STEP ONE | Log Off Cardholders

At the site level, pull an onsite now report. Report tab – Onsite now
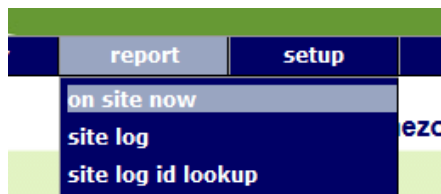
Click on the tick box of the person you would like to log out

Scroll to the bottom of the pact and complete the declaration. Click ok