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We are currently updating our site; thank you for your patience.

INTERFACE AND ENVIRONMENT

USING NUCLEUS SERVICE - 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.

Clicking on the **Open Windows** tab allows you to navigate back to the **previous** screens that you opened in order to reach the point where you are now in Nucleus Service, whilst keeping the **current** screen open.

Ribbon Access: Nucleus Service Home/Main Screen

After you log in, the Nucleus Service Home/Main screen will open.

THE OPEN WINDOWS TAB

- In the bottom left of this screen is the **Open Windows** tab.
- The **Open Windows** tab is available in all screens across Nucleus Service.
- 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.

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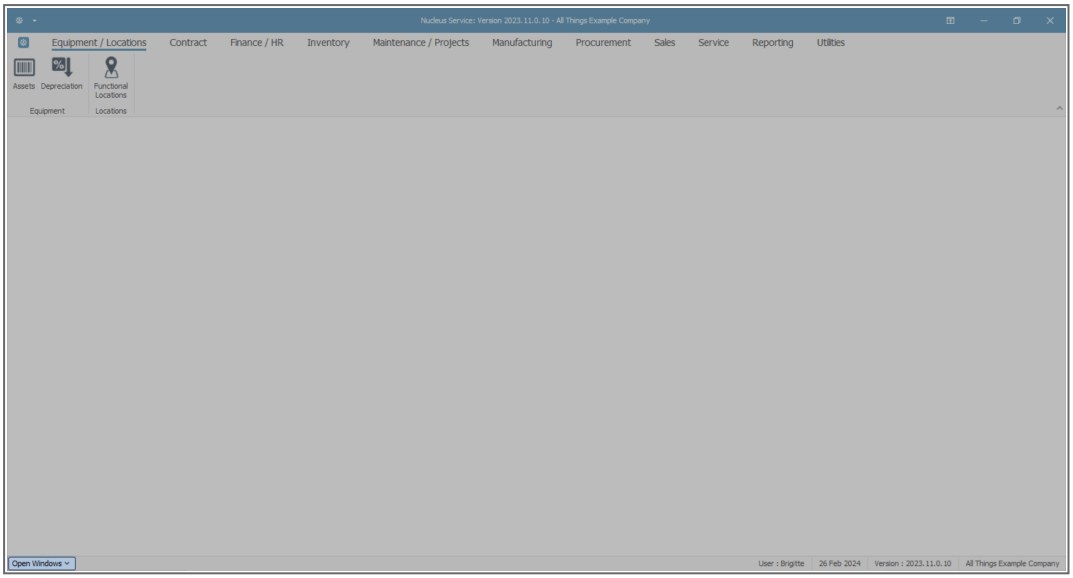
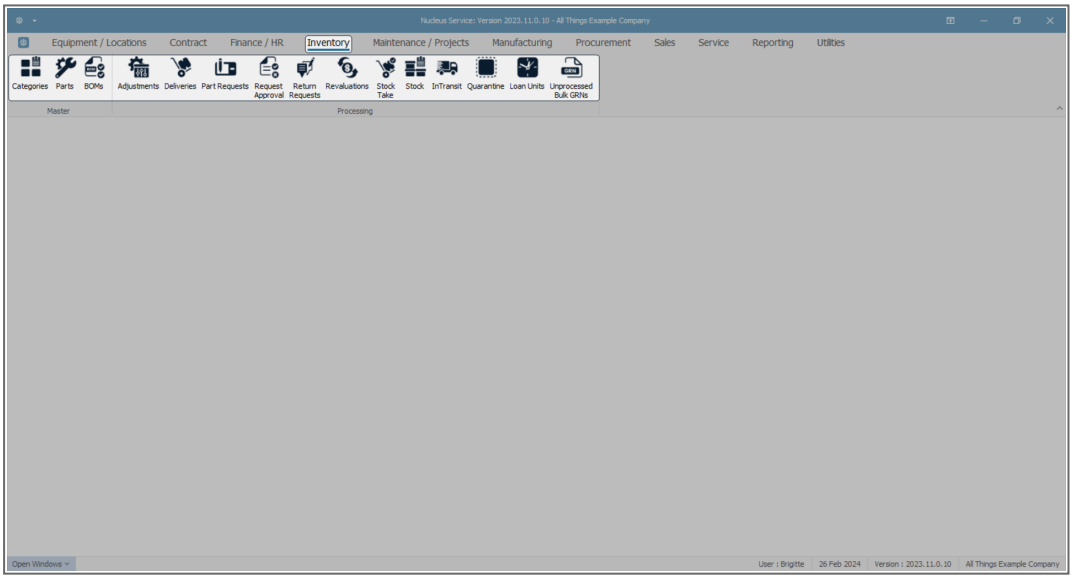


- To create some open windows, click on one of the ribbon tabs.
- In this example the **Inventory** ribbon tab is selected.
- The **Inventory ribbon toolbar** is displayed.



