Update Session Timeouts

This guide is aimed at website administrators who want to update the session timeout period set for an entire site or an individual role.

The session timeout setting exists at the system and role level. If a role has a session timeout value set, it will override the system setting value.

Step-by-step guides

To Set the Session Timeout period at System level:

1. *Login as an Administrator.*
2. *Navigate to **'Settings'** --> **'Settings'** (zSettings.aspx).*
3. *Click the **'Advanced'** tab.*
4. *Enter the required authentication details.*
5. *Enter the value in minutes for session timeout in the field labelled **'Session Timeout (minutes)'**.*

Session Timeout (minutes) :

> (i) *The system setting is only available in the advanced menu and as such is at the discretion of Commerce Vision as to whether authentication details are provided to the user.*

To Set the Session Timeout period at Role level:

1. *Login as an Administrator.*
2. *Navigate to **'Accounts'** --> **'Role Management'** (zRoles.aspx).*
3. *Select the required Role via radio button; the **'Role Details'** tab will load.*
4. *Click **'Modify'**.*
5. *Enter the value in minutes for the session timeout in the field labelled **'Role Session Timeout (min)'**.*

Role Session Timeout (min) :

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