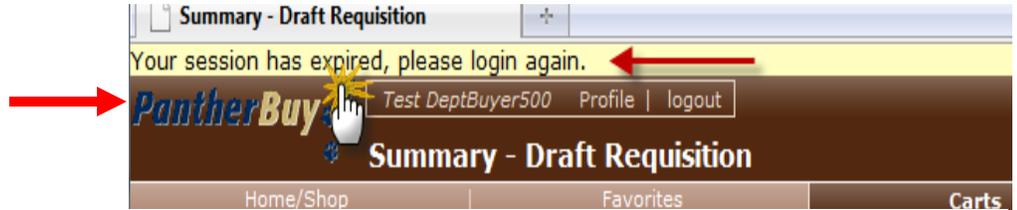


In order to bring PantherExpress into compliance with University security and auditing policies, PantherExpress has a **30 minute** system "Timeout". There are two timeout types, one while you are in the PantherExpress system and one while you are in a punchout session. Please review both below.

PantherExpress

A PantherExpress session will expire after **30 minutes** of *inactivity*. Inactivity begins when you are no longer shopping from a hosted catalog, no longer viewing draft carts, or editing or viewing PR's/PO's. You must be idle for 30 minutes for the system to log you out.

You will receive this notification when you are working with PR/PO's, order history, or in the hosted catalogs. Please click the **link** to log back in.



After you click on the link, you will be sent to the log on screen. When you log in, **you will be returned to the last page you were viewing when your time expired.**

Punchout Session

A punchout session will expire after **30 minutes**. You may extend this time by clicking on "Reset Session". The timer is located at the top of the punchout page.

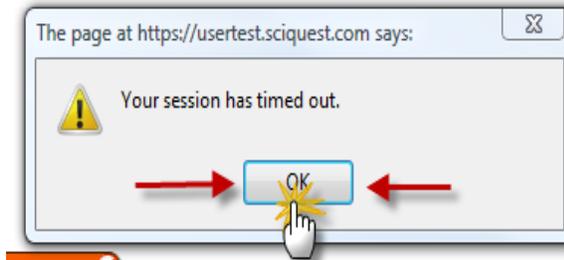


When your time has expired you will see the following:



You will also receive this notification.

Click on "OK" to be transferred to the log in screen.



NOTE: *If placing a large order in a punchout, please periodically check your timer, if the time expires, you will lose any items you have placed in a cart.*

When you log back in, you will be taken back to the Home/Shop page of PantherExpress. If you had any items in the shopping cart of the punchout, **the items will no longer be in the cart when you return to the punchout.**



Enter your user name and password to re-enter PantherExpress.

If you have any additional questions regarding PantherExpress Time-Out, please contact customer service [HERE](#)