

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.

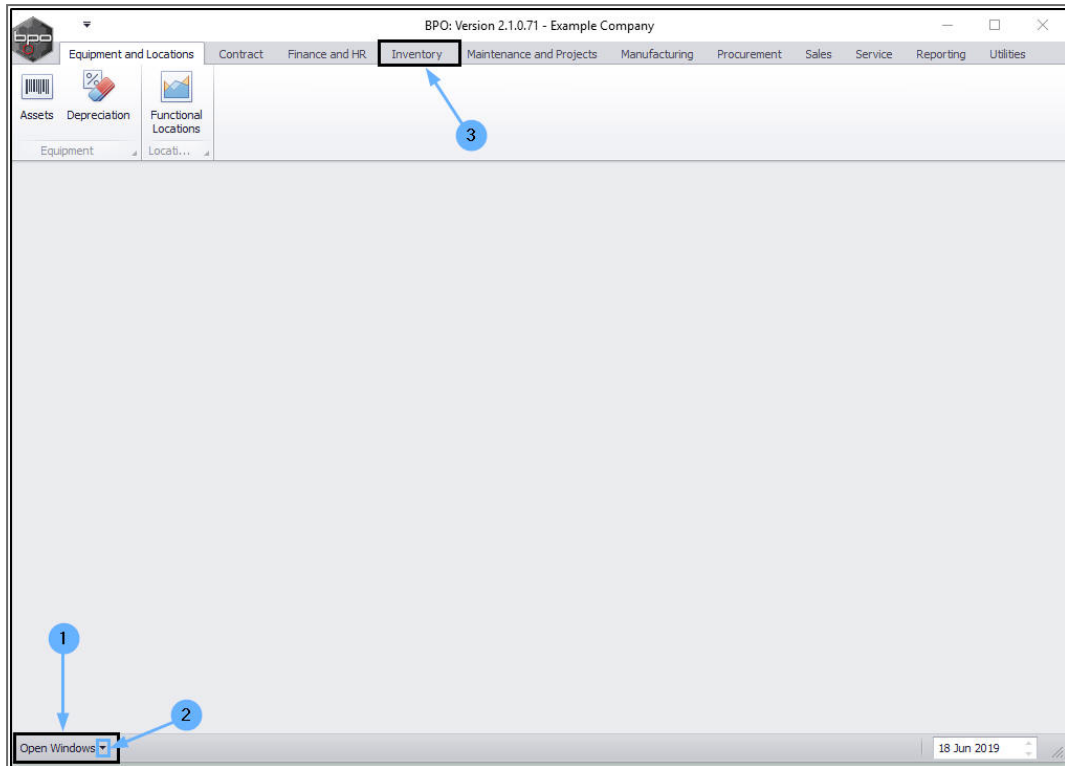
Open Windows allows you to navigate back to the **previous** screens that you opened in order to reach the point where you are now in BPO, whilst keeping the **current** screen also open.

