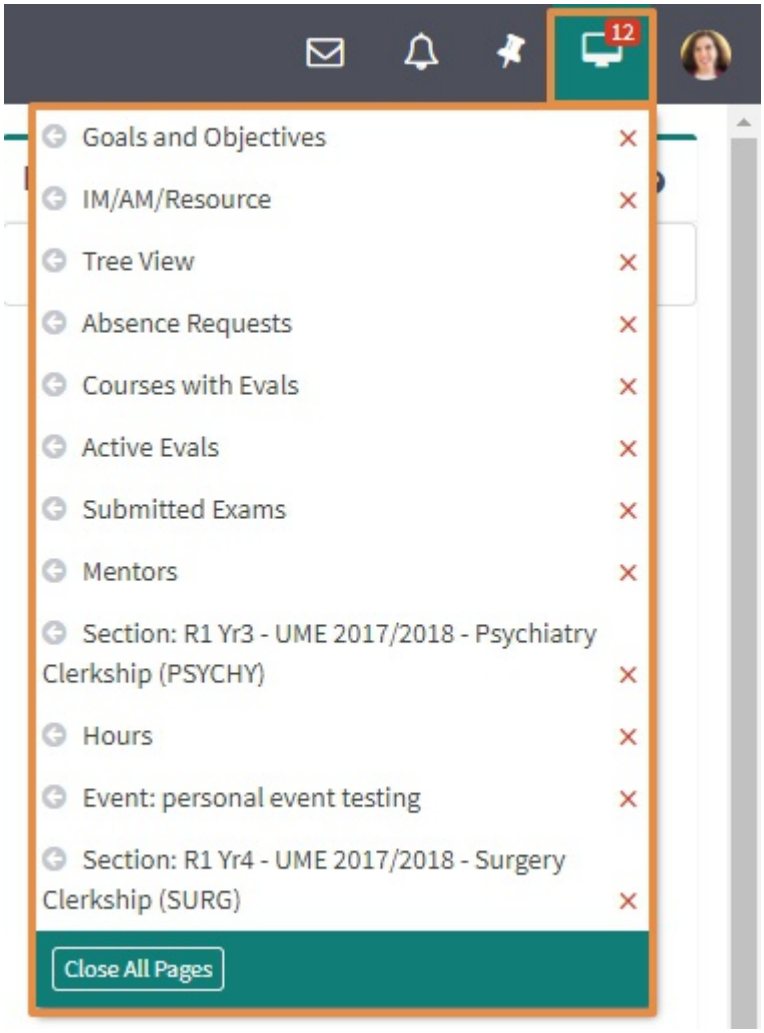
OwlMed: Session Screen

Marcelle Gornitsky - 2025-06-27 - OwlMed and Canvas

Session Screen Icon in OwlMed

The **Session Screen** allows you to easily navigate around OwlMed without having to worry about losing your work when accessing another area of the system.

By utilizing this tool you will be able to increase your efficiency in the System and no longer worry about whether or not you pressed Save or Update before closing out of a page.



Understanding the Session Screen icon

- Every time you sign in to the System and navigate around into a Course, Event, run Reports, or access the System Administrator toolbar options, your System will save a live version of the page(s) you visited.

- This list of pages can be found by clicking on the Session Screen icon, located on the top right corner of your screen.
- To understand the features of the Session Screen Icon please refer to the information below.

