# **Details Page - Page Layouts**

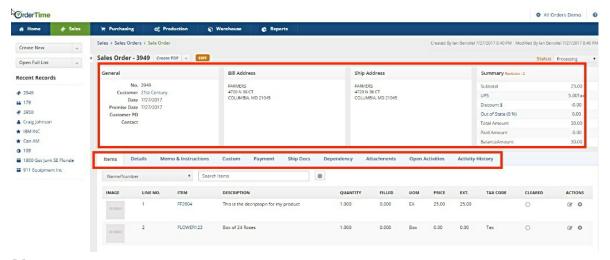
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### Overview

A *Details* page is a landing page for an Entity or Document, for example *Customers* and *Sales Orders* have Details pages. You can access the Details pages Using the Lists or Recent Records on the side menu.

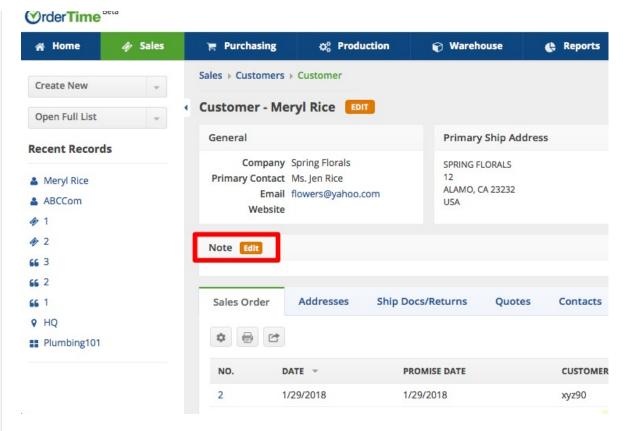
## **Details Page**

The Details Page is generally divided into a *Top Panel* and *Tabs*. The *Top Panel* will show the general information about the selected record, while *Tabs* contain Properties (like Notes) or "Child Records" shown in a table.



#### **Notes**

On certain Details pages, you will have the option to add a note to your transaction. Click on the Edit icon next to Notes to generate a note on your transaction.



• If needed, click on Date Stamp to insert current date and name of user writing the note. Click on Save when completed.



#### **Tabs**

Tabs act as the major source of navigation within *Details* pages. Tabs are found on the bottom half of the page and the available tabs will vary depending on which Details Page you are on.

