



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	Avatar	An image containing the user's initials which you can click to access the user menu.

The screenshot shows the Relativity interface with the following callouts:

- 1**: Points to the breadcrumb "Case Admin > Batch Sets" and the star icon for favoriting.
- 2**: Points to the star icon for favoriting.
- 3**: Points to the left sidebar navigation pane.
- 4**: Points to the "Batch Sets" tab in the tab strip.
- 5**: Points to the "More >" button in the sidebar.
- 6**: Points to the "All Tabs" menu icon in the sidebar.
- 7**: Points to the user avatar "RA" in the top right corner.

#	Name	Batch Prefix	Maximum Batch Size	Batch Data Source	Created By	Created On
1	Johnson vs. Smith	JOH	1	All Documents	Admin, Relativity	21/07/2023 12:32 CDT
2	Skyline vs. Gold Star	SKY	2	All Documents	Admin, Relativity	21/07/2023 12:32 CDT
3	Lavine case	LA	2	All Documents	Admin, Relativity	21/07/2023 12:32 CDT
4	Bachman vs. Adams	BACH	4	All Documents	Admin, Relativity	21/07/2023 12:35 CDT
5	Evans	EV	5	All Documents	Admin, Relativity	21/07/2023 12:35 CDT
6	Kelch vs. Wolfe	KEL	6	All Documents	Admin, Relativity	21/07/2023 12:44 CDT
7	Gardner vs. Bryant	GARD	3	All Documents	Admin, Relativity	21/07/2023 12:45 CDT
8	Pippins vs. Paul	PIP	1	All Documents	Admin, Relativity	21/07/2023 12:46 CDT
9	Leung vs. Xie	LEU	1	All Documents	Admin, Relativity	21/07/2023 12:47 CDT
10	Kustak vs. Leung	KUS	1	All Documents	Admin, Relativity	21/07/2023 12:50 CDT
11	Quentin vs. Robbie	QUEN	2	Extracted Text Only	Admin, Relativity	21/07/2023 12:52 CDT
12	McFarland vs. Lee	McF	6	Produced Documents	Admin, Relativity	21/07/2023 12:53 CDT
13	Farrell vs. Ferrell	FAR	10	Extracted Text Only	Admin, Relativity	21/07/2023 12:58 CDT

Showing Tabs to the Sidebar

The screenshot shows the 'Tabs' configuration page in the Relativity Workspace Admin interface. The page is titled 'Salt vs. Pepper' and is part of the 'Workspace Admin > Tabs' section. The breadcrumb trail includes 'Workspace Details', 'Search Indexes', 'Object Type', 'Fields', 'Choices', 'Field Categories', 'Layouts', 'Views', 'Tabs', and 'More'. The 'Tabs' tab is currently selected. At the top, there are buttons for 'Save', 'Save and New', 'Save and Back', and 'Cancel'. The page is divided into two main sections: 'Tab Information' and 'Tab Location'.

Tab Information

- Name* (text input)
- Tab Type* (dropdown menu, currently set to 'Object')
- Object Type* (dropdown menu)
- Set as Default Tab* (toggle switch, currently turned on)
- Visible (toggle switch, currently turned on)
- Relativity Applications (button labeled 'Select')

Tab Location

- Show in Sidebar* (toggle switch, currently turned on)
- Icon* (dropdown menu)
- Parent (dropdown menu)
- Order* (text input) with a 'View Order' button

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.