Ribbon Access: *BPO Home/Main Screen*

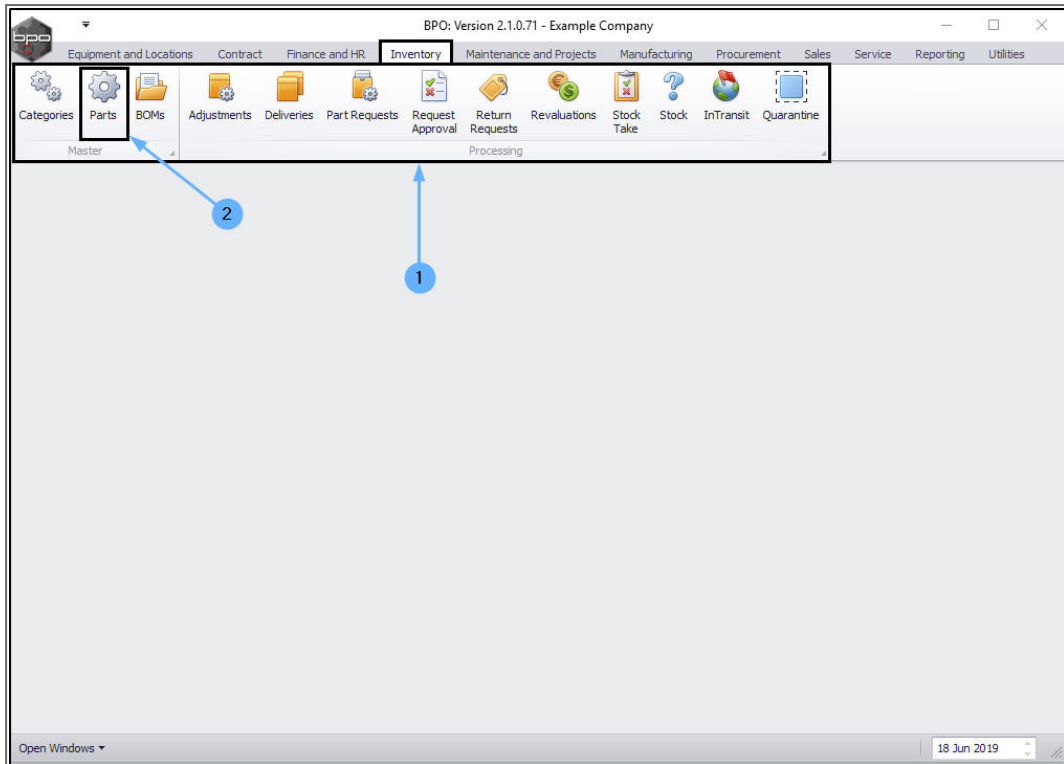
After you [log in](#), the BPO2 home/main screen will open.

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.
2. 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.



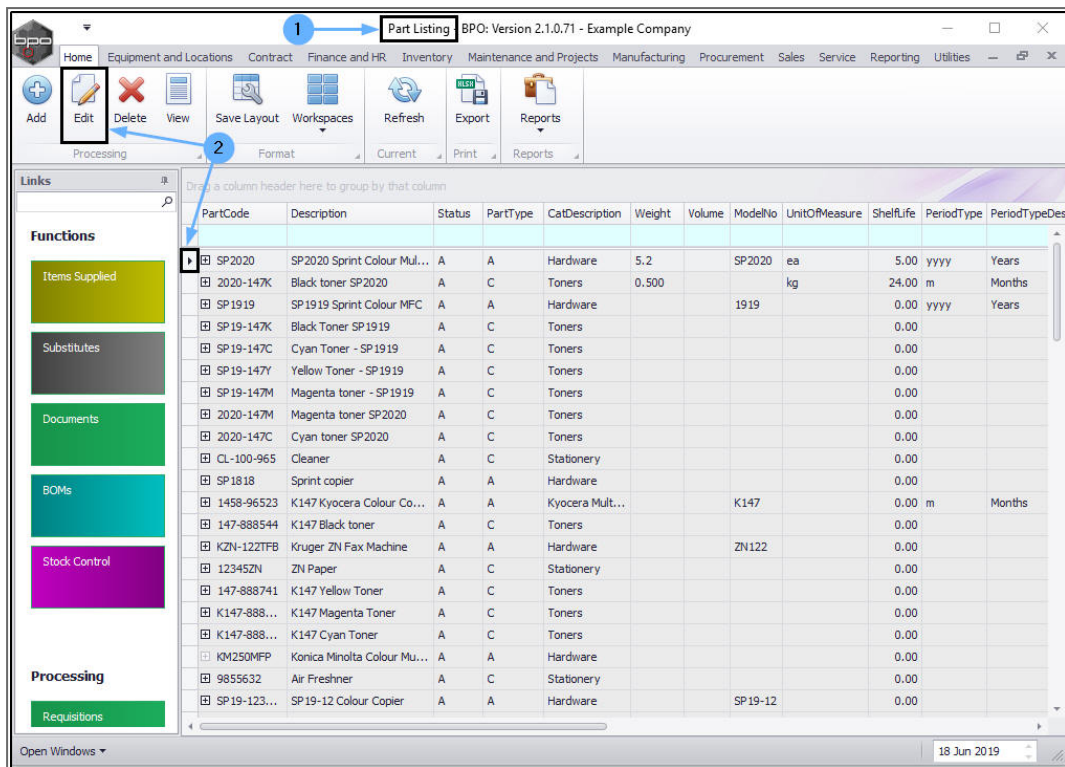
1. The *Inventory ribbon toolbar* will be displayed.
2. Click on one of these *toolbar buttons*.
 - In this example the *Parts* button is selected.



