Tabs on Detail Pages

Overview

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 working on.

The Tabs have the same general options as Lists:

- **Modify List Options**: Ability to *filter your data*, *change the information displayed in the columns* & *modify the number of records shown per page/the default search by field*. The *Modify List Options* is symbolized as Gear icon.
- **Print**: Allows you to *make a printout of your records*. The *Print option* is symbolized as Printer icon.
- **Export**: Allows you to *move your information from our software into your favorite .CSV viewer/editor*. The *Export option* is symbolized as Export icon.
- **Edit**: Allows you to *edit* the specific line item. The *Edit option* is symbolized as Notepad icon under the Actions column.
- **Delete**: Allows you to *delete* the specific line item. The *Delete option* is symbolized as X icon under the Actions column.

Within each tab all your corresponding records will be displayed. For example, inside your Vendor's detail page, you will find all your Purchase Orders related to that specific Vendor. To select an individual record, simply click on that records name and that specific record will open.

- To *create a new record* within the tabs, click on **+ New** or **+Add** icon and fill in the required fields. After filling out the new record, press the Save icon. (The **+New** or **+Add** icon will display on selected tabs)
- To *change the order* of the tab's list, click on the Column header. Clicking on the header once will put your tab in descending order,

while clicking on it a second time will organize your tab in ascending order.

On the **Addresses** Tab below, the user has the option to +Add information to this record:

Under the **Open Activities** tab, the user has the option to add an event or add a task: