

NEW WINDOW

There may be times when it would be handy to have multiple myUFL windows open at the same time. Say you are in the process of entering a student record when your phone rings and someone wants you to look something up. Rather than close out the student record before you are finished, you may click the New Window hyperlink and open another window in the myUFL database you were working in.

The screenshot shows the 'View Reports For' page in the myUFL application. The top navigation bar contains 'List', 'Explorer', 'Administration', and 'Archives'. A 'New Window' link is circled in red. Below the navigation bar, there is a search section with fields for 'Folder', 'Instance', 'Name', and 'Created On', along with a 'Refresh' button. A table titled 'Reports' is displayed, showing one report entry. The table has columns for Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

When New Window is selected, another browser window opens in the myUFL application. The new window displays a copy of the page you were using. From there, another menu item, sub-menu, or page may be selected.

NOTE: Although there is no limit to the number of windows you may have open, it is best to close additional windows when you are done with them because having multiple windows open can be confusing.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu