

Introduction

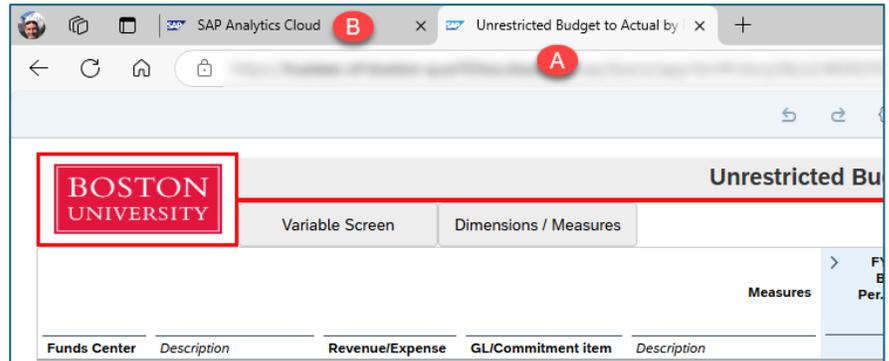
There may be times when you want or need to have two or more windows (or browser tabs) open in SAC. For example, you might want to view a report in one window while also being able to view another report, a list of your Bookmarks, or a list of your SAC files in a second window.

i Note: "window" is used broadly in this lesson to refer to either a separate browser window or separate browser tab.

Opening a new window

When you initially click on the **Reporting (SAC)** tab on the BUworks Home page, SAC is opened in a new browser tab (A).

To start another SAC session – to run another report, for example – click on the tab from which you invoked SAC (B). Then click the **Reporting (SAC)** tab again.



A new tab containing your SAC Home page will open. From here, you can run another report or navigate to any of the locations listed in the Sidebar (C).

