			Checkout by Arup Acharya. Checkin VEdPro OK
	ded on 2005-03-28	at 11:	19:57 by author Kha IST - 12:17:392005-03- 16	leed Shahin	0 days,0 hours,2 mins	

STEP 3

Managing the Jobs in Progress

The last segment of the <u>Job Queue for Admin</u> has a set of power full tools for changing the status of the reports and allotment of particular files to respective MTs. See the figure below.

19 30628	Edith .	876967	02-09	L. Thomas	OCN	Waiting	n/a 🛞	n/a	MT		nla		Split	n/a	19	1' 10"	NO	1	nla	02-10 -	1108053829
	Garcia	0,090/	02-09	L. HIOMAS	OCN	QA3	nn a 🛞	n/a	MT	1	n/a		opin	n/a	19	1 10		1	n/a	08:43	1100033628
20 30626	Geneval. Addey	488561	02-09	L. Thomas	OCN	Waiting QA3	n/a 🛞	n/a	мт		n/a		Split	n/a	14	0' 48"	NO	1	n/a	02-10 - 08:43	1108053819
21 30625	Allan . Polzin	842056	02-09	L. Thomas	OCN	Waiting QA3	n/a 🛞	n/a	мт		n/a		Split	n/a	46	3' 17"	NO	1	n/a	02-10 - 08:43	1108053815
22 30570	Lynn . Doffing	681360	02-08	L. Thomas	OCN	Waiting QA3	n/a 🛞	n/a	мт		n/a		Split	n/a	51	3' 30"	NO	1	n/a	02-08 - 17:16	1107911807
23 ³⁰⁵⁶⁸	Breanna . Albrecht	454397	02-08	L. Thomas	OCN	Waiting QA3	n/a 🛞	n/a	мт		n/a		Split	n/a	18	1' 20"	NO	8	n/a	02-08 - 17:16	1107911791
24 30567	Deloras . Glenney	680297	02-08	L. Thomas	OCN	Waiting QA3	n/a 🛞	n/a	мт		n/a		Split	n/a	20	1' 18"	NO	8	n/a	02-08 - 17:16	1107911785
25 ³⁰⁵⁶⁶	Loretta . Wilson	576282	02-08	L. Thomas	OCN	Waiting QA3	n/a 🛞	n/a	мт		n/a		Split	n/a	20	1' 10"	NO	8	n/a	02-08 - 17:16	1107911780
Check/Unch	ieck All 👖		Туре 🔽	Status	×	🔲 Ove	norite old	- Cł	ange	Sel	ect			•	 As 	sign	STAT	F)[Dov	vnloadlt	
Show Emai	il Module							/	•												-
							Pa	age 1	of 2. S	howin	g resi	ults 1 to 2	25 of 36								Next 25 >>
						\searrow			1	2			_					_			
Figure	13				/																

<u>Check/Uncheck All</u>: Clicking this check box will select all the records in the job queue for the administrator. Clicking it again will revert it back. This is particularly helpful in changing the status of all the files at one go.

Change Button: This is a very powerful tool, which the administrator can use to revert back a completed job back to new, waiting qa1, or any other status of his/her choice and visa versa.

Explanation: In order to change a particular job status, tirst select it by clicking on the small check box on the extreme left hand side of the row, then click on the <u>Status</u> drop down menu, Select any one of the status for the particular job, also select the <u>"Overwrite old"</u> check box. This feature ensures that during changing of status, the old files are overwritten by the newer ones. Then click on the <u>Change</u> command button. A confirmation message will be shown. (See the figure below)

Administrators can change the status of a job to stat by clicking of the <u>"STAT"</u> command button.

