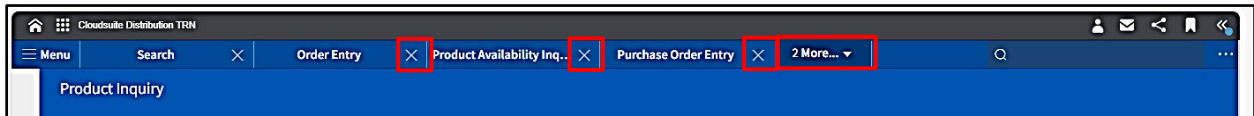


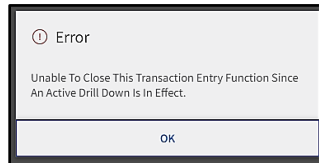
CSD Log Out Procedure

Not only is it good practice to properly log out of CSD when you are done with your day, but it also ensures that all journals are closed out for the day. Doing so, will close out any open journals you may have from tendering or doing ROA's, as well as any receiving that may have been done.

Make sure you go through and close out all your open screens to ensure that all your work is completed. Do this by clicking the X on each CSD Tab that is open. If you have several tabs open, some of them will be combined into one tab with a drop down indicating how many there are combined. Closing the tabs to the left of the combined tab will cause each combined screen to have its own tab that can then be closed.

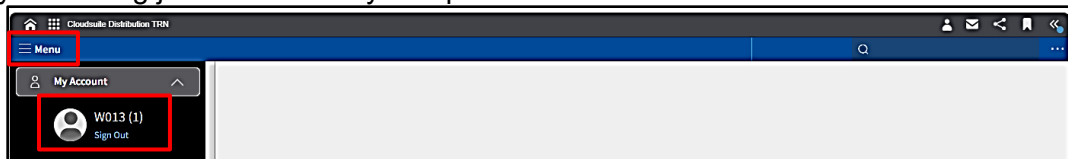


If you have an open transaction or journal in any of the tabs, you may see an error message like this when trying to close that tab.

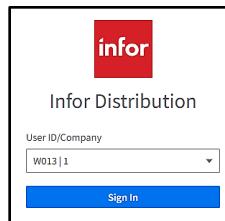


When that error message is displayed click OK to close the message. Then click on the tab and complete the open transaction or journal so that the tab can be closed.

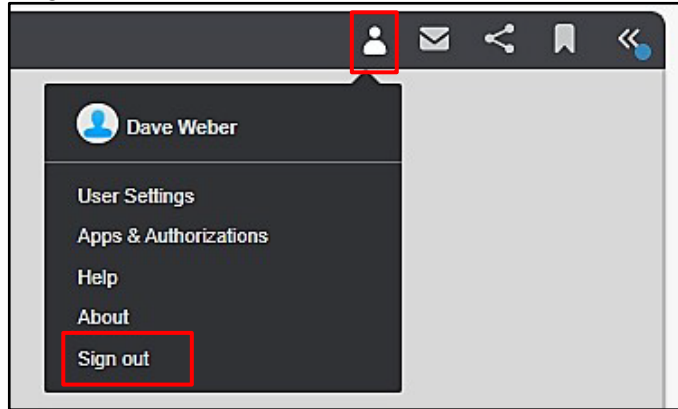
After closing all the tabs, click Menu in blue bar and then click Sign Out. This will close any remaining journals that may be open in CSD.



You should see a log in screen with a Sign In button. The next step is to sign out of Mingle.



To complete the sign out procedure, click the icon of a person in the top right of the black bar and click Sign Out.



After several seconds a message will appear indicating a successful sign out. After receiving this message, you can close the internet browser and shut down your computer.