- Click on one of the **toolbar buttons**.
- In this example the **Parts** button is selected.

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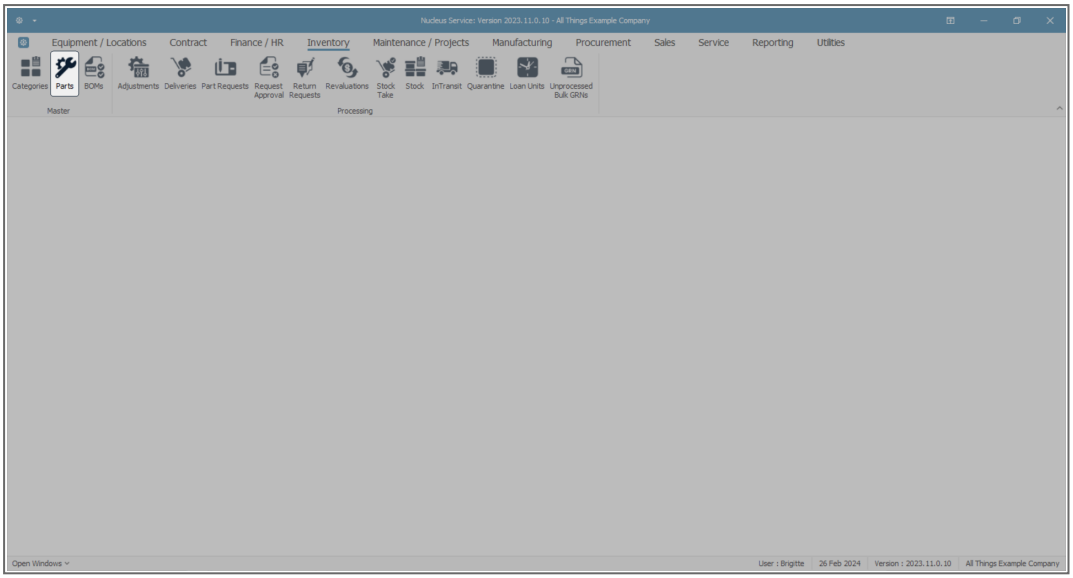
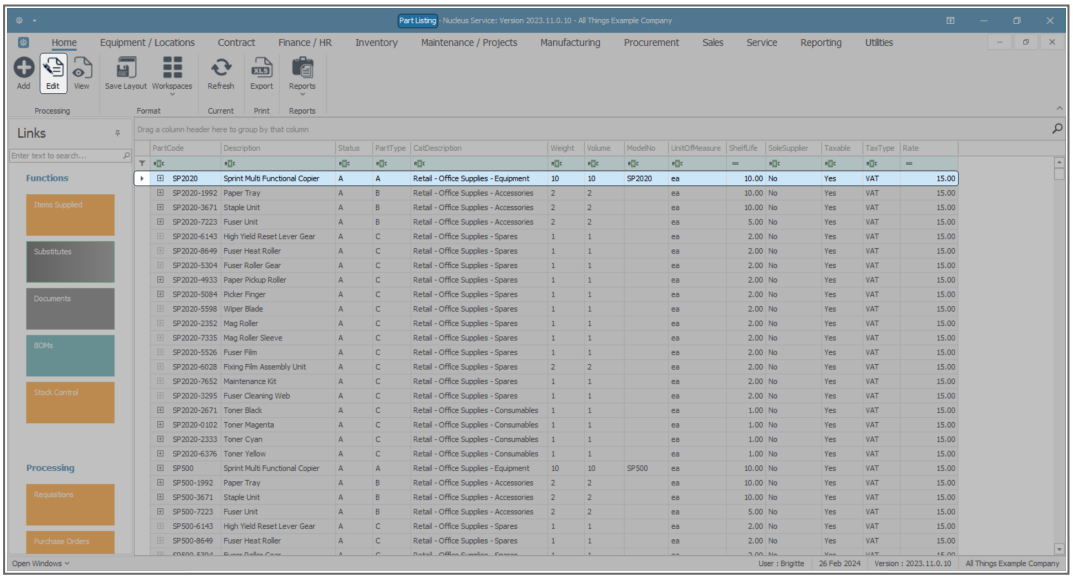


