Organizing Tabs

You can organize the tab structure to present the tabs in a specific order and to nest tabs inside of tabs. However, the user preferences can let the user change the tab order as they wish, although they cannot move tabs that are nested in another tab. This work is performed in the CMS under Mobile Apps > Your mobile app name.

To organize tabs

You can organize tabs as described in the table.

To do this…	Do this…
Add a tab	1. Select the tab in which you want to insert the new tab. 2. Click New Tab ( ), type the name of the tab, then click Create. The new tab is nested in the selected folder.
Remove a tab	1. Select the tab that you want to delete, then click Delete Tab ( ). 2. Click OK to verify the deletion, or click Cancel to return to the tab structure without deleting the tab.
Pin a tab	1. Select the tab that you want to stay at the top of the tab list. A pinned tab is the first tab listed in the app. Users cannot rearrange a pinned tab, except among other pinned tabs. 2. Click Edit Tab: [tab name]. 3. Select Pinned, then click Save.
Change the order of the tabs	Drag a tab to a new location. A dashed line between tabs indicates where the tab will be placed in the tab structure.
Nest a tab within another tab	Drag a tab and set it on another tab. When the nesting tab is highlighted, you can drop the tab. It is indented below the nesting tab to indicate their relationship.
Change the name of a tab	1. Select the tab you want to rename, then choose Edit Tab: [tab name]. 2. In the Title field, type the name for the tab. 3. Click Save.