FIRST OPEN WINDOW

(The Part Listing screen)

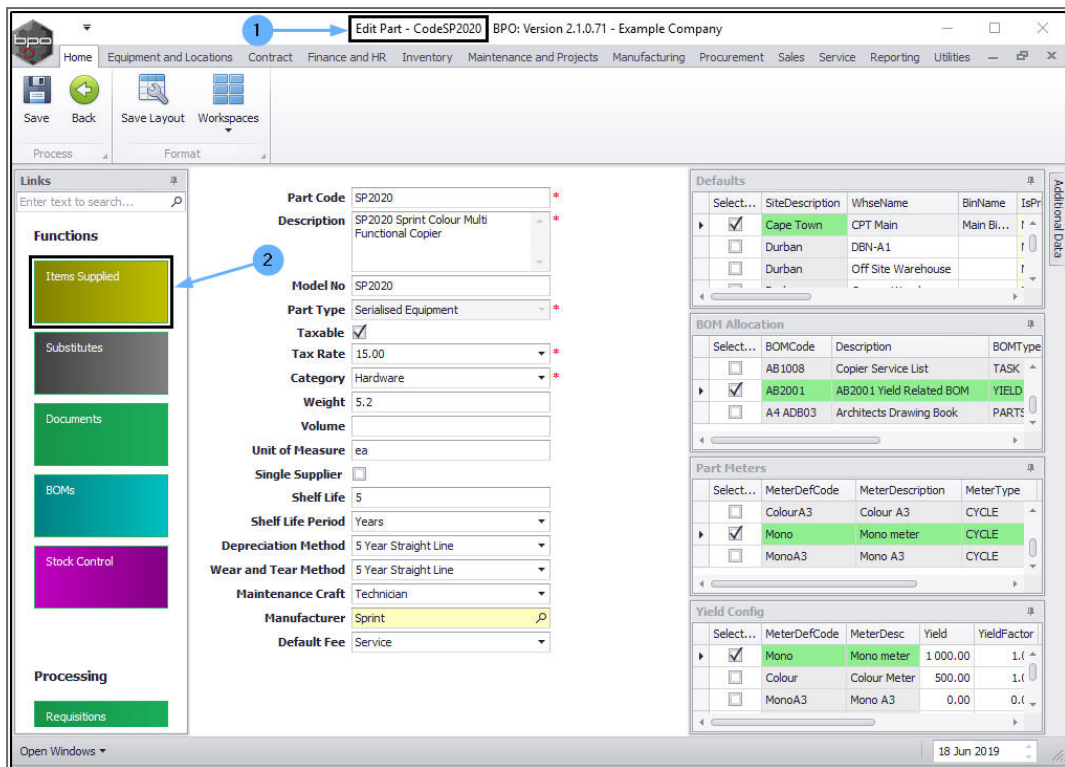
1. The **Part Listing** screen will open.
2. Select a row and click on one of the **Action buttons**.
 - In this example the **first row** and the **Edit** button are selected.



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.



