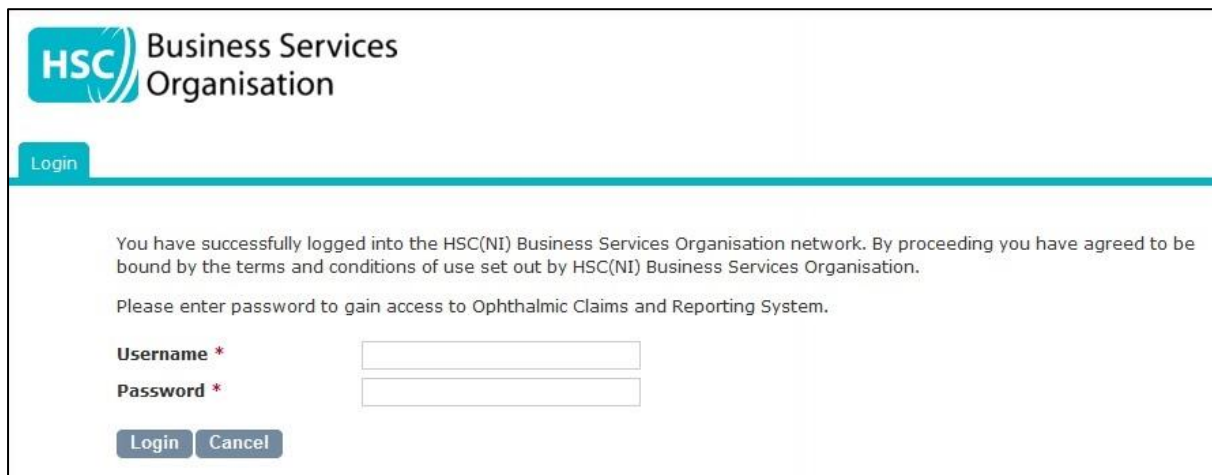


## Logging out of OCS (V1.1)

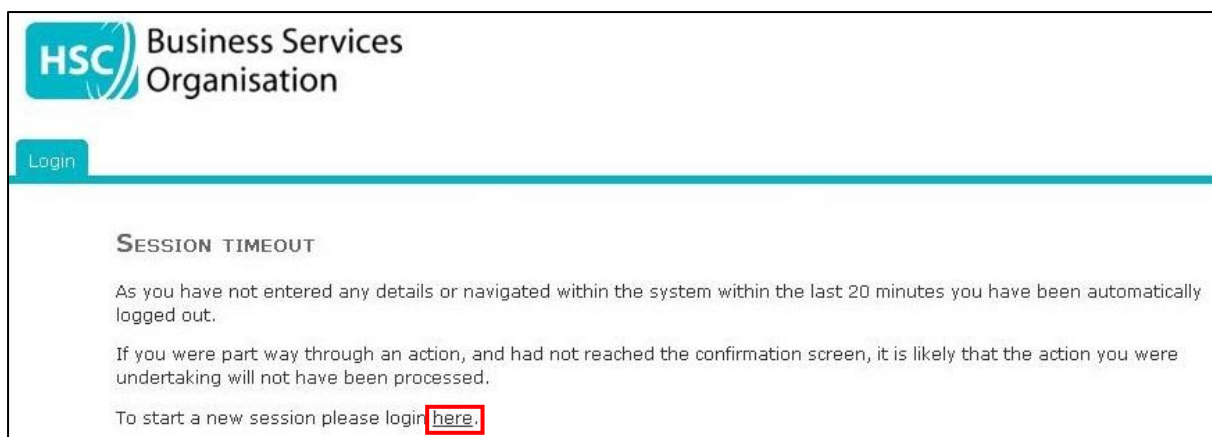
a) In order to log out of OCS at any time, click the Logout button on the top right of the screen.



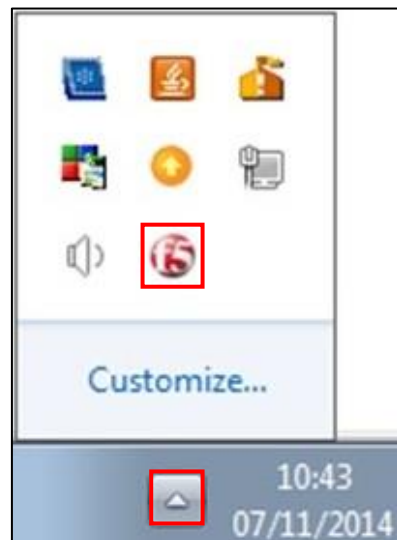
b) You will be returned to the main OCS login screen. You can leave this screen open if you intend to log back into OCS or proceed to log out of the HSC secure connection.

A screenshot of the HSC Business Services Organisation login screen. The header features the HSC logo and the text "Business Services Organisation". Below the header is a teal "Login" button. The main content area contains a message: "You have successfully logged into the HSC(NI) Business Services Organisation network. By proceeding you have agreed to be bound by the terms and conditions of use set out by HSC(NI) Business Services Organisation. Please enter password to gain access to Ophthalmic Claims and Reporting System." Below this message are two input fields: "Username \*" and "Password \*". At the bottom of the form are two buttons: "Login" and "Cancel".

c) A security feature means the user will also be logged out of OCS after 20 minutes of inactivity and the message below will be shown. If you wish to log back into the system, simply click where it says "To start a new session please login [here](#)".

A screenshot of the HSC Business Services Organisation session timeout message. The header features the HSC logo and the text "Business Services Organisation". Below the header is a teal "Login" button. The main content area contains the following text: "SESSION TIMEOUT", "As you have not entered any details or navigated within the system within the last 20 minutes you have been automatically logged out.", "If you were part way through an action, and had not reached the confirmation screen, it is likely that the action you were undertaking will not have been processed.", and "To start a new session please login [here](#)". The word "here" is enclosed in a red rectangular box.

d) To completely log out of the BSO Optometry portal and the HSC network, the user must locate the **F5 icon** which is a red circle with white text. This is normally found in the system notification tray in the bottom right hand corner of your screen, to the left of the time and date. If this icon is not visible, click the “show hidden icons” arrow to show hidden icons. If the icon does not appear, you are not connected to the HCN network.



e) To disconnect the connection to the HSC network, right click on the F5 icon and left click on the **Terminate Connections** option that appears.



f) A screen will appear showing the secure connection closing and a message will appear confirming the log out is complete. You can close this window by clicking the red X icon in the top right hand corner. At this point, you can either proceed to turn off your PC or log back in to the portal from the start.

