



Avoiding Time-out Issues When Using Multiple Windows

By using the suggestions in this Addy Tip, you can avoid potential time-out issues from occurring when you open multiple windows in UCF Financials. This tip explains how to identify your version of Internet Explorer, discusses the proper steps to open two or more windows in Financials, tells which browser to avoid, and instructs how to use the **New Window** link in Financials.

Determining the Internet Explorer Version

The steps you'll use to begin a new session in Financials, which will open a new window, depend on the version of Internet Explorer your computer uses. To identify the version, after opening Internet Explorer, click Help > About Internet Explorer (Figure 1).

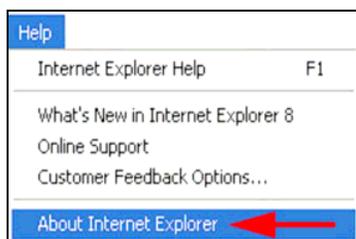


Figure 1. Version identification

Make a note of the version shown in the **About Internet Explorer** window that displays.

Opening a New Session

If you have Internet Explorer:

- Version 6 or 7, click Start > All Programs > Internet Explorer to open a new session.
- Version 8, click File > New Session to open a new session (Figure 2).

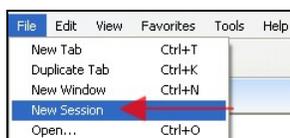


Figure 2. New Session navigation for Version 8



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When you open a new session, because the new session will be independent of the original session you opened, you'll need to log into UCF Financials again when the new window displays. However, if one session times-out, it will not affect the other session or sessions you opened.

Unsupported Browser

UCF Financials does not support the Firefox browser at this time.

Using the New Window Link

You can also open a new window in UCF Financials by clicking the New Window link (Figure 3). While this method is a quick way to easily open a new window in Financials, because the windows are tied together, the windows will time-out simultaneously after approximately 30 minutes of inactivity in Financials.

Because the new session is generated from the original window, some time-out issues may arise. Avoid clicking the Home link in the new window because it may negatively impact both windows.

