



# Aero Tab Navigation Quick Reference Guide

Aero Navigation Features		
1	Breadcrumbs	Displays the current page you are on and the tab path used to navigate there.
2	Favorite	Indicates whether a page is favorited. Click to add a page to favorites or to remove it if the page was already in favorites.
3	Sidebar	A vertical navigation pane containing parent tabs, object tabs and/or external link tabs. The tabs shown here are determined by the workspace admin and are meant to contain the most frequently used tabs. See the next page to learn more about how to show a tab in the Sidebar.
4	Tab strip	A horizontal series of tabs. Tabs may contain child tabs in a drop-down menu.
5	More menu	Click to view Sidebar tabs that are not displayed due to the current size of your browser.
6	All Tabs menu	Click to view all the tabs that a user has access to and are flagged as visible.
7	Collapse icon	Click to reduce the width of the Sidebar and only display the icon for each tab or click to expand the Sidebar from a collapsed state and display both the name of the tab along with its icon.
8	Avatar	An image containing the user's initials which you can click to access the user menu.

The screenshot shows the Relativity One interface for a workspace named "Salt vs. Pepper". The interface includes a top navigation bar with a breadcrumb trail: "Other Tabs > Search Terms Report > Search Terms Reports". A search bar is located to the right of the breadcrumb. Below the breadcrumb is a horizontal tab strip with a "Search Terms Reports" tab, which is highlighted and has a star icon (feature 2). A "More" menu icon (feature 5) is located to the right of the tab strip. The main content area displays a table of search term reports. The table has columns for #, Name, Index, Type, Status, and Searchable set. The table contains 11 rows of data. A sidebar on the left contains various navigation options, including "Documents", "Review Batches", "Indexing & Analytics", "Integration Point Profile", "Configure", "Imaging Profiles", "Case Admin", and "Workspace Admin". A "More" menu icon (feature 3) is located at the bottom of the sidebar. A "Collapse" icon (feature 7) is located at the bottom of the sidebar. A "Favorite" icon (feature 8) is located in the top right corner of the interface. A "Breadcrumbs" icon (feature 1) is located in the top left corner of the interface. A "Tab strip" icon (feature 4) is located in the top center of the interface.

#	Name	Index	Type	Status	Searchable set
1	Search term report	Index for STR	Report and tag	Completed	zzz_Ext Text
2	STR DT	Index for STR	Report and tag	Completed	All docs
3	Eron STR	Index for STR	Report and tag		Mike
4	Weyland STR	Index for STR	Report only		Juliana
5	Johnson vs. Bradford STR	Index for STR	Report and tag		Aaron
6	Kustak vs. Jones STR	Index for STR	Report only		Manjot
7	Thompson Matter	Index for STR	Report and tag		Mark
8	EPA vs. Doe	Index for STR	Report and tag		Chris L
9	Acosta vs. Clark STR	Index for STR	Report and tag		Karuna
10	Farrell vs. Prince STR	Index for STR	Report and tag		Aaron
11	Miller vs. Lee	Index for STR	Report and tag		0_random

## Showing Tabs to the Sidebar

The screenshot shows the 'Configure > Tabs' interface in Relativity One. The 'Tabs' tab is selected in the top navigation bar. The 'Tab Information' section contains the following fields: 'Name' (text input), 'Tab Type' (radio buttons for External Link, Object Link, and Parent, with Object Link selected), 'Object Type' (dropdown menu), 'Set as Default Tab' (toggle switch, turned on), 'Visible' (toggle switch, turned on), and 'Relativity Applications' (dropdown menu). The 'Tab Location' section contains: 'Show in Sidebar' (toggle switch, turned on), 'Icon' (dropdown menu with 'Tag' selected), 'Parent' (dropdown menu), and 'Order' (text input). At the bottom, there are three buttons: 'Save', 'Save and New', and 'Save and Back'.

### How to show a tab in the Sidebar

1. Navigate to **Tabs**.
2. Click **New Tab** to create a new tab or click on the desired tab in the list to add a pre-existing one to the Sidebar.
3. Complete or edit the fields in the Tab Information section as desired. For more information on the Tabs fields, refer to [Tabs](#).
4. Select **Show in Sidebar** in the Tab Location section. A Sidebar tab cannot have a Parent selected. If a Parent was selected for a pre-existing tab, once you select **Show in Sidebar**, the Parent field will be disabled.  
**Note:** With the Aero UI, admin users can now optionally create three levels of tab hierarchy – a parent tab in the Sidebar, which contains a parent tab in the Tab list, which contains an object tab or an external link tab.
5. Select the desired icon from the **Icon** drop-down menu.
6. Enter the desired **Order** value.
7. Click **Save**.

The tab is added to the Sidebar and will display based on the number of tabs you have already created and the size of your currently opened browser. If the vertical resolution is not high enough, the tab will display in the More menu.