

# **INTERFACE AND ENVIRONMENT**

# USING BPO - OPEN WINDOWS FUNCTIONALITY

The Open Windows functionality enables you to **jump quickly** between the screens or windows that are currently open on your interface.

It is different from *exiting* a screen or clicking on *Back* to return to a previous screen, as these two methods *close* the screen that you are currently working in.

**Open Windows** allows you to navigate back to the *previous* screens that you opened in order to reach the point where you are now in BPO, whilst keeping the *current* screen also open.

#### Ribbon Access: BPO Home/Main Screen

After you log in, the BPO2 home/main screen will open.

### THE OPEN WINDOWS TAB

- 1. In the bottom left of this screen is the *Open Windows* tab. This tab is available in all screens across BPO2.
- As this is the only window open, if you click on the drop-down arrow no drop-down list will be displayed at this point.
- 3. To create some open windows, click on one of the ribbon tabs.
  - In this example the *Inventory* ribbon tab is selected.





- 1. The *Inventory ribbon toolbar* will be displayed.
- 2. Click on one of these *toolbar buttons*.
  - In this example the *Parts* button is selected.





# **FIRST OPEN WINDOW**

(The Part Listing screen)

- 1. The *Part Listing* screen will open.
- 2. Select a row and click on one of the *Action buttons*.
  - In this example the *first row* and the *Edit* button are selected.



### BPO2 Open Windows Functionality

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# **SECOND OPEN WINDOW**

(The Edit Part - [] screen)

- 1. The *Edit Part []* screen will open.
- 2. Click on one of the *Functions* tiles.
  - ° In this example the *Items Supplied* tile is selected.



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# **THIRD OPEN WINDOW**

(The Suppliers for Part - [] screen)

1. The *Suppliers for Part - []* screen will be displayed.

# **DISPLAY THE OPEN WINDOWS LIST.**

 Now go down to the bottom left of the screen and click on the dropdown *arrow* in the *Open Windows* tab.



# BPO2 Open Windows Functionality

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1. The Open Windows *list* will be displayed.

Here you can see that:

- 2. the *Part Listing*,
- 3. the *Edit Part* and
- 4. the *Suppliers for Part* windows (screens) are all listed here.



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- 1. The list is *numbered* so that you can see the order in which the windows were opened.
- If a number and screen name on the list is 'feint' it is for <u>order ref</u>erence only and you cannot click on it to navigate to that window.
  In this example, the *Part Listing* screen is 'faint'.
- Both the *Edit Part* and the *Suppliers for Part* window in the list are ' *active*' or '*bold*' and you <u>can</u> click on them to navigate back to those windows.



# BPO2 Open Windows Functionality

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# NAVIGATE TO A WINDOW IN THE LIST

• Click on the *Edit Part - []* window in the list.



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- The *Edit Part []* window will open.
- Even though you have navigated back to a previous window, the Open Windows list still displays all the windows that have been opened to this point.



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- 1. If you open a window <u>more than once</u>, each open screen will be on the list.
  - In this example, both the Suppliers for Part [] and the Supply Item Maintenance for Part [] windows have been opened more than once.
- It can slow down the system if <u>too many</u> windows are open at once. It is helpful to *close* a screen once you have finished working in it.



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