															\backslash					
22 ³⁰⁵⁷⁰	Lynn . Doffing	681360	02-08	L. Thomas	OCN	Waiting QA3			ft Inte	nnet Exp	lorer 🔀	Split	n/a	51	3 30"	NO	1	n/a	02-08 - 17:16	1107911807
23 30568	Breanna . Albrecht	454397	02-08	L. Thomas	OCN	Waitir g QA3	n/a 🍕	?	Are v	ou sure?		Split		18	1' 20	NO	8	n/a	02-08 - 17:16	1107911791
24 30567	Deloras . Glenney	680297	02-08	L. Thomas	OCN	Waiting QAB	n/a 🌾	~				Split	n/a	20	1' 18"	NO	8	n/a	02-08 - 17:16	1107911785
25 ☑ 30566	Loretta . Wilson	576282	02-08	L. Thomas	OCN	Waiting QA3	n/a 🄇		ок	_ Can	icel	Split	n/a	20	1' 10"	М	8	n/a	02-08 - 17:16	1107911780
Chedk/Unche	dk All 🔲		BL 🔽	Approve	- k	ov 🛃	envrite ol	ld Chai	nge	Select			•	 As 	ssign	STA		Dow	vnloadlt	
Show Email	Module						P	age 1 of	2. Sh	owing res	ults 1 to 2	25 of 38	1			_	/	~	•	
Figure '	4									5				/	/					

STEP 4 Facilitating the jobs

Job Assignment Module: This module is a new addition to the Admin Login. The administrator can now assign jobs to particular MTs and QAs of his/her choice, once assigned the MTs or QAs has to finish those jobs before proceeding to the next.

Downloadit: Audio files from the admin queue can be downloaded by selecting the jobs first and then by clicking on the <u>"Downloadit"</u> command button. The audio files will be downloaded in a zip format. (See figure 14)

STEP 5 <u>Communicating with the Transcriptionists and Authors</u>

Comments: In case, the Admin needs to add any additional comments to a particular file, he/she can do so by entering his comments in the <u>text box</u> below the file name in the "<u>Demographics Window</u>" and clicking the "Update job window" command button. (See figure 11) Clicking on the ringing bell button will show the content of the <u>comments window</u>.

~~ J@	nup.//www.vale/	queinaia	r.com/100%	v	uo Lii	iks none	
703	new upload	0 🧧	2004-01-1 IIM VDMS Comments - Microsoft Jaternet Explorer	Checkout X Job	n/a	>7	٩
705	new upload	0	COMMENTS	Checkout Job	n/a	>7	۵
706	new upload	0	Job # = 738 Ref. ID = 0 Name = new upload DOS = 2003-01-01	Checkout		>7	٨
718	new upload	0	On 2004-01-22 at 22:03:46, N.G. wrote: THIS IS A BLANK AUDIO	Checkout Job	n/a	×7	۵
719	new upload	0		Checkout Job		>7	
29	new upload	0		Checkout Job	n/a	>7	۵
34	new upload	0		Checkout Job		1	۵
47	new upload	0		Checkout Job	n/a	New	۵
738	new upload	0	Post Response 2003@Vareque	Checkout Job		New	۵
42	Tiffiny Cain	0	· · · · · · · · · · · · · · · · · · ·	Checkout Job	n/a	New	n/a
7.1.5				Checkout			

Figure 15

STEP 6 Logging Out

Logout: This is the last segment of the Admin account. Administrators can logout of his/her account by clicking on the <u>Logout</u> link in the top right hand side of the window.

IST: 12:13:54 PM, Monday March 28, 2005 Nelcome Admin, Sign In/Out | Check Email | Hex | Logout Show Info | Hide search | Settings | Change Password

Figure 16

Clicking on Logout windows will take the admin to the next window (see the figure below). Administrators can choose to Logout by clicking on "Click here to logout" or relogin by the clicking the link below. It will take the admin back to the main Login screen. (See figure 1)

You are signed in to the V-DoX Timesheet Manager since 2005-03-28 11:51:11. Please sign-out by clicking here.
Click here to logout.
Login

Before logging out of the Admin account, one must remember to signout of the V-DoX Timesheet Manager.