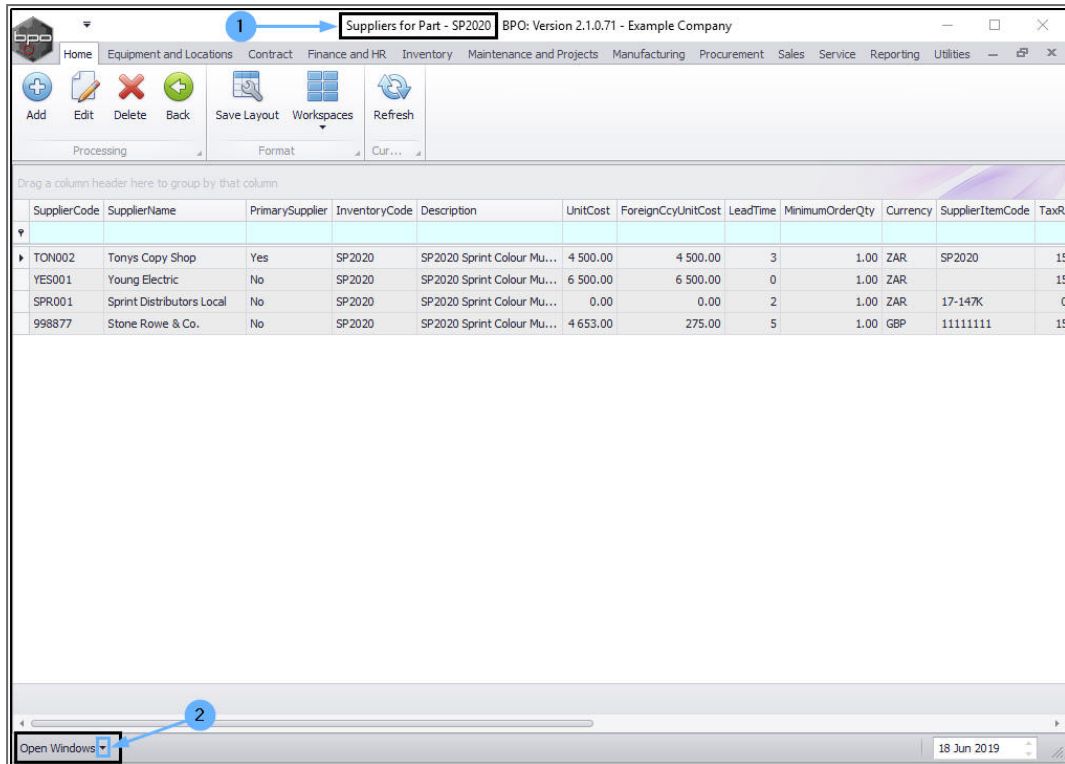
THIRD OPEN WINDOW

(The Suppliers for Part - [] screen)

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

DISPLAY THE OPEN WINDOWS LIST.

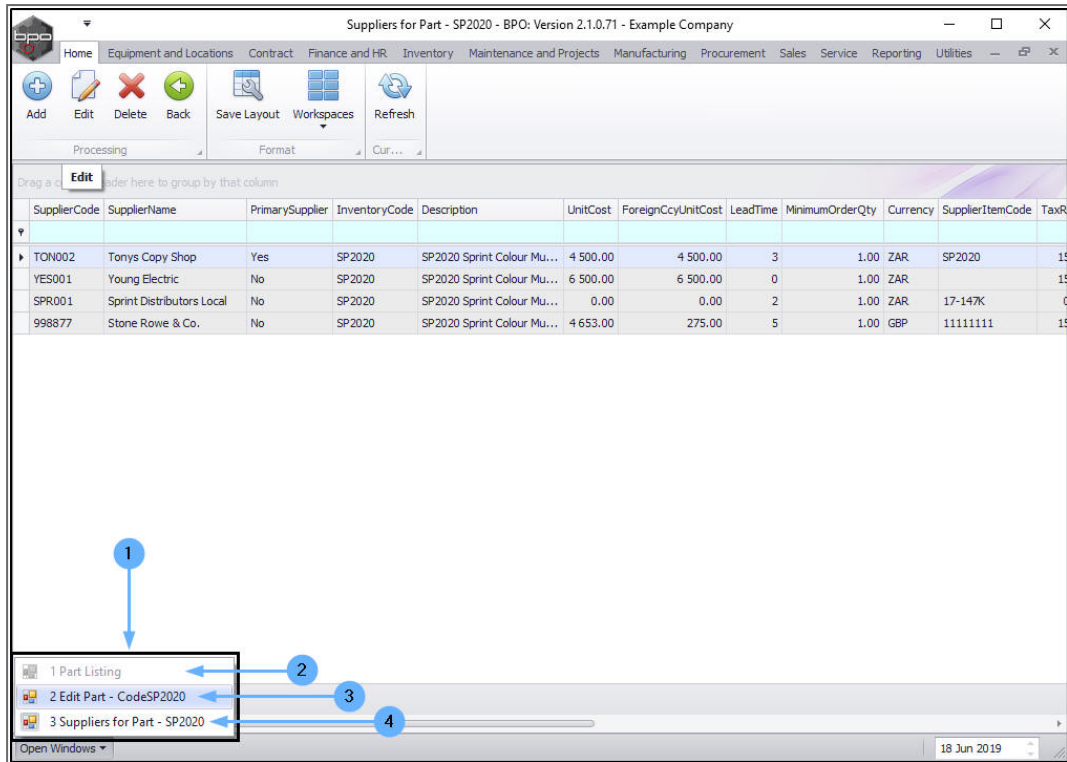
2. Now go down to the bottom left of the screen and click on the drop-down **arrow** in the **Open Windows** tab.