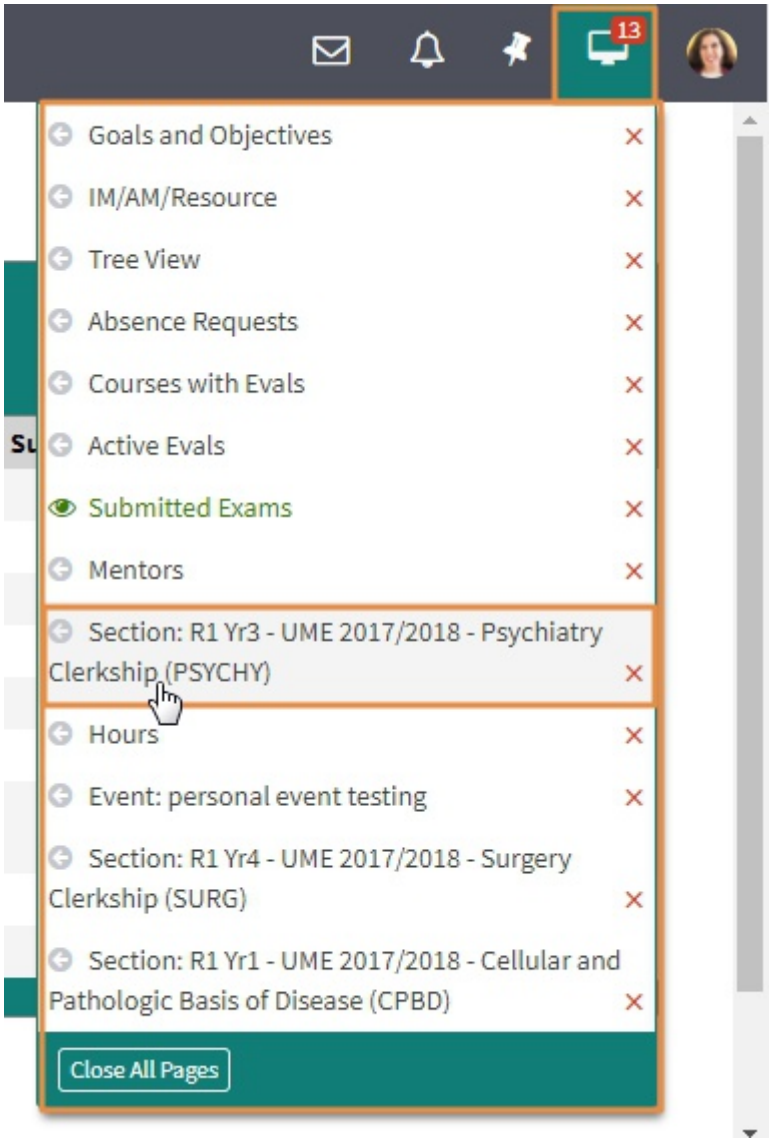
Current Session Screen



- On the Session Screen drop down you will be able to easily view what screen you currently are on. The **eyeball icon** highlights and **green text** indicates where you currently are in your session.

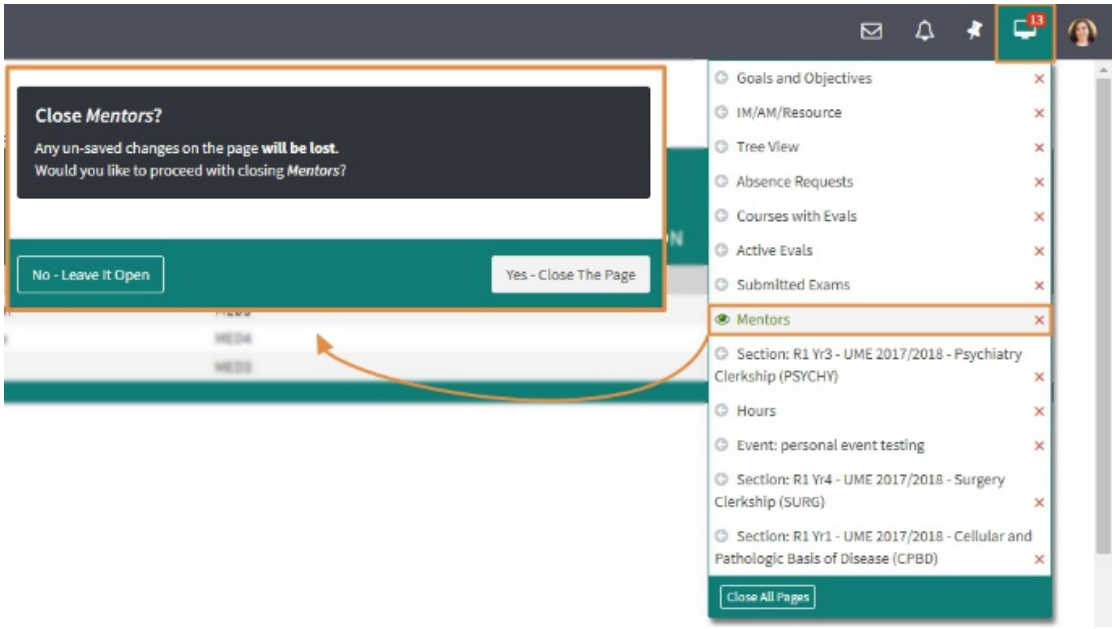
Accessing Active Sessions

- To navigate back to an Active page, click on the Session Screen icon. Once the Session Screen drop down list appears click on the page you would like to jump.



