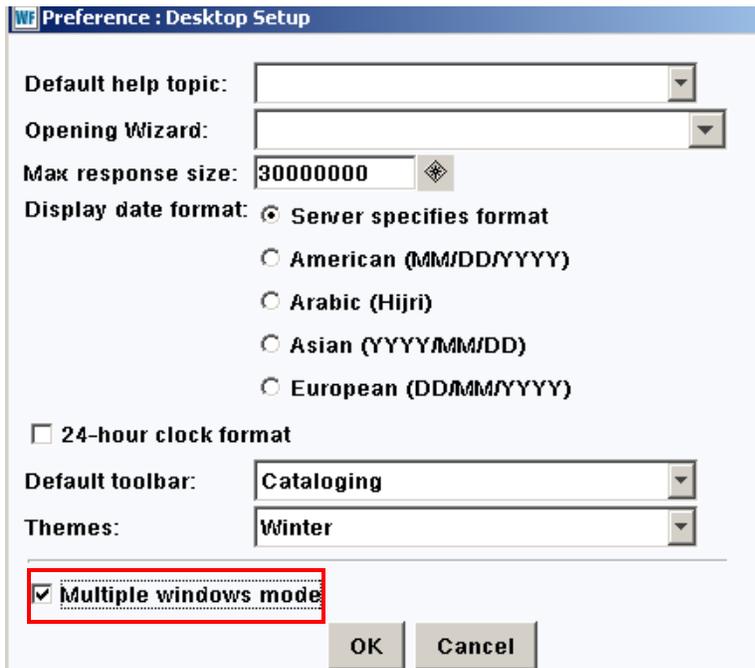


toggling between a cataloging wizard and SmartPort

The display of multiple windows in Java Workflows may be challenging at times, especially when using SmartPort. If you can't display multiple windows, preferences on your terminal must be changed. Click on Preference > Desktop > Desktop setup as shown here.

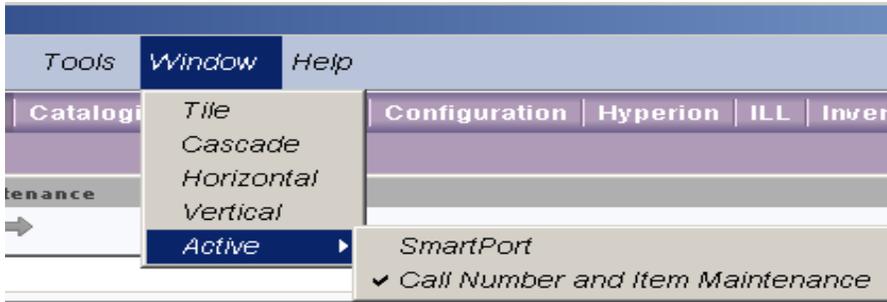


The window that is displayed as a result of this selection is shown below.

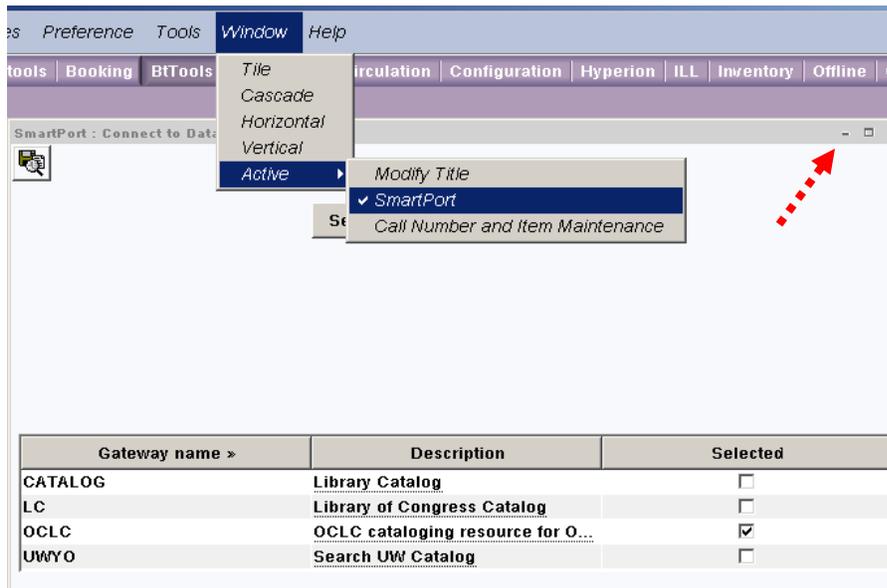


At the bottom of the window, click on the box next to the option for 'Multiple windows mode'. Click OK to close this window, then logout of Workflows and back in to activate this change. With this option checked, the word 'Window' will appear as an option in the Workflows menu bar.

If you don't like the options of tiling or cascading multiple windows so that they can all be seen at once on the screen, try moving between windows by using the Active button found under the Window option in the Menu bar.



The check mark indicates the current window being viewed. When SmartPort is the selected current window, you will be presented with the Gateway option screen and not the search screen.



To get to that search screen without losing the SmartPort connection, click on the minimize button in the SmartPort Gateway option screen. This will make the SmartPort search screen display.

You will need to do this each time you toggle back and forth between a wizard and SmartPort but with this process, you won't have to log back into SmartPort again.