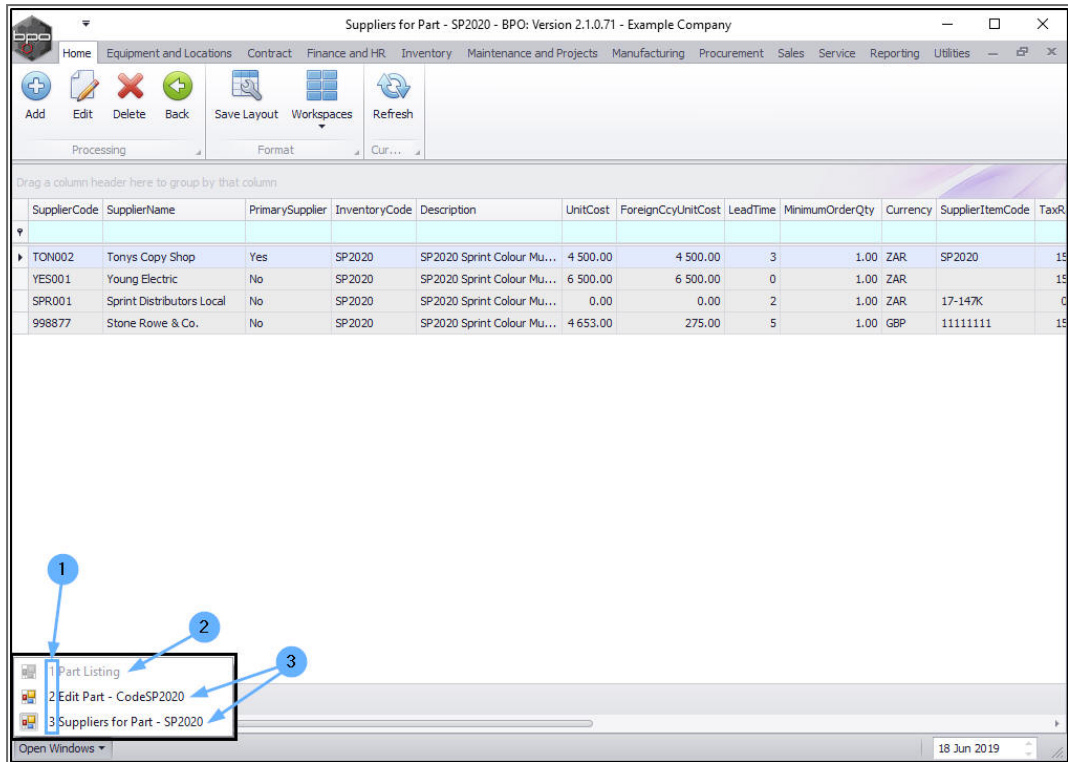
1. The Open Windows *list* will be displayed.

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.

