

SOP 49 | Getting started

Sign out and review privacy information

End your account session and find the application's privacy and terms information.

For Web and mobile · Administrator / Supervisor / Associate

Before you start Complete active run/setup closeout and preserve pending uploads first.

Open Account > Sign out and website footer

Step 1 Check current work

Confirm any route or setup recording is finished. Read pending stop, upload and finish-statement messages before changing accounts.

Step 2 Open Account

On mobile open Account & help. On web use Account or the sidebar Sign out control.

Step 3 Sign out

Select Sign out and follow any pending-work warning. If sign-out is blocked, complete the indicated recovery or contact your supervisor.

Step 4 Read the published notices

On the Operations website use Privacy and Terms in the footer. Use Help & SOPs to return to these procedures.

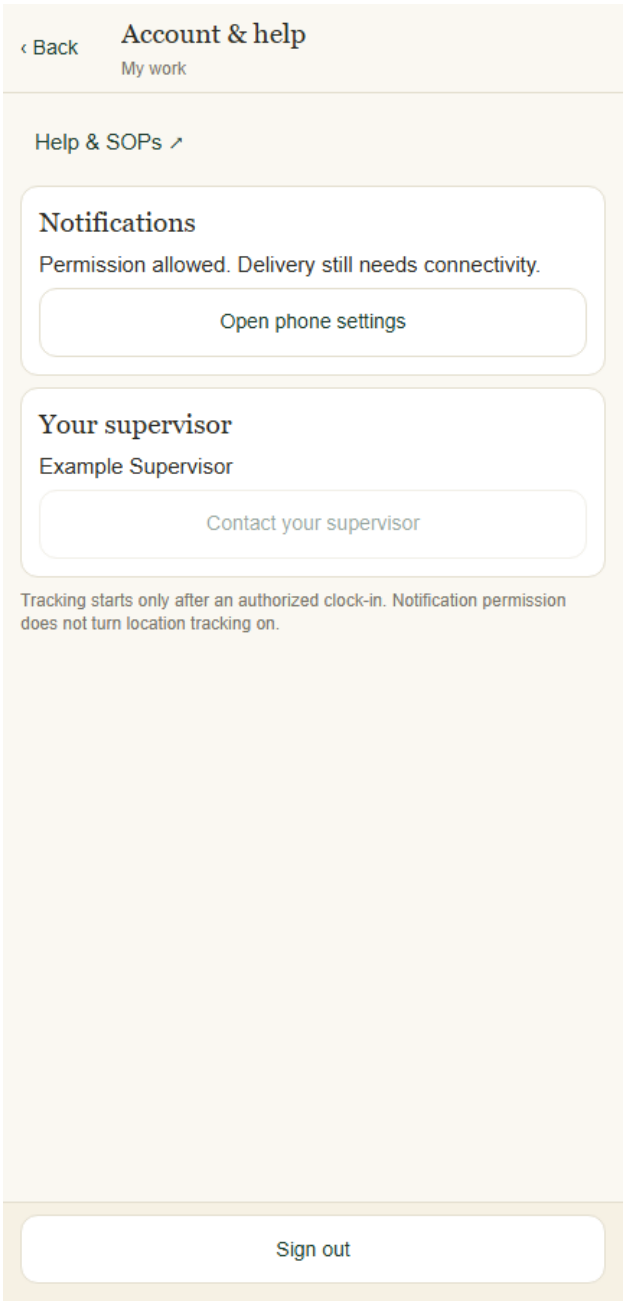
Check your result The app returns to sign-in when sign-out is permitted; pending-work warnings have been addressed.

If something goes wrong Signing out is not a substitute for confirming collection has stopped.

See the picture reference on the next page.

SOP 49 Picture reference

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Step 2 · Account and help contains support, notification settings and Sign out.
Application component preview with training data. Native permission prompts may differ.