



# Exit Application



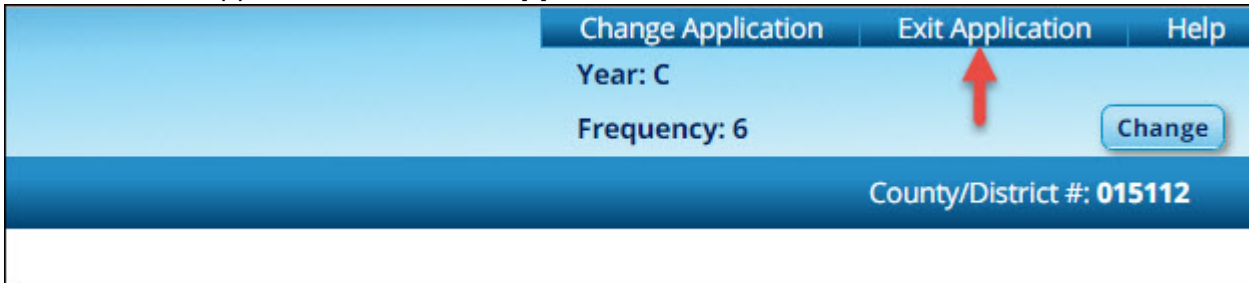
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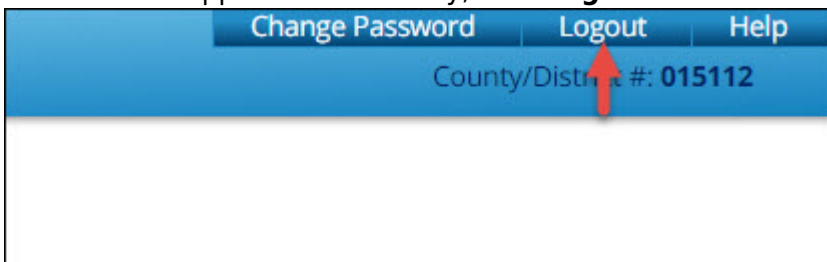


**It is important to exit and log out properly to ensure that the software functions properly.**

Before you can log out of TxEIS, you must exit any applications you have opened. In the top-right corner of each application, click **Exit Application**.



Once you have exited all applications, the Application Directory page is displayed. From the top-right corner of the Application Directory, click **Logout**.



The Logout page is displayed confirming that you have successfully logged out of the TxEIS System.



The Logout page is displayed. Click **Back to Login** to return to the Login page.

### **Incorrect Logout Method**

It is important to remember that if you click X on your browser to exit an application or logout of TxEIS, various issues including table locks in the system can occur. You must contact your technical department for further assistance, which may include disconnecting the connection in Sybase to clear the table locks.