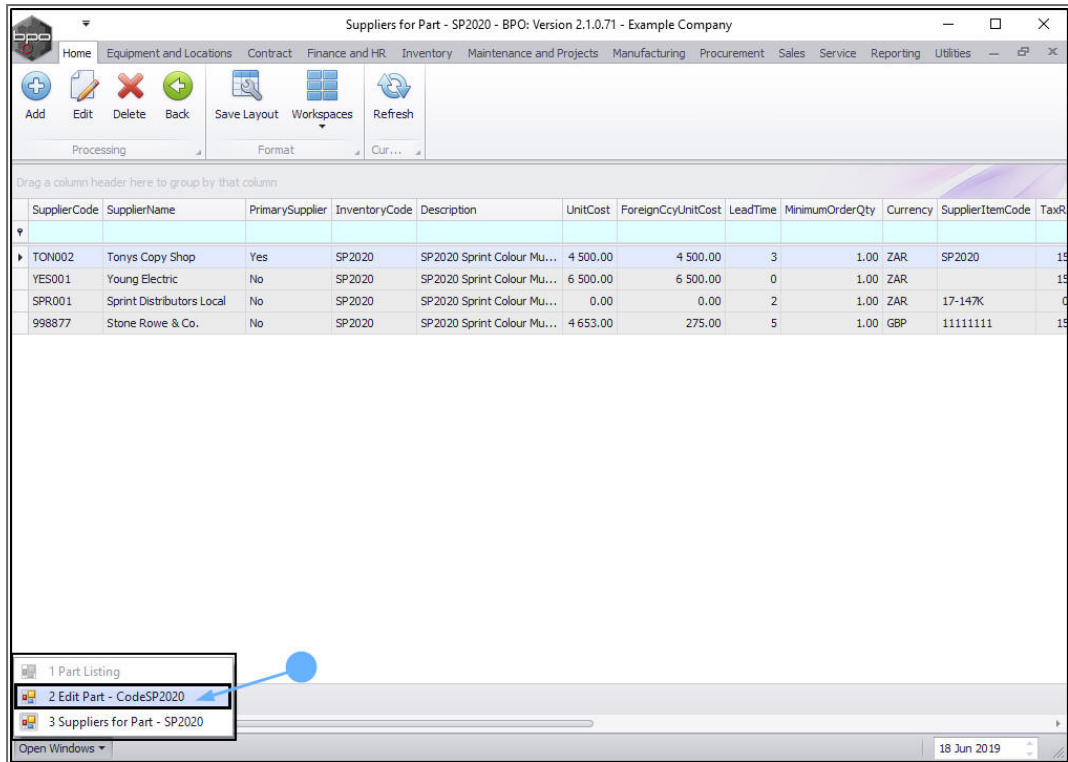


1. The list is **numbered** so that you can see the order in which the windows were opened.
2. If a number and screen name on the list is **'faint'** - it is for order reference only and you cannot click on it to navigate to that window.
 - In this example, the **Part Listing** screen is 'faint'.
3.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

