LEADERS HOLDING CO.

Est. 1971

Managing the Browser Window and Tabs

NetSuite is a cloud-based system that is accessed through your web browser. This has a lot of flexibility and many advantages by allowing you to open information in separate windows to reference data, websites, work on more than one record at a time, even be working on multiple things for multiple guests at the same time. With all this flexibility your web browser can get cluttered. Take time in the day to clean up your unused tabs. These skills will work in your everyday life on any computer browser.
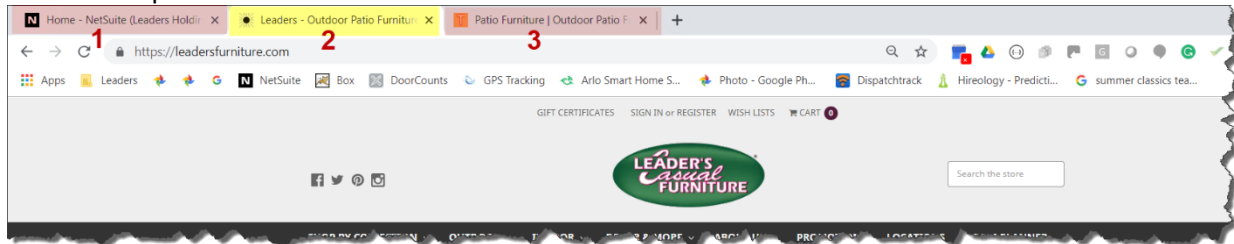
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What is a Browser Tab

A browser tab allows you to open multiple web pages in a single browser to help prevent cluttering your desktop. Mastering tabbed browsing will make you a more efficient computer user helping you to help guests faster and more efficiently, helping you to sell more.
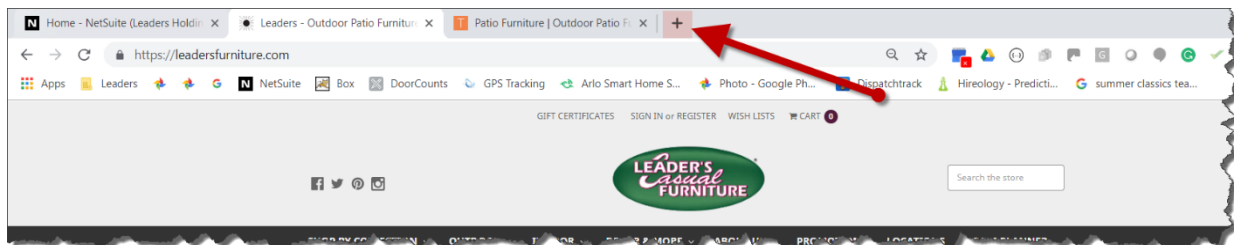
In this example there are three browser tabs

Open In a New Window

To maximize your efficiency, you can elect to open information in a new browser tab instead of losing your place and writing over the existing tab.

Opening a New Browser Tab.

To open a new browser tab, click the ➕ next to the last tab in the browser. This will give you new blank window to search for information or a website on the internet.

Opening a Link in a New Browser Tab

It is helpful to open a link in a new window so you can reference more than one thing at a time. For instance, if you have a Customer Record open and you want to reference and item you can open the Product Look-Up link in a new window instead of navigating away from the Customer Record. This can be done one of two ways

Click the Scroll Wheel on the Mouse

Most computer mice are equipped with a scroll wheel between the left and right buttons. Simply scroll over the link you would like to open and click the scroll wheel. The link will open in a new window.
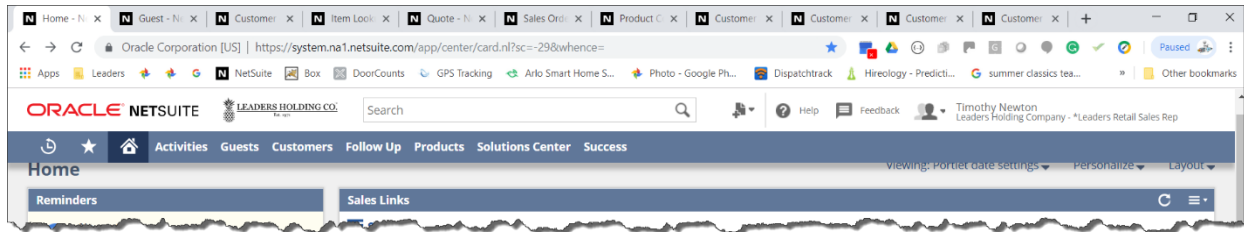

Right Click

If your mouse does not have a scroll wheel you can right click the link and choose "Open in a new tab." Using this method, you can choose to "Open in a new Window" which will allow you to open the link in a completely new web browser.
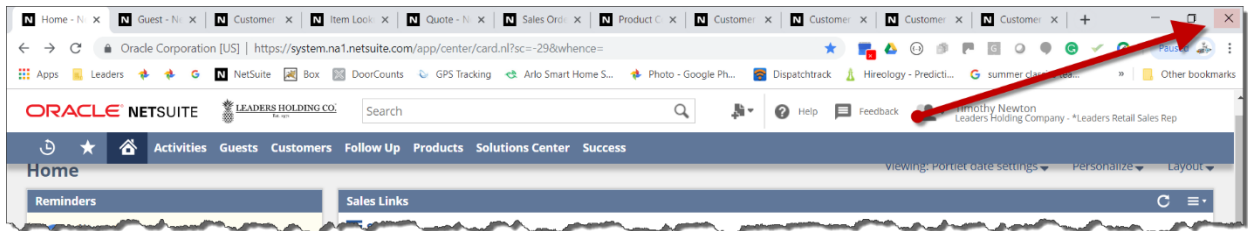
Periodically Closing Unused Tabs

With all this flexibility of being able to open information in new tabs your browser can get cluttered and start to make your efforts less efficient. How many tabs are open in the browser in the example below?

There are 11 tabs open in the example.

Close Entire Web Browser

You can close the entire window and all of the tabs by clicking the ☒ on the web browser page.
This will close all your tabs and you will lose any work you have not saved.

Close Individual Tabs

Each tab can be viewed and closed individually. Click on the tab to view what it contains. Click the ☒ on the individual tab to close that specific tab.