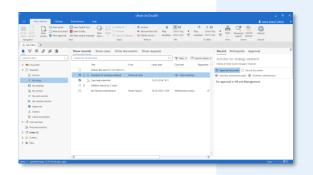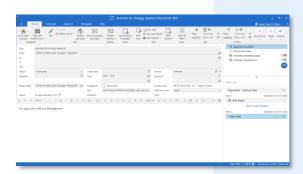# The three windows of F2

In F2 you will primarily work in the three following windows: The main window, the record window, and the case window. All three windows have a similar layout with functions relevant to your work on the ribbon at the top and the option of previewing selected content.

The main window

This window provides you with an overview of your inbox and lists. From here you can search for documents, records, and cases.
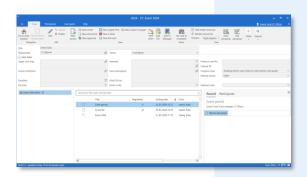
The ribbon and the functions of the context menu allow you to e.g. send emails, add records to cases and register them, and tidy up your lists.

The record window

From here you can work on the record or write an email. You can create new documents, add the record to a case, or add a deadline to the record.

You can also chat directly from the record window and create or process an approval.

The case window

From here you can work on the case and view its records.

You can e.g. restrict access to the case, add a deadline, or add one or more keywords. You can also change the file plan or action code.

Smart navigation

You can always identify the current window by the name of the second tab on the ribbon. You can easily navigate to other open windows using the *Navigation* menu group furthest to the left on the ribbon.