Manage detail page



This is a guide to manage the detail page on a case, a document or a contact. The detail page can give you previews of the documents on a case, and it contains information on the case/document/contact in the list.

Phase	Instructions	Navigation
Open detail page	Open a case/document/contact. The detail page is now visible in the bottom of the window.	
Open Tabs selector	Click on the cog wheel icon in the top right corner of the detail page.	排 【
Add or remove tabs from the detail page	In the dialog box <i>Tabs selector</i> the available tabs are highlighted in red and the visible tabs are highlighted in green. Drag and drop the tabs to the desired position.	Tabs selector ? * Select tabs you want to see by dragging them from one list to another Add new tab Contact reference history Document reference / history Main document history Parties Information Dates Reminders Parent cases Child cases Case references Document references Life cycle Recycle bin
Save	Click Save.	Save

160320 Page 1 of 1