

# Switching Screens in the NEO UI

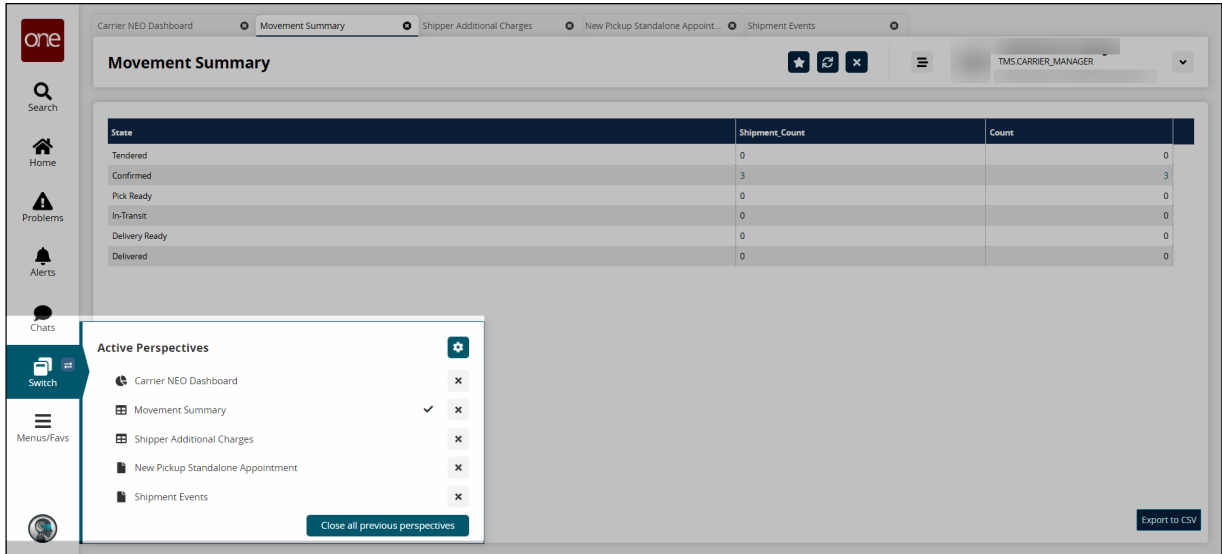
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# 1. Switching Screens in the NEO UI

Complete the following steps to use and configure the screen Switch feature:

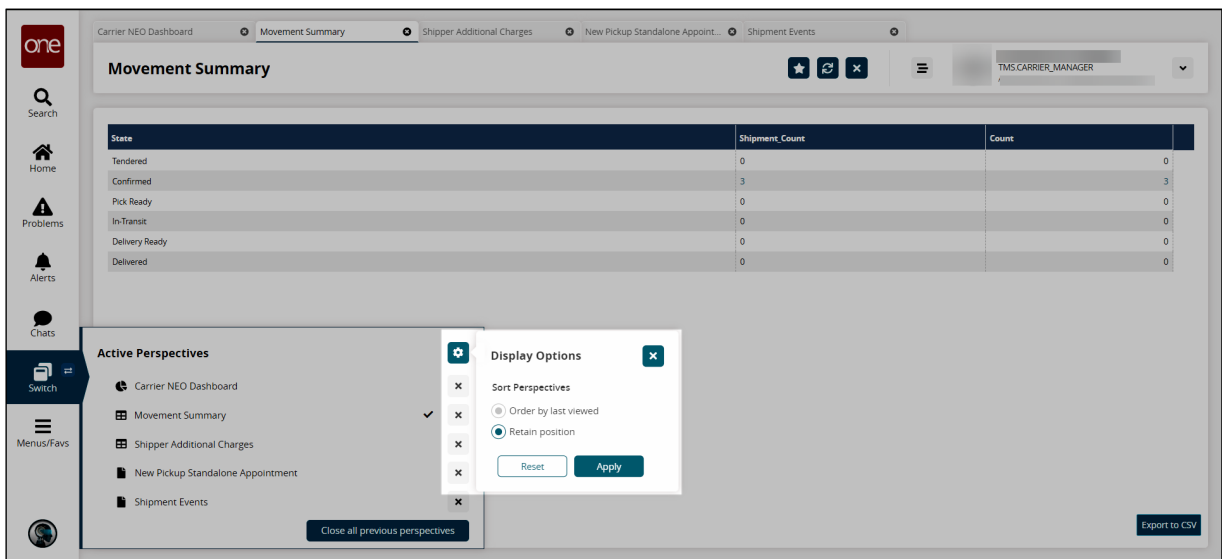
1. Click the **Switch** icon on the left sidebar of NEO.  
The UI displays the slide-out menu of Active Screen (also called perspectives). The list of screens is based on the current login session; screens do not save from session to session.



## NOTE

If the user has just logged in, the icon is grayed out and inactive.

2. Click the **Display Options** button.  
The UI displays the Switcher Display Options dialog box.



Options for displays of the screens include

Order by last viewed - The last viewed screen/perspective remains on the top of the list and the rest are in order of last viewed.

Retain position - The order of the screens/perspectives is sorted based on when each was opened..

3. Click the radio button in front of the option to select it.
4. Click the **Apply** button.  
The list of screens reorders based on the selection.
5. Click the **Reset** button to return the sort order to the previous setting.
6. Click the **X** icon next to a screen/perspective name to close it.
7. Click the **Close all previous perspectives** button to close all screens/perspectives.  
All the perspectives close.



#### **NOTE**

The number of active screens displayed on the Switch menu is limited to 12. User preferences for the number of screens listed (up to 12) can be adjusted in User Settings. See the "Configuring User Preferences and Settings" in the *NEO Online Help* for more information.