How to Configure Screen Lock Settings

A User Preference to automatically log a user out after a set number of minutes/hours.

- 1. From main menu, click the User's name so dropdown menus will appear
- 2. Click Profile button to open User Profile
- 3. Navigate to Preferences tab

ave Undo Archived Reports 2-	Step Verification Close	
Details Preferences Devices	Audit Log (3)	
System Manager	Screen Lock Settings	
Dashboard	Enable Screen Lockout: Screen Timeout (Minute): 30	
	Notification Settings	
	Email Time:	/

4. Tick Enable Screen Lockout

5. Input Screen Timeout in the field provided

Screen Lock Settings		
Enable Screen Lockout:	✓ Screen Timeout (Minute):	1

6. Click Save toolbar button

7. If there is no activity 1 minute before the configured time, an alert countdown will pop up:

Screen Lock Warning	
You've been inactive for a while. For your security, we'll lock your screen automatically. Click "Stay Online" to continue your	
session.	
Stay Online	

8. To continue session, click Stay Online button

9. When there is no activity in the i21, Lock out screen should show after configured time

AGADMIN
Your screen has been locked. You need to enter your password to go back to i21.
Unlock

- On the user's menu panel go to Common Info folder then click User Preferences
 Tick Enable Screen Lockout
 Input Screen Timeout in the field provided

Screen Lock Settings		
Enable Screen Lockout:	Screen Timeout (Minute):	1

4. Click Ok toolbar button

User Preferences		~	×
OK Cancel			
System Manager Dashboard	Screen Lock Settings Enable Screen Lockout: Screen Timeout (Minute): Notification Settings Email Time:		
⑦ ⑦ ○ Ready			•

5. If there is no activity 1 minute before the configured time, an alert countdown will pop up:



- 6. To continue session, click Stay Online button7. When there is no activity in the i21, Lock out screen should show after configured time

AGADMIN
Your screen has been locked. You need to enter your password to go back to i21.
Unlock