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# Workforce Management Web for Supervisors Help

[Logging Off](#)

# Logging Off

You should always log off when you have finished using WFM Web.

## Important

If you do not log off, other users of your workstation might be able to view your account information.

To log off from any WFM Web view:

1. Pull down the **File** menu.
2. Select **Logoff/Login**.

WFM Web logs you off and the login screen appears. Another user can log in or you can now close the browser.