FIRST OPEN WINDOW

(The Part Listing screen)

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



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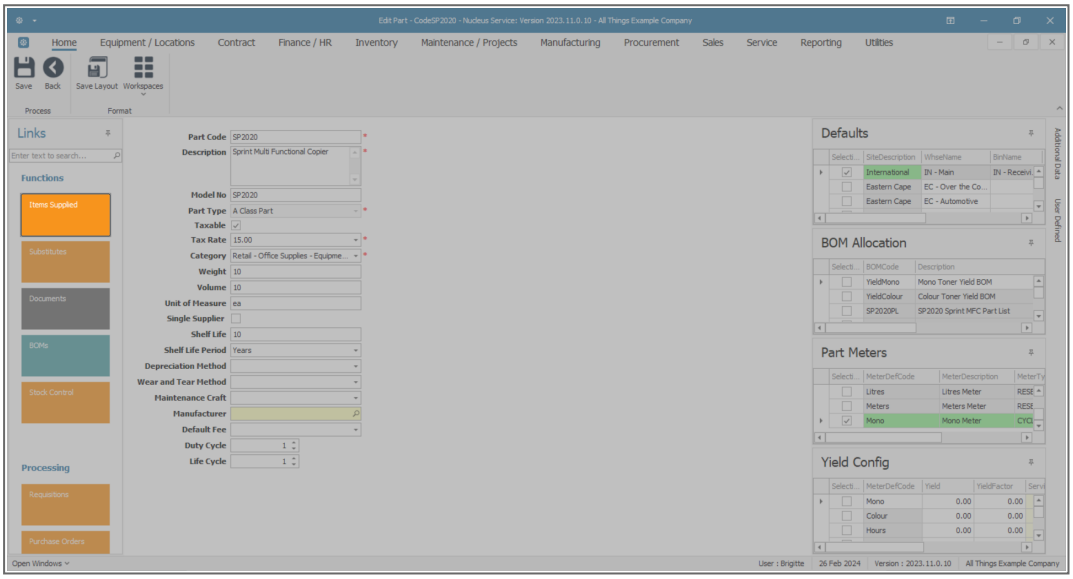
SECOND OPEN WINDOW

(The Edit Part - [ ] screen)

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



THIRD OPEN WINDOW

(The Suppliers for Part - [ ] screen)

