

### ***Step 3: Close Facets Applications***

1. When you are finished using individual facets applications, close each application by choosing **File/Close** on the menu bar.



Figure 7 - Closing Facets Applications

2. This procedure closes individual Facets applications and takes you back to the *Erisco Facets – Product Navigation* window.

### ***Step 4: Close Out of Facets***

1. To close out of Facets, choose **File/Exit** or click on the **Exit** button located under the *Application Groups* list box.
2. At the *Facets Ok to Log Off Product?* prompt (see Figure 7), click on the **OK** button.

**Note:** If you change your mind and do not want to log off of Facets, click on the **Cancel** button on the *Facets Ok to Log Off Product?* prompt.

# Facets Training Manual

**RJ Shavelson**



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