

## Tab navigation quick reference guide

Use this guide to understand tab navigation in Relativity's Aero user interface.

### Navigation features

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 your favorite. Click to add a page to favorites or to remove it if the page was already in favorites.
3	Avatar	An image containing the user's initials which you can click to access the user menu.
4	Tab strip	A horizontal series of tabs. Tabs may contain child tabs in a drop-down menu.
5	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 image to learn more about how to show a tab in the sidebar.
6	More menu	Click to view Sidebar tabs that are not displayed due to the current size of your browser
7	All tabs menu	Click to view all the tabs that a user has access to and are flagged as visible.

**1** Imaging & OCR Imaging Profiles **2**

**4** Password Bank **Imaging Profiles** Imaging Sets Native Types OCR Profiles OCR Sets Application Field Codes Imaging Document Error More

**5** New Imaging Profile All Imaging Profiles Add Widget NEW List Preview

#	Name	Imaging Method	System Created ...	System Created On
1	<a href="#">Native Default</a>	Native	Service Account, Re...	11/4/2020, 12:31 PM MST
2	<a href="#">Basic Default</a>	Basic	Service Account, Re...	11/4/2020, 12:31 PM MST
3	<a href="#">Standard Imaging P...</a>	Native	Service Account, Re...	11/4/2020, 12:31 PM MST

**6** More >

**7** All 3 Edit ^ Total: 3

## 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 preexisting 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 documentation.
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.

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**Note:** With the Aero UI, admin users can 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.

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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.

**one** Salt v Pepper Workspace Admin Tabs

Workspace Details Search Indexes Object Type Fields Field Categories Choices Layouts Views **Tabs** Relativity Applications More

> 🔍 **New Tab** All Tabs NEW List Preview

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#	Name	Tab Order	Parent
1	Documents	-1	(All)
2	Workspace Admin	0	
3	Entities	0	
4	Processing	20	
5	Indexing & Analytics	30	
6	Imaging & OCR	40	
7	Scripts	50	
8	Reporting	300	
9	Production	800	
10	Case Admin	1000	
11	Audit	1000	
12	Data Grid	2000	
13	Persistent Lists	10000000	
14	Batch Set Cleanun	1000000000	

All 101 Delete ^ Total: 101

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