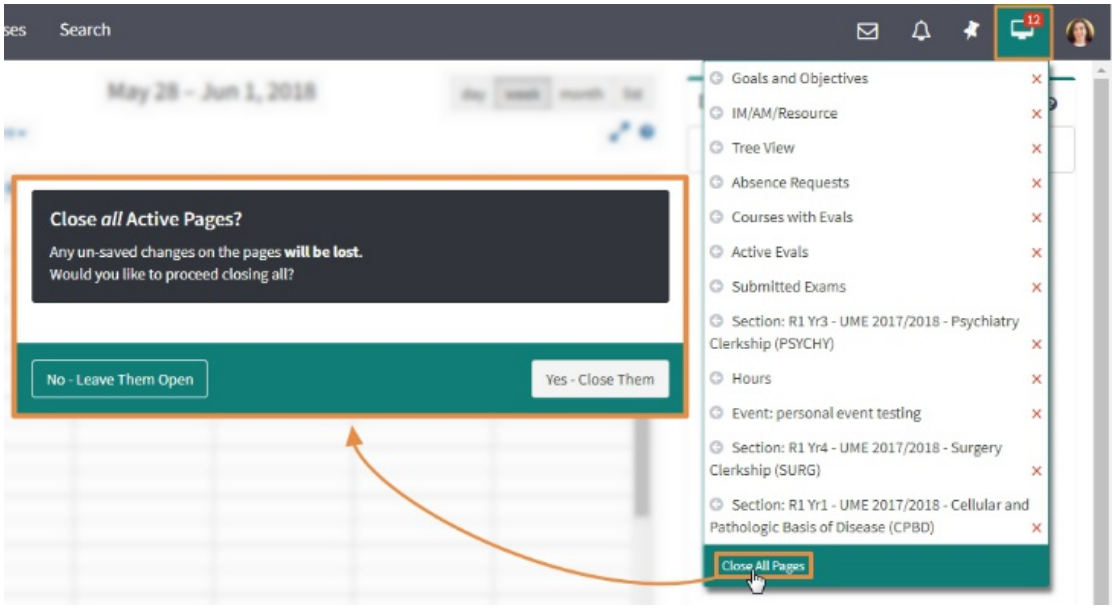
Individually closing active Sessions

- To close an active Session screen, click on the Session Screen Icon, locate the session and click the **red X**.
- You will receive a pop-up message asking you to confirm whether or not you wish to close the page. If you select the button, ***Yes - Close The Page*** any un-saved changes on the page will be lost. Should you wish to go back and save the information on the active page, select the button, ***No- Leave It Open.***



Close All Pages

- To close all active Session screen, click on the Session Screen Icon, scroll to the bottom of the drop-down and select the ***Close All Pages*** button.
- You will receive a pop-up message asking you to confirm whether or not you wish to close ***all Active Pages***. If you select the button, ***Yes - Close Them*** any un-saved changes on the page will be lost. Should you wish to go back and save the information on the active page, select the button, ***No- Leave Them Open.***

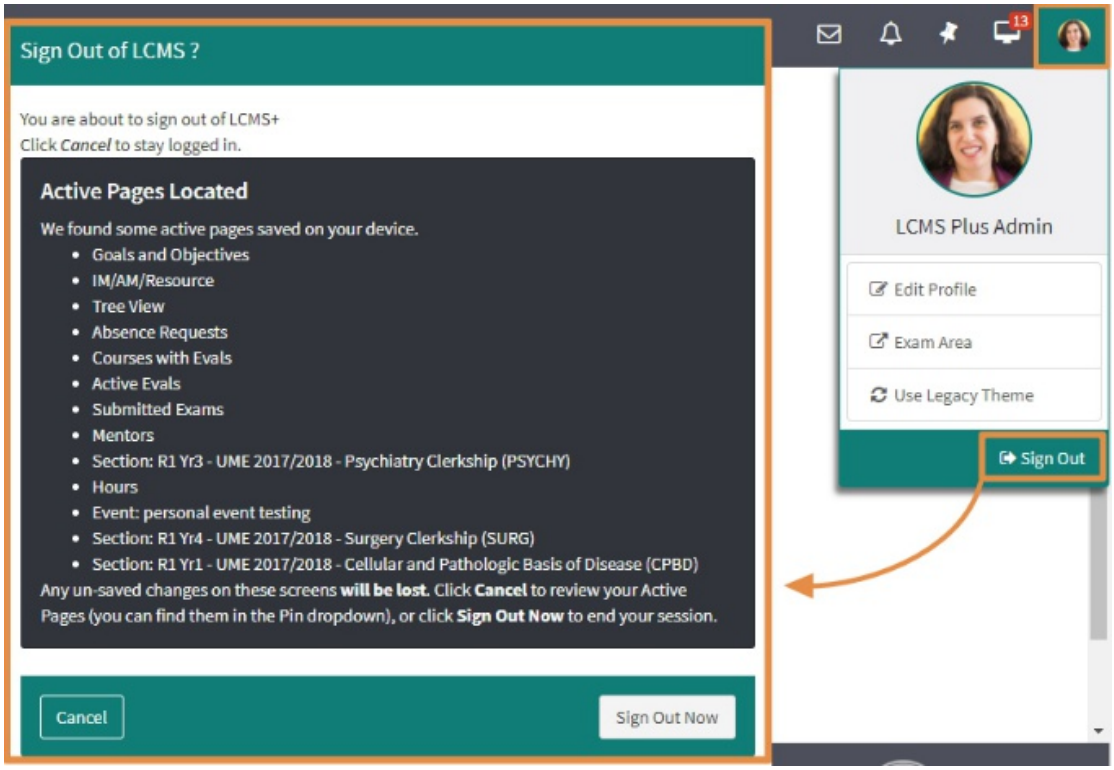


- Should you choose to close all pages, the pages will go back to their previous original state as when you logged into the System.

Signing Out of OwlMed?

- If you choose to log out of the OwlMed and there are currently Active Pages open, you will get a warning message.

- The warning message hightlights all of the remaining Active Pages in your session. Should you select the ***Sign Out Now*** button you will loose any un-saved data which you have entered in. If you select the ***Cancel*** button, you will be able to go back into the system and review the data on the Active Pages.



*Any un-saved changes on these screens **will be lost.** Click **Cancel** to review your Active Pages (you can find them in the Session Screen dropdown), or click **Sign Out Now** to end your session.*