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

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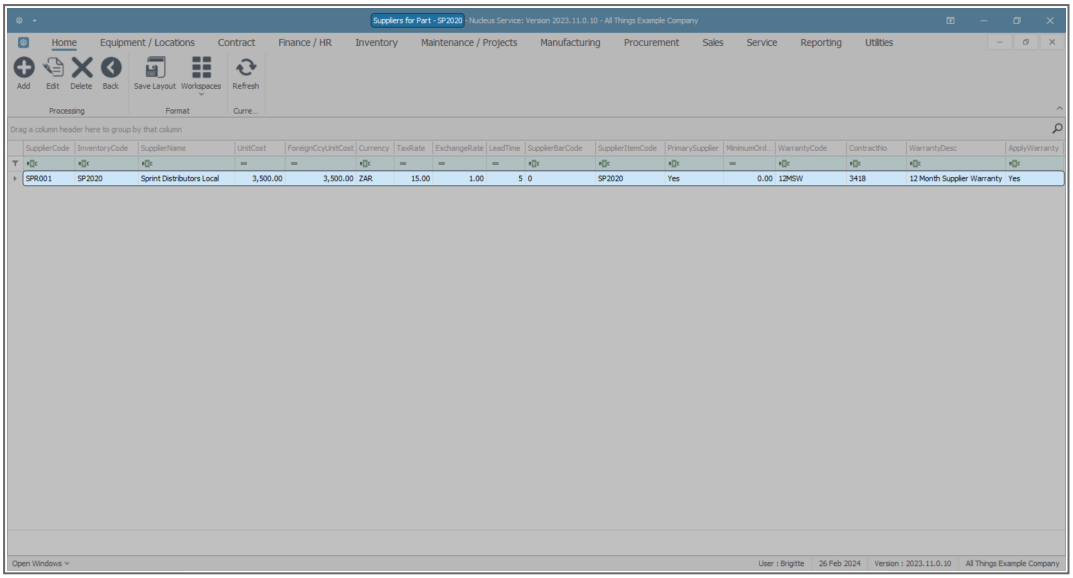
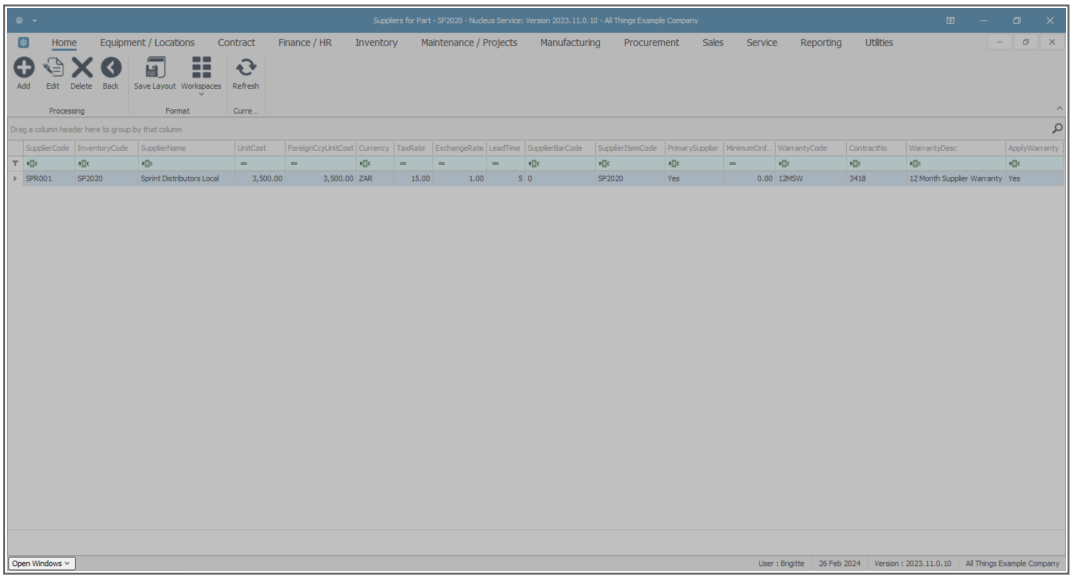


DISPLAY THE OPEN WINDOWS LIST

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



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

Here you can see that:

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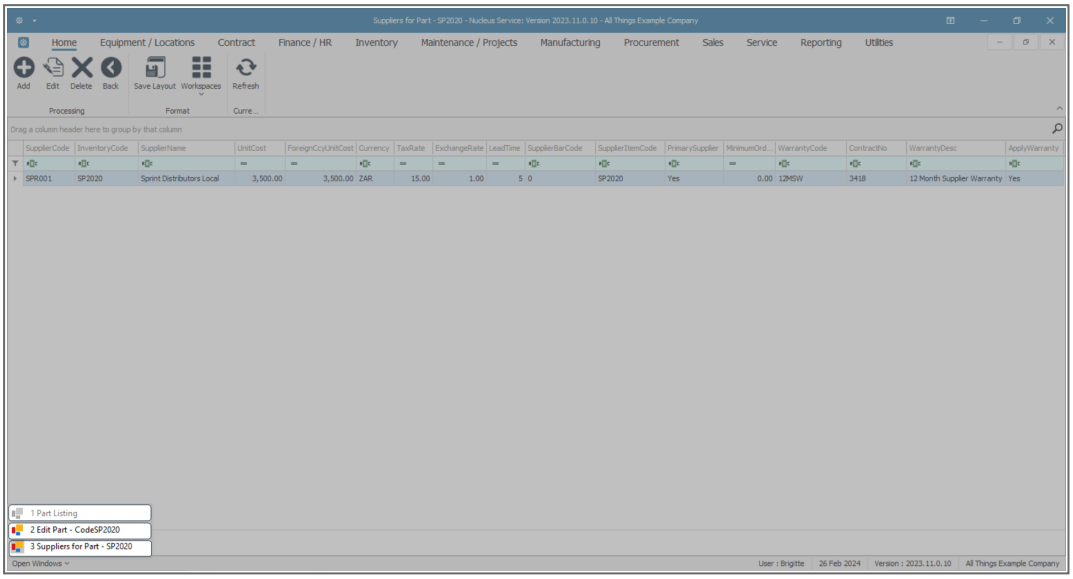
- the **Part Listing**,
- the **Edit Part** and
- the **Suppliers for Part** windows (screens) are all listed here.



