



Reorganize Tabs on Ticket Details

Use 'Reorganize My Tabs' to change the display order of tabs in ticket details.

DETAILS | Attachments (0) | Related Actions (1) | CI (0) | Related Incidents (0) | Related Services (0) | Related Problems (0) ▼

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1. Select:  tools menu icon. The icon for the tools menu  is located near the top of the screen on the right side.

2. Select: Reorganize My Tabs from the dropdown options in the tools menu.

ESP will provide lists of available tabs for 'Tab Sheet Visible' and 'Tab Sheet Hidden'.

3. Drag/Drop: Tab to new location in the list.

4. Select:  save icon.

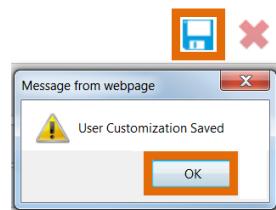
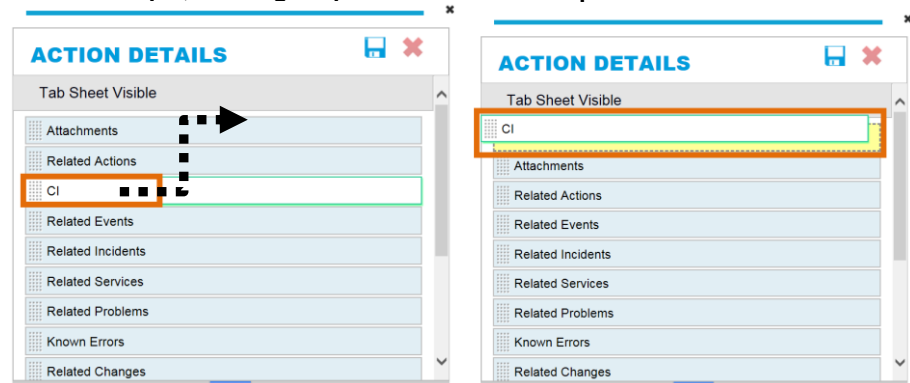
5. Select: OK.

→ If you want to hide a tab, drag/drop it to Tab Sheet Hidden. To display a tab that was moved to Tab Sheet Hidden, drag/drop it to Tab Sheet Visible.



→ If Reorganize My Tabs isn't available in the tools menu, you might not be in the ticket details!

In this example, we drag/drop the 'CI' tab to the top of Tab Sheet Visible.



In this example, we drag/drop the 'CI' tab to Tab Sheet Hidden.