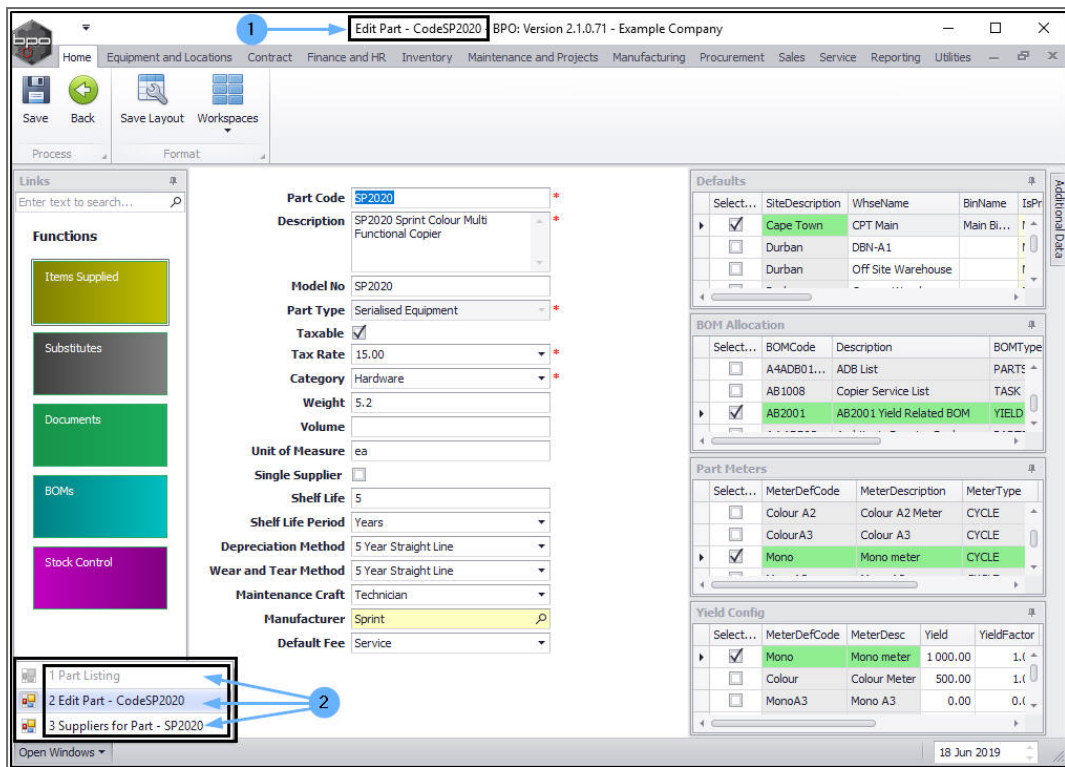


NAVIGATE TO A WINDOW IN THE LIST

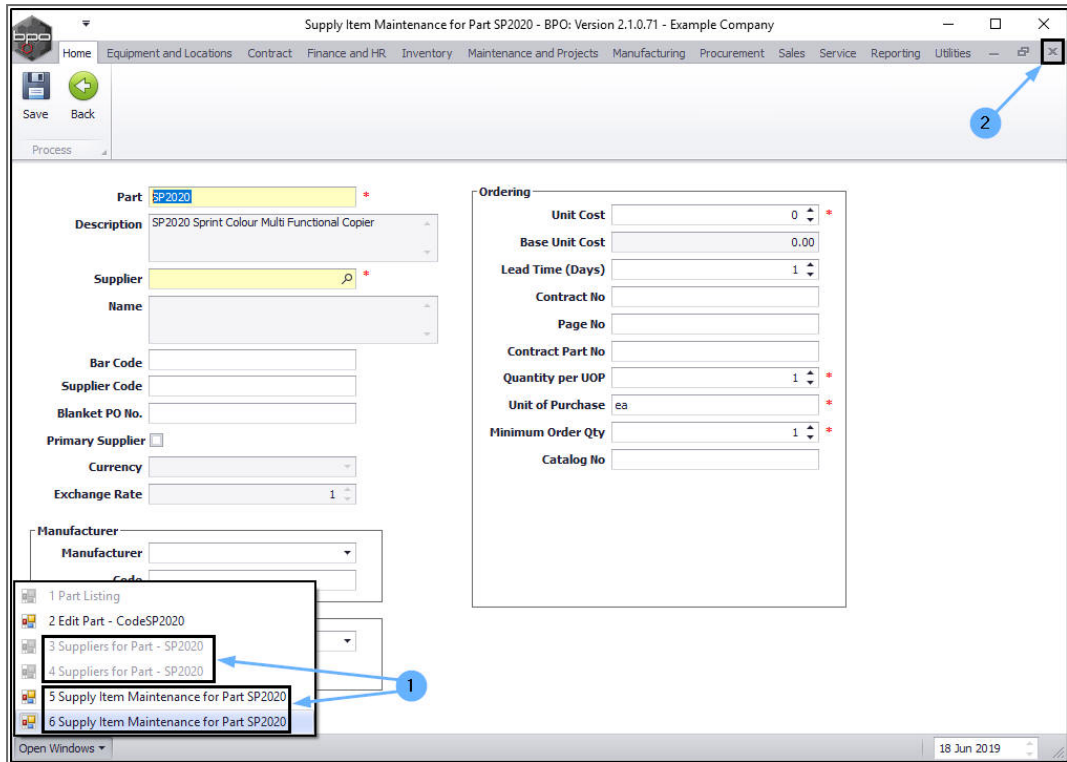
- Click on the **Edit Part - []** window in the list.



- 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.



1. If you open a window more than once, 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.
2. It can slow down the system if too many windows are open at once. It is helpful to ***close*** a screen once you have finished working in it.



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