- 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 order reference only and you cannot click on it to navigate to that window.
- In this example, the **Part Listing** screen is **'feint'**.
- 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.

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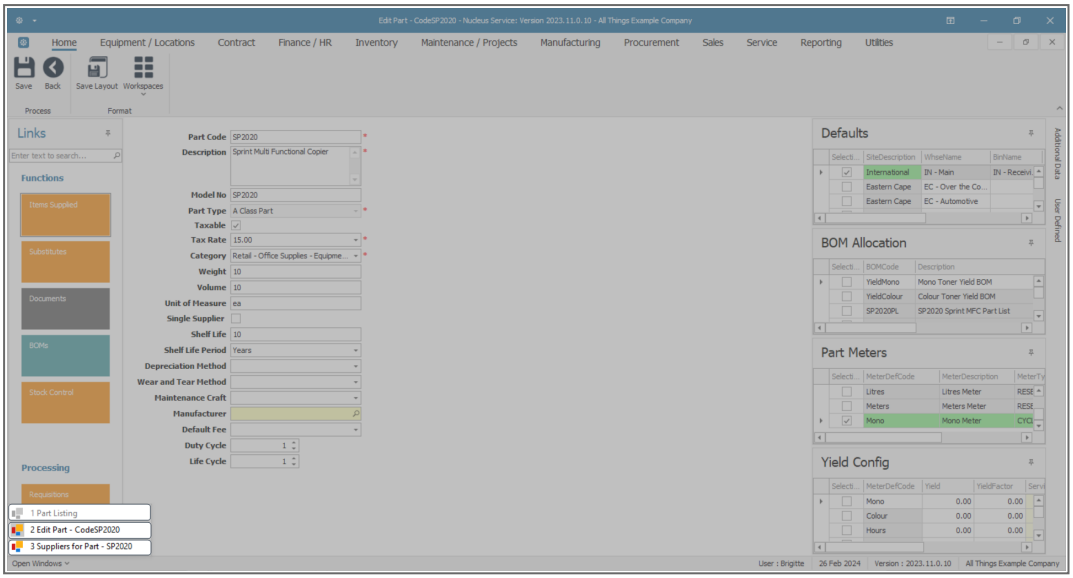
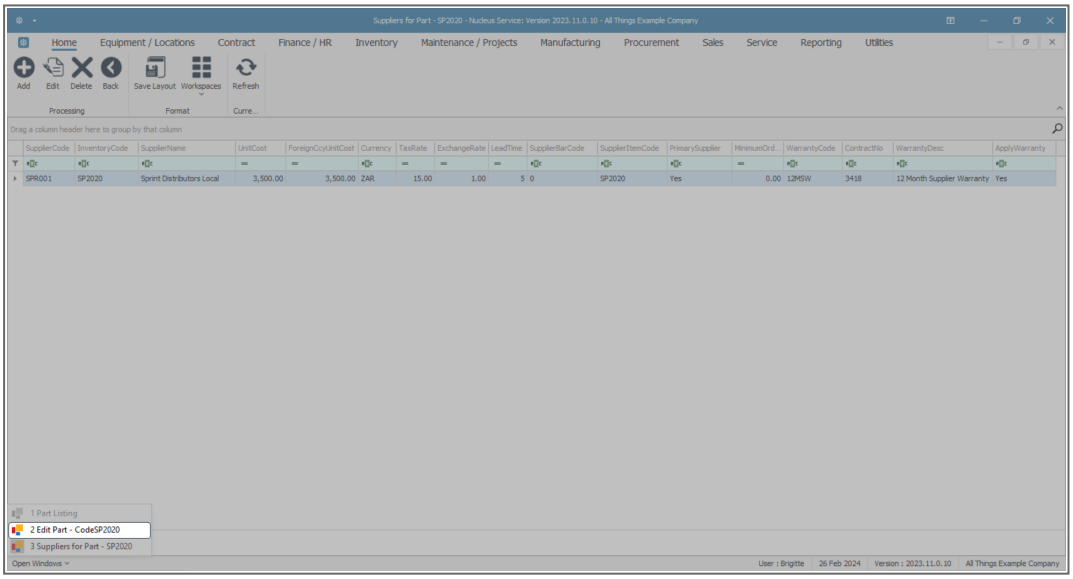


NAVIGATE TO A WINDOW IN THE LIST

- 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.

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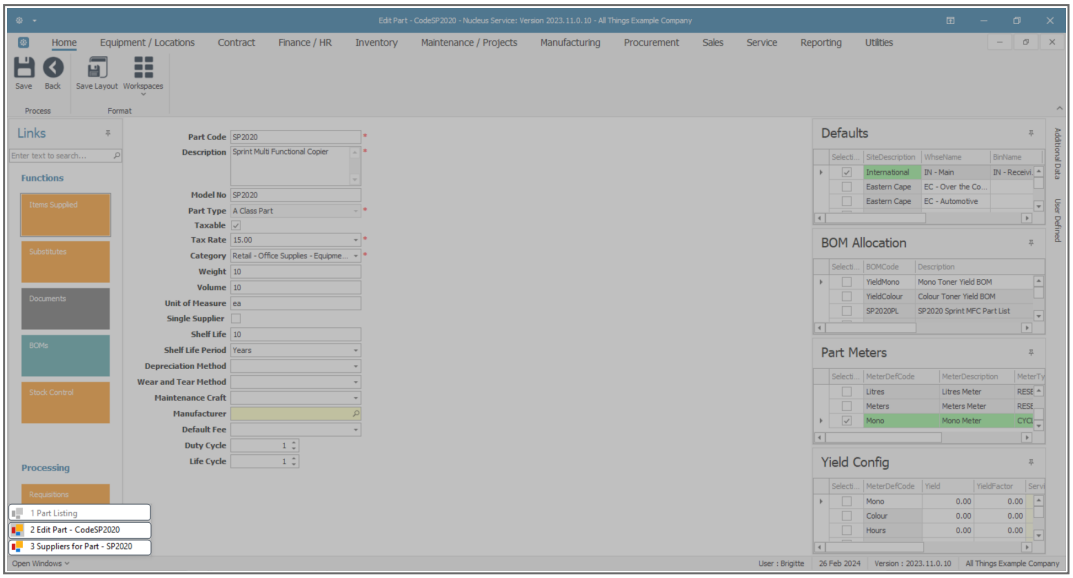
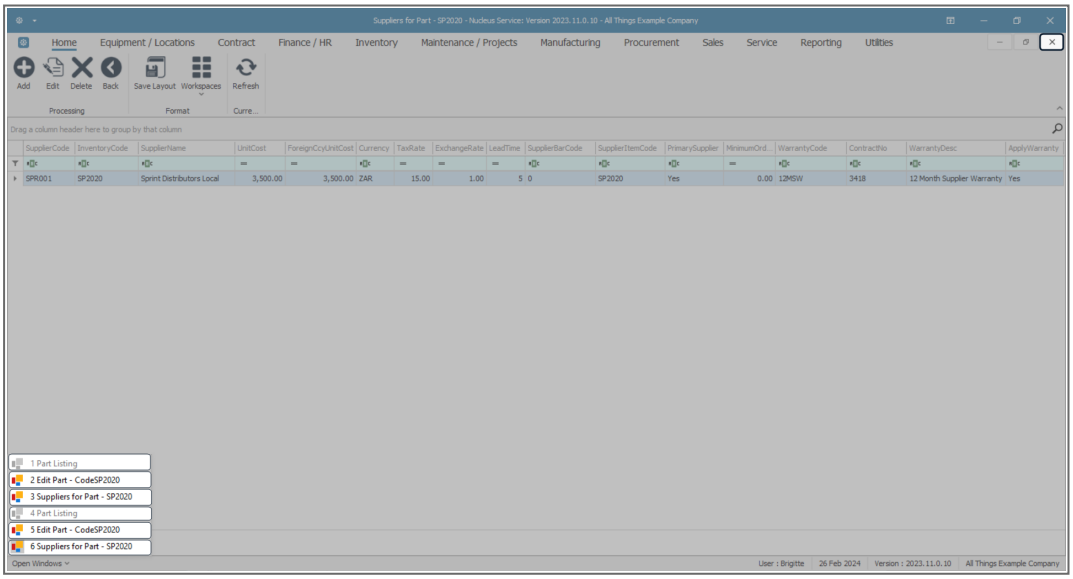


- If you open a window more than once, each open screen will be on the list.
- In this example, the **Part Listing**, **Edit Part - [ ]** and the **Suppliers for Part - [ ]** windows have been opened more than once.
- It can slow down the system if too many windows are open at once.
